

JASON BUNTING  
WARDEN

# OFFENDER HANDBOOK



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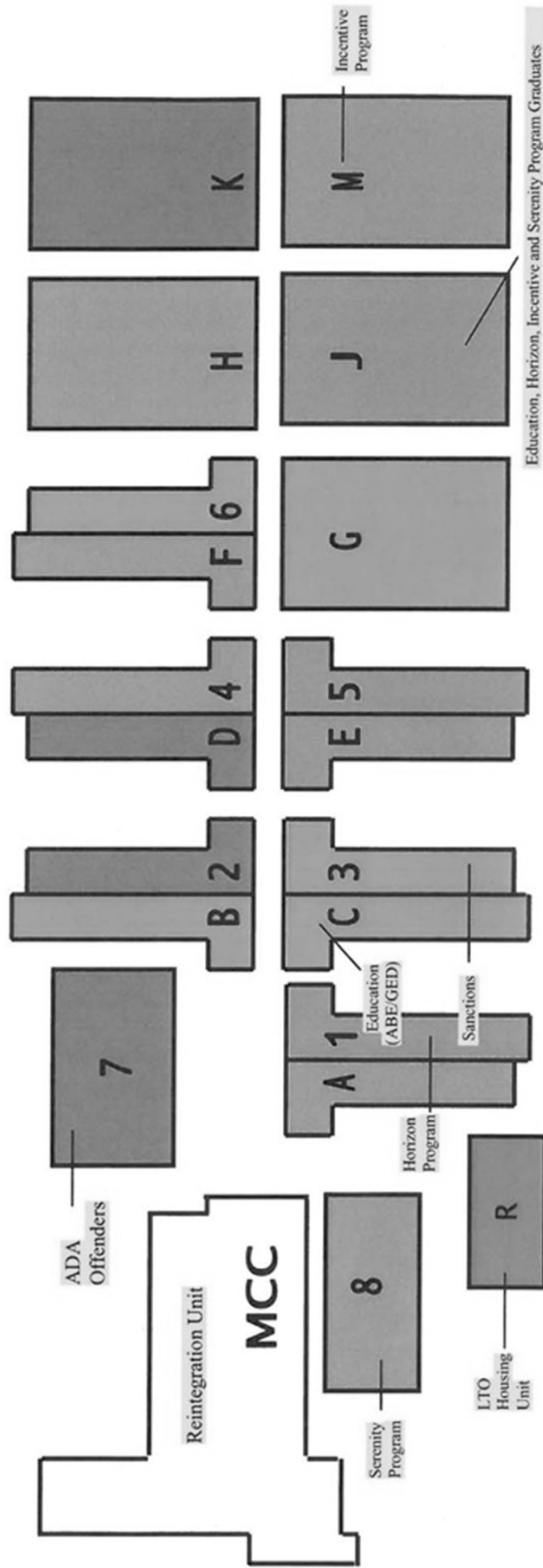
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# Marion Correctional Institution Lock Layout

# Welcome

The information contained in this handbook is intended to help you become acquainted with MCI.

## Mission Statement

The MCI mission is to provide a safe and secure environment for staff, offenders and the community. In addition we will promote professionalism among employees and provide quality service to offenders. In order to prepare offenders for a successful return to the community, innovative programs will be made available.

## Offender Decisions and Choices

Offenders are responsible for their actions. The decisions and choices you make will allow you to progress through your journey from incarceration to independence. You may be subject to sanctions and loss of privileges should you fail to make responsible decisions and choices. Your behavior will be one of the determining factors regarding your level of privileges.

## Introduction to Marion Correctional Institution

MCI is a Level 1/Level 2 Security Institution. You were transferred to this institution due to your evaluation by the Classification Committee. Your classification can change. You will be re-evaluated by your Unit Staff. They will consider your history of violence, your institution disciplinary record, your work performance, your education level and your age. As you can see, your conduct while incarcerated will impact your supervision level.

While in Orientation, staff will familiarize you with the rules and regulations of this institution. In addition, you can learn about the rules by reading the Handbook. The Orientation and Handbook are guides on how you should conduct yourself.

**IMPORTANT!** You have an affirmative duty to advise your family, friends and visitors of the rules that affect them, such as: mail, telephones packages, visits, etc. This offender Handbook is subject to changes by the Executive Staff at MCI. Any changes will be communicated to the offender population by postings and the MCI TV channel. If an institutional procedure is changed, the change will take precedence over the offender handbook.

## Drug Free Statement

It is the policy of the Ohio Department of Rehabilitation DRC 70-RCV-03 and Correction to enhance public safety, provide for offender accountability, institutional control and order by establishing a zero tolerance of offender drug use within the institution. There will be periodic drug testing and if found in violation of a drug related rule, sanctions such as disciplinary/local control, payment for drug test, commissary, visiting and/or mailroom restrictions will be enforced.

