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LORAIN CORRECTIONAL INSTITUTION
2075 S. AVON-BELDEN RD.
GRAFTON, OHIO 44044

INMATE HANDBOOK
(Feb 2013)

Ohio Department of Rehabilitation and Correction
Mission Statement

To reduce recidivism among those we touch. The Ohio Department of Rehabilitation and Correction's vision: To reduce crime in Ohio.

INTRODUCTION

The Lorain Correctional Institution utilizes the Unit Management concept, "The Ohio Plan," which provides an environment that motivates you to take advantage of your period of confinement through self-improvement. Many rules and procedures you are expected to follow will be shown and told to you by your assigned unit staff. You should make known most of your problems, questions, and concerns to the proper unit staff who can help you or tell you the proper procedure to follow.

The reason for this handbook is to tell you about the different departments within the institution and to provide you with general information that should help in your adapting to the rules and procedures of this facility. You should refer to this manual, unit rules, and Administrative Regulations (commonly called AR's) when you need information. Administrative Regulations and most department policies can be found in the Library for you to read.

This handbook has been lent to you while you are at Lorain Correctional Institution and is your responsibility. If the handbook is lost or damaged because of your negligence, you shall be subject to disciplinary action and will be made to pay for the replacement of the handbook. This handbook must be returned to your unit correctional officer after you are moved into general population. You will stay here until you leave to go to your parent institution. See your unit staff if you have questions about your transfer. We do not control transfers and cannot tell you when you will transfer.

This inmate handbook is for all inmates housed at the Lorain Correctional Institution. Some policies and procedures may be different for the reception population than for the Level 3 General Population, and those differences are talked about in this handbook.

Soon after you arrive at the Lorain Correctional Institution you will receive an orientation. The orientation is a video presentation regarding the various departmental functions. It is important to listen during the presentation as most questions are answered at this time.

KEY STAFF POSITION DESCRIPTIONS

WARDEN: Responsible for the overall operation of the facility; direct supervisor of all deputy wardens and administrative assistants.

DEPUTY WARDEN OF OPERATIONS: Direct supervisor of the unit management administrator, reception, chief of security (major), maintenance, recreation, and mailroom.

DEPUTY WARDEN OF ADMINISTRATION: Responsible for the overall fiscal management of the facility, Food Service, Cashiers' Office, Business Office, Commissary, Religious Services, Quartermaster, Maintenance, Recovery Services, Education Department, Medical Department, Mental Health Services, Warehouse, and Network Administration.

ADMINISTRATIVE ASSISTANT TO WARDEN: Acts as Warden's designee assigned to various committees and projects. Reviews dispositions of Rules Infractions Board, hears RIB appeals and appeals for Local and/or Administrative Control placement.

INSTITUTION INSPECTOR: An administrative assistant to the Warden; oversees the inmate complaint and grievance procedure and advises the Warden on policy issues.

INSTITUTION INVESTIGATOR: An administrative assistant to the Warden; investigates criminal activity within the facility, works with the Ohio Highway Patrol investigator, monitors inmate telephones and mail, and advises the Warden on [possible or actual] criminal matters.

MAJOR: Chief security officer who supervises the shift captains and administrative captain.

UNIT MANAGER CHIEF: Responsible for unit programs and operations within the facility, supervises the unit managers.

UNIT MANAGEMENT STAFF

The housing units at Lorain Correctional Institution are operated under the concept of Unit Management. That is, institution staff is assigned to the housing unit to be available for you to quickly address any questions, problems, or concerns you may have. The unit staff consists of the unit manager, case manager, secretary, correctional counselor, and correction officers. You should address questions and problems to these individuals first. They may not always solve your problems to your satisfaction, but it is important that you see them first.

UNIT MANAGER

The unit manager has overall responsibility for operation of the unit. Duties include direct supervision of unit staff, developing unit rules and policies, responding to informal complaints, approving special visits, and chairing unit committees, sanitation, safety, and security of the unit.

The Level 3 General Population manager is responsible for Level 3 General Population inmate institution work assignments and keeping related records such as inmate payroll and earned credit. If you have questions regarding these areas, information can be obtained by kiting the Level 3 General Population unit manager. Reception inmates can volunteer for jobs under certain circumstances but will not receive any pay. See your unit staff if interested in volunteering.

CASE MANAGER / CLASSIFICATION SPECIALIST

The case manager provides social services within the unit. These include release planning, inmate programs, family issues, visiting, and records information that concerns you, your security classification, and your work assignments. The case manager may also be able to answer a variety of general questions you may have.

CORRECTIONAL COUNSELOR

The correctional counselor provides direction in coping with the day-to-day operational concerns of living in prison. Duties include regular tours of the housing unit/dorm, checking on sanitation, personal appearance, hygiene, resolving concerns, investigating complaints, inmate discipline, unit rules, property ownership, I.D.s, mail and packaging, commissary, state pay, tour inmate work assignments, serve on various committees (i.e. classification, security reviews), yard procedures, off limit areas, and fire exit procedures. Correctional counselors shall also serve as hearing officers for the unit conduct reports.

UNIT SECRETARY

The unit secretary handles the clerical responsibilities for the unit staff.

CORRECTION OFFICER

The correction officer (often referred to as CO or pod officer) is directly responsible for the security of the unit. Assigned to the unit by the shift commander, the C.O. is directly supervised by the unit manager. The C.O. enforces unit rules and policies and ensures that security as well as cleanliness and sanitation are maintained. You should see the C.O. if you are unsure of any rules or procedures.

HOUSING UNIT RULES

Your housing unit and cell is your home while you are here. You are expected to follow all housing unit rules. The following general rules that apply to all units are listed below. If you move to a different unit, you need to review those rules as there are likely to be differences.

NOT KNOWING THE RULES, POLICIES, OR PROCEDURES IS NOT AN EXCUSE FOR VIOLATING THEM.

1. Pat-down searches and searches of cells and property may be conducted at any time, either randomly or when necessary. Strip searches can and will be conducted if contraband is found or if otherwise necessary.
2. You are to maintain good personal hygiene. This includes showering as scheduled and as needed with the permission of the C.O. When going to and from the shower, you must be dressed.
 - Fingernails/toenails shall not extend beyond the tip of finger or toe.
 - Facial hair must be cleaned and neatly trimmed.
 - Hair must be clean and neatly trimmed or braided.
 - Male inmates are not permitted to wear earrings; you may not insert any item into piercings to avoid closure.
3. The following is to be done every day: bed made by 7:00am; clothes neatly folded; vents, sink, toilet, floor, window sill, and bars cleaned; trash removed. (The use of paper bags for trash can liners is not allowed.)

All cleaning supplies and equipment must be checked in and out with the housing unit officer. I.D's must be exchanged for equipment and supplies. Do not store/keep cleaning supplies or equipment in your cell. Pod porters are responsible for cleaning the housing unit; however, you are responsible for keeping your cell clean. Trash is to be placed into approved trash cans. You are not allowed to be in the supply closets without authorization.

4. **YOU ARE NOT ALLOWED TO BE IN A CELL, ON A CELL RANGE, OR IN A HOUSING UNIT OTHER THAN YOUR OWN.** Doing so means you are “**OUT OF PLACE.**” You are also not allowed to loiter around any cells or be on the top range unless housed there.
5. There are four (4) phones in each housing unit. Phone calls are “collect” only and are limited in duration by unit policy. This allows time for everyone to make calls. Check your housing unit bulletin board for procedures and schedules. A few days after you arrive you will be issued a PIN number to use the phones. Do not lose your number or give it to other inmates.
6. Level 3 General Population only must make sure that your cell door is locked every time you leave the housing unit. Locking the cell door is for the protection of inmates’ personal property. The last inmate leaving is responsible for locking the door.
7. Noise is to be kept at a reasonable level. Personal (Walkman-type) radios/tapes, CDs, and MP3 players are not to be worn while walking across the compound.
8. The institution laundry washes state-issued blankets and state-issued clothing. Follow the posted schedules for times and delivery/pick-up rules. All other clothing is washed in the pod. The schedule is posted in the housing units.
9. You must be within the property possession limits. **You are not to lend, trade, borrow, sell, or give any of your possessions to any other inmate.** You must be able to prove ownership of all your property. You are not allowed to have any item belonging to another inmate or any item without authorization that was owned by an inmate who has left the institution.

Keep all pack-up, commissary, and sundry slips. If you do not keep these slips, your property could be taken away if you cannot prove you own it. You should also keep a written list of all your personal and state-issued possessions. See the correctional counselor for details.

10. **SMOKING**
Smoking is prohibited at Lorain Correctional Institution and all DR&C facilities effective March 1, 2009. You are not permitted to possess or receive any tobacco-related products.
11. Fire Drills: During fire drills, leave the building in a swift, safe, and orderly manner. Inmates are expected to know the proper safety and/or evacuation procedures for their work or living place. A Fire Evacuation Plan is posted in all buildings within the facility, as well as housing areas. Follow orders and direction given by staff.
12. Do not block ventilation vents or hang anything from the sprinkler system. Nothing is to hang on the end of the bed nearest the door or on the sides of the bed.
13. Nothing is to be taped or fastened to the walls, desks, dresser, locker box, ceiling, Window, or bars. Windows shall be kept clean and may not be covered or obstructed in any way. You may not block the cell door windows.
14. Dayroom tables, chairs, or other furniture are not to be moved without staff permission.
15. Keep feet off the walls, tables, and chairs. You may not sit on top of any table to include outside picnic tables.

16. The dayrooms open at posted times. In addition you may use the unit library for reading, writing, or studying. Food and drinks are not allowed in the library. Lights must remain "on" when the library or program room is in use.
17. Furniture arrangements in the cells are not to be changed! You are only permitted one mattress per bed. Other furniture, chairs, tables, etc., may not be placed in your cell.
18. Inmates will not tamper in any manner with door jambs, locks, hinges, etc. Inmates violating this policy are subject to disciplinary action and could be subject to criminal prosecution.

DO NOT PLACE WASHCLOTHS, TOILET PAPER, OR ROLLED NEWSPAPER UNDER DOORS OR ON DOOR TOPS.

19. Do not loiter inside or outside housing unit entrances or on the yard. You must be moving directly to and from your destination. You are to walk on the **right side** of the sidewalk **at all times**.

Yelling or loud conversations are not permitted while you are outside on the compound. You are not permitted to yell to inmates in cell windows.

20. Yelling out your cell windows will not be permitted. Violators will be issued a conduct report.
21. Only issued cleaning supplies are to be used on the floors; stripper, floor finish, and floor buffers are not to be used in the cells.
22. Level 3 General Population and reception inmates are not permitted to interact or mingle together without staff authorization.

General Dress Code:

23. I.D.s are to be worn at all times with the picture side out on the left collar of the outermost piece of clothing you are wearing. Pictures, stickers, or any other items are not allowed to be placed on the I.D unless issued by staff.
24. State uniform and appropriate footwear must be worn outside the housing units any time you leave the housing unit, seven days a week. This includes entering the office areas within the housing unit. **Skullcaps/wave caps are not to be worn outside the housing unit.**
25. Trousers shall not be tucked into socks or pegged. Anytime you report to a job assignment, you must be in state uniform, even if the job assignment is in the housing unit. Slippers and shower shoes may not be worn outside the housing unit. Reception inmates are not allowed to have personal clothing. "Sagging" (pants worn below the belt line) is not allowed.

