



America's Leader in Partnership Corrections

**LAKE ERIE
CORRECTIONAL
INSTITUTION**

**INMATE
HANDBOOK**

Revised
1/1/2014

PREFACE

This handbook is for your use while incarcerated at the Lake Erie Correctional Institution (LaECI). The handbook is designed to be your reference manual. Any revisions to the handbook will be posted via memos.

While you are at the Lake Erie Correctional Institution, you are expected to abide by Administrative Regulations, ODRC and LaECI rules and regulations, and participate in programs.

Inmates will receive orientation within seven **(7)** days of their arrival.

- A. Inmates will be given or have access to an Inmate Handbook and/or Orientation in his own language (when possible), or have a translation done for him as arranged by Unit Staff. Handbooks are available through your Case Manager and the Library.
- B. In the event a literacy or language barrier problem exists, Unit Staff will verbally assist the inmate in understanding the information.

All new inmates receiving an inmate handbook shall retain a personal copy for a minimum of fourteen (14) days, including holidays and weekends. Upon possessing the handbooks for the minimum of fourteen (14) days, all inmates shall return their personal copies of the handbook to their unit staff. Inmates are financially responsible for any lost or damaged copies of the handbook provided at a cost of \$3.00 each. Copies are also available after the initial fourteen (14) days from your unit staff.

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UNIT STAFF:

Chief of Unit Management: Administratively directs unit management and ensures compliance with unit management requirements and supervises Unit Managers.

Unit Manager: Directs staff and operations within unit, responsible for all activities/processes impacting the unit, unit staff and inmates. Supervises the unit staff in their assigned unit, resolves inmates' concerns, makes rounds in the unit, and chairs various institutional committees.

Assistant Unit Manager: Will be the Acting Unit Manager in the absence of the Unit Manager, assists with overseeing the units' functions, staff and assigned inmates.

Case Manager : Duties include but are not limited to: Develops social services, counsels, makes regular rounds in the unit, provides sentence information, prepares parole data and parole plans, completes reviews on inmates for job classification and security level, processes visiting applications, approves check out (cash) slips, and chairs or serves on various institutional committees. Communicates with external sources regarding inmates on their caseload, supports family contact, develops individual program plans for inmates and delivers programs.

Correctional Counselor: Provides direction in coping with the day-to-day operational concerns of living in prison. Duties include but are not limited to: makes rounds daily in the unit, provides support to the Correctional Officers as needed, oversees the sanitation of the unit, including personal appearance and hygiene of inmates, serves as hearing officer for conduct reports, takes care of property issues, offers guidance, and serves on various institutional committees.

Correctional Officer: Completes day-to-day security functions within the housing unit and participates in the unit's decision-making efforts. Any questions, comments, and/or concerns related to counts, sanitation, mail, laundry, contraband, shower procedures, rules, etc. should be addressed with your Correctional Officer first.

Unit Clerk: The Unit Clerk handles the clerical responsibilities for the unit. These duties include maintaining inmate unit files and serving on various institutional committees.

Chain of Command for Unit Staff: When attempting to resolve problems and address complaints, the chain of command is to be followed as listed below:

1. The Housing Unit Correctional Officers report to the Unit Manager.
2. Case Managers, Correctional Counselors and Unit Clerks report to the Unit Manager.
3. The Unit Manager reports to the Chief of Unit Management.
4. The Chief of Unit Management reports to the Assistant Warden.

Note: Reports of inappropriate supervision as defined by AR 5120-9-04 must be made with the Institutional Inspector.

Inmates are expected to adhere to all dorm and personal rules of conduct. The following is a list of dorm rules. Inmates are expected to ask questions of unit staff 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.**

DORM RULES

Bed and locker searches are completed on a random basis; however, they may also be conducted as a result of information obtained or reasonable suspicion. Any staff member can perform pat-down searches at any time. If contraband is found, or the staff member finds it necessary, a strip search may be conducted at any time. Inmates are not authorized to enter another **HOUSING UNIT OR** sleeping area other than their own.



1. All beds must be made by 8:00 am until 4:30 pm, Monday through Fridays. **Beds must be made with the state issued blanket. If you are a third shift porter, your bed must be made by 11am.** See your unit staff for examples of proper bed-making. Pictures are available in the dorms.
2. Nothing is to be placed or adhered to the walls, bunks, tables, TV stands, TV's, or windows. Clothing will **not** be hung on any parts of the beds, TV stands, etc.. **(other than at the wall end-Any deviation from this rule will be provided by the unit team and posted in the day room for reference)**
3. Windowsills must be kept clear of all items. Any items found in this area will be considered contraband and will be confiscated.
4. Tobacco use is strictly forbidden in all buildings. Tobacco is a prohibited item in all correctional institutions. Possession of tobacco will result in a Rule 51, contraband conduct report.
6. The recreation room is open upon completion of each meal. TV rooms will be open when count clears and will remain open until lights out, unless being cleaned by dorm porters.
7. All cleaning supplies and equipment will be checked in and out with the dorm officer.
8. Destruction or disfiguring of property is prohibited. Walls are not to be written or drawn upon and nothing is to be hung on them.
9. Radios, televisions, tape/CD players must be operated on headphones at all times, inside or outside the building. Radios may not be taken to job sites. Excessive noise is not permitted. Walkman-type radios may be used during off-duty hours and only in designated areas. Televisions & radios may be utilized after lights out so long as their usage does not disrupt other inmates or staff.
10. Adhere to the property limits (ask unit staff members for a package list). 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 not authorized to possess any item belonging to

another inmate, or any item that was owned by an inmate, even if that inmate has left the institution (unless otherwise approved by the Warden). 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 count towards your 2.4 property limit after one (1) week from the date of purchase. Personal property and other titled items such as televisions, radios, fan, lamps, etc. are limited to one item per inmate.

11. **Lights out at 11:00 p.m. on weekdays, 1:30 a.m. weekends (3:00 a.m. weekends for merit dorm only).** **Lights out for the Faith Based Unit will be 10:00pm on weekdays.** Inmates are to remain in or on their beds at this time. No noise will be permitted. Bathrooms may be used, but inmates will not congregate. Showers, shaving, or any other hygienic act is **not** permitted at this time. This rule excludes normal bodily functions.
12. Safety first! Fire prevention is important. 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. Failure to evacuate in a swift, orderly manner will result in disciplinary action.
13. Keep feet off the walls, tables and chairs. Leaning on the walls will not be permitted.
14. Dorm entrances, both inside and out, will remain clear. Inmates will not be permitted to loiter around office doors, the officer's station, and entrance/exits. **Inmates must remain outside the red lines at all times.**
15. Inmates will not tamper with nor place foreign objects in door jams, locks, hinges, etc. Inmates not adhering to this instruction are subject to disciplinary action.
16. Inmates will be visible in their assigned bunks during count and may not exit the bunk until count has cleared. The staff member conducting the count must visibly see skin and movement. If an inmate is covered up and cannot be seen, he may be awakened. Inmates not in place at count will be charged with being out of place. **IN THE EVENT COUNT LASTS MORE THAN 30 MINUTES, INMATES MAY REQUEST PERMISSION FROM THE DORM OFFICER TO USE THE RESTROOM.**
17. TV stands/bunk areas need to be kept neat and orderly at all times. Please see your unit team for specific placement of locker boxes, large titled items, etc. within the bunk area.

DRESS CODE

All inmates must follow the uniform of the day directives. From 8am – 4pm, Mondays through Fridays, inmates must be in full state uniform when leaving the sleeping area. **At NO time will an inmate go to into any of the Unit Team's offices without being in full state uniform with IDs.**

ID's are to be worn showing the picture side out, over the left breast of the outer most layer of clothing. ID's must be worn any time an inmate leaves his sleeping area. Pictures, stickers and other items are not authorized to be placed on an inmate's ID.

*State uniforms and appropriate footwear must be worn outside the sleeping areas. State shirts must be buttoned (except the top button), tucked into the trousers and the collar down at all times. Trousers will not be rolled up, tucked into socks, or pegged, and must be zipped and buttoned at all times. Any time an inmate reports to a job assignment, he must be in uniform, even if the job assignment is in the dorm. Skull caps, "do rags", and open toed shoes may not be worn outside of the sleeping area. Closed toed footwear may be worn in the dayrooms after 4pm.

*The only time an inmate may leave the dorm in personal clothing is when the inmate is going to and from recreation. Personal clothing is not permitted in the day room until after the 4:00 p.m. count. Only blue, green, and white colored clothing is permitted. Personal clothing will include sweat pants, gym shorts, T-shirts, sweatshirts and tennis shoes. Clothing must be appropriately worn. Clothing cannot be altered. Clothing must be in good repair at all times.

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

Only approved religious headgear may be worn into the inmate dining area. Food service workers may be required to wear issued caps. Sunglasses may not be worn indoors unless prescribed by a doctor.

Lounging in the housing unit's "common areas" in bathrobes and pajamas is not permitted.

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

All inmates are required to wear complete state uniforms any time they exit their bunk areas until after 4:00 p.m. count. State issued shoes or other approved shoes must be worn when outside the bunk area.

Inmates will not draw, write on, tear, or misuse state issued clothing or shoes.

AMERICANS WITH DISABILITIES ACT (ADA):

If you need assistance because of a disability, notify the ADA Coordinator of the type of assistance necessary. Inmates with qualified disabilities such as hearing loss, severe vision problems, or wheelchairs for mobility will be provided accommodations. The decision for accommodation is made on a case by case basis. No inmate shall be denied access to any job based solely upon his disability; however, an inmate must be able to fulfill the essential job functions of any job assigned to him. No inmate shall be denied access to any program assignment based solely upon his disability. However, any inmate having a disability must meet the same criteria for admittance to a program as any other inmate. An inmate needing a reasonable accommodation to attend a program shall be provided that accommodation based upon his individual needs, so long as the accommodation does not adversely impact security. Services shall be available to each inmate regardless of the existence of any disability. Reasonable accommodations shall be made as needed to ensure access to services.

BIRTH CERTIFICATES:

Upon request by the inmate, unit staff and/or the re-entry coordinator shall assist the inmate requesting replacement birth certificate by helping them complete the State of Vital Statistics form and forwarding it to the bureau for processing.

CASHIERS OFFICE:

The Cashier is responsible for all internal fund accounts and bookkeeping of the institution's various funds. A computerized individual account record is maintained for each inmate, which reflects all receipts and disbursements of funds. An inmate may invest in CD's, but will not be permitted to have or utilize any outside accounts. (Examples: savings, checking, charge, or stocks). Per A.R. 5120-5-02 (f) & (g), you are not permitted to be involved in outside business interests while incarcerated. For all legal concerns, you must have sufficient funds in your account to pay for your legal fees, legal mail, and legal copies. NO CREDIT WILL BE GIVEN. Inmates that are indigent are entitled to free first class mail to courts of law only, per A.R. 59-LEG-01. If you have any problems with your personal account, kite the Cashier's Office. The Cashier's Office has five (5) working days to answer your kite. State pay for inmate jobs is posted the Friday before the tenth (10th) of the month.