# Re-Entry 52-RCP-10

Reentry is a philosophy that encourages you to begin to prepare for your return to your community at the start of your incarceration. There are many paths you can take for successful reentry, Recovery, Vocational, Educational, and Spiritual. You are also encouraged to consider Reintegration for the last 6 years of your incarceration.

Programming is an important piece of your re-entry. Your Case Manager will make appropriate recommendations upon the completion of your ORAS. Your Ohio Risk Assessment System assists you case managers to tailor your programming needs to your specific areas of concerns. The Case Manager will also assist you with information/process on how to obtain a social security card, State of Ohio identification card, birth certificate and valid driver's license.

Information on how an inmate can restore their voting rights and how to access Voter's Rights Information through the Reentry Resource Library is available in the MCI library.

At the close of your incarceration if you have specific needs such as housing, benefits assistance or obtaining personal documents please see your case manager or Unit Manager Donahue for assistance.

# ADA 52-RCP-10

It is the policy of the Ohio Department of Rehabilitation and Correction to not discriminate against any individual, on the basis of a disability in the provision of services, program assignment and other activities, as well as in making Administrative decisions and to provide reasonable accommodation to Offenders when a demonstrated need exists.



Request for accommodation: Offenders who need an accommodation shall complete the Offender reasonable request form, DRC 4267 (rev 1/00) and submit it to the Institutional ADA Coordinator for Offenders. This form may be obtained from the Offender ADA Title 2 Coordinator. The contact information for the Offender ADA Title 2 Coordinator will be visibly posted in all housing units. The Offender's request shall be evaluated and considered based upon security concerns and individual Offender's actual needs as verified by Medical Staff. Special badges identifying ADA restrictions **WILL NOT BE ISSUED**. All verification will be placed on the Medical Restriction page of MCI's home page.

Request may be granted denied or partially granted by providing an alternative accommodation. The ADA Coordinator's recommendation must be approved by the Warden/Designee. The decision will be recorded on the ADA Coordinator's action form, which will be returned to the Offender affected within 10 days, unless further investigation is warranted. A copy of the decision will be forwarded to the Central Office Coordinator for Offenders.

You may kite the ADA Coordinator for more information on available ADA programs or interpretation availability for hard of hearing or deaf Offenders

## **PREA**

### **PRISON RAPE ELIMINATION ACT MEDICAL AND MENTAL HEALTH FOLLOW-UP**

If an offender has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, the offender 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 offender forwarding a kite to the medical or mental health departments.

If an offender has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, the offender 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 offender forwarding a kite to the mental health departments.

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

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

Incidents or Suspicions of Sexual Abuse, Sexual Harassment and Retaliation

Can be reported to ANY STAFF Member:

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

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

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

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

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

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

### **PREVENTION/DETECTION**

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

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

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

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

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

### **SELF-PROTECTION**

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

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

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

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

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

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

### **RESPONSE**

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

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

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

### **TREATMENT**

#### Medical Services Responsibilities

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

#### Mental Health Responsibilities

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

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

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

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

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

### **INVESTIGATIONS**

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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

**SEARCHES AND CONTRABAND**

Offenders, their person (pat down or strip search), property, and possessions are subject to search at any time. Officers will conduct random searches and shakedowns of your area and property. Items confiscated will be considered contraband (AR5120-9-55) and a conduct report will be issued.

Disposition of confiscated items shall be done in accordance with Administrative Rule 5120-9-55 of the Administrative Rules. Please refer to Administrative Rules for further explanation.

**Daily Schedule**

Time	Morning Schedule	Activity
5:00 am		Count Time
5:30 am	(or when count clears)	Lights On
6:10 am		Breakfast
6:15 am		Recreation Call
7:00 am		OPI-Work Call
		Pill Call
8:00 am		Morning Work Call ( All Units)
8:15 am		Recreation Call
9:15 am		Two way movement Gym & Yard
11:00 am		Saturday/Sunday/Holidays
		Count Time (Week days)
11:30 am		Recreation Call
		Lunch
12:00 pm		Pill Call
1:00 pm		Afternoon Work Call (All Units)
1:15 pm		Recreation Call
1:30 pm		Med. Pick-up Pill Call
2:15 pm		Two way movement Gym & Yard
4:00 pm		Count Time (Mandatory Standing Count)
4:45 pm		Recreation Call
5:00 pm		Dinner
7:15 pm		Recreation Call: Two way movement Gym & Yard
6:00 pm - 8:00 pm		Pill Call
9:00 pm		Count Time
10:00 pm		Lights Out (Quiet Dormitories)
11:00 pm		Lights Out (All Other Blocks/Dorms)
12:00 am		Count Time
3:00 am		Count Time

\*Times are approximate: certain circumstances may alter the scheduled activities of the institution.