Level 3 General Population Dress Code:

1. State shirts must be buttoned (except the top button), tucked into the trousers, and the collar down at all times. Smock shirts are not required to be tucked in.
2. Personal clothing may only be worn going to and from recreation or in the unit during designated hours. Personal clothing includes sweatpants, gym shorts, T-shirts, sweatshirts, and tennis shoes. Clothing must be appropriately worn, must not be altered, and must be in good repair at all times.

3. Approved headgear (including religious) may be worn in or out of the housing unit. Only approved religious headgear may be worn into the inmate dining area.
4. Level 3 General Population inmates may wear personal clothing as described above in the housing unit as per posted housing unit rules and only after 4:30pm. This is the only time personal shirts other than T-shirts may be worn. **Skullcaps/wave caps are not to be worn outside the housing unit.**
5. Sunglasses may not be worn indoors unless prescribed by the doctor.

INMATE COUNT

The inmate population at LorCI is formally counted at several designated times each day. In addition to these formal counts, the count procedure shall also be done at any time it is deemed necessary by supervisory staff.

Count is announced before beginning the actual counting process. At the time of the announcement, you are to go to your cell and stay on your bed in such a position that can be clearly seen by the officer doing the count. During standing counts you will stand in clear view next to your bed.

Nothing is to hang on the end of the bed facing the cell door. The officer's view must be clear; nothing may block his/her view. During counts you are not to cover yourself in any way that would block the officer from seeing you. The counting officer must be able to verify that he/she is counting a breathing human body.

If you are not in clear view of the officer doing the count, the officer may use a flashlight, overhead light, and/or physical contact to make sure you are there. The officer will ask you to uncover a portion of your body. **You will remain in your cell until the count clear signal is given.**

If you try to hide yourself or do anything to disrupt the count procedures, you will be subject to serious disciplinary action.

IDENTIFICATION BADGE

You must wear your I.D. at all times when you are outside your cell. It is to be worn on the left collar, on the outermost piece of clothing you are wearing. **YOU ARE TO WEAR YOUR I.D. WITH THE PICTURE FACING OUTWARD AT ALL TIMES.** Pictures, stickers, or any other items are not allowed to be placed on the I.D. You are to immediately give your I.D. to any staff member who asks you for it.

Lost or stolen I.D. badges must be reported to unit staff and a theft/loss report filled out. If you do not report a missing I.D., you are breaking a rule.

You must get a new I.D. when there has been a change in how you look: hairstyles (shaved heads not allowed), growth/removal of facial hair. **The new I.D. costs \$5.00 for the I.D. and \$0.50 for the clip.**

You may kite the I.D. department to get a new I.D. The I.D. department will send you a pass to go and have your picture taken again. You **MUST** sign a cash slip when you have your picture retaken.

INMATE PROPERTY CONTROL

Sometimes it is necessary for institution staff to pack-up **ALL YOUR BELONGINGS**. This will be done in front of or by you if possible or by an institutional employee, normally a correction officer.

After the pack-up, the officer will sign and date the inventory sheet which you will also sign. This means an accurate amount and description of all items packed are on the list showing the total of all your possessions.

All items must fit inside your footlocker (2.4 cubic feet) including combined state issued items and personal property. Legal materials are subject to the applicable possession limits and shall be maintained within the 2.4 cubic foot property limitation. Requests for additional storage of current legal materials are to be submitted to the unit manager. If approved, the legal materials will be kept in an assigned, secure area. The procedure to obtain approval of additional storage for legal materials is governed by DRC 59-LEG-01. See your unit staff for details.

Items that do not have to be in the locker box are TV, titled items, state-issued bedding, coats/jackets, permitted shoes, approved legal material, and any commissary items purchased in the last two (2) weeks. You must have your receipt or any items so noted by written memorandum. (A.R. 5120-9-33)

Any authorized property which does not fit into the footlocker is considered contraband and may either be sent home at your expense or destroyed according to A.R. 5120-9-55. Any property left with another inmate is considered contraband and the inmate(s) will be subject to disciplinary action (Rule 50). All property is inventoried, packed up, and locked in the appropriate property vault any time you are placed in Security Control, housed in the Infirmary or sent on a round trip (R & D) outside the institution for any reason. Level 3 General Population inmate property is locked in the Level 3 General Population unit property room.

TITLED PROPERTY

Certain personal items which inmates may have must have a certificate of ownership known as a title. All items that must have a title, whether purchased from the Commissary, obtained in an approved package or mail order purchase, shall be kept in the package room for inspection and titling. These items include (but are not limited to) watches, typewriters, radios, tape/CD players, televisions, rings, necklace chains, and religious items. You will get a pass to pick up the item(s) as soon as the inspection/ titling process is done.

Any titled item that is lost or stolen must be reported to the correction officer, unit staff, or work supervisor at the time the item is discovered missing. The title for the lost/stolen item, along with a theft/ loss property form signed by both the inmate and the staff member investigating the loss, must be turned in to the appropriate unit manager for proper handling. The vault officer is to get and keep a copy of the theft/loss property form and title as a possible aid to the recovery of that item.

You must have a titled item for **six (6) months** before you can get approval to voluntarily replace it. See your unit staff concerning items to be sent out for repairs or any titled item to be voluntarily disposed of. The item and title must be turned in to the package room officer before replacement shall be allowed.

Level 3 General Population Mail Order/Packages: DRC Policy 61-PRP-01 and AR 5120-9-33 govern inmate property control and items that may be mail ordered. Sundry and food packages may only be ordered from DRC-approved vendors.

You are permitted to order up to three (3) sundry packages or two (2) sundry and one (1) food package per year. See your unit staff for catalogs and ordering information.

Reception inmates are not permitted to order packages or MP3 players.

THE PASS SYSTEM

Other than group movement which is with staff escort, the Lorain Correctional Institution uses a pass system to allow inmate movement around the compound. With few exceptions you must have a pass issued to you to move about the institution. An office or department that needs to conduct business with you will request a pass to be issued to you through the Operations Department. Your unit officer will issue the pass to you, and you will present the pass to the staff person you are seeing. When you leave to return to your housing unit, the staff person will sign and record the time on your pass to indicate when you left. You are then to give the pass to the officer upon your return to the unit.

VISITING

It is the policy of the Lorain Correctional Institution to provide a visiting operation that is safe, secure, orderly, and conducive to the inmate's rehabilitation, to create a positive atmosphere for inmates, visitors, staff, and to offer every reasonable courtesy and assistance as our security concerns allow.

General Information about Visiting

Administrative Regulation 5120-9-15 explains the rules governing visiting. It is your responsibility to tell your visitors of all rules, regulations, policies, and procedures related to visiting. The visiting schedules are posted in each housing unit. These schedules outline the amount of visits and times of visits. All inmates are allowed up to four (4) visitors at a time, including children who must have a separate chair to sit in. This does not include infants/small children who may be held on a lap.

Schedule

Reception inmates: After your eighth (8th) day at LorCI you will be permitted visits Tuesday through Friday, according to the last digit of your number. ODD numbers visit on odd numbered days and EVEN numbers visit on even numbered days. Reception inmates may receive four (4) visits per month. A total of four (4) visitors may visit at one time. Each visitor gets (2) visits per month. Reception inmates do not visit on holidays or the day following Thanksgiving.

School-age children: Reception inmates' visitors accompanied with inmates' children from ages 5 to 17 are permitted weekend visits on Saturday and Sunday according to the ODD/EVEN visiting schedule. The visitor must be approved to visit, which means they must have visited on a week day and have all necessary paperwork to visit completed prior to the weekend visit. The weekend visit counts as one of the visitor's visits. Be sure to check your bulletin board for any schedule changes as the visit schedule is subject to change.

Level 3 General Population:

Level 3 General Population inmates may receive visitors on Saturday, Sunday and all holidays except Christmas Day and New Year's Day.

Level 3 General Population inmates are allowed seven (7) visits per month.

See your case manager to make changes or corrections to your visiting list.

Immediate family: Mother, father, adoptive parents, aunt, uncle, husband, wife, children, stepchildren, grandchildren, brother, sister, step/half-siblings, grandfather, grandmother, great-grandparents, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, and father-in-law will only be considered immediate family while the binding marital relationship is intact. Step-parents and adoptive parents may be considered within this definition when it has been verified that the inmate was raised by this individual as a result of re-marriage, death, desertion, or absences of a parent. (Verification may include, but is not limited to, marriage certificates, court decrees, adoption orders, etc.) Common-law marriages will only be approved if they are recognized by a court of law as commencing prior to October 10, 1991.

Birth certificates for your minor children must be provided on the first visit and will be copied and kept on file.

Friends must be at least 18 years of age and may not be on probation, parole, or convicted of a felony. The mother of your child may visit with or without the minor child present and only if the birth certificate is on file. If necessary, you must establish paternity. See your unit staff to do this.

A reentry mentor may also be named on the visitor's list. This person is a volunteer and must be affiliated with a recognized reentry program or organization and must be approved by the volunteer or reentry coordinator.

Friends may be added or deleted with a written request to the case manager. If you request to add a visitor, the case manager must receive a stamped, addressed envelope from you, and then a visitor application will be mailed out. **(Level 3 General Population only)**

Upon return, all information is verified and then changes will be made to the visiting list.

It is your responsibility to tell a prospective visitor of an approval or denial of an application. Visiting is not permitted until approved by the institution. The final approval/disapproval will be made at an interview on the visitor's first visit.

Visitor Guidelines

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

Visitors are subject to search, including strip search, when there is reasonable suspicion that the person is conveying contraband. Refusal to submit to any search shall result in denial of visiting for that particular visiting session and may result in permanent loss of visiting privileges.

Visitors' personal items will be checked for contraband, and they must successfully pass through the metal detector before entry is approved. Visitors wearing pacemakers or defibrillators must tell the officer before entering the metal detector.

Visitors age 18 and older must produce valid photo I.D. (driver's license, passport, welfare I.D., current military I.D., state I.D., etc.) before each visit. First-time visitors will sign and receive a copy of the visiting rules. The officer shall co-sign the form and place the signature slip in the inmate's file.

Visitors who are not permitted to enter must leave the grounds. They are not permitted to wait in their car for other visitors who rode with them to exit. In cases where the visitor refuses to

leave, the other parties who rode with them shall be terminated from visiting. Visitors may only be on the institutional grounds 30 minutes before and 30 minutes after visitation.

Visitor Exclusion

Some of the reasons a person may be excluded from visiting an inmate are:

1. The visitors' appearance possesses a threat to security or disrupts orderly operations.
2. The visitor has a past record of disruptive conduct.
3. The visitor is under the influence of drugs and/or alcohol.
4. The visitor refuses to submit to search, show proper identification, or acts uncooperatively.
5. The visitor is directly related to the inmate's prior criminal behavior.
6. The visitor does not have a positive effect on the inmate's attitude, behavior, or adjustment.
7. The person is not on the approved visiting list.
8. The visitor has no previous relationship with the inmate prior to the inmate's incarceration.
9. Persons with prior felony convictions shall be excluded from visiting except those who are members of the inmate's immediate family and only with prior approval of the Warden.

Items visitors are permitted to have:

Car keys, personal locker key, legal documents to be signed (with *prior* approval and must be returned with the visitor) and photo identification. **Visitors are no longer permitted to bring money into the visitation room. Debit cards are available for purchase in the entry building prior to entering visitation. Debit cards are to remain with the visitor at all times.**

Two clear plastic baby bottles, baby food (no glass), a reasonable amount of diapers, and one pacifier. Diaper wipes may be allowed if put into a clear plastic bag.