JPay Placing money on your account:

- 1) Money orders must be sent to JPay. JPay has committed to a 3 business day posting.
- 2) Money orders received at the institution will have to pay for postage to send the money order back to the individual.
- 3) For an inmate who receives a large check from a bank for closing an outside account, or from an estate settlement, etc., these will be processed at the institution with the approval of the Warden.
- 4) The AR only allows visitors who are approved, or tentatively approved, to provide funds regardless of the method used. Only approved or tentatively approved visitors may send money. As long as it is approved in DOTS, it will be approved for the vendor.

*JPay Money Order Instructions for approved visitors sending funds:

- 5) All money orders must be issued in US Funds.

- 6) Type or write in black or blue ink only.
- 7) Write clearly to avoid delays in processing your transaction.
- 8) Verify that the inmate name and ID are entered correctly on the money order deposit slip.
- 9) Do not include any letters or notes with your payment because these will be discarded.
- 10) Detach the deposit slip, the lower portion, at the the dotted line and mail with your money order.
- 11) PLEASE MAKE SURE MONEY ORDER IS PAYABLE TO "JPAY".
- 12) Mail deposit slip and money order to: JPay, P.O. Box 277810, MIRAMAR, FL 33027.
- 13) For additional information call 1 (866) 333-5729.
- 14) Do not send money orders valued over \$200.00.
- 15) Please do not photocopy deposit slip as copies may not be legible (or accepted)
- 16) You must be on the inmate's approved or tentatively-approved visiting list to send a money order.
- 17) A \$1.50 service fee will be deducted from the total value of any money order before it is posted to the inmate's account.
- 18) You must send a photocopy of your state issued ID (e.g., Driver's License, Military ID or Passport) with every money order. The name and date of birth on the ID, Money Order, and official ODRC visiting list must all match.

GTL Kiosk Global Tel*Link: LaECI has in the front entry a GTL Kiosk available for funds to be added to your phone and commissary accounts. In order to use the Kiosk the following must be followed:

They must be an approved visitor

- Have a photo ID that can be scanned by the machine or mailed in with a money order
- The name on the ID must match what is entered in the Dots Portal visitation information. No different letters, characters, spaces or anything different in Dots Portal. If it is not exactly written as it is on the ID it will be rejected.
- Date of birth on the identification card they are using must match Dots Portal
- For transaction issue they should contact GTL at, odrccustomerhelp@gtl.net
Phone Number 1 (866) 230 7761

Cashier's Office Copies: All copies made by the Cashier's Office staff will cost five (5) cents per page. In order for the Cashier's Office to process such requests the following must occur:

1. Send a kite clearly explaining the request (e.g. a six month demand statement, beginning date and ending date)
2. Enclose a cash slip in the kite that includes the following information:
 - a. Indicate that the request is for copies. These are the ONLY cash slips that will be processed through the kite system. Cash slips sent in a kite to Cashier's office for any purpose other than copies will be returned to the inmate and the request will not be processed.
 - b. The inmate must complete the cash slip and all information must be correct.
 - c. The inmate must sign the cash slip in the presence of a staff member who will also sign as "Witness".
 - d. Any illegible signatures or improperly completed cash slips will result in the cash slip being returned.

Cash Slips/Check-out Slips: Cash slips are used for sending money outside the institution. All cash slips must be filled out completely and legibly. Inmates must sign the cash slip in the presence of a staff member who will also sign as "witness." Print names next to signatures. Cash slips will be returned if any signatures are illegible.

Approval for cash slips is as follows:

\$0.00 to \$24.99	Case Manager
\$25.00 to \$99.99	Unit Manager
\$100.00 and over	Chief of Unit Management

Do not send cash slips in outgoing mail. Any outgoing funds will be in the form of a check issued by the Cashiers Office.

Release/Gate Money: Per DRC Policy 78-REL-03 IV A, the amount of release/gate money is now based on the length of time incarcerated:

1 to 90 Days	\$25.00
90 to 180 Days	\$40.00
181 to 365 Days	\$65.00
366 Days and over	\$75.00

Electrical Appliance CO-Pay Program: Per ODRC policy 61-PRP-03, Electrical Usage Co-payment Program, inmate's accounts are debited one dollar per month for possession of one or more electronic appliances. Exceptions will be at the Warden's discretion.

CLASSIFICATION:

Attendance: All inmates are strongly encouraged to attend hearings held on their behalf. This includes all Supervision Reviews and Disciplinary Hearings. All inmates have a right to attend and submit a written and/or verbal statement to the committee at the time of the hearing. Additionally, inmates may be asked questions, which will have an effect on the committee's decision and/or recommendation. Hearings will not be postponed at an inmate's request and refusal to participate may be considered a poor attitude for the hearing.

Job Assignments: All able-bodied inmates are expected to participate in work assignments, education programs, and unit programs ordered by the sentencing court or paroling authority or required by statute. Failure to participate in mandatory programs may result in administrative action. A notice will be sent to each inmate at least 48-hours prior to reclassification and at least one member of the classification committee will be available to meet with the inmate when the inmate is notified of the change. An inmate's pay rate is dependent upon his job title as determined by the classification committee and by any short-term conditions such as AWL, segregation, patient, or medical idle status. A job change can only be completed by the Unit Classification Committee.

Security Classification: All inmates will have a Security Review, at least, annually. The inmate is to be served with a Notice of Hearing 48 hours prior to the hearing. The inmate will be afforded the opportunity to appear before the committee (unless waived in writing) to offer any pertinent information, explanation, and/or objections. The committee shall make a comprehensive review of the inmate's institutional adjustment and behavior, including program participation, in order to make an assessment.

The Classification Committee shall forward their recommendation to the Warden/Designee. The inmate shall be notified of the right to appeal the committee's recommendation within fifteen calendar days of receiving notice of the recommendation.

The Warden/Designee shall review the Security Level Review and all other information presented, including any objections provided by the inmate, and shall approve or disapprove the recommendation.

COMMISSARY:

LaECI 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.

Inmates are permitted to shop once each week and are limited to a seventy (70) dollar amount. Inmates assigned to the merit dorm are limited to a ninety (90) dollar amount. If state pay falls on the day before or the same day as the inmates shopping day, it shall not be listed on the Commissary Order Form. If the inmate disagrees with the

amount listed, then he should kite the cashier regarding personal funds regarding state pay. If there is less than one (1) dollar listed, the inmate shall not be permitted to shop nor may the inmate spend less than one (1) dollar. Inmates can only shop with the amount that is listed on the label on their commissary sheet (even if funds come in after the label is printed, so do not alter the commissary label). Funds must be posted on to your account on the Wednesday prior to the week you are scheduled to shop (in order for funds to be available). No standing medical restricted inmates will be the only ones permitted to move ahead in line.

Any item(s) purchased that requires a title will be forwarded to R&D for 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 and legal items, once per month. (Any changes shall be communicated through the Segregation Unit Manager and/or Chief of Security).

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE
THE COMMISSARY DOES NOT GUARANTEE SUPPLY OF ALL ITEMS.
YOU MUST HAVE YOUR SHEETS ADDED CORRECTLY; THERE WILL BE
NO EXCHANGES OR ADDED ITEMS.**

CORRECTIONAL INSTITUTIONAL INSPECTION COMMITTEE (CIIC):

The CIIC is a legislative committee that inspects and evaluates Ohio's prisons regarding unsafe conditions; institutional programs, inmate grievance procedures, and general problems and concerns. They may be contacted at:

Correctional Institution Inspection Committee
Fiffe Center
15th Floor
77 South High Street
Columbus, Ohio 43215

COUNT:

The inmate population at LaECI 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.

LaECI COUNT TIMES

12:00 a.m.	11:00 a.m.
2:00 a.m.	4:00 p.m.
3:30 a.m.	9:30 p.m.
6:15 a.m.	

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 standing count inmates will stand in plain view next to their bed or sit upright on their bed. Inmates will remain in their bunks until the count clear signal is given. Inmates are required to be on their bunks unless they are on work assignment, in which case they will be on "out count."

During count times inmates are not to cover themselves in such a manner as to conceal themselves from the

officer 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.

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.

Inmates may use the toilet/urinal only once a good count has been announced by the unit officer/staff. Restrooms will open once the institution count has been cleared. Please see the bathroom schedule for more information on hours the bathrooms are open.

DISCIPLINARY PROCESS:

It is the policy of LaECI that discipline will be imposed in a manner and degree to the extent necessary to achieve corrective behavior. Disciplinary action shall not be imposed on any inmate until a hearing is conducted, where the accused inmate is given the opportunity to present a defense on his behalf. A guilty finding shall be based on evidence that the inmate did violate a rule of conduct.

Appeals: Appeals of RIB decisions may be filed to the Warden. Per AR 5120-9-07 there is no appeal process for dispositions made by the hearing officer and not referred to RIB for a hearing. RIB decisions at any level are not within the scope of the grievance procedure.

Rules of Conduct: Administrative Regulation 5120-9-06 *Inmate Rules of Conduct* establishes 61 rules of conduct, which "constitute an immediate and direct threat to the security or orderly operation of the institution, or to the safety of its staff, visitors, and inmates, 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 5120-9-37 of the Administrative Code.
18. Encouraging or creating a disturbance.
19. Fighting – with or without weapons, including instigation of, or perpetuating fighting.
20. Physical resistance to a direct order.
21. Disobedience of a direct order.
22. Refusal to carry out work or other institutional assignments.
23. Refusal to accept an assignment or classification action.
24. Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
 - a. Sending personal mail to an employee at his or her residence or another address not associated with the department of rehabilitation and correction.
 - b. Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the department of rehabilitation and correction.
 - c. Giving to, or receiving from an employee, any item, favor, or service.
 - d. Engaging in any form of business with an employee; including buying selling, or trading any item or service.
 - e. Engaging in, or soliciting sexual conduct, sexual contact or any act of a sexual nature with an employee.
 - f. For the purposes of this rule “employee” includes any employee of the department and any contractor, employee or 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 of 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.

Rules of Conduct Hearings: The hearing officer will interview the accused inmate and serve a copy of the conduct report at the interview. If the inmate refuses to accept the conduct report, the hearing officer will note that fact on the report. Inmates are encouraged to participate in their hearing(s). The hearing officer will inform the inmate of the rule violation alleged, the behavior constituting the violation, and right of the inmate to make a statement regarding the violation. The inmate will be asked to admit or deny the violation, and the hearing officer will ask for the inmate's statement regarding the violation. The hearing officer may conduct other interviews as the hearing officer deems necessary.

The hearing officer may either decide and dispose of the violation or refer the violation to the RIB for hearing. The hearing officer may refer the conduct report to the rules infraction board, find the inmate "not guilty", refer the inmate to treatment, counseling, or programming, recommend loss of job/reassignment, or issue a privilege restriction, order restitution, make or order contraband disposition, or issue a verbal reprimand. Dispositions handled at the hearing officer level will be under administrative review by the Rules Infraction Board chairman. This review decision is final—there is no appeal process.