## **Count Time Instructions**

All offenders are required to be on their bunk when count time is announced. They must remain on their bunk and quiet until count is cleared. All 4:00 pm counts are a standing count. All offenders are required to stand during this count when instructed.

## **Meal and Recreation Schedule**

- Meal Schedule: Morning Schedule
  - At approximately 6:00 am to the completion of the breakfast meal East Recreation Yard, offenders will have the opportunity to eat and then report to work.
  - At approximately 8:30 am Open Yard will be called. Offenders can report to the yard for recreation at this time.

**Note:** Offenders that return to their living area will not be permitted to return to the recreation yard or gym. Living area porters are permitted break during this period. At 9:00am, the recreation gates will be closed. All offenders on the yard and in the gym will remain in those areas during the scheduled recreation period.

- Noon Meal
  - East Recreation Yard: offenders will have an opportunity to eat. Offenders will be held on the yard until the end of the noon meal or the offender can choose to report to work if they have an approved work badge. The badge must be presented to the lock officer 10 minutes prior to the workers assigned time.
- 1:30 pm
  - East Recreation Yard: offenders will be called to open yard. Offenders can report to the yard for recreation. Offenders will be required to stay on the recreation yard during the entire period.
- Dinner Meal
  - Dog Yard. Offenders will have the opportunity to eat when their living area is called and back to the assigned living area
- 7:00 pm
  - East Recreation Yard: housing units will be called by units

**Note:** Offenders that return to their living areas will not be permitted to return to recreation again during that period.

The two periods will rotate every other day: North Side first on even calendar days and South Side first on odd calendar days.

## **Safety and Sanitation**

The MCI is equipped with many fire safety devices. These devices are for your safety and you must not cover or tamper with them.

### **Fire Safety**

More People die from smoke inhalation than from the actual fire. The following procedure is recommended for your safety. If there is a fire or you smell smoke, notify an employee immediately. They will provide assistance:

- Your housing area will be evacuated. You are expected to cooperate with evacuation procedure and do not panic
- Once outside the building, you must remain in the evacuation area for accountability
- Do not accumulate paper material, such as newspapers, books, magazines, or cardboard, as these items could become fire hazards
- Do not remove any cover from any electrical receptacle or light switch
- For your safety, you are not to place any item on or under your television
- Fire drills will be conducted periodically. You are advised to treat all evacuations as real and leave the area as rapidly as possible in an orderly manner
- Offenders who need help evacuating will be assisted
- Report unsafe conditions to staff. Use safety guards when operating machinery
- Horse play is not permitted anywhere in this institution
- Running is limited to the Gym and Recreation Yard
- Do not use any electrical cords or plugs that have not been approved. "Mush-faking" or cords is strictly prohibited and is a rule violation which is subject to a conduct report

You are responsible for keeping your area safe and clean at all times. Secure all unused commissary items to avoid contamination. Do not take food from the cafeteria back to your living area. Sweep and mop your area daily. Empty your trashcan daily. The dayroom is provided for every offender's use. Do your part to keep it safe and clean. Do not throw paper, and/or food on the floor. Microwave ovens are provided for the use of every offender in the lock. Please do your part and clean it after you are done.

While in the cafeteria, do not throw food on the floor. Always empty your tray in designated areas. All food is to be consumed in the cafeteria. No food is to be taken back to your lock, except one (1) fruit item).

For your safety: Report all injuries to staff, medical will examine you and a medical report will be completed.

## **Appearance/Grooming** 65-GRM-01

### **Offender ID**

**You are required to have your ID at all times.** You will be required to have this ID for as long as you have an obligation with the state. Any time you leave your lock, you are required to wear your ID on your outermost garment clipped over your left breast pocket or collar area with your photo outward.

You must keep your hair and facial appearance as it appears on your ID card.

Failure to do so may result in your ID being confiscated and you will be charged \$5.00 for a new replacement. If you lose or damage your ID card due to your own neglect, it is your responsibility to send a kite to the ID Department to request a replacement. You will be charged \$5.00. Your movement and privileges may be restricted during the time you are without an ID card.

### **Personal Appearance and Grooming**

Please refer to 65-GRM-01 Offender Hair Care and hair styles shall be subject to the limitations set forth in Administrative Regulation 5120-9-25, Appearance and Grooming of Male Inmates. Complete copies of these rules are available in the Library 58-LIB-01. It is the policy, procedure and practice to allow inmates freedom of personal grooming, except where a valid interest justifies otherwise.

All inmates going on an outside trip must remove braids, dread locks etc. prior to reporting to dress-out in P-1.