Medication is not permitted. Medication must be left in a vehicle or in one of the lockers in the B-1 building. The visitor shall be escorted back to the entrance building to facilitate medications. Exceptions may be granted with prior approval (i.e. nitroglycerin pills, inhalers).

All items not allowed, including purses and like items, should be left in the visitor's automobile or stored in lockers provided in the entrance building. The institution is not responsible for items left in lockers. Lockers left locked will be opened by the institution personnel and emptied at the end of the day.

Visitor Dress Guidelines

The following are examples of clothing not permitted to be worn by visitors and will result in a denial of the visitor to enter the Institution:

See-through clothing, tank-tops, tube-tops, muscle shirts, bare midriff clothing, shorts, clothing with gang/club insignias or obscene gestures and/or language, form-fitting clothing, and spandex/stretch pants are not allowed. Skirts or dresses must be to the middle of the knee. Shirts, shoes, and appropriate undergarments, i.e. bra, slip, and underwear, must be worn. The visiting supervisor has the right to deny visiting to visitors who are not dressed properly.

Inmate Guidelines

You are to wear the standard state-issue dress while on a visit, including underwear and socks. You will be strip-searched before and after the visit.

You may bring the following items on a visit: belt, wedding band, and prescription glasses. Inmates shall not handle money. The visitor shall remove all unconsumed items at the end of the session, and the inmate shall clear the table.

The visit officer will seat you. You must remain in your assigned seat unless given permission by the officer to move.

You may not exchange items with your visitors without the **prior** approval of the Warden. Legal or similar documents may be brought in (with prior approval) for inmate signature after being screened by the visiting staff.

Visitors may not leave the visiting room and return without prior approval of the shift commander.

You are generally responsible for the behavior of your visitors. Visits may be ended in cases of loud, abrasive, disrespectful, obscene, disruptive behavior, or conduct with too much physical contact. Reasonable kissing, hugging, and holding hands that would be acceptable in all public and social settings is permitted.

Attorney Visits

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

At least one day's prior notice is required for approval to visit at times other than normal visiting hours. Visits by attorneys are monitored but conversations shall not be monitored. Whenever it's possible, private visiting rooms are provided for attorney visits.

Clergy Visits

You may list your pastor as your minister-of-record on your visitor's list. Upon your request the chaplain will send a Visitor's Application (DRC 2096). The minister must return the application with a letter on official letterhead that he or she is the minister-of-record and must also provide proof of professional certification. The institutional chaplain must approve clergy credentials/applications.

Clergy receive two (2) visits per month during regular visiting hours. A clergy who is not listed as the minister-of-record may be given a one-time courtesy visit. Clergy may not leave money or packages for inmates without prior approval of the Warden.

Clergy are not to visit other inmates in the Visiting Room or hold group meetings. Associate or staff clergy may also visit following the above procedure.

Clergy may not leave literature for an inmate or with the visiting officer. These items may be mailed in, subject to approval. Reception inmates are only permitted to have a book of faith and a study book. Special clergy visits during crises may be requested by you or the minister-of-record through the Warden's office and may be in addition to the two monthly visits.

Special Visits

Requests for a special visit must be made in writing to your case manager and contain the desired visitor's name, address, reason for the visit, and relationship to you. A Special Visit Request DRC 2466 will be forwarded to the unit manager who will either grant or deny the request. You will be notified of the decision; should the special visit be denied, you will be informed of the reason.

The Warden or designee may grant special visits for special reasons. Such special visits may be approved for hours other than those regularly scheduled for visitation, as scheduling space allows, but may not be allowed more than once in every three (3) month period. Reasons for a special visit include the following:

1. Visitors who do not visit on a regular basis (at the Warden's discretion).
2. Out-of-state visitors.
3. Attorney-of-record and clergy-of-record.
4. Parole or probation officers and those acting on behalf of a court of law.
5. Psychiatrists or other mental health and social service professionals.
6. Persons significant to the inmate for purposes of crisis intervention.
7. Official visitors granted at the discretion of the Warden

Special Management Visits

Inmates housed in Disciplinary Control can have one two-hour (2 hr) visit session every 30 days. Inmates housed in Local Control status may have one (1) visit per month for one (1) hour on regularly scheduled visit days. These inmates will be in restraints during the visit. Segregation status inmates will visit in designated areas of the visiting room depending on visiting status (i.e., no contact) or other security reasons.

Inmates housed in Security Control visit in white coveralls and restraints. Inmates assigned to Security Control may have visits during normal visiting hours and days. Security Control status visits are limited to two (2) hour sessions. Food and drink are permitted on visits for special management inmates. All inmates from the Segregation unit must be escorted to and from the Visiting Room.

ITEMS APPROVED FOR VISIT PICK-UP (LEVEL 3 GENERAL POPULATION INMATES ONLY!)

PAROLEES, CONDITIONAL RELEASES, E.D.S AND E.S.T.

If you are about to be released, you may have one opportunity to send your property items out on a visit. This will be no more than one (1) week before you leave. You are to bring the items to your unit staff, usually the correctional counselor.

You must prove ownership of all items being sent out (title cards, commissary slips, pack-up slips, etc.). Items shall be taken to the package room before the visit.

Packages are not permitted to be in the Visit Room. Any package not picked up at the end of the visit is mailed out at your expense.

A cash slip (signed and addressed) and an inter-office communication signed by the unit

manager stating that the pick-up has been approved must be with all items being sent out on a visit. Tell your visitor to pick up the item(s) at the B-1 officer's desk.

KITE SYSTEM

A kite is a printed form used for written messages between inmates and staff. They are available from the officers in your unit. A kite should be used when you need information, are sending a message, or need the answer to a question.

Kites are to be used for everyday problems and messages. Fill in all information, i.e. name, number, housing unit, cell number, work assignment, and the department or employee the kite is being sent to. Write a short message or ask the question that needs an answer.

MAKE SURE THAT YOU KITE THE CORRECT STAFF PERSON

You may talk to any staff member making rounds in the facility and ask questions. However, please try to kite the correct department(s) first before stopping staff making rounds on the compound. Kite only the department pertaining to your question or issue. Sending multiple kites to numerous areas will only delay the response or resolution to your question.

Kites must be signed **legibly** by a staff member before you send it. Emergency situations should be directed to the most readily available staff member who can evaluate and make referrals as needed.

The kite should be sealed and placed in the kite box in front of Food Service. Do not send kites with the same message to different departments. This will only make you wait longer for the kite to be answered. Per Institution policy, staff has five (5) working days after they receive the kite to respond and place it back in the mail to you.

MAIL

All incoming and outgoing mail is checked in accordance to A.R. 5120-9-17 and A.R. 5120-9-18. All mail, except legal correspondence (mail addressed to an inmate clearly bearing the return address of an attorney-at-law, a public service law office, a law school, legal clinic, or the Correctional Institutional Inspection Committee), will be opened by institution mail office staff and checked for contraband.

Mail is processed in and out by 9:00 AM, Monday through Friday. All outgoing mail must have your **name, number, address, and zip code** on the embossed envelope and must be dropped in the mailboxes located in front of Food Service. Letters that may need more than simple postage should be taken to your unit staff with a cash slip to be approved and processed.

Money orders will no longer be accepted through the mail at the institutions. All money orders must be mailed to Jpay. Procedures for using this service can be obtained by visiting www.jpay.com or contacting them at 1-866-333-5729. Approved visitors will still be able to send money via the Internet, kiosks, and over the telephone.

Do not use another inmate's name or number when sending or receiving mail. Inmates may not use company names, variations of name, number, or address (in whole or part) as a box or apartment number. This could cause you to be guilty of misrepresentation. Only embossed envelopes are allowed to be used.

You may send one postage-free letter each month. Free letters are passed out on the second Friday of each month. You can get the envelope from the housing unit officer on 1st shift, Saturdays. The letter must be given to the 2nd shift officer on Sunday. The officer will take the mail to the appropriate point. Free state envelopes will not be mailed if dropped in the mailbox. If dropped into the mailbox, the "free" letter will be given back to the inmate.

Cash slips may be needed for overweight, oversized, certified, or special delivery postage. Be sure the cash slip states legal or certified mail when necessary. Unit staff must witness and approve the cash slip. Cash slips with signatures that are not legible will not be processed and will be returned back to the inmate.

Incoming mail is passed out Monday – Friday during 2nd shift.

Inmates' family and friends may contact inmates via e-mail by using www.JPay.com. A one time fee will be assessed for \$1.00 for three inbound messages. The cost for each inbound message is \$0.33. The message is limited to 6000 characters (approximately three (3) pages and five (5) attachments (one page each). Additional attachments are subject to additional fees. These items are screened in accordance with mailroom policy and procedures. Outgoing e-mail is limited to one page, and nothing can be written above the top line.

LEGAL MAIL

Legal mail will be issued to you by your unit staff. You must have your I.D. when reporting to get your legal mail. You will have to sign for the legal mail. Your legal mail will be opened in front of you and checked for contraband.

PUBLICATIONS

Regulations setting the maximum quantity of printed materials allowed are posted on bulletin boards. A reasonable amount of newspapers, books, magazines, pamphlets, photographs, drawings, and pre-recorded magnetic tapes may be received from the publisher. Tapes/CD's must be commercially recorded and factory sealed. Polaroid photographs are not allowed and will be returned to the sender at your expense.

Publications may not be received on a "bill later" basis.

Materials believed to be obscene or inflammatory are withheld at the Mailroom supervisor's discretion. You may request review of the publication pursuant to A.R. 5120-9-19 (G).

Packages (Level 3 General Population Only)

Level 3 General Population inmates may make mail order purchases from institutional approved vendors. See your unit staff to obtain catalogs and lists of items approved to order. Any additional clothing, state issue or personal, in excess of the allowable possession limits will be considered contraband, and you may be subject to disciplinary action.

Mail order purchases, including printed materials, must be paid for in full at the time of ordering. **Inmates are not permitted** to enter into contracts, C.O.D.'s, or bill later arrangements, such as book/record of the month clubs, etc.

Inmates housed in Disciplinary/Local Control or who are subjected to disciplinary sanctions are not permitted to receive packages. All mail orders must be sent through the unit staff for approval. If approved, the Cashier's Office will confirm that funds are available, including postage. A cash slip is then signed by the inmate and unit staff.

ALL INCOMING MAIL-ORDER ITEMS ARE SCREENED TO ENSURE THE ITEM DOES NOT PRESENT A THREAT TO SECURITY. BECAUSE AN ITEM IS ALLOWED TO BE ORDERED DOES NOT MEAN IT CAN BE RECEIVED. SUCH DISALLOWED ITEMS ARE RETURNED AT THE INMATE'S EXPENSE.

CONTRABAND

There are two types of contraband as defined in A.R. 5120-9-55: Major and Minor.

Major Contraband

Any item(s) possessed by an inmate which by its nature, use, intended use or possesses a threat to the security or safety of inmates, staff and public; or disrupts the orderly operation of the facility. Any item referred to in Section 2921.26 of the Ohio Revised Code shall also be considered major contraband.