If the hearing officer refers the conduct report to the Rules Infraction Board, the hearing officer will determine if staff assistance is needed, inform the inmate of procedural rights, which the inmate may waive in writing, ask the inmate if he requests witnesses or the presence of the charging official, and inform the inmate that the rule violation may result in a loss of the deduction of sentence authorized by section 2967.19 of the Revised Code and Administrative Rule 5120-9-56. The inmate may request a reasonable number of witnesses using the *Request For Witness* form. The request will include the name of the witness (s) and the nature of the information expected to be provided by the witness. The RIB chairperson will approve or deny any request for witness.

DRIVER'S LICENSE:

Five (5) months before your release, your Case Manager and/or Re-entry Coordinator shall assist the inmate in requesting information on his/her license from the local reinstatement offices. The computerized data sheet shall

be returned to the Re-Entry Coordinator and forwarded to the inmate so that he may address any barriers to obtaining his license upon release.

DRUG TRAFFICKING:

Ohio Revised Code 2921.36 prohibits drug trafficking by inmate, visitors, and penalties for all parties.

EDUCATION:

The Education Department will provide eligible inmates with academic, communication, and social-emotional skills training. DRC Policy 57- EDU-01 requires all inmates who do not have a verified high school diploma or GED to enroll in a mandatory academic program with the Ohio Central School System for at least two quarters. Instruction will be provided to meet academic needs of all ABLE, Pre-GED, and GED students.

Eligibility and priority enrollment guidelines affect when students will be admitted to the program in accordance with DRC Policy 57-EDU-01.

School Rules

1. All students, tutors, and porters must enter the building through the front doors and go directly to their work assignments.
2. Inmates that enter the building must be fully dressed in state issued blue uniforms. ID badges must be worn on the outer most garments. No hats are to be worn inside the building. Shirts must be tucked in pants, hats are to be taken off, and pants must be worn appropriately.
3. You are expected to be on time for class. If you are more than 15 minutes late or absent from class the instructor may issue a conduct report.
4. Class schedules are as follows:
 - Session I 7:45am until 9:15am
 - Session II 9:15am until 10:40am
 - Session III 12:45pm until 2:15pm
 - Session IV 2:15pm until 3:40pm

Vocational Class schedules are as follows:

- Session I 7:45am until 10:40am
- Session II 12:45pm until 3:40pm

Advanced Job Training classes through Ashland University are held from 6:00pm until 9:00pm.

Classes will not be dismissed until the end of the session. Inmates are not permitted to leave the classroom without permission.

5. You must present an authorized pass in order to seek permission to leave class.
6. If you are ill, you must seek permission from office staff before leaving.
7. Items not related to your class work (headphones, cups magazines, etc.) should not be brought into the school.
8. Compliance with all emergency drills is mandatory.
9. ODRC policy stipulates you must complete a minimum of six months of academic instruction if you do not have verification of your high school diploma or GED.
10. You may not print any items in your class unless authorized by the instructor.
11. The library is a place to quietly read or study. You will be asked to leave if you become disruptive.

LaECI Education Programs: Waiting lists will be maintained for each program and adhered to based on ODRC policy. To be placed on a particular waiting list, you must be eligible for that class. Placement on the waiting list does not guarantee that you will ever be enrolled in that program and there is no way to predict when you may be enrolled into class. Enrollment into class is based on priority enrollment factors outlined in ODRC policy. You may send a

kite or see the Guidance Counselor to be placed on a waiting list for one or more of these classes.

Academics

Training/College

English as a Second Language
Adult Basic Education
Pre-GED
GED

Vocational

Building and Maintenance
Drywall
Electronics
Administrative Office Technology
Computer Aided Drafting

Advanced Job

Ashland University

Adult Basic Literacy Education (ABLE): is a mandatory academic program for all inmates who read at or below a 226 or below on a Comprehensive Adult Student Assessment System (CASAS) or 6.0 or below on the Test of Adult Basic Education (TABE) and do not possess a high school diploma or GED verified by the Ohio Central School System.

Pre-GED: an academic program for inmates whose reading level scores are at a level of 227 up to and including 239 on a C or higher level test of a Comprehensive Adult Student Assessment System (CASAS) or 6.1 to 9.0 on the Test of Adult Basic Education (TABE) and do not possess a high school diploma or GED verified by the Ohio Central School System.

GED: Participation in the GED program may be used to satisfy the mandatory enrollment criteria as established in Department Policy 57-EDU-01, Inmate Assessment and Placement in Educational Programs, for those inmates whose reading level scores are at a level of 240 or above on a C level or higher test of the Comprehensive Adult Student Assessment System (CASAS) or above 9.0 on the Test of Adult Basic Education (TABE) and do not possess a high school diploma or GED verified by the OCSS.

Vocational Classes: Non-Mandatory training in specific areas of employment. To be eligible for a vocational class inmates must NOT have been enrolled and/or completed another vocational class on their current identification number at any institution, must show an 8th grade reading level or higher within the last two years, and have enough time left on their sentence to complete the 1-year class. Finally, inmates can sign-up for as many vocational opportunities that they are interested in but may only participate in one class.

Advanced Job Training: Ashland University offers the college-level programming at LaECI. Inmates may participate in this if they have achieved at least an 8th grade reading level within the last two years, have a verified high school diploma or GED on file, and have under five years remaining on their sentence but enough time to complete the next semester. Ashland offers a certificate in Basic Business and if college credits are earned, they may be transferred to another school upon release from incarceration.

Apprenticeships: LaECI offers apprenticeship programs under the direction of the US Department of Labor in Maintenance, Cook, Alteration Tailor, and Animal Trainer. You must send a kite to the Education Department to be considered for an apprenticeship program.

Tutor Training Opportunities: Per policy 57-EDU-14, inmates who meet the criteria and are interested in tutor training may contact the education department via kite to be placed on the waiting list for this program.

FIRE SAFETY:

Fire Prevention: It is the responsibility of both staff and inmates to maintain an environment free from fire hazards. Bunk areas should not have an excess of combustible materials ex. paper, clothing, magazines...etc. Sprinkler heads shall be unobstructed and not tampered with.

Fire Evacuation and Fire Drills: – It will be the policy of Lake Erie Correctional Institution to maintain proficiency through training of proper fire evacuation procedures. Fire Drills will be completed periodically. Inmates are responsible for complying with all staff instructions during the drills.

FOOD SERVICE:

Food service prepares three (3) full meals each day. A master menu is prepared by a state dietitian. All meals meet or exceed recommended daily dietary allowances for good nutrition. Substitutions may be made when necessary.

Dorms are called to meals on a rotating basis. When the dorm officer calls, "standby for chow," inmates are expected to get ready. Approximately three to five minutes later the dorm officer shall call "chow." Inmates are then required to report to chow with the main group. The dorm officer will then call, "last call for chow".

The dorm officer shall arrange escort and/or observation to the dining room from the dorm. If the meal is not being served, inmates shall not be permitted to go to the dining room.

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

When entering the cafeteria, the inmate is to get into line to be served. Keep the lines moving! Inmates are not to jump lines. Inmates will be given one serving of each item on the line. Inmates are to take the first tray on the serving rail.

Only after the inmate is seated may the inmate pass food to another inmate at his table. 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.

When finished eating, the inmate is to take his cup, tray, and spork 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.

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

GRIEVANCE PROCEDURE/INFORMAL COMPLAINT:

I. Introduction

When you have problems or questions about daily prison life there are employees who can help. You should contact an employee who works in the area where you are having a problem. You can either talk to the staff person or kite them. For example, if your property is stolen, your correction officer and unit staff are there and can help you. If this does not solve the problem you can try to solve it by using the inmate grievance procedure.

II. Purpose of the Inmate Grievance Procedure

The grievance procedure is a way to voice concerns or problems that come up during your time in prison. This may include complaints about how you are treated, living conditions, staff, inmates, rules, policies and procedures. Using the grievance procedure can resolve many complaints and correct problems.

Per Administrative Rule 5120-9-04, inmates may always address issues of alleged discrimination, including inappropriate supervision by utilizing the inmate grievance procedures in accordance with rule 5120-9-31 of the Administrative Code.

There are three steps in the procedure. It is hoped that you will be able to resolve your problem at the lowest possible step. At each step you will have the chance to voice your problem and explain what happened. If you have a problem, do not wait! Each step of the inmate grievance procedure has specific time limits.

III. Inspector of Institutional Services

The inspector watches prison operations to make sure that rules are being followed. The inspector also runs the inmate grievance procedure and investigates inmate grievances. The inspector takes action to correct problems, talk with both staff and inmates, and lets the warden know what changes are needed. Ask the inspector any question you may have about the inmate grievance procedure.

IV. Non Grievable

Some things cannot be grieved. This is because they already have a separate appeal process. Information about the processes can be found in the Administrative Rules and policies, which are available in the library. Some examples are:

- Hearing officer and RIB decisions
- Local Control/Administrative Control
- Security Classification
- Job Assignment

Some of the other things that cannot be grieved are:

- State Laws
- Court Matters/Judge's Orders
- Adult Parole Authority Actions or Decisions

V. Step One: Informal Complaint

Remember when you have a problem, talk to or kite staff working in the area. If this does not work, you can file an informal complaint form. These forms are available in your unit or from your inspector. If you have any problem getting this form you should kite the inspector.

You only have 14 days from when the problem happened to file your informal complaint. The form is easy to complete – fill in all the blanks, write neatly, and be brief. Explain who, what, where, and when. Use a new form for each problem. After you complete the form, send the white and canary-yellow copies, by kite, to the department or supervisor in charge of the area of your complaint. Your unit staff or inspector can tell you who to send it to. Send the pink copy to the inspector. The goldenrod copy is yours to keep.

When the staff member receives your complaint, they will investigate and respond within 7 days. You should receive their answer on the canary-yellow copy of the form. If you do not receive an answer within 7 to 10 days then you should contact the institutional inspector. If your complaint is not resolved, you may file a grievance.

Some types of complaints need quick action, such as if you may be physically harmed, or have experienced an unreported use of force. If this should occur, let a supervisor know and then tell the inspector. If you experience inappropriate supervision or retaliation, contact the inspector directly. The inspector may tell you to file a grievance instead of starting with an informal complaint.

VI. Step Two: Grievance

A notification or grievance form is needed in order to file a grievance. **You have 14 days from the date you received the answer to the informal complaint to file a grievance unless the inspector waives the time limit.** Only the inspector can give you a grievance form so you must kite the inspector and ask for one. If you need help with the form ask the inspector or your case manager. The form is easy to complete – fill in all the blanks, write neatly, and be brief. Explain who, what, where, and when. Stick to the facts. After you have completed your grievance form, attach the canary-yellow copy of the informal complaint, if it was answered, and send it to the inspector. The pink copy of the grievance form is yours to keep.

VII. Disposition of Grievance

The inspector will read your grievance form. The inspector will then investigate the grievance. The inspector may need to talk to you or other people, look at rules or other records. Most of the time, the

inspector will finish the investigation in 14 days. If the inspector needs more time then they will let you know. When the investigation is complete the inspector will tell you what they found on a disposition of grievance form. The inspector will send you the canary-yellow copy of the grievance you filed, the canary-yellow copy of any informal you sent and the completed disposition of grievance.