Minor Contraband

Item(s) considered contraband under this rule may be taken away and destroyed according to A.R. 5120-9-55. This includes:

1. Item(s) possessed by an inmate without permission.
2. Item(s) found where the location is improper.
3. Allowable item(s) found to be over the possession limit.
4. Item(s) in which the manner or method by which it was obtained was improper.
5. Allowable item(s) possessed by an inmate in an altered condition.

PERSONAL GROOMING

Lorain Correctional Institution provides a barbershop staffed by inmate barbers. This allows the inmate general population an opportunity to meet the personal grooming code dealing with haircuts according to A.R. 5120-9-25 and below:

1. Hair must be clean to be able to get a haircut.
2. Intake/orientation inmates get a haircut while in processing at R&D.
3. Reception barbershop is located at recreation. You may get a haircut on a first come, first served basis.
4. The Level 3 General Population Barbershop is located in 10B. The hours are posted.
5. Hair must be neatly trimmed and in accordance with A.R. 5120-9-25.

The following hairstyles are not allowed: initials, symbols, dyes, multiple parts, hair a lot longer in one area than another (this excludes natural baldness), weaves, wigs, dreadlocks and shaved heads. Other hairstyles not listed here may not be allowed if they are shown to be either a threat to security or inappropriate. Braids must be clean and neat. They must follow A.R. 5120-9-25

Sideburns, beards, and mustaches must be clean and neatly trimmed.

The institution will not provide bands for braids. You must purchase them at the Commissary.

Battery-operated beard trimmers are approved and may be purchased from the Commissary. The Barbershop will trim beards, but this will be counted as a haircut. Those inmates who are in violation of existing standards will be ordered to comply. Failure to do so may result in disciplinary action and/or action being taken to bring individuals into compliance.

INMATES ARE RESPONSIBLE FOR MEETING THE GROOMING STANDARDS!

DISCIPLINARY PROCESS

It is the policy of Lorain Correctional Institution and the Ohio Department of Rehabilitation and Correction that discipline be imposed in a manner and degree to the extent necessary to achieve corrective behavior. Disciplinary action will not be imposed on any inmate until a hearing is held where the accused inmate is given the chance to defend himself.

A guilty finding shall be based on some evidence that the inmate did knowingly break a rule of conduct. Administrative Regulation 5120-9-06 "Rules of Conduct" establishes 61 rule violations.

I. RULES OF CONDUCT

A. ASSAULT AND RELATED OFFENSES:

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.

B. THREATS

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

C. SEXUAL MISCONDUCT

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

- C) By intimidation other than threat of force or
- D) By any other circumstances evidencing a lack of consent by the victim.

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

D. RIOT, DISTURBANCES AND UNAUTHORIZED GROUP ACTIVITY

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

E. RESISTANCE TO AUTHORITY

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

F. UNAUTHORIZED RELATIONSHIPS AND DISRESPECT

- 24. Establishing or attempting to establish a personal relationship with an employee without authorization from the managing officer, including but not limited to:
 - A) Sending personal mail to an employee at his or her residence or another address not associated with the Department of Rehabilitation and Correction.
 - B) Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the Department of Rehabilitation and Correction.
 - C) Giving to or receiving from an employee any item, favor, or service.
 - D) Engaging in any form of business with an employee including buying, selling, and 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 of a contractor, or volunteer.

25. Intentionally grabbing or touching a staff member or other person without the consent of such person in a way likely to harass, annoy, or impede the movement of such person.

26. Disrespect to an officer, staff member, visitor, or other inmate.

G. LYING AND FALSIFICATION

27. Giving false information or lying to departmental employees.

28. Forging, possessing, or presenting forged or counterfeit documents.

H. ESCAPE AND RELATED CONDUCT

29. Escape from institution or outside custody (i.e. transport vehicle, department transport officer, other court officer, 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, locking devices, or 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.

I. WEAPONS

36. Possession or manufacture of a weapon, ammunition, explosive, or incendiary device.

37. Procuring or attempting to procure a weapon, ammunition, or 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.

J. DRUGS AND OTHER RELATED MATTERS

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

K. GAMBLING, DEALING, AND OTHER RELATED OFFENSES

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

L. PROPERTY AND CONTRABAND

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

M. FIRE VIOLATIONS

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

N. TELEPHONE, MAIL, AND VISITING

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

55. Use of telephone or mail to threaten, harass, intimidate, or annoy another.

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

O. TATTOOING AND SELF-MUTILATION

57. Self-mutilation, including tattooing.

58. Possession of devices or material used for tattooing.

P. GENERAL PROVISIONS

59. Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other inmates, or to the acting inmate.

60. Attempting to commit, aiding another in the commission of, soliciting another to commit, or entering into an agreement with another to commit any of the above acts.

61. Violation of any published institutional rules, regulations, or procedures.

II. THE DISCIPLINARY PROCESS

Lorain Correctional Institution's policy of progressive discipline fits the punishment to the violation. When an inmate is charged with violating a rule of conduct, the staff member alleging the misbehavior will write a report which tells the specific rule(s) violated, its class, and the facts supporting the violation in writing on the conduct report form.

Hearing Officer

Unit sergeants (correctional counselor) are designated as the hearing officer. The hearing officer is authorized to evaluate all conduct reports for form and determine whether the conduct report cites the correct rule, identifies the charged inmate, and cites sufficient facts to support the alleged rule violation(s). After the initial screening the hearing officer may accept, modify, withdraw, or return the conduct report to the staff for correction or revision. If the conduct report is properly completed, the hearing officer

1. Completes a mental health referral on each inmate on the mental health caseload (DRC Policy 56-DSC-04).
2. Contacts the charging official to determine whether they want to have input into the disciplinary proceedings, (DRC Policy 56-DSC-04) and;
3. If the victim (staff/inmate/general public) desires, ensures a Statement of Loss or Injury, describing the effect of the inmate's rule infraction, is completed (DRC Policy 56-DSC-03).
4. Inmates referred to RIB will be informed they are eligible for loss of good time if their crime occurred prior to July 1, 1996.

As soon as practical after the inmate gets a copy of the conduct report, the hearing officer will hold an informal hearing. The hearing officer will interview the inmate and may either decide to dispose of the rule violation or refer the rule violation to RIB for hearing. If there are some facts to support the conclusion that the inmate violated a rule(s), the following penalties may be imposed by the hearing officer:

1. Refer inmate for treatment, counseling, or other programming.
2. Recommend a change in housing or job assignment.
3. Issue a warning or reprimand.
4. Recommend to the Warden the inmate be required to make restitution.
5. Recommend to the Warden that contraband be disposed of.
6. Restrict privileges or assign up to four (4) hours of extra work duty for each rule violation.

All hearing officer decisions are reviewed by the RIB chairperson to determine compliance with policies and procedures. The RIB chair may approve, modify, or return the conduct report to the hearing officer with instructions to refer the matter to RIB for formal disposition. The RIB chair's review of such matters is final.

The hearing officer will advise inmates referred to RIB of their procedural rights verbally and in writing when completing the inmate rights form. The hearing officer will give the inmate witness forms which the inmate should bring completed to the RIB hearing. The hearing officer will inform inmates that a guilty finding could result in the loss of "good time" if they are incarcerated for crimes occurring prior to July 1, 1996. All inmates on the mental health caseload will be referred to Mental Health as well as those exhibiting signs of mental illness or identified to need staff assistance (per 5120-9-08).

Rules Infraction Board

The Rules Infraction Board (R.I.B.) is a two-member committee charged with the responsibility to conduct a formal due process hearing (electronically recorded) based on alleged rule violations referred to this committee (5120-9-08 [B]).

Generally, the RIB hearing shall be held within three (3) business days of the issuance of the conduct report. However, in exceptional circumstances this time may be extended to seven (7) business days. (5120-09-11 [D])

At the formal hearing, the inmate is allowed to present a defense that may prove his innocence or lessen his part in the rule violation. The inmate is given all rights outlined during the hearing officer process including the right to witnesses and to challenge the evidence against him.

After the review of all evidence, the RIB will decide if sufficient facts exist to support that a rule violation(s) has occurred and if the accused inmate broke the rule. RIB will furnish the inmate with a copy of the disposition form within three (3) days of making a decision. If found guilty, the inmate will be informed of his rights to appeal the decision to the Warden within 15 days of receiving a copy of the disposition form. If the inmate wishes to appeal, the board will give the inmate an appeal form and note this on the disposition.

Administrative Review

All RIB decisions are reviewed by the Warden/designee to determine if the provisions of the applicable administrative rules and policies have been complied with (charged with the proper rule violation, no prejudicial violation of the inmate's procedural rights, some factual evidence supports the charge, and in cases of guilt, whether the penalty imposed was authorized). A guilty finding may not be rejected, but the case may be returned to RIB for reconsideration if

relevant information was overlooked or new information becomes available. The penalty may also be approved or modified during administrative review.

Appeal to Warden and Director's Review

The Warden/designee will use the same criteria in evaluating an appeal. Written notification of appeal findings will be provided within 30 days of the appeal's receipt. The inmate will sign to acknowledge receipt of the appeal findings and will be informed of his right to request a Director's review of the Managing Officer's decision. Per 5120-9-09 (O) inmates may request a review for the following:

1. Found guilty of rules 1-6, 8, 10-12, 15-17, 24, 25, 28-34, 36-40, 45, 46, 52, 53, 55, 56, 59, or
2. RIB decision as affirmed by the Warden/designee refers the inmate for a security level review to consider increase to level 3, 4, 5; or privilege level review to consider placement in level 4B or 5B, or
3. The decision refers the inmate to the Local Control Committee to consider placement in Local Control.

Upon receipt of the request for Director's review, a complete copy of the RIB proceedings records shall be forwarded with the inmate's appeal to the Warden for the Warden's decision on appeal. A decision from this review will be sent to the Warden and the inmate in writing within 30 days of receiving all the records unless there is good cause for delay. The decision from this review is final.

This information covers the general procedures about rule infractions and the disciplinary process; however, more detailed information is contained in Administrative Regulations, which include:

1. A.R. 5120-9-06 Inmate Rules of Conduct.
2. A.R. 5120-9-07 Conduct report and hearing officer procedures.
3. A.R. 5120-9-08 Disciplinary procedures for violations of inmate rules of conduct before the Rules Infraction Board.

SECURITY CONTROL

An inmate may be placed in isolation from the inmate population:

1. When needed to facilitate an investigation prior to the issuance of a conduct report or other administrative action, criminal prosecution;
2. Pending a hearing before RIB:
 - a. When the inmate poses a threat or danger to himself or others, to institutional property, or to the security of the institution and/or
 - b. When the inmate poses a threat of disruption to the orderly operation of the institution.
3. Pending transfer to another institution:
 - a. When the inmate poses a threat or danger to himself, to institutional property or to the security of the institution;
 - b. When the inmate poses a threat of disruption to the orderly operation of the Institution;
 - c. The inmate's security level is incompatible with the security level of the general population.

4. As a temporary housing assignment for inmates to facilitate an inmate's appearance in judicial or administrative proceedings.
5. The deputy warden of operations/designee must approve placement in Security Control.
6. Approval for more than 21 days must come from the Director or the Director's designee.

DISCIPLINARY CONTROL

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

The Rules Infraction Board may impose an additional 15 days penalty for an unrelated conduct report or for a violation occurring while in Disciplinary Control (DC). DC time cannot exceed 30 days under any circumstance.

LOCAL CONTROL

An inmate may be placed into Local Control if the Warden determines after a hearing that the inmate has demonstrated a chronic inability to adjust to the general population or the inmate's presence in the general population is likely to seriously disrupt the orderly operation of the institution.