VIII. Step Three: Appeal

Read the inspector's disposition. If your complaint is still not solved or if you feel a mistake was made then you may appeal the chief inspector. **You have 14 days from the date of the disposition to appeal to the chief inspector.** Ask the inspector for an appeal form.

Read the instructions on the form. Be sure to fill in all the blanks, write neatly, and be brief. Explain why you do not agree with the inspector's decision. Stick to the facts. Do not add new complaints. When you are done with the appeal form, attach to it copies of your grievance, disposition of grievance, and informal complaint (if any). Mail the appeal to the chief inspector. The chief inspector's address is on the form.

IX. Office of the Chief Inspector

The office of the chief inspector will read what you sent with your appeal. They may talk with the inspector, other people, or review rules. The office of the chief inspector will then make a decision on your appeal. They may find that the inspector correctly answered your complaint. This is called "affirmed". They may find that more investigation is needed or tell the inspector what to do or change. This is called "modified". They may feel that the inspector's decision was wrong. This is called "reversed". You will receive the decision of the chief inspector in about 30 days. If they need more time to investigate they will let you know. Decisions made by the chief inspector's office are final.

X. Grievance about the Inspector or Warden

If you believe that the inspector or warden broke a rule, then you may file your grievance to the chief inspector. **You have 30 days from the date of the incident to file your grievance.** You do not need to file an informal complaint. Get a grievance form from the inspector. Fill it out like you would any other grievance. The pink copy is yours to keep. Mail the other two pages to the chief inspector: 770 West Broad Street Columbus, Ohio 43222. The chief inspector will read your grievance and investigate. The chief inspector will make a decision in 30 days. You will be told if more time is needed to investigate. The chief inspector will send you a copy of the decision. The chief inspector's decision is final.

XI. Use, Misuse, and Restrictions

The grievance procedure is there for your use. Any inmate can use the grievance procedure. If used correctly it will keep little problems from growing into bigger ones. Remember to follow the steps of the procedure. When writing, be respectful, don't make threats or use bad language. Tell the truth. If you tell lies on purpose, threaten people, or use disrespectful words you may receive a conduct report. Restrictions may be placed on you if you abuse or misuse the grievance procedure.

XII. Guarantee Against Reprisals

Staff know that they cannot punish you just because you complained about them. If you believe that staff are treating you differently because you filed a grievance contact the inspector immediately. The inspector will investigate. Staff may be disciplined if they act against you in any way.

IDENTIFICATION BADGES:

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 the unit team and a theft/loss 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 ODRC ID is \$5.00. The cost of a replacement ID clip is \$.25.

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). Replacement cost will be at the expense of the inmate.

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.

See your unit team to request a new ID badge or clip. Inmates will be expected to sign a cash slip at the time of re-photographing.

IDENTIFICATION CARD:

State of Ohio identification cards will be issued prior to your release.

KITE PROCEDURE:

The term "kite" is used to refer to that written form used in inter-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 and are to be used for routine problem solving and communication.

Complete all information, i.e., name, number, dorm, bed number, work assignment and the department head supervisor or employee the kite is being sent to. Briefly state the message or need for information or assistance.

Completed kites should be sealed and placed in the kite box designated for such purposes. Do not send multiple kites to numerous departments concerning the same matter – this may only serve to delay the response. The response time to kites is seven calendar days.

LAUNDRY:

Bed linens to include: pillowcases, sheets, and blankets will be exchanged with the laundry department on a one-for-one basis. Days and times of exchange are posted in the dorms. Linen exchange is mandatory for all inmates.

Inmates will have access to washers and dryers in the dorms, per posted procedures. Personal and state issue clothing, underwear, etc. will be cleaned "in house." **DO NOT PUT SHOES OF ANY KIND INTO THE WASHERS AND/OR DRYERS!**

LIBRARY SERVICES:

The library schedule is divided into specific times assigned to each housing area which are posted in the dorms. Weekly rounds to segregation and the infirmary are done by staff. Request for specific library services should be sent via kite to the library staff. Please be as specific as possible.

- In accordance with ODRC Policy 58-LIB-01, Comprehensive Library Services, ODRC non-security policies and Administrative Regulations are available to the inmate population to review in the library.

Library/Law Library Rules

1. Inmates must wear state uniform; shirts must be tucked in and pants pulled up; no recreational clothing is permitted; no hats allowed.

2. Inmates must have their ID badge to enter and use library services.
3. Books are checked out for 14 days.
4. Reference material may not leave the library. Inmates will be held responsible for lost, stolen, or defaced books issued or found in their possession.
5. Conduct reports will be issued for overdue books.
6. No commissary, food or drinks permitted in the library or educational area.
7. No talking or disruptive noises in the library.
8. You must sign up for library time for self only.
9. No copies will be made without a copy card. **(Legal documents only)**

MAIL:

Per AR 5120-9-17, Incoming Mail, mail in the form of first class letters or electronic mail addressed to an inmate shall not be withheld except as provided in this rule. There shall be no limitation on the number of first class letters that an inmate may receive nor the number of persons with whom an inmate may correspond. Per AR 5120-9-18, Outgoing Mail, there shall be no limitation on the number of letters that an inmate may send, nor shall there be any restrictions as to persons with whom an inmate may correspond, except as provided in this rule. Policy 75-MAL-01, Inmate Mail, governs inmate mail services including mail inspections. Per this policy, LaECI will process inmate mail in an efficient, timely manner and regulate inmate property in accordance with these AR's. Please review these AR's and policy for information about mail procedures.

Mail is taken to, and picked up from, the post office each day, Monday through Friday. There is no mail on Saturdays, Sundays, or Holidays. All outgoing mail must have the inmate's name, number, address, and zip code on the envelope. Mail is normally picked up by 7:30a.m. and no later than 9:00am. All outgoing mail must be dropped in the mailbox located in the center of the yard. Outgoing mail must be in an embossed envelope. The mail room will not affix simple postage to any non-stamped envelope, you may purchase a stamp at commissary (Commissary will require you to bring the non-stamped envelope when you shop).

All letters needing additional postage must be given to Unit Staff for signature and be given to the Mailroom Staff. Cash slips may come detached if placed in the mailbox provided for inmates.

*Cash slips may be provided for regular postage.

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. Obtain the "free" envelope from your unit staff. The letter must be placed in the facility mailbox no later than Sunday evening of each week.

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 will distribute the mail on 2nd shift.

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. Polaroid photographs must have the backing removed. Polaroid photographs that do not have the backing removed shall be returned to the sender at the inmate's expense.

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 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.

Mailing Address: In letters, the inmate's name and number must be listed plainly on the outside of the envelope. The address of the institution is:

Lake Erie Correctional Institution
501 Thompson Road
Conneaut, OH 44030

Inmates may receive sealed letters from a specified class of persons and organizations including, but not limited to the following: courts, counsel, officials of the confining authority, state and local chief executive officers, administrators of grievance systems, the Correctional Institution Inspection Committee (CIIC), and members of the paroling authority. Such mail must be clearly addressed reflecting one of the above addressees and be marked as "legal mail." Legal mail may be opened and inspected for contraband only in the presence of the inmate addressee. Legal mail shall be logged on the Legal Mail Log (DRC2632). Inmates are to advise their attorneys to ensure that the inmates' name and number as well as cell location is on the front of legal mail envelopes. It is also advised for the attorney to mark the front of the envelope "Legal Mail".

Inmates are permitted to receive the following items in a 1st Class envelope, in accordance with DRC policy. Three (3) Photographs, no Polaroid's (no larger than 5 X 7), Three (3) Embossed envelopes, Five (5) Newspaper Clippings (simple, single page, no larger than 8 1/2" X 11"), Five (5) Pamphlets or brochures (simple single page, no larger than 8 1/2 " X 11"), Bi fold or tri-fold, Copied materials (5) single pages, one side 8 1/2" X 11"). Per policy 75-MAL-02, inmates are **not** permitted to receive nude photographs.

PACKAGES:

The Unit Staff will provide specific information regarding the approved vendors, available items and how to make a purchase from a vendor. Level 1 inmates may receive up to four (4) packages a year, from the approved vendor. Each Level 1 security inmate may receive a maximum of two (2) food packages per year, from the approved food package vendor. Level 2 security inmates may receive three (3) packages a year, from the approved package vendor. Each Level 2 security inmate may receive a maximum of two (2) food packages per year, from the approved food package vendor.

All inmate food, sundry and exempt packages are required to come from Access Securepak and/or Union Supply. (The website is www.ohiopackages.com).

Administrative Rule 5120-9-33, Packages and Property Restrictions. The highlights include:

- All food and sundry packages must come from a vendor approved by the Ohio Department of Rehabilitation and Correction.
- Inmates may order food and sundry packages for themselves.
- 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.
- The vendor(s) will be responsible to cover the shipping cost on any package that needs returned. In addition, they will pay shipping costs for any package that requires forwarding.
- For all other security levels, an inmate's housing status will then be used to determine if he/she is currently ineligible to receive a package (e.g. DC, LC, AWL, Reception would all be ineligible to receive a package.)
- The contract with the vendors requires all inmates to deal directly with the vendor when there is a problem with an order.

Package officer will note on the invoice any items that are missing or damaged when packages are given to the inmate.

Inmates may order approved replacement items according to their security levels. When receiving the new item, the inmate must either turn in the old item or provide appropriate documentation that the item was appropriately destroyed through the correctional counselor or sent home. Inmates are responsible for ensuring that they remain within possession limits for individual items and 2.4 cubic feet limits for total property. Failure to do so may result in a conduct report. Inmates found in possession of another inmate's property will be issued a conduct report.

While inmates are in the SMU, they may not order or receive packages. Packages received during SMU placement are subject to return to the vendor

Books are considered printed material under AR 5120-9-19. Each inmate is permitted one subscription per magazine and one text per book title. (No inmate may possess or order more than one of the same book or magazine subscription.) They may be ordered and received by inmates directly from a publisher or distributor that can offer this service to them as long as their content is allowable under the rules and they are within the established quantities for the inmate's level. Printed material may be excludable if it is deemed to be detrimental to or to pose a threat to the rehabilitation of inmates; the security of the institution; or the good order or discipline of the institution. Materials are subject to screening under AR 5120-9-19.

MEDICAL SERVICES:

The Medical Department is staffed by RN's and 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 LaECI are provided by CCA Medical Staff.

The procedure to access medical, dental, or mental health services is made possible by completing a Health Service Request form and placing it in the white medical box in the yard. The medical department will not accept health services requests (kites) through the regular mail. All health services requests received through regular mail will be returned. The forms are picked up every morning by the medical staff around 11:00 a.m. The requests will be answered within 24 hours and appointments will be scheduled as needed. Nurse Sick Call will be scheduled within 48 hours. All other requests (dental, mental health) will be forwarded to that department.

Nurse Sick Call is held 7 days a week. All access to medical services is by pass only. The nurse will assess the inmate for the need to see the doctor. Emergency calls over consist of broken bones, respiratory distress, cardiac distress and uncontrollable bleeding.

Doctor's Sick Call is held 4 days per week and the 5th day is chronic care clinics. During the visit the nurse shall evaluate the inmate first and then schedule the inmate as needed to see the doctor. For individuals with chronic illness the doctor will automatically schedule them to be seen on a reoccurring basis. Physical examinations will be scheduled per ODRC policy.

Inmates on medication controlled federally or by policy of the institution, must come to medical during pill call times to receive each dose of medication. Inmates are responsible for coming to pill call when it's their dorm's schedule time (passes are not sent out to come to regular pill call). Pill call times are as follows:

Main Morning Pill Call:

7:15am Early Pill Call

7:35am – 8:05am Huron A/B

8:05am – 8:25am Huron C/D

8:25am – 8:45am Ontario A/B

8:45am – 9:05am Ontario C/D

9:05am – 9:25am Superior A/B

9:25am – 9:45am Superior C/D

Afternoon Pill Call:

12:05pm Early Pill Call

12:20pm – 12:45pm Huron A/B

12:45pm – 1:00pm Huron C/D

1:00pm – 1:15pm Ontario A/B

1:15pm – 1:30pm Ontario C/D

1:30pm – 1:45pm Superior A/B

1:45pm – 2:00pm Superior C/D

Evening Pill Call:

7:05pm – 7:35pm Huron A/B

7:35pm – 7:55pm Huron C/D

7:35pm – 8:15pm Ontario A/B

8:15pm – 8:35pm Ontario C/D

8:35pm – 8:55pm Superior A/B

8:55pm – 9:15pm Superior C/D

Keep on person (KOP) medications may be picked up starting at 2:15 PM on Monday, Wednesday and Friday. Keep on person medications may be picked up at 2:15 PM on Tuesday, Thursday or Saturday. For Ontario C/D, Superior A/B and Superior C/D – per scheduled time. KOP will be conducted by the posted schedule. KOP medications will be issued by the nursing staff at the direction of the physician. KOP inmates must arrive within the 15 minute window they are called.

Education students, who are to report to pill call at the special time, are those who have made arrangements with the Education Administrator. The Education Administrator will notify medical of those inmates who need to get their meds at the beginning of pill call.

Mandatory pill call is for essential meds that need taken under supervision. Mandatory pill call is with your dorm. If you do not wish to take the medication, you must come to medical to speak with the nurse and sign a Refusal of Medication form. Refusal of Medication will not result in disciplinary action, but failure to show up for a mandatory pill call pass could result in discipline. Non-compliance with taking the essential meds could result in an infirmary admission. The physician would then counsel about the risk of not taking the medications that are considered essential medications.

Generic medications will be substituted as indicated and ordered by the physician. Non-formulary medications will be reviewed and ordered by the physician as indicated. Inmates must show their ID badge 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 AS 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.

Inmates must send the health services request to be re-evaluated for more medication(s) before any new prescription can be issued. This also applies to any restriction that is placed on the inmate medical status. Restrictions can only be written for a maximum of 1 year and then must be reviewed by the physician for continuance. Keep all medications locked up; never give medication to another inmate.

Any time medical care is requested the inmate is expected to show up at medical at the scheduled time. Failure to do so is considered a "no show" and may result in a conduct report for being "out of place." Inmates are not permitted to enter medical with headphones, tape/CD players or personal drink containers.

Advanced Directives: In accordance with policy 68-med-16, all inmates who have a Living Will or a Durable Powers of Attorney for Health Care are advised to provide the medical department with a copy or discuss this with the physician. Your wishes will be documented on form DRC 5350.

Tattooing: Tattooing or insertion of any metal object into your skin without medical supervision is absolutely prohibited. Any such incidents should be reported immediately to the medical department. Tattooing or the insertion of foreign objects into the skin can cause the spread of HIV, Hepatitis B, Hepatitis C, and major skin infections. Tattooing is a violation of Rules 57 and 58.

DENTAL SERVICES

ODRC dental policy **68-MED-12** is available in library for review.

LaECI has a fully equipped dental clinic. There is no co-pay for dental services, whether performed by dental staff or a nurse.

Emergency/Urgent dental care is available to all inmates. A **true emergency** is a potentially life threatening injury or acute trauma such as broken jaw, non-stop bleeding, or large swelling that might interfere with breathing. A phone call from staff instead of an HSR is appropriate for true **emergencies**.

For **urgent problems**, submit a **Health Service Request** (not a kite) to dental describing your problem in detail.

Examples of urgent dental problems:

- Visible swelling
- Sudden toothache that lingers and/or wakes you up
- Huge, painful cavity or cavities
- Split denture that is needed to chew (Missing a single denture tooth not urgent)

The following are NOT considered a dental emergency/urgent problem: a tooth that breaks in chow hall, gums that bleed when brushed or feel sensitive to brushing /cold temperatures, small to medium cavities, chipped front teeth, chipped back teeth that are rough against tongue ,and long standing, chronic dental problems. If you are not sure whether your problem qualifies for urgent treatment, send an HSR (**Health Service Request** to dental)

Routine dental care is available to eligible inmates following one full year of custody in ODRC. Following one full year, submit a **Health Service Request** (not a Kite) to dental requesting a check-up and cleaning. (If you claim a painful problem you will **not** be placed on the regular dental care list and will be triaged only for your "urgent" problem instead. **Examples of routine dental care:**

- Gingivitis and need for cleaning, gums that bleed
- Repair of chipped and/or broken teeth
- Cavities needing fillings
- Removal of dormant rotted teeth that don't hurt
- Missing teeth making it difficult to chew. (Special diets are available upon request.)
- Dentures, partial dentures (must have 3 or more years to serve in ODRC)

Segregations inmates will be seen for urgent/emergency care only. All routine dental care will be delayed until the inmate returns to the general population.

Health Care Service Co-Payment

All medical treatment will require the inmate to pay medical care co-pay per DR&C policy, as defined by DRC 68-MED-15. All inmates shall be charged a health care co-payment in the amount of \$2.00 for routine health service requests. **Unscheduled** non-emergencies for medical service will be charged \$3.00. This procedure is consistent with guidelines and procedures for the Healthcare Services Co-Payment program in accordance with ORC section 5120.56 (Healthcare Co-Payment).

Pursuant to policy 68-MED-15 Correctional Health Care Services Co-Payment, exemptions to the co-pay charge includes: dental treatment, indigent inmates, appointments or services initiated by a department employee or contract worker, any visits in clinic for a chronic disease, referrals and follow-ups, mental health care, intake and periodic physical exams, HIV/TB/Hepatitis testing, laboratory/x-ray results, preventive health education, obstetric care, treatment for injuries sustained while performing a prison work assignment, inpatient health care settings, or by order of the warden/designee.

Inmates may contest the co-payment charge by utilizing the inmate grievance procedures as provided in administrative rule 5120-9-31. Pursuant to this rule the inmate's first step is to send an informal complaint to the Health Care Administrator. The informal complaint must include the reason the charge is being contested, and the specific nature of the exception that the inmate thinks is applicable. The Health Care Administrator will respond to the complaint in writing within seven (7) calendar days. If the inmate disputes the Health Care Administrator's decision, he may file a grievance with the inspector of institutional services. The inmate may further appeal the decision of the inspector of institutional services to the Office of the Chief Inspector.

The inmate library shall maintain current copies of Correctional Health Services Co-Payment, AR 5120-5-13 and the Correctional Health Care Services Co-Payment Policy 68-MED-15.

MENTAL HEALTH SERVICES:

Within 7 days of reception at Lake Erie Correctional Institution, all inmates will participate in an orientation to mental health services. During the orientation inmates will learn the physical location of the Mental Health Department, how to access services, the manner of being assessed for services, the extent of the confidential nature of services and the parameters of professional supervision. Inmates who have not received a Detailed Mental Health Screening in over 90 days will be sent a pass to have this completed by a mental health professional.

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

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

All referrals will be prioritized based upon the nature of the referral by the mental health administrator or designee.

Suicide Awareness and Prevention: For inmates in crisis it is important that staff is notified. If you or you suspect another inmate may attempt suicide or self-injurious behavior, or you are feeling/exhibiting signs and or

symptoms of suicide or you notice another inmate who is in distress please notify staff immediately.

NOTIFICATION OF NEXT-OF-KIN:

Any time an inmate is admitted to the hospital for an emergency or pre-planned as a result of a serious or life threatening condition, next-of-kin will be notified. The staff nurse receiving the notification of admission for emergency will notify the next of kin. The Health Care Administrator or designee shall provide notification for pre-planned admissions as listed above. In the event the inmate does not want a next-of-kin notified, the Health Care Administrator will document such refusals in the inmate's medical file and/or secure the inmate's signature.

Notification Of Next-Of-Kin Form

The inmate may change or add information to the Notification of Next of Kin Form (DRC5328) by submitting such change in writing to the Health Care Administrator (HCA) or unit staff.

a. The canary copy of the updated form shall be placed in the inmate's medical file.

b. The original white copy of the form shall be forwarded as necessary to the Managing Officer's designee. The Managing Officer's designee shall update the DOTS Portal entry.

The HCA/designee will post information regarding updating of the Notification of Next of Kin Form (DRC5328) in January of each year in the housing units and Inmate Health Services. Unit staff will review the Notification of Next of Kin Form during the classification and reclassification process.

NOTARY:

Notary hours are posted within each housing unit. See your Unit Clerk for notary information.

PAROLE BOARD:

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

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

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

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

Broad Street, Columbus, Ohio 43222.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PREA (Prison Rape Elimination Act):

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.

PROGRAMMING:

To successfully complete programming inmates must ensure attendance, participate, complete required homework and/or assignments, and display good behavior. The following is a list of currently approved programs. Not all programs are offered at the same time. Program schedules are posted in the housing units.

Waiting lists for Reentry Approved programs will be prioritized in accordance with ODRC Policy 02-REN-04; based upon the RAP and ORAS static risk assessment, dynamic needs assessment, length of sentence, statutory requirements and the ability to complete the program before release.

Approved Reentry Programs:

Associates, Social Interaction, Attitude, Community Functioning, Personal and Emotional:

Thinking for a Change

Victim Awareness

Cage Your Rage

Community Functioning:

Money Smart

Education, Employment:

ABLE Literacy

GED Instruction and Work Study

Pre-GED Instructions

Advanced Job Training (College)

Computer Aided Drafting

Administrative Office Technology

Building and Maintenance

Drywall

Electronics

Marital/Family Relations:

Inside Out Dads

Substance Abuse:

Recovery Services/Intensive Outpatient Program

Meaningful Activity Programs are curriculum based, non reentry approved programs. Inmates may kite or sign up on a sign-up sheet. Meaningful Activity program waiting lists are not prioritized based on ODRC Policy 02-REN-01. Please see your unit staff for a listing of Meaningful Activity programs that are currently available. The list of programs available is also posted in the housing unit.

PROPERTY LIMITS AND GUIDELINES

Inmates may receive personal property from approved sources. The approved sources may include institutional commissaries and vendors. A copy of all documents that itemize inmate property shall be maintained in the inmate property file. The inmate shall retain a copy of the inmate property record. Anytime an inmate's property is inventoried (i.e. transferred, segregation placement/release), the inmate shall sign and retain a copy of the inmate property record and a copy shall be forwarded to the inmate property file.