Placement in Local Control is for an indefinite period but is not to exceed 180 days without approval of the Director. The Warden may recommend a security level change and/or institution transfer for inmates that he or she feels should not be returned to general population.

The status of every inmate placed in Local Control is reviewed every 30 days by the Warden. Unit staff is delegated to conduct the review and recommends to the Warden to release the inmate to general population, continue Local Control, or recommend institution transfer.

ABUSE OF CELL PRIVILEGES

The staff member in charge of the area may summarily restrict privileges. RIB may order restrictions on personal privileges following an inmate's abuse of such privileges (except access to kites, medical, mental health, legal) when necessary to maintain order, safety, and security. This is intended to be short term and promptly reported and reviewed. (5120-9-11 (G) (H) (I)).

CASHIER'S OFFICE

The Cashier's Office processes incoming and outgoing funds for all inmate accounts according to Administrative Regulations 5120-5-02 Inmate Funds and 5120-9-33 Packages and Property Restrictions.

You may receive funds from individuals who are approved visitors on your visitor list. Funds can be put on your books by kiosk deposit, online, or money order.

The kiosk is in the entry building of the institution. Cash, debt card, or credit card may be used. Approved visitors are required to scan their ID when making a deposit. There is an option of putting funds on your Trust account or on an established phone account. Phone time can also be purchased at the Commissary.

Deposits may be made online at www.offenderconnect.com using debit card or credit cards. Once again the approved visitor will be required to enter their ID information.

Money orders may be sent to the following address: Jpay Lockbox, P.O. Box 277810 Hollywood, FL 33027. When sending a money order, a payment coupon and a copy of the approved visitors ID must be included with the money order each and **EVERY** time. Payment coupons are available from the Jpay website which is www.jpay.com. If the payment coupon and/or copy of the ID are not included, Jpay will return the money order to the sender.

These deposit services are provided by an outside company. There are fees that will apply with each transaction.

Your account may be impounded to pay child support and/or court cost obligations when so ordered by the court jurisdiction.

CASH SLIPS

You may request that a reasonable amount of personal funds be sent (in the form of a check) to any entity other than an unapproved source. An unapproved source is anyone that is not an approved visitor. Requests for funds to be sent to an unapproved source are subject to the approval of the Warden or the Warden's designee.

Cash slips are issued and witnessed by unit staff. All cash slips for \$100.00 dollars or more must receive the approval of the Warden or Warden's designee. You may not sign a cash slip unless you have sufficient funds to cover it. Signing a cash slip without sufficient funds may result in disciplinary action. All information on the cash slip must be legible.

Kite the Cashier's Office if you feel there is an error on your account. Be sure to include all facts available as to why you feel there is an error and the amount in question. A good place to start would be your last Commissary balance.

LEVEL 3 GENERAL POPULATION INMATES:

State pay is put in your personal account each month. Check the housing unit bulletin board for the date. Inmate payroll is addressed in A.R. 5120-3-2. The Cashier's Office is only responsible for posting your earned dollar amount. If you have a question about your state pay, kite the cashier or your unit manager.

Cash slips for inmate organizations and activities are issued and approved by the staff person responsible for that activity and will be deducted the next state pay. All information on the cash slip must be legible.

COMMISSARY

Lorain Correctional Institution operates an inmate commissary according to A.R. 5120-5-05. **Shopping the Commissary is a privilege**, and any misuse or abuse of the rules and regulations concerning the commissary could lead to disciplinary action and loss of shopping privileges. You are allowed to shop once per week. Each unit has an assigned day.

Level 3 General Population inmates may spend \$65.00.

Reception inmates may spend \$50.00 per week. Reception inmates may spend over the \$50.00 limit when also purchasing a radio, lock, and batteries. If state pay falls on the day before or the same day as your shopping day, it will not be listed on the Daily Commissary Report.

If you disagree with the amount listed, do not argue with the Commissary staff; they cannot change it. Kite the cashier about personal funds or your unit manager about state pay. If there is less than \$1.00 listed, you will not be allowed to shop nor may you spend less than \$0.08.

Fill out the Commissary tickets correctly. Make sure your name, number and balance appear at the top of the ticket. Check the items that you want on the Commissary slip.

Mark "substitute" at the top of the ticket if you are willing to take a like product in place of any items that are out of stock. If you do not mark the top, we will assume that you do not want any substitution.

You must be in proper uniform and have an I.D. card in good condition which properly shows your appearance, before being allowed to shop. You may not purchase for another inmate.

Only 8 inmates in the Commissary line at one time. If you leave the Commissary you will not be allowed to return to shop for that week. There is no exchange for an item once you have left the Commissary area. You must sign the purchase slip, and you will get your purchase and I.D. badge. Under no basis will changes be made once leave the checkout window. Be prepared, make a list. Keeps the line moving! If an inmate holds up the line or takes too long, the inmate's ticket may be ended and the inmate will be done shopping for that week. Any item(s) purchased that must have a title will be sent to the vault for issuance. You will get a pass when the article is ready for pick-up. You will not be allowed to go to the head of the line for any reason. There is absolutely no waiting around or loitering in the Commissary or surrounding area. Additional rules are posted in the Commissary area.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE AND THE COMMISSARY CANNOT GUARANTEE A SUPPLY OF ALL ITEMS ALL DAY.

QUARTERMASTER

The Quartermaster Department issues state clothing and other items as indicated below:

A. Reception Issue:

1 Laundry bag, 2 sheets, 1 towel, 1 washcloth, 1 pillowcase, 1 blanket, and 1 pair of shoes. Up to 3 pair of socks, 3 under shorts, and 3 T-shirts will be issued to supplement your own to add up to (3) each.

These issued amounts must be maintained. You will be charged for replacement for any shortage noted when you transfer to your parent institution.

Level 3 General Population inmate issue varies slightly.

All items are issued if possible and depending on availability. Pillows are issued by unit staff.

Level 3 General Population Inmates

Special or seasonal items of issue: coveralls, jackets, gloves, hooded sweatshirt, etc., will be issued as needed for the inmate's specific job assignment because of weather conditions and with the approval of the inmate's work supervisor.

If your property is lost or stolen, fill out a Theft/Loss Report. (See unit staff.) If property loss is due to your carelessness, you will be charged for replacement cost(s).

Re-issue - Clothing, including socks, shorts, T-shirts, trousers, and shirts may be replaced once every **365 days** or once a year, not to exceed the normal issue. Shoes are replaced at the option of the Quartermaster supervisor. All items are done on a one-for-one basis. **You must turn in old for new.**

Issued items are not to be altered, except by the Quartermaster Dept. The number is not to be defaced in any way. You are responsible for ensuring your clothing remains labeled.

You may visit the Quartermaster on scheduled days only, with a Q.M. clothing request slip. You must present your I.D. badge before doing business at the Quartermaster.

The Quartermaster will try to make repairs first before an item is replaced. You may not loiter at the Quartermaster or surrounding area. Any additional institution clothing in excess of the amount issued will be considered contraband.

Any item of state issue that is altered will be considered destruction of state property and you will be issued a conduct report and may be charged for the item. The unit correctional counselor/sergeant issues indigent supplies to those who qualify.

LAUNDRY

Personal clothing, such as underwear, etc., is done in house (in the pod). Washers and dryers are available in the living areas. **TENNIS SHOES ARE NOT TO BE PLACED IN THE WASHERS AND DRYERS.**

RECEPTION INMATES

Laundry room attendants do all reception laundry in the housing unit. You must make sure that your laundry bag is tightly secured to lessen the possibility of lost or stolen items. The laundry bag must have your name and number on it.

Schedules for laundry days and times are posted in the housing unit.

The state is not responsible for lost or stolen laundry due to an inmate's negligence. If the state is at fault, i.e. medically destroyed, round trip loss, etc., the items lost will be replaced at no cost to the inmate.

FOOD SERVICE

Food service prepares three (3) full meals Monday through Friday. A brunch meal and dinner meal is served each weekend, Saturday and Sunday, and for each designated holiday from a master menu prepared by the state dietician. All meals meet or exceed recommended daily dietary allowance of good nutrition. Changes may be made when necessary.

Housing units are called to chow on a scheduled basis. When the housing unit officer calls "Break and Hold," you are to get ready. Approximately three to five minutes later the pod officer will call "chow."

As soon as the main group leaves the housing unit for chow, the Officer will lock the door. You are to report directly to the inmate dining room. Inmates who do not leave for chow with the main group will be in violation of Rule 35, Being out of place.

RECEPTION INMATES ARE LINED UP AND ESCORTED TO THE DINING ROOM BY THE POD OFFICERS.

During severe weather, reception inmates may walk to the dining room in an orderly fashion without being lined up by the pod officers. The pod officer arranges observation and/or escort to the dining room from the housing unit.

If you have a prescribed diet order from a physician and/or dentist, you will get a diet card. To receive the appropriate meal(s), you must present your diet card and I.D. badge for each meal. You will electronically scan your I.D. badge before receiving each meal.

When entering the dining room, get in line to be served. The Officer will seat you. You may only take one tray and one fork/spoon. Keep the line moving. Do not jump line. Do not reach across the line. Do not ask for more food. Do not ask that your food be given to another inmate. Loud or rowdy talking is not allowed.

Only after you are seated may you pass food to another inmate and only to an inmate at your table. Stay in your seat until you are dismissed. You may not return to the serving line.

Personal food, beverages, seasonings and utensils are not to be taken into the dining room. One bottle of personal hot sauce is the only exception.

When finished eating, take your tray, cup, and fork/spoon to the cleaning area. A staff member must acknowledge the plastic ware before you leave the dining room. Any food service item found outside the Food Service area is considered contraband. No food or utensils are to be taken from the dining room.

Inmate kitchen and dining room workers are to stay in their assigned work areas, and no visiting is allowed during meals.

MEDICAL SERVICES

The medical department is staffed by nurses and doctors who are licensed by the State of Ohio to practice nursing and are supervised by a health care administrator. Health care at LorCI is provided by employees of the department.

Access to medical services is made by completing a Health Service Request (HSR) form and placing it in the white box with the red cross located outside the chow hall. You will normally be seen in one or two days.

A Health Service Request (HSR) form must be submitted 7 days in advance to get refills on prescription medication. If no refills are left, you must sign up for nurse's sick call.

NUTRITION EDUCATION

You will receive diet education when referred by the physician. The dietician will schedule you for an appointment, and you will receive a pass.

NURSE'S/DOCTOR'S SICK CALL

Nurse's Sick Call is daily Monday through Friday, except holidays. All access to medical services is by pass only, except in a true emergency.

Doctor's Sick Call is by pass only. The nurse will see you first during Nurse's Sick Call and then schedule you an advanced level practitioner. Individuals with chronic illnesses will automatically be scheduled to be seen on a regular basis. Physical examinations (Level 3 General Population inmates only) will be scheduled per policy. A pass will be issued.

PILL CALL

If you are on controlled medication, you must come to the Infirmary to receive each dose of the medication during pill call.

You must show your I.D. badge to get medication. All medication must be taken as prescribed by the doctor. All medication not taken must be returned to the Infirmary. All outdated medication is considered contraband. It is required that the medication remains in the same package that it was issued in.

Medication that you bring from another institution will be reviewed by the medical staff for continued use. Prior medication may be changed if determined medically necessary by the medical staff to properly manage the medical condition.

You must sign up for sick call to be re-evaluated for more medication(s) before any new prescriptions can be issued. Substitution of state used brand names to other brand name equivalents can and shall occur. Keep all medications locked up and never give medication to another inmate.

Anytime medical care is asked for, you are 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.

HEALTHCARE SERVICES CO-PAYMENT

All medical services initiated by the inmate will be assessed a \$2.00 co-payment charge. A \$3.00 charge will be assessed when it is determined that no emergency exists. This fee will be assessed whether the inmate requests treatment or not. No inmate will be denied medical care because of a lack of ability to pay. This assessed fee is regulated by A.R. 5120-5-13.

The fee shall not be charged in the case of:

1. An inmate who is referred by the Healthcare staff for specific further testing or consultation.
2. An inmate who receives an exempted service as listed below.

Services exempt from co-payment charge include:

1. Intake physicals and dental examinations.
2. Visits for treatment of chronic disease in regularly scheduled chronic care clinics.
3. All mental health care.
4. Periodic physical exams as required by departmental policy.
5. TB, HIV, or Hepatitis testing and treatment.
4. Laboratory tests, X-rays, and physical therapy visits except for drug tests which demonstrate the use of contraband drugs.
7. Preventive health education.
8. Care provided at the Infirmary, Franklin Medical Center (FMC), a community medical facility, Oakwood Correctional Facility (OCF), or the Ohio State University Hospital following admission after an initial request for health care.

A copy of the Correctional Healthcare Services Co-payment policy is available in the inmate library. If you have a question in regard to the policy, you may kite the health care administrator or you may ask the institutional inspector.

The chronic disease exemption will consist of visits to regularly scheduled chronic care clinics that may include one or more of the following:

1. Cardiovascular
2. Hypertension
3. Diabetes
4. Infectious Disease (TB, HIV, Hepatitis)

5. Pulmonary Disorders
6. Seizure Disorders

Inmates who are injured while performing prison work assignments will be evaluated and the injury documented by health care staff at no charge to the inmate. Likewise, use of force medical evaluations will be documented, and any injuries treated and noted will be at no charge to the inmate. However, in both instances, if treatment is necessary that requires a physician's order, a co-payment fee will be assessed.

You may contest co-payment charges which you feel were made in error by sending an Informal Complaint Resolution Form to the health care administrator. If you disagree with the decision of the health care administrator, you may kite the institutional inspector and get a Notification of Grievance Form to fill out and send to the inspector.

DENTAL CARE ACCESS

Lorain Correctional Institution has a fully-equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care.

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

Dental Emergency – Have the dorm/housing officer or any other staff person contact Inmate Health Services (IHS) as soon as possible for:

- Uncontrolled bleeding
- Broken jaw
- Big swelling and/or infection

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

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

Routine Dental Care – Submit an HSR to dental explaining your problem. You will be placed on a list to have an examination and have your problem looked at and treated. If you will be incarcerated a year or less, you are only eligible for urgent dental care (unless you have a chronic medical condition or severe gum problems) such as:

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

MENTAL HEALTH SERVICES

Within 8 hours of your arrival at the Lorain Correctional Institution, you will receive an initial Mental Health/Recovery Services/Medical Screening and be given information on accessing mental health services.

Within 14 days of your arrival at the Lorain Correctional Institution, you will be contacted by mental health staff for an additional detailed screening interview and additional information regarding mental health services. The conditions of confidentiality are explained during each screening. The mental health orientation form is reviewed by professional mental health staff with each inmate.

Mental health services are provided at Lorain Correctional Institution by a staff of mental health professionals. Services available include:

1. Short term assistance may be provided in dealing with stressful problems such as adjustment to prison, grief and loss, family problems, etc.
2. Group or individual counseling as determined by mental health professionals.
3. Psychological evaluations as determined by mental health professionals.
4. Referral to a mental health prescriber if determined necessary for treatment with medication.
5. Crisis intervention and stabilization services.
6. Mental health liaison contacts for inmates on the Mental Health Dept. caseload.

In an emergency situation, you should contact your unit staff or any staff member so that you may get mental health assistance as soon as possible.

Request to see mental health services can be made through the kite system.

Please be advised that inmate debriefing/counseling is available in the event of an inmate suicide attempt or any critical incident.

Ohio Department of Rehabilitation and Correction Male Inmate-on-Inmate Sexual Assault Orientation

Facts Related to Sexual Assault

1. Anyone, male or female, can be sexually assaulted.
2. Age is not a factor concerning sexual assault.
3. Sexual orientation is not a factor concerning sexual assault. A rapist may be either heterosexual or homosexual (although 98% of male rapists in one study indicated that they were heterosexual). The victims may be either heterosexual or homosexual.
4. Men who have been victims of sexual assault may feel dirty, ashamed and guilty or experience a "loss of manhood." They may believe that because they became sexually aroused or ejaculated, they were not raped or somehow were consenting. This is not true. These are normal, involuntary, physiological reactions that have nothing to do with sexual orientation or consent.
5. Many rapists state that the gender of their victims was inconsequential to them.
6. In a prison setting, inmates who rape are frequently doing so to assert their "masculine" strength, dominance, and control. They rape to degrade, humiliate, and punish. They do this at the expense of weaker members of the inmate population.

Statistics

1. In 2002 there were 247,730 victims of rape, attempted rape, or sexual assault (not including victims 12 or younger).
2. One (1) out of every eight (8) rape victims was male.
3. About three percent of American men, a total of 2.78 million, have experienced an attempted or completed rape in their lifetime.

4. A study of seven men's prisons in four mid-western states indicated that 21% of the surveyed inmates indicated they had experienced at least one episode of pressured or forced sexual contact since being incarcerated.
5. 90 to 95% of males who are raped will never report their assaults to authorities.

Definition of Sexual Assault

DRC Policy 79-ISA-01 defines sexual assault as "Any contact between the sex organ of one person and the sex organ, mouth, or anus of another person, or any intrusion of any part of the body of one person, or of any object into the sex organ, mouth or anus of another person, by the use of force or threat of force." Sexual assault, per this definition, includes intercourse and anal and oral sex.

Inmate Terminology

1. Commonly used names for inmates engaging in predatory behavior are: daddy, big daddy, papa, boss, your man, etc.
2. Commonly used names for inmates targeted as victims or prey are: punk, sissy, gumpy, fresh meat, boy, gay boy, young thing, mines, mule, etc.
3. Other terms that indicate one inmate's dominance over another inmate are: riding, my property, mines, etc.

Sexual Assault Awareness

1. Characteristics of sexually aggressive inmates may include:
 - a. Being between the ages of 27 and 45.
 - b. Being medium to large build and possessing physical strength.
 - c. Being aggressive in nature.
 - d. Having limited ties to outside family and friends and having no outside means of financial support.
 - e. Being incarcerated for sex offenses or other violent offenses.
 - f. Being more streetwise and gang affiliated.
 - g. Being more accustomed to prison life.
 - h. Doing a substantial amount of time and having established themselves by power and strength within the prison inmate hierarchy.
2. Characteristics of inmates who may be targeted as victims or prey are individuals:
 - a. Generally between 16 to 26 years of age.
 - b. Who are of small build and not seen as strong in appearance.
 - c. Who are seen as possessing "feminine" characteristics.
 - d. Who are first time offenders.
 - e. Who are well-connected to outside family and friends and with outside means of financial support.
 - f. Who are identified as homosexual or have been previously raped.
 - g. Who have been convicted of sexual offenses against a minor.
 - h. Who appear passive, timid, or weak willed.

Sexual Assault Avoidance

1. Whenever possible, avoid isolated areas such as closets, stairwells, isolated restrooms, unoccupied restrooms, etc.
2. Whenever possible, stay within eyesight of correctional staff.
3. Be aware of your body language. Do not walk with your head down and eyes lowered.
4. Do not accept food, clothing, or other items from other inmates. Do not go into debt in any manner. You may be expected to "repay" these debts with sex.

5. Beware of inmates who say they will protect you. Protection frequently comes at a cost.
6. Do not give out information about your family, friends, or financial support.
7. Do not purchase large amounts of commissary or otherwise give the impression of having money available to you.

Reporting Sexual Assault

1. Immediately report all incidents of sexually oriented advances from other inmates to a prison staff member. Report as soon as possible and if you do not feel your report has been taken seriously, report it again with an informal complaint to a direct supervisor and then file a grievance if necessary. If the concern for your physical safety is urgent, you may kite the inspector directly or consult any other staff member with whom you feel comfortable enough to report this. If you are sexually assaulted, immediately report it to a prison staff member. Do not clean yourself, brush your teeth, wash your clothes, or do anything else that could destroy evidence of the assault. The sooner you report the assault, the better the chances are that evidence can be obtained that will help prove the assault.
2. You may also call **614-995-3584** from the inmate phones to confidentially report any incident of sexual assault.

When a sexual assault is reported, you will be medically checked. If the assault has occurred recently, you will be transported to the Nord Center where you will be examined for injuries and evidence collected. Evidence may include hair, saliva, semen, or clothing fibers.

Aftermath

1. Once back at the institution you will be referred to Mental Health Services for assessment. Treatment will be provided as necessary.
2. Victims of sexual assault may experience feelings of self-loathing, anger, rage, humiliation, nightmares, depression, isolation, and depression, among other things. Physical symptoms may include headaches, stomach aches, sleep disturbances, and loss of appetite. Report any concerns to Medical or Mental Health Services.
3. All reported sexual assaults will be reported to the Ohio State Highway Patrol. Each case will also be administratively investigated. Cooperate with the investigators. The testimony and information you provide will help the department and outside authorities assure that the perpetrator is punished for his crime against you and his opportunity to rape again be taken away or lessened.

IF YOU ARE THE INMATE WHO SEXUALLY ASSAULTS OTHER INMATES

1. As already noted, all reports of sexual assault are reported to the Ohio State Highway Patrol. They will conduct a criminal investigation. If you are convicted of a new felony offense that occurred while in prison, your new sentence will be added to your current sentence, increasing the amount of time you have to serve.
2. In addition to any criminal investigation, there will also be an administrative investigation. You will likely receive a conduct report. If found guilty by the Rules Infraction Board, you will be subject to harsh sanctions. It is also very likely your supervision level will increase, which may cause you to be transferred to a higher security prison with less freedom of movement and fewer privileges. You may be transferred to the Ohio State Penitentiary.

3. Consider the effect this would have on you, your living conditions, and your chances for release. If you have family, a mother, wife, children, girlfriend, or other close friends, consider how this will affect them personally and/or how it will affect their ability to visit you.
4. Any sexual contact, particularly anal sex, significantly increases your risk of contracting a sexually transmitted disease, particularly HIV and AIDS.

PRISON RAPE ELIMINATION ACT MEDICAL AND MENTAL HEALTH FOLLOW-UP

If an inmate has experienced prior sexual victimization, whether it occurred in an institution setting or in the community, the inmate shall be offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening. This can be accomplished by the inmate forwarding a kite to the medical or mental health departments.

If an inmate has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, the inmate shall be offered a follow-up meeting with a mental health practitioner within 14 days of the intake screening. This can be accomplished by the inmate forwarding a kite to the mental health department.