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, normally a correction officer. 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. Inmates may possess up to 2.4 cubic feet of combined state and personal property, excluding large titled items, state issued bedding, coats/jackets, permitted shoes, and any other property

specifically exempted pursuant to Department Policy 59-LEG-01, Inmate Access to Court and Counsel. Commissary/food box items are excluded from this requirement only for seven days from the date of purchase or date received. Items must be consumed within 30 days. An inmate will "pack-up" or be "packed-up" when he is; placed in segregation, housed in the infirmary, sent on a bench warrant for court appearance or other reasons. All property will be logged and locked into the property vault. Inmates released on Parole, Post Release Control, Transitional Control, or End Definite Sentences may take their property with them. Inmates released on Transitional Control 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, (with proof of ownership) 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) subject to disciplinary action for violation of Rule 48, 50 and/or 51.

Titled Property

Certain personal items which inmates may possess require an institutional certificate of ownership referred to as a "title." All items requiring a title, whether purchased from the commissary or brought in upon transfer, shall be kept in the R&D storage room for inspection and titling. Any items received through an approved sundry package will be kept in the Package Room for inspection until titling is completed. These items include but are not limited to, watch, typewriters, fans, televisions, rings, necklaces, chains, and religious items. The inmate shall receive a pass to pick up the item(s) as soon as the inspection and the titling process are completed.

Inmate property cannot be lent, 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 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 a possible aid to the recovery of that item.

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

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

Property Claims:

The Department of Rehabilitation and Correction has the legal authority to develop rules enabling the department to settle small claims (\$300 or less) with inmates, for lost or damaged property. (AR 5120-9-32) Inmates are not allowed to file a claim for lost or damaged property in the Court of Claims without first filing a grievance on the matter.

It is expected that the inmate will follow the usual steps of the inmate grievance procedure, consistent with Administrative Rule 5120-9-31. If the inspector finds merit to the grievance, and the inspector and the inmate can agree on an appropriate dollar amount as compensation, with the warden's approval, this dollar amount may be credited to the inmate's account. If the inmate accepts this credit, he will give up his right to file this claim in the Court of Claims. If the Inspector does not find merit to the inmate's grievance or the inmate and inspector cannot agree on a dollar figure for compensation, the inmate will retain his rights to file in the Court of Claims.

These grievances are subject to appeal consistent with Administrative Rule 5120-9-31.

QUARTERMASTER:

For normal replacement of state-issued clothing, you must kite the quartermaster directly. You will have the

opportunity to exchange state-issued clothing and linen when they become worn and unserviceable as determined by the quartermaster staff. For example, a shirt that was issued over 13 months ago but shows no wear and tear should not be exchanged. In such cases, you will need to kite the quartermaster who will schedule to exchange the property items. You will be required to exchange state-issued clothing item for item. Inmates may only possess and request appropriately sized state-issued clothing. Any clothing in your possession that is obviously too large or too small will be replaced with appropriately sized state-issued clothing. Any intentionally damaged or altered state-issued clothing will be considered contraband and confiscated. You may be cited for a violation under the inmate rules of conduct for damaging or altering such clothing. Restitution may be ordered by the Rules Infraction Board and/or Hearing Officer.

RECORDS OFFICE:

All functions of the Record Office will be completed at the Operation Support Center, Record Office Section at 770 West Broad St., Columbus, Ohio 43222. Sentence calculations are calculated by the Bureau of Computation. Inquiries concerning sentence calculations need to be addressed in writing to:

Bureau of Computation
PO Box 450
Orient, Ohio 43146

Commutation – ORC 2967.07, A.R. 5120-1-1-20:

You are no longer scheduled for commutation hearings. You will have to file this on your own by writing the Ohio Parole Board, 770 West Broad St., Columbus, Ohio 43222.

Jail Time Credit: The sentencing court determines the amount of time the inmate served before being sentenced. The court must make a factual determination of the number of days of credit. This information is required to be included within the journal entry imposing the sentence. If you feel you did not receive the amount of jail time you should have, you should write to the sentencing judge, or contact your attorney to receive corrected jail time credit.

Notice to Foreign Nationals: After being received at this facility, any inmate who is not a citizen of the United States and wishes to contact his foreign diplomat should contact/write the ODRC Record Office.

Record Office Staff will then research the master file and respond to the inmate with the telephone number and mailing address of the U.S. Immigration Service in Cleveland, Ohio. If after obtaining the necessary information further assistance is needed, legal services shall facilitate access to the diplomatic representative of the country of their citizenship by maintaining a current copy of the U.S. Government Publication entitled "Foreign Consular Offices in the United States."

Parole and Review Hearing: To find out your parole hearing date, review hearing date, or for parole plan assistance, see your Case Manager. *PER ORC 5120.21, YOU DO NOT HAVE ACCESS TO YOUR MASTER FILE.* If you need copies of legal papers, you must contact your attorney or write to the proper agency in the county from which you were committed.

Shock Probation – ORC 2951.05

ORC 2967.31	Shock Parole	A.R. 5120-1-1-06
ORC 2967.19.1	Jail Time Credit	A.R. 5120-2-04
ORC 2967.19.2	Reduction of Sentence	A.R. 5120-2-05 & 12

If you wish to find out if you qualify for any of the above, contact your unit staff. You can also refer to the Ohio Revised Code located in the legal library.

RECOVERY SERVICES PROGRAMS:

Upon admittance to a DRC Reception Center each inmate shall be administered the Texas Christian University

Screening Instrument (TCU). The TCU will determine the inmates' recovery services level of need and designate a recovery services level of care code. The recovery services level of care code will determine which recovery services treatment program will best address the inmates' need(s). The TCU may be re-administered at parent institutions when applicable.

Recovery Services will assist you in beginning the recovery from addiction. Drugs, alcohol, and addictive behaviors are major contributors to being in prison.

LaECI offers inmates the opportunity at beginning a healthy recovery lifestyle by providing an intense 24 week program which includes:

1. Treatment Readiness Program (orientation - 4weeks)
2. Intensive Outpatient Program (12 weeks)
3. Recovery Maintenance Program (aftercare - 8weeks).

Inmates with an R-2 and R-3 recovery services level qualify for the intense program which utilizes Cognitive Behavioral Therapy. In addition, a General Alcohol and Drug Education Program is offered for any inmate interested in learning about what alcohol and drugs can do to you and your family or just want to learn about Substance Abuse and Dependence, regardless of recovery service level.

Our program is aimed at stopping both chemical (alcohol, cocaine, marijuana, etc.) and behavioral (gambling, eating, sex, etc) addictions. As mentioned, the core program is a cognitive behavioral approach to recovery utilizing the RDAP (Residential Drug Abuse Treatment Program) Intensive Outpatient model and journals. Intensive Program topics include:

1. Orientation (during TRP)
2. Rational Thinking (IOP)
3. Criminal Lifestyles (IOP)
4. Living with Others (IOP)
5. Recovery Maintenance (Aftercare)
6. RDAP Follow-Up (Aftercare)

Both Alcoholics Anonymous and Narcotics Anonymous meetings are offered, each once weekly and are a mandatory part of the Intensive Outpatient Program. Inmates who have completed the Intensive Outpatient Program are highly encouraged to continue attendance at these self help meetings to ensure ongoing recovery upon release from the institution.

Inmate led Alcoholics Anonymous and Narcotics Anonymous discussion meetings have also been added weekly for those inmates who have already begun a recovery program and seek continued support (these meetings are voluntary meetings only and do not qualify for Earned Credit or a completion certificate.)

General Alcohol and other Drug Education Class is offered in 8 week cycles for those inmates interested in securing information on AOD use and abuse. While there is no Earned Credit for this program, a certificate of completion is offered. Inmates with any Recovery Services Level qualify for this program, preferably R-0 and R-1's.

RECREATION DEPARTMENT:

Days and hours of operation for the recreation department are posted for LaECI in the unit housing areas.

Direct any interest in a particular area via the kite system to the Recreation Department. This will ensure that the appropriate Recreation Supervisor receives it. General rules and guidelines pertaining to the recreation area posted on the bulletin board in the lobby of the recreation area. Any rules violations may result in the suspension of recreation privileges. Updates on recreational activities are posted in the living areas on a continuous basis.

A complete program of both seasonal and tournament play is offered. All intramural sports shall be offered at different levels of play based on player ability (A League, B League, 35 & over). Any interest in recreation activities

should be sent via the kite system to the recreation department.

REENTRY/ OHIO RISK ASSESSMENT SYSTEM (ORAS):

ORAS and Reentry are systems of assessment and programs made available to inmates to expedite their reintegration into society upon release. After orientation at a parent institution a Needs Assessment is completed to evaluate inmates on eight domains: Employment, Education, Marital/Family relationships, Associates, Substance Abuse, Community Functioning, Personal/Emotional Development, and Attitude. Inmates entering the institution after April 2011 will be assessed using ORAS. Inmates entering prior to April 2011 will continue to be monitored under the Reentry Approved Plan (RAP). Inmates will be notified when they are required to meet with their Case Manager or Re-entry Management Team to review their ORAS/RAP per ODRC Policy 02-REN-01. The assessment system allows staff to prioritizing program resources.

TRANSITIONAL RELEASE PREPARATION: Transitional Release Preparation is the final segment for the Re-entry concept. Its components may be run simultaneous to other re-entry programs. Transitional Release Preparation better prepares an inmate for his return to the community. Inmates will be encouraged to attend sessions that they are scheduled for and will be excused from work during the hours of the programs. Essential habilitation services will be provided for all inmates prior to release. These services are designed to address inmates' essential habilitation needs to facilitate a successful reentry into the community. Personal identification documents are important to each inmate's successful reentry into the community. As such, unit staff and/or the re-entry coordinator shall assist each inmate in obtaining these documents prior to their release or, if time constraints prevent obtaining the documents, unit staff and/or the re-entry coordinator will assist the inmate in starting the application process prior to release.

The Adult Parole Authority representative will meet with inmates leaving under supervision and discuss the rules and expectation of supervision.

Inmates shall be permitted to participate in videoconferences with potential employers from the inmate's returning geographical area, when available. This is arranged through the re-entry coordinator.

RELIGIOUS SERVICES:

The institutional chaplain shall administer and supervise religious service programs, to meet your spiritual needs. All inmates shall be afforded access to religious services and may subscribe to a religious belief they choose. Inmate religious practices may be subject to reasonable time, place and manner restrictions. Inmate participation in religious activities shall be voluntary. Religious practices shall comply with approved religions.

The opportunity for inmates to engage in particular religious practices shall be subject to the legitimate departmental or institutional interests and concerns, including security, safety, health, discipline, rehabilitation, order, and the limitations of and allocation of resources.

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

Clergy of Record: Inmates may have one person on their visiting list as their clergy of record. Clergy of record complete a Visiting Application (DRC2096) and send in a letter on letterhead stating that they are the clergy of record and provide proof of professional certification. The institution chaplain is responsible for verifying all professional certifications, prior to the pastor being listed on the inmate's visiting list. This does not increase the number of allowable visits.