FOR MORE INFORMATION CONSULT DRC POLICY 79-ISA-01, AVAILABLE IN THE INMATE LAW LIBRARY

RELIGIOUS SERVICES

General Invitation

The institution's chaplain(s) coordinate religious programs for the various religions represented in the inmate population. The chaplains are available for personal counsel, help with family matters, aid in crisis upon request, and to make rounds in all of the units of the institution on a regular basis.

Services and Programs

Currently, Protestant, Catholic, and Islamic worship services are offered weekly. Numerous study classes are also offered weekly including Prison Fellowship, Taleem, Jehovah's Witnesses meetings, and a variety of developmental inter-denominational/inter-faith classes.

Attendance at religious programs is by pass only. You should kite the chaplain to receive a pass if you are interested in attending services or classes. Monthly schedules of services and classes are posted in the housing units and may be requested from the Chaplain's Office.

Religious Literature

You may receive religious mail in accordance with A.R. 5120-9-19. Various types of literature are also available through the Chaplain's Religious Library Center.

Religious Property

Reception inmates may receive personal property of religious nature through the mail with prior approval from the chaplain. Religious property is restricted to those items allowed and needed for the practice of the religion with which you are affiliated. Titles are issued by the institution, with the approval of the chaplain.

Death Notices and Bedside Visits

The institutional chaplain handles the sharing of information with inmates from family and/or friends regarding deaths and serious illnesses. Funeral trips and bedside visits are considered on a case-by-case basis. Inmate families may contact the **Warden's Office**, which will verify information and pass it along to the chaplain.

Contacting the Chaplain

Routine requests (passes, appointments) should be made through the kite system. In an emergency, you may ask any staff member to contact the chaplain.

RECOVERY SERVICES

The Recovery Services Department is staffed by licensed chemical dependency professionals who provide a comprehensive array of alcohol and other drug addiction services to inmates with substance abuse problems.

These services include screening, assessments, treatment planning, intensive outpatient treatment, counseling, 12 Steps, smoking cessation, Alcoholics Anonymous, and Narcotics Anonymous self-help groups.

The Ohio Department of Rehabilitation and Correction has a "zero tolerance" policy on inmate drug use. Inmates will be tested for drug use in the following categories:

1. Random
2. Cause
3. Programs
4. Saturation

Inmates testing positive for illegal substances shall be subjected to disciplinary sanctions. Inmates with substance abuse problems are encouraged to kite the Recovery Services Department to request services.

RECORD OFFICE

The Records Office maintains the inmate master files, which contain the sentencing and documentation. Types of documentation found in the master file includes indictments, journal entries, jail time credit, Parole Board information, and all other documentation as it relates to the calculations of release dates.

The Records Office does not provide copies of information in the master file to inmates. Requests for court documentation must be requested from the court directly. Furlough/Transitional Control eligibility is determined by the parent institution upon transfer.

Approximately two (2) weeks from your arrival date, you will receive your Time and Crime Packet from the Public Defenders' Office. If you have any questions regarding the calculation of your sentence, you need to contact:

**The Bureau of Sentence Computation
770 West Broad Street
Columbus, Ohio 43222**

RECREATION

Days and hours of operation for the Recreation Department are posted in the living units. General rules and guidelines regarding the recreation area are posted on the bulletin board in the lobby of the recreation area. Updates on recreational activities are posted in the living areas on a continuous basis.

A new schedule is posted every month. Weight lifting is NOT offered at LorCI. Any form of boxing or martial arts is prohibited by law.

A complete program of both seasonal and contest play is offered for the following: winter and summer basketball, softball, volleyball, and hand and flag football.

All sports shall be offered at different levels of play based on player ability (A League, C League, 40 & over). Movies shown in the recreation area are screened in accordance with department policy for appropriateness.

The recreation department is where reception inmates and inmates assigned to the mandatory drug program are to get a haircut during scheduled outside recreation times.

You are also offered recreation in the housing units. This is scheduled on a rotating basis. During inside recreation you will have the time to use the telephone, take showers, watch television, or participate in board/card games. Gambling of any kind is not allowed.

STATE PAY – JOB CLASS/RE-CLASS

Level 3 General Population inmates remain in a job for a minimum of 120 days before a requesting review by the Job Reclassification Committee. It may help to get a recommendation from an area supervisor for a new job. You will be removed from a job for a work-related conduct report, poor work evaluation, poor attendance, tardiness, or security threat to the institution.

State pay is computerized to help prevent errors. Any errors are corrected by sending a kite to the Level 3 General Population unit manager. Pay for the previous month is posted before the 10th of the next month. Reception inmates may also volunteer to work in their assigned living areas by kiting their unit staff. Again, these temporary jobs will not receive any state pay. The unit staff may take away the working privilege at any time. **Earned credit (Level 3 General Population only)** is also computerized for accuracy. It is posted the first week of the new month. Earned credit is lost for a program-related offense, unexcused absence, and/or lack of productive participation in a program.

Level 3 General Population inmates receive earned credit when they attend and participate in every meeting during each month.

If you have been in the institution at least 30 days and have had less than \$12.00 in your account for those 30 days, you may kite the Library for a legal kit. The kit contains writing paper, carbon paper, a pen, and envelopes to use for filing legal actions, motions, or pleas. If you haven't been indigent for the previous 30 days, you may buy a legal kit in Commissary for under \$5.00.

OHIO CENTRAL SCHOOL SYSTEM

The Ohio Central School System believes that each student is different in terms of his education needs and desires and should be dealt with on the basis of these individual differences. Programs are designed to meet these differences.

SCHOOL RULES

1. All students must enter and exit the school building through the front doors and report directly to their classrooms or work areas.
2. All inmates must be properly dressed in state-issued pants and shirt with shirts tucked in. I.D. badges must be worn and visible. Hats must be taken off upon entry to the building. Pant waists must be worn at the waist level: no sagging.
3. There is to be no loitering around the school building.
4. No food or beverages are allowed in the building.
5. Time schedules for the morning and afternoon sessions are posted. All classes are self-contained. Students will not change classes.
6. Tardiness/absenteeism: Teachers will take attendance daily. All students must be in their respective classrooms on time. The only exception will be for late chow.
7. The education department will honor passes from other areas. Students must take responsibility to present these passes to their teachers. Students must return to class after being dismissed from the other pass if school is still in session.
8. Disruptive and inappropriate behavior will not be tolerated. Be respectful of others and maintain a quiet learning environment.
9. Students are to bring only school-related items into the building and leave all other items (commissary, personal items, etc.) in their housing units.
10. To request a conference with the school administrator and/or guidance counselor, send a kite to the school. Classroom teachers may also issue passes for such conferences.
11. Students are expected to obey all oral and written directions for fire and tornado drills. Written directions are posted throughout the building and the supervisor of each inmate area will issue oral directives.

Failure to obey the above listed school rules and institutional rules will result in disciplinary action.

PROGRAM OFFERINGS

A variety of academic programs is available free of charge. While some programs have special admission requirements, most are open to everyone. Most academic programs are open-entry with varied start and end dates.

If you are interested in educational or apprenticeship programs, desire more information, or need educational counseling, send a kite to the guidance counselor or school administrator in the Education Department. You may also contact these individuals at your parent institution once you transfer.

All program admission is based on openings and/or admission requirements.

Education programs currently offered:

Academic

- Level 3 General Population class
- GED Instruction
- ABLE Instruction
- Special Education Assessment and Intervention

LorCI does not offer college courses; however, Level 3 General Population inmates may pursue outside correspondence courses at their own expense.

Apprenticeship (limited to Level 3 General Population inmates)

Kite the school administrator if you are interested in becoming an apprentice. Programs may vary based upon the availability of staff supervisors. Current apprenticeship offerings are; Janitor, Maintenance Repair Worker, Plumber, HVAC, and Animal Trainer.

Guidance Counseling Services:

Orientation, enrollment, assessment, educational counseling

LENDING/LAW LIBRARY SERVICES

The lending library and law library are combined in one area and located in the education building. The library schedule is arranged to accommodate all housing units on different days of the week at different times. Schedules are posted in each housing unit and the library. Inmates housed in 4B/C Intake must see the unit staff for access to the library.

The librarian, when available, will notarize your legal papers and make authorized legal copies at your expense. If you need the services of a notary public and the librarian is not available, talk to your unit staff to check on other staff who are notaries public.

LIBRARY ACCESS FOR ALL INMATES IS VIA PASS

Level 3 General Population inmates need to kite the library and request a pass.

Reception inmates: The librarian issues passes to every reception inmate twice a month by pod and range. There is no need for you to send kites requesting library use. However, these passes are not mandatory, so you need to decide for yourself whether or not to use the library pass when you receive it. When you report to the library on pass, you will have access to both the regular and legal libraries: they are in the same area.

Should you be confronted with legal issues having short time deadlines, you may ask your unit staff to call the librarian who will in turn accommodate you as soon as possible.

Inmates housed in 4B/C should wait until they reach general population to kite the library.

The lending library provides the following services:

1. Book borrowing (one-week lending period). You are responsible for damaged or unreturned books.
2. Newspapers & magazines (in-library use only).
3. Inter-Library Loan Program (Level 3 General Population only) - request forms must be given to library staff.
4. Reference collection (non-circulating).

The law library provides the following services:

1. Notary public
2. Electronic (Lexis Nexis) and print legal research
3. Typewriters (one-hour time limit)
4. Photocopying (legal documents only) at \$ 0.05 per page
5. LorCI and DRC policies (accessible to inmates)
6. Directional legal assistance (from Level 3 General Population law clerks only)
7. Court addresses

8. Attorneys' addresses and phone numbers

Inmates working on time-sensitive legal motions will be given special consideration for extended Law Library time and/or visits at the sole discretion of the library staff.

As part of the Library outreach services, the library staff conducts weekly rounds to special housing areas such as Segregation and the Infirmary. Requests for specific Library services should be sent in a kite to the library staff. Please be as specific as possible.

LIBRARY/LAW LIBRARY RULES

1. You must wear state uniform; shirts must be tucked in and pants pulled up, no recreational clothing is allowed. No "sagging" of pants; no hats are allowed to be worn in the Library.
2. You must have your I.D. badge on at all times, and it must be displayed properly (photo side visible on the left lapel of your outermost garment).
3. No commissary, food, or drinks are allowed in the Library or educational area.
4. No casual or loud conversation in the Library.
5. You must have a pass when entering and leaving the library.
6. You must sign in and out.
7. No copies will be made without a signed cash slip (LEGAL DOCUMENTS ONLY).
8. A 10-minute time frame is given for you to reach the Library from your housing area. If you take longer than 10 minutes to get to the Library, you will not be allowed to enter it.

INMATE GRIEVANCE PROCEDURE

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

I. What is a grievance?

A grievance is a complaint about any policy, rule, practice or act by the Department of Rehabilitation and Correction or its employees which directly affects the inmate grievance and which is presented for resolution through the process outlined below. A grievance is NOT a substitute for the appeals process related to institutional hearings such as RIB or job reclassification or classification. Do not contact the inspector simply because you are not satisfied with a RIB or hearing officer's decision.

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

The grievance procedure is a method of formally presenting complaints to the Department of Rehabilitation and Correction when an inmate has been unsuccessful in attempting to resolve a complaint through normal channels. The procedure is designed to provide a broad range of remedies, including changes in institutional policies and practices, restoration, or restitution for loss of personal property, and disciplinary action against employees and inmates who willfully violate institutional rules.

III. What cannot be grieved?

The grievance procedure is not designed to act as an additional or substitute appeal process in connection with Rules Infraction Board or institutional hearing officer proceedings.

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

IV. The Inspector of Institutional Services

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

V. Using the Grievance Procedure

(1.) The filing of an Informal Complaint-Step 1:

Within 14 calendar days of the date of the event giving rise to the complaint, the inmate shall file an informal complaint to the direct supervisor of the staff member or department most directly responsible for the particular subject matter of the complaint. Staff shall respond in writing within seven (7) calendar days of receipt of the informal complaint.

If the inmate has not received a written response from the staff member within a reasonable time, the inmate should immediately contact the inspector of institutional services either in writing or during regular open office hours. The inspector shall take prompt action to ensure that a written response is provided to the informal complaint within four (4) calendar days. If a response is not provided by the end of the fourth day, the informal complaint step is automatically waived. Informal complaint responses should reflect an understanding of the inmate's complaint, be responsive to the issue, cite any relevant departmental or institutional rules or policies, and specify the action taken, if any.

The inspector of institutional services shall monitor staff compliance with the informal complaint process. Any pattern of non-compliance by staff shall be reported to the Warden for appropriate action. The filing of an informal complaint may be waived if it is determined by the inspector that there is a substantial risk of physical injury to the grievant. The complaint is filed pursuant to rule 5120-9-03 or 5120-9-04 of the Administrative Code, section (h) of this rule, or for other good cause.

(2) The filing of the notification of grievance-Step 2:

If the inmate is dissatisfied with the informal complaint response, or the informal complaint process has been waived, the inmate may obtain a notification of grievance form from the inspector of institutional services.

All inmate grievances must be filed by the inmate no later than 14 calendar days from the date of the informal complaint response or waiver of the informal complaint step. The inspector of institutional services may also waive the time frame for the filing of the notification of grievance, for good cause.

The Inspector of Institutional Services shall provide a written response to the grievance within 14 calendar days of receipt. The written response shall summarize the inmate's complaint, describe what steps were taken to investigate the complaint and the Inspector of Institutional Services' findings and decision.

The inspector of institutional services may extend the time in which to respond, for good cause, with notice to the inmate. The chief inspector or designee shall be notified of all extensions. Any extension exceeding 28 calendar days from the date the response was due must be approved by the chief inspector or designee.

Expedited responses shall be made to those grievances that, as determined by the inspector of institutional services, present a substantial risk of physical injury to the grievant or for other good cause.

(3) The filing of an appeal of the disposition of grievance-Step 3:

If the inmate is dissatisfied with the disposition of grievance, the inmate may request an appeal form from the inspector of institutional services. The appeal must then be filed to the Office of the Chief Inspector within 14 calendar days of the date of the disposition of grievance. For good cause, the chief Inspector or designee(s) may waive such time limits.

The chief Inspector or designee(s) shall provide a written response within 30 calendar days of receipt of the appeal. The chief inspector or designee(s) may extend the time in which to respond for good cause, with notice to the inmate. The decision of the chief inspector or designee is final. Grievance appeals concerning medical diagnosis or a specific course of treatment shall be copied to the Office of Correctional Health Care for additional review and response.

Appropriate remedies for valid grievances shall be provided. Potential remedies may include, but are not limited to, changes to institutional policies or procedures, the implementation of new policies or procedures, and/or corrective action specific to the inmate's complaint (for example, a correction to the inmate's account, locating lost property, etc.).

If the resolution of a grievance or portion thereof is not within the scope of authority of the inspector of institutional services, he/she shall submit the findings and recommendations concerning the grievance to the Warden for the Warden's approval, modification, or disapproval.

The Warden shall respond to the inspector of institutional services within 14 calendar days. The inspector shall provide to the Office of the Chief Inspector the report to the Warden that includes the Warden's decision.

Grievances against the Warden or inspector of institutional services must be filed directly to the Office of the Chief Inspector within 30 calendar days of the event giving rise to the complaint. Such grievances must show that the Warden or inspector of institutional services was personally and knowingly involved in a violation of law, rule, or policy or personally and knowingly approved or condoned such a violation.

The chief inspector or designee(s) shall respond within 30 calendar days of receipt of the grievance. The chief inspector or designee(s) may extend the time in which to respond for good cause, with notice to the inmate. The decision of the chief inspector or designee is final.

AMERICANS WITH DISABILITIES ACT OF 1990

What is the Americans with Disabilities Act (ADA)?

It is a federal law that guarantees people with disabilities the same opportunities as everyone else when it comes to earning a living, using public accommodations, traveling by bus, rail, etc., communicating by phone, and taking advantage of state and local programs and services.

Who is protected by ADA?

Any person who has a **physical** or **mental** impairment that substantially (seriously) limits one or more major life activities (walking, seeing, hearing, speaking, breathing, learning, working, doing manual tasks, or caring for oneself), **has a record of such an impairment** (i.e., a person who has a record of being treated for a mental illness), **or is regarded as having an impairment** (i.e., a person who has extensive scars from burns but has no limitation). An individual with a **minor**

impairment is not protected under ADA. A minor impairment does not limit at least one major life activity.

Evaluation/Identification of inmates with disabilities- DRC policy 64-DCM 02:

in reception all inmates are initially screened in R & D on the day of admittance and then on the following morning receive a more complete medical examination that includes screening for vision, hearing, mobility, medical, mental health, and mental retardation impairments.

If you are identified with a functional limitation, a special form is completed and this information is entered into DOTS by the medical secretary. During the assessment phase, education and mental health testing will document any other limitations.

What does this mean for the inmate population?

It means that no inmate shall be denied access to any **programs** or **services** because of disability. The inmate must meet the same program criteria to be admitted into the program as any other inmate. Services shall be available to each inmate regardless of any disability. Any inmate requiring a **reasonable accommodation** to attend a program or to have access to services shall be provided the accommodation based on his needs.

What is a reasonable accommodation?

Any change or adjustment to an environment that permits a qualified person with a known disability to participate in a job or to enjoy the benefits and privileges of programs or services as an equal to everyone without a disability. This accommodation should not impose undue hardship on the institution.

Examples of accommodation:

Visually impaired - readers, large print material, magnifiers, books on tape or Braille materials.

Hearing impaired - hearing aids, amplifiers, visual repetition of audio announcements and closed caption TVs, TTYs, visual fire alarms, interpreters.

Other – ramps, elevators, handrails in showers and along stairways, seating in long hallways and in locations of long lines, providing programs in accessible areas.

Procedure for inmate to request an accommodation:

Notify the ADA coordinator. Signs are posted in each living area with the name of that staff. The ADA coordinator will schedule an interview with the offender.

ADA policy will be reviewed and an ADA accommodation form will be provided to eligible offenders during the interview.

The accommodation request will be considered based upon security concerns and the individual's actual needs **as verified by medical staff**. The accommodation may be approved/disapproved in full or part or an alternative accommodation may be provided.

The inmate will be notified on an ADA Coordinator Action Form within 10 working days. If the inmate disagrees with the decision, he/she may appeal to the Special Needs Assessment Committee in care of Central Office ADA Coordinator for inmates (chief inspector).

PROGRAM ASSIGNMENTS

There are a few programs available to address certain issues depending on history, current offense, and/or classification. These programs are listed below.

Intensive Prison Program (IPP)

This program involves several aspects of treatment including drug/alcohol issues and education. The program involves an early community release on intensive probation. Several institutions now have this program. You will be screened automatically for IPP, interviewed, and given an orientation regarding the program. You will then be offered the voluntary program if you are interested.

SORRC

This is a program at Madison Correctional Institution and is intended for sex offenders. It is mandatory for all first time sex offense-related reception admissions and is part of the reception process.

You will be sent to Madison Correctional for the program, which is a few weeks in duration, and upon completion of the program you will be transferred from there to your parent institution.

OHIO PENAL INDUSTRIES

Ohio Penal Industries, commonly called OPI, is the manufacturing industry operated by the Department of Rehabilitation and Correction. OPI manufactures various products such as furniture, office supplies and products, and laundry/cleaning products which are used throughout Ohio state government offices and agencies. There are vocational training programs available through OPI. You will hear more on these at your parent institution.

INMATE GROUPS- Level 3 General Population Inmates Only

Level 3 General Population inmates are permitted to form approved groups. The purpose of these groups is to provide an outlet for legitimate activities, to promote general welfare for the population, and to provide community services. Each group is facilitated by a staff advisor who is appointed by the Warden.

The Supreme Valley Jaycees is the institution's approved active group at this time.

REENTRY INITIATIVE

This is a philosophy within the Department of Rehabilitation and Correction that places an emphasis on preparing inmates for release beginning from the day of admission to the institution.

Reentry means "going home to stay." Reception inmates will be introduced to the Reentry Initiative as outlined below upon transfer to their parent institution.

Within Reentry there are seven (7) domains or areas of need that are examined to determine issues that need to be addressed.

These seven (7) domains are:

1. Employment
2. Marital/Family
3. Associates/Social Interaction

4. Substance Abuse
5. Community Functioning
6. Personal/Emotional
7. Attitude

LEVEL 3 GENERAL POPULATION INMATES

Lorain Correctional Institution offers several programs to address needs in the areas. The programs include counseling, family planning, parenting education, and community services, vocational/apprenticeships, GED preparation, Inside Out Dad, Thinking for a Change, Skills, Smart Money, Cage Your Rage, Out-Patient Treatment, Victim Awareness, Release Preparation, etc.

In addition to these programs there are a variety of other non-reentry programs offered at various times through Religious Services, Recovery Services, and Education Services that also provide the above services.

Under Reentry, a Parole Risk Assessment is completed on every inmate admitted to LORCI. Those who meet the screening criteria will see the Reentry Management Team (RMT) at Lorain Correctional. The rest of you will see the RMT at your parent institution. The RMT will develop a Reentry Accountability Plan (RAP). The RAP consists of a needs assessment to determine what issues or factors are involved in your criminal activity and contributed to your coming to prison.

The RMT will then determine with you what your particular issues are and develop a Reentry Plan (RAP) of programs recommended for you to get into and work toward correcting these issues. The philosophy of Reentry is that if an offender's issues contributing to his criminal behavior are identified early, they can be addressed through his incarceration. He is then better prepared to successfully reenter society upon release. You "go home to stay"- that is the goal. You will hear more about Reentry at your parent institution.

APPLICATION FOR SOCIAL SECURITY CARD, BIRTH CERTIFICATE, TEMPORARY ID CARD

You may apply for a replacement Social Security Card and/or birth certificate if needed. See your unit staff to do this. You will be responsible to pay for any fees required. Temporary release identification cards will be issued by the ID department at the time of your release.

VIOLATION SANCTION PROCESS HEARINGS

Violation hearings are conducted in the community at local jails or in APA offices or at a designated DRC reception center when violations of supervision occur and the supervising officer is requesting that an offender be returned to prison for the violations. At these hearings, a Parole Board Hearing Officer 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 offender 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 43-parole will not automatically occur after the offender 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 nine (9) months.

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

PAROLE BOARD:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VIOLATION SANCTION PROCESS HEARINGS: Violation hearings are conducted in the community at local jails or in APA Offices, or at a designated DRC Reception Center when violations of supervision occur and the supervising officer is requesting that an offender be

returned to prison for the violations. At these hearings, a Parole Board Hearing Officer or Board Member will determine by a preponderance of the evidence if the violations occurred and whether or not a return to prison is appropriate.

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

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

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