Religious Accommodation: A religious accommodation Request (DRC4326) for a religious practice or item not addressed in policy by ODRC may be submitted to the Chaplain. Policy 72-REL-02 Religious Accommodation

Religious Literature: Inmates may receive religious mail in accordance with A.R. 5120-9-19. Such material may be received from anyone on the inmate's approved visiting list or from legitimate religious organizations. Various types of literature are also available through the Chaplain.

Religious property: Permitted religious items are outlined in the ODRC religious policies, for items for which there is not policy a religious accommodation must be completed. Religious items are available thru the approved catalogs. If an item you want to purchase is not available in one of the catalogs you must request to purchase from an outside catalog. All purchases will be approved by the Chaplain prior to the unit staff signing off on your cash slip.

Services and Programs: Monthly schedules of services and classes are posted in the housing units and may be requested from the Chaplain's office.

For questions regarding property, reading materials, Baptism, to change religious preference, or any other religious issue, kite the Chaplain. The Chaplain also conducts office hours, and is available in the Chapel, with an open door policy.

SANITATION:

Bunk Sanitation: You will be held accountable for the sanitation of your bunk area and any damages to your bunk and/or fixtures.

Grooming: All inmates shall be required to be neat and well groomed, and otherwise conform their appearance to the standards set forth in AR 5120-9-25. Inmates refusing to do so may be subject to force and/or appropriate disciplinary action consistent with this rule. Haircuts shall be provided as needed. Hair shall be kept clean. Braids may be worn subject to the limitations of this rule. The following hairstyles or facial hair are not permitted: Initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (excluding natural baldness), weaves, and dreadlocks. Other hairstyles not specifically listed herein may be prohibited if they are determined to be either a threat to security or contrary to other legitimate penological concerns, as determined by the office of prisons.

Hygiene Articles: You will be responsible for the purchase of your hygiene articles from the commissary—unless you are of indigent status. Toilet tissue will be distributed weekly. You may be in possession of only 1 roll of issued toilet paper at a time. You may be in possession of up to 4 rolls of commissary purchased toilet tissue.

Showers: You must be dressed while in the sleeping area and going to and from the showers. You will undress after entering the shower stall. You will get dressed before leaving the shower stall. 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. See the dorm posting for shower times.

SEARCHES AND CONTRABAND:

It is DRC policy to conduct searches of inmates, their property, the physical plant of the institution, vehicles, visitors, employees and other persons, other areas and items as needed to detect, control, and remove contraband from the institution to prevent its entrance into the institution and to provide for its disposition per Administrative Rule 5120-55, Contraband.

Contraband: There are two classes of contraband as defined in Administrative Regulation 5120-9-55. Contraband shall be classified as "major" or "minor" contraband. This distinction shall determine the method or manner of disposition of such contraband. Contraband shall be dealt with in accordance with this A.R.

SOCIAL SECURITY CARD:

Upon request your Case Manager and/or Re-entry Coordinator shall provide you with the form and instruct you

how to apply for a replacement Social Security Card. It is the inmates' responsibility to complete and submit the application form.

SPECIAL MANAGEMENT:

Hygiene Articles for Special Management Inmates: You will bring a packet of personal hygiene articles from your cell, which consists of a toothbrush, toothpaste, razor, soap, deodorant, grease, towel, washcloth, and 2 extra changes of undergarments. You will have the opportunity purchase additional hygiene articles from the commissary. The cashier's office verifies indigent status inmates. Indigent status inmates can request hygiene through unit staff in accordance to policy 61-PRP-02. Toilet tissue will be passed out weekly. You must turn in an empty roll to receive a new one.

Recreation for Special Management Inmates: Inmates will receive the opportunity to exercise outside their cells for one (1) hour per day, at least five (5) days per week.

Shaving/Shower for Special Management Inmates: You will have an opportunity to shower at least five times per week according to established schedule. You will have the opportunity to shave, use hair grease, and use nail clippers five times per week; this will be conducted in your cell on second shift, as scheduled.

Telephone for Special Management Inmates: Inmates will only be permitted emergency or legal phone calls when approved by the Unit Manager. All calls are subject to monitoring. Any privileged communication should be done by mail or in person. Inmates who are housed in the Special Management Unit more than 30 consecutive days and who have completed serving all Disciplinary Control time may kite the Unit Manager for a 15 minute phone call to be scheduled.

STATE PAY:

State pay is issued to the Cashier's Office the first week of each month. State pay for inmate jobs is posted by the Cashier's Office the Friday before the tenth (10th) of the month. State pay is determined primarily by the inmate's job title through classification. The pay rate for an inmate may change throughout the month as his job title changes. While an inmate is away with leave or in the custody of another institution, no state pay will be earned. Questions regarding the availability of pay in an account or the account itself are to be addressed by the Cashiers Office.

TELEPHONE:

Each living area has access to telephones. The use of the telephones is a privilege, which may be revoked for misuse or rule violation. All calls must be made collect. The length of each phone call is limited. Three-way calls and conference calls are prohibited, and are subject to disciplinary action. 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. Telephone use ends when the dayrooms close in the evenings.

GTL Inmate Connect System: Follow these directions to complete your call:

- Lift Hand set
- Press 1 for English or 2 for Spanish
- Dial your phone number

For Domestic Calls: (Area Code)+Number then #sign

Note: if you do not press the # after entering a domestic phone number you must wait until prompted before entering your pin.

For International Calls: 011 + Country Code) + (City Code) + Number

You will be requested to enter your ID code followed by the PIN

Example: Inmate ID A123456 with your PIN 7890 would enter the following 2214567890

- You will then be prompted to state your name at that time.
- You will be prompted to select the type of call you want to make, Collect or Prepaid (Debit)
- If you have enough money on your inmate Debit account, you will be allowed to make a Pre-Paid (Debit) call, If not, the system will connect you to your party using the collect rates.

Note: The first call you attempt after the conversation will be prompted to state your names. This will be the only time you are prompted for your name. The System will store your voice and each time you enter your ID the system will announce your name to you. If you need to rerecord your name you will need to leave a message on the **complaint line, by dialing *1995**. Make sure you state your name loudly and clearly into the phone!

- Your call will then begin. Listen carefully and follow any voice instructions

Other information you should know about the Telephone System:

If any of the following is attempted you call may be disconnected:

THREE WAY CALLING

CALL CONFERENCING

The use of a local number to forward calls to another number is the same as making three-way calls. Those inmates using this method of completing their calls are subjecting themselves to discipline, including loss of telephone privileges. Inmates are not permitted to make phone calls from the administrative system at the institution.

All phone calls may be monitored and recorded. Any privileged communication should be done by mail or in person.

If you are experiencing problems in completing a call, **THE PERSON YOU ARE CALLING** may need to contact **GTL at 800 231-0193**.

You may hear the following prompts from the system while your call is being processed:

- "I'm sorry. This number is blocked from receiving collect calls at this time."
You will need to have the person you are calling contact the **local phone company**
- "I'm sorry. Inmate collect calls to this number are blocked by GTL."
You will need to have the person you are calling contact GTL at 800-231-0193
- "I'm sorry. Inmate collect calls to this number are blocked."
You will need to contact your local facility Case Manager
- "I'm sorry, the number you are dialing did no answer"
No one answered the phone
- "Your call cannot be validated"
Check the number and try to dial again.

If you lose your PIN number or need to change your pin number you will need to call *1995 for assistance.

Note: You will **ONLY** be able to call phone numbers on your **Allowed Calling List** which have been **APPROVED** by the called party via the automated system.

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

- Go to Inmate Payphone and press 1 for English or 2 for Spanish
- Dial #44
- Enter your State ID and PIN
- Follow the voice prompts to
 - Press 1 to add a new number
 - Press 2 to delete a number
 - Press 3 to check the status of a number
 - Press 7 to repeat the options

You will have to add the number in order to permanently be allowed to call it.

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

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

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

Inmate Telephone System – Frequently Asked Questions:

- Can I call a CELL PHONE if the receiving party is on the pre-paid plan?

Yes, you may call a cell phone however no calls will be allowed until the customer has set up an inmate prepaid account with Global Tel*Link. They must call Global Tel*link Prepaid services at 877-372-4330, the customer must be able to verify the billing address of the cell phones. Cell phones with no billing address will not be accepted.

- Why does the system say my number is blocked even after the number is approved on my call list?

In most cases the reason your calls are blocked to a phone number are due to billing issues with the number you are calling, The system does not check for billing issues when a number is added to your allow list.

- I called *1995 and left a message but I not received a response.

Please leave another message and make sure to leave ALL the required information, such as your ID, name, and problem that you are having.

Note: You will NOT receive a response for name recording resets, the *1995 message box cannot help with any customer billing blocks.

Deposit Services: GTL Inmate Connect

Your friends and family members can now make deposits to your PIN Debit Phone Account or your commissary fund by using one of the following services:

In order for anyone to place monies on your PIN they will need the following:

- Inmate ID#
- Facility Site Number

Online: www.InmateConnect.com

- Accepts MasterCard or Visa credit or debit cards
- Available 24 hours a day, 7 days a week

Kiosk: Located in the lobby of all Ohio prisons and Adult Parole Authority offices

- Accepts cash (\$5, \$10, \$20, \$50, \$100)
- Accepts Mastercard or Visa credit or debit cards

Telephone: 1-888-988-4768

- Available 24 hours a day, 7 days a week
- Accepts Mastercard or Visa credit or debit cards

Transaction fees apply to all deposits

TOBACCO AND TOBACCO SUBSTITUTE FREE INSTITUTION:

In accordance with ODRC policy, THERE IS NO SMOKING IN ANY AREA OF THE INSTIUTION. You may not purchase or have in your possession any tobacco products or matches. It is the policy of the Ohio Department of Rehabilitation and Correction to promote and maintain a tobacco-free environment on the grounds of any correctional facility within all facilities of the Department consistent with Ohio Revised Code (ORC) Chapter 3794.

TOWN HALL MEETING:

Meetings will be conducted quarterly by Unit Staff with inmates in the units to communicate expectations or changes in unit or facility operations and to address issues of concern.

UNAUTHORIZED GROUP ACTIVITIES: Unauthorized group activities are prohibited by Rule (17) of Administrative Rule 5120-9-06, Inmate Rules of Conduct. All inmates shall not engage, whether individually or in concert with others, in:

- i. Forming, organizing, promoting, encouraging, recruiting for, or participating 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 nonverbal 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;
- v. **ODRC has zero tolerance for violence and unauthorized group activities;**
- vi. Violating institutional rules or directives or state or federal laws.

UNAUTHORIZED RELATIONSHIPS:

ODRC Policy 31-SEM-07 prohibits any personal or business relationship with any individual under the supervision of DRC which has not been approved by the Appointed Authority, (Warden). Inmates may report any knowledge or suspicion of an unauthorized relationship to any staff member.

VETERAN COORDINATOR:

If you are a military veteran and have questions regarding what services are available to you, kite the Veterans Coordinator (re-entry coordinator).

Upon request by the inmate, the re-entry coordinator shall assist you in requesting a copy of your discharge status form DD-214 by processing the appropriate application and forwarding it to the local Veteran's Administration office for processing.

VISITING:

The visitation program is designed to enhance and maintain family and social ties within the community for inmates.

Visitation privileges for Saturdays and Sundays are typically the more desirable days for families to visit; as a result, these two days will be broken down according to last name, inmate identification number, and two sessions (A.M and P.M.).

Visitation sessions will no longer have a time frame attached to them; however, the length of the visit will depend upon the current schedules and space availability. Should overcrowding occur, visitors who are first that day may

be asked to leave to allow other families to visit. When overcrowding occurs, visitors shall be required to remain seated in the lobby until space is available in the visiting area.

General population will be allowed a maximum of **2 visits per visitor each month** with a maximum of 5 visitors; and Merit Dorms will be permitted a maximum of **4 visits per visitor each month** with a maximum of 5 visitors.

Inmates housed in Segregation will be afforded opportunities for visitation unless there are substantial reasons for withholding such privileges. Inmates in security control shall have the same access to visitation as general population inmates unless security or safety considerations dictate otherwise. Inmates in disciplinary and local control shall be limited to one (1) visit per visitor per month, during week days, with a two hour limit. Visitation privileges for segregation inmates must be made by appointments only. Appointments can be made via telephone by calling the visitation department at 440-599-4100 or by email at LakeErieVisitation@cca.com. Approved visitors can make a reservation up to thirty (30) days in advance but no later than seven (7) days in advance.

If an approved visitor(s) for Segregation makes a reservation and needs to cancel it, they must call seven (7) days in advance, or if they fail to show up, the inmate will be charged a visit for the current month. Additionally, visits denied and/or terminated for any reason will also count towards a visit for the current month.

Visitors are permitted to enter the facility at 7:30am. Visitors will not be processed, however, until 8:00am on weekdays. Weekend visitors will be processed at 7:45am. Visitors will not be processed during count times. Visitors arriving after 10:15am on weekdays will not be processed until count clears. Visitors arriving after 10:00am on weekends will not be processed until count is clear.

VISITATION SCHEDULE:

- Wednesday: All of General Population and Segregation
- Thursday: Honor Dorm Inmates and Segregation
- Friday: All of General Population and Segregation
- Saturday: *Based upon Inmate # according to the quarterly schedule
A-L (Last Names) – A.M. Session
M-Z (Last Name) – P.M. Session
- Sunday: * Based upon Inmate # according to the quarterly schedule
A-L (Last Names) – A.M. Session
M-Z (Last Name) – P.M. Session

*Note: Weekend visitation and sessions will rotate on a quarterly basis according to the inmate's last name and number.

All visitation procedures set forth in the ODRC Visitation policy will be strictly adhered to.

The Visiting Department is closed on all State of Ohio Holidays including: New Years Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

Directions and Transportation:

Lake Erie Correctional Institution
501 Thompson Road
Conneaut, OH 44030

Lake Erie Correctional Institution is located at 501 Thompson Road, Conneaut, Ohio 44030. The institution phone number is 440-599-4100. Directions to the facility are: From Interstate 90, Exit at 241 (State Route 7), travel north to US Route 20. Turn right heading east, Turn left on Thompson Road, Facility Drive is on the left. If visitors need transportation information, your visitors may contact the visiting office for available information. Directions can also be given on the following website <http://www.drc.ohio.gov/Public/laeci.htm>

Local Transportation Information:

J B Transportation
Cleveland, OH
(216) 883-1223

Visitation also has flyers for additional transportation options.

Visiting Regulations:

- Visitors over 18 must present picture identification (valid driver's license, state issued identification card, welfare identification, military identification, etc.) in order to visit. All visitors' property will be searched, and the visitor must clear the metal detector *before* entering the visiting area.
- 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 custodial parent or legal guardian must be presented in the form of a birth certificate or custodial court order at the first visit. If a custodial parent or legal guardian does not accompany the child, written notarized permission must be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list that may bring the child to visit and permission for the child to be searched.
- If a visitor is on probation or parole, the visitor must have written permission from the visitor's probation/parole officer and from the Warden of this institution before visiting.
- Visits will be terminated if the visitor leaves the visiting room **outside of leaving the area to use the restroom.**
- Parents are responsible for the conduct and safety of their children.
- There will be no breast feeding of infants and only bottled milked will be allowed.
- Visitors are not allowed to be on the asphalt perimeter road.
- Vending machines inside the visitation area do not accept cash. No change machines are available. Vending cards may be purchased in the outer visitation area prior to the beginning of a visit. Visitors will not be permitted to exit and re-enter the visitation area without prior authorization. One (1) dollar will initiate the vending card and additional dollars may be added to the desired amount.
- Visitors may bring the following items to the visit room:
 - Facility issued locker key;
 - Facility issued vending card;
 - Baby bottle;
 - Baby pacifier

Special Rules for Children:

- All minor children entering the facility must have a birth certificate on file and/or a notarized Authorized Consent Form.
- Parents are responsible for the conduct and safety of their children at all times.
- Any minor child must be accompanied by an adult when using the restroom facilities.
- Children will not be allowed to use the vending machines unless supervised by an adult.

- Children that can walk must remain seated on the visitor's side of the table at all times and must be accompanied by an adult at all times.
- Children that cannot walk may be held by the inmate during the visit.
- Disciplining children is strictly up to the visitor and not the offender.
- The Reading Room will be accessible to the children during visitation; however, children under the age of 3 years old CANNOT enter the reading room without being accompanied by an adult.

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

- See through clothing of any kind
- Tops or dresses that expose the midriff or have open backs or open side (such as tank-tops, tube-tops, muscle shirts, half shirts, and sleeveless attire)
- Low-cut clothing cut in a manner that exposes the chest
- Any clothing that inappropriately exposes undergarments
- Form-fitting clothing made from spandex or lycra or other similar material such as leotards, unitards, bicycle shorts, tight jeans or pants
- Skirts, dresses, skorts, or culottes with the hem or slit above the middle of the knee.
- Wrap-around skirts/dresses or break-away type pants
- Clothing with any gang related markings
- Clothing with obscene and/or offensive pictures, slogans, language and/or gestures
- Clothing with inappropriate holes/rips, including shoulder cut outs
- Shoes or sandals must be worn
- Shorts are only permitted for children 12 or younger.
- Appropriate undergarments must be worn (i.e., bra, slip, and underwear)
- No additional clothing is permitted to be carried into the facility.

If a visitor is wearing a hairstyle with metal pins, the visitor may be asked to remove the pins so that he/she can clear the metal detector. The Visiting Supervisor reserves the right to deny visiting for inappropriate attire. Any attire not listed above which is clearly provocative or disruptive to the visiting process shall result in a visiting restriction for that day.

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

Modifications to Visiting List: Requests for additions or changes to visiting lists must be made by the inmate through the Case Manager. The Case Manager will send an application to the visiting applicant at the request of an inmate. All completed applications will be screened according to DRC policy 76-VIS-01. Names and addresses of approved visitors will not be changed without documentation; i.e., a copy of marriage certificate for name changes, or a copy of the portion of a bill showing the approved visitor's name with the new address.

Special Visits: The Warden/Designee may grant special visits when special circumstances are present. Special visits may not be authorized more than once every three-month period. Inmates may contact their Case Manager to have a Special Visit form DRC 2466 completed.

Attorney of Record: Each inmate may have one Attorney of Record and additional attorneys, which are required for ongoing litigation. Prior to being approved and added to your visiting list, an Attorney of Record must send a letter on his/her letterhead to the facility indicating that he/she is the inmate's Attorney of Record. Attorneys must also provide proof of professional certification. Except when authorized in writing by the Warden/Designee, attorneys shall not be allowed to deliver packages, correspondence, money or printed material to any inmate.

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

Minister/Clergy of Record: Each inmate may have one Minister of Record on his visiting list. You may request an application for a clergy person to become Minister of Record by submitting a kite to your Case Manager. Clergy credentials/applications must be approved by the institutional Chaplain. After the application is approved, the Minister of Record will be permitted professional visits during regular visiting times according to the guidelines of your level.

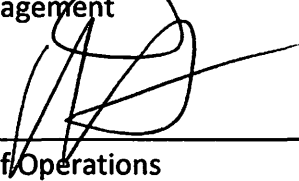
VOTING RIGHTS: Information on how to restore your voting rights is available through the Reentry Resource Center in the library or through the re-entry coordinator as you near your release.

2014 LaECI Inmate Handbook

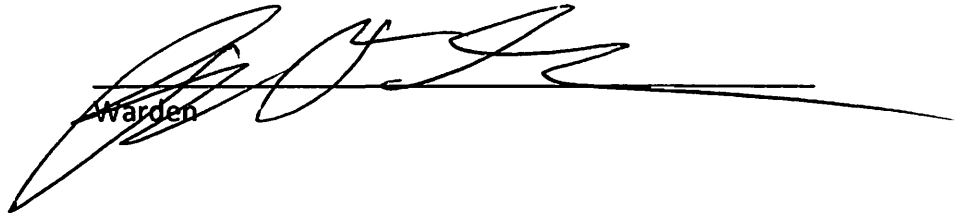
Approved:



Chief of Unit Management

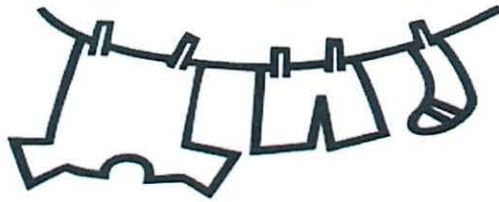


Deputy Warden of Operations



Warden

LAUNDRY



DAILY LAUNDRY ROOM SCHEDULE

1ST Shift A & C Side 4:00 am – 2:00 pm

A & C Side DROP OFF from 4:00am – 8:00am

1 - 46.....Monday & Thursday
47 - 94.....Tuesday & Friday
95 -142.....Wednesday & Saturday

2nd Shift B & D Side 2:00 pm – 11:00 pm

B & D Side DROP OFF from 2:00 pm – 5:00 pm

1 - 46..... Monday & Thursday
47 - 94.....Tuesday & Friday
95 -142Wednesday & Saturday

SUNDAYS

Laundry Porters ONLY

Maintenance & Kitchen ONLY

DROP OFF by 8:00 am

LAUNDRY PORTERS ONLY IN LAUNDRY ROOM!!
NO LAUNDRY BAGS ARE ALLOWED TO BE LEFT OVERNIGHT!!

Barber Schedule

Monday - Sunday
7:00am – 10:00am
12:30pm – 3:30pm
5:00pm-9:00pm

**YOU MUST SIGN THE BARBER LOG
TO RECEIVE A HAIRCUT!**

**ONLY ASSIGNED BARBERS ARE PERMITTED TO HANDLE
THE BARBER EQUIPMENT!**



I, _____, hereby acknowledge that I am in receipt of the Lake Erie Correctional Institution Handbook. I am responsible for reading and understanding the contents of said handbook. I understand that after 14 days (or upon transfer from LaECI) it is my responsibility to return the Handbook in the same order I received it, or a charge of \$3.00 will be deducted from my inmate account due to any damages or loss of the handbook.

Inmate Signature

Unit Team Signature

Date

Date

I, _____, hereby acknowledge that I have returned the Lake Erie Correctional Institution Handbook in to my unit staff member.

Inmate Signature

Unit Team Signature

Date

Date