- **Showers:** You are encouraged to shower at least once a day to promote good personal hygiene. Showers are provided in every living area. According to policy you are required to shower at least three (3) times per week. Showers close at 10:45 pm and reopen at 5:30 am or when count clears.
- **Fingernails:** Fingernails are to be no longer than the tip of the finger or toe
- **Haircuts:** Hair and hairstyles shall be kept clean, neatly trimmed and shall not extend over the ears or the shirt collar. For those offenders with long hair you are required to have it pulled back away from your face anytime you are outside your housing unit. This can be accomplished by putting it in a pony tail. The following hairstyles or facial hair are not permitted per AR5120-9-25:
  - Initials
  - Symbols
  - Dyes
  - Hair that is disproportionately longer in one area than another (excluding natural baldness)
  - Multiple Parts
  - Dread locks
- **Sideburns/Beards/Mustache:** must be clean and neatly trimmed
- **Braiding:** Braiding of hair is only to be done in the inmate barbershop.

The inmate barbershop is available and each living area has designated days scheduled for all inmates who need haircuts. A new photo, at the inmates expense, will be required if a significant change in physical appearance takes place.

### **Offender Clothing**

Offenders are not required to dress in state clothing while they are in their housing area during business hours. This includes cell blocks and dormitories. Shorts and T-Shirts are permitted to be worn in the housing area. Offenders are required to adhere to the following:

1. Shirts must be buttoned and worn with the collar down and the shirttail tucked inside the trousers (pants)
2. Trousers must be buttoned and worn above the hips. **Sagging is prohibited**
3. Belts must not be excessive in length and must not hang loose
4. Shoes must be fully laced and tied. State issue shoes or the equivalent must be worn in the shop area and when specifically ordered by a work supervisor

5. Socks must be worn at all times
6. White work uniforms are to be worn by cafeteria workers only while on assigned duty. They are not to be worn in the living area. Personal clothing or any other type of outerwear must not be worn under the cafeteria whites
7. Standard uniform (state blues must be worn with blue, green or white shirt underneath. (Short sleeved in warm months, long sleeved (white shirt and appropriately colored thermal shirts and sweatshirts only, in winter months) must be worn Monday through Friday when leaving your lock. Except for visits, recreation, emergency evacuations. You must have the standard uniform on to eat in the cafeteria, except on weekends and holidays when personal shirts with state blues may be worn
8. Offenders may wear a “zippered” sweatshirt with their state issued clothes. Offenders still may not wear “pullover” sweatshirts during the hours of state dress: ZIPPERED JACKETS WITH HOODS; HOODS ARE NOT TO BE WORN UP WHEN INSIDE THE INSTITUTION.
9. After 4:00 pm on weekdays, and all day on weekends and holidays, approved personal clothing may be worn. You must be in state uniform when leaving your lock on 3<sup>rd</sup> shift
10. Nothing may be worn in or through the nose, mouth, ear or other parts of the body
11. Mush-fake hats, caps or clothing are prohibited and are considered contraband (ARS120-9-55)
12. During the summer months you are not required to be in state uniform while in your living area. However, your body must be covered. You may wear light clothing (T-shirts and shorts). You may go from your bed area to the bathroom and back to your bed area topless. While in the dayroom you must be decently covered. (i.e. shirt and shorts or sweats)

Offenders under drug sanctions in orange strip pants are still required to be in their orange stripe pants, except when going to and from the shower or on their beds.

## **Institution Rules**

### **Main Hall Rules**

Movement at this institution is controlled by the pass system, with exception of special announcements. You have ten (10) minutes to get to your destination. Check the daily pass recap sheet for any pass you are required to honor. After honoring your pass you are to return immediately to your assigned area i.e. work assignment or housing unit. Loitering, visiting, stopping, and loud talking is prohibited in the hallway. When using the main hallway you must walk on the right side of the yellow line. Always use the right gate. The center of the hallway should always be kept clear for staff and emergencies. You are not permitted to be in any housing unit other than your assigned lock, except when you are honoring a pass from a unit staff or attending a program.

You have ten (10) minutes to get to your destination, including calls for breakfast, lunch and dinner. You have three (3) minutes to leave your lock for breakfast, lunch and dinner, when called. You have a total of thirty (30) minutes from the time you leave your lock for breakfast, lunch and dinner to return to your lock.

Items permitted in the hallway are:

1. One (1) comb
2. One (1) wristwatch
3. One (1) necklace with religious medal\*
4. One (1) wedding band
5. One (1) drinking cup (with ice and no liquid – when going to recreation)
6. One (1) piece of fruit – NO oranges

*\*Offenders may appropriately display any issued religious jewelry at any time. Religious items must be an approved item purchased/received from an approved source. No mush fake items may be worn. Items must be worn inside the shirt when working on certain work details for safety precautions such as Auto Mechanics, OPI, etc.*

### **Vending Machine: Offender (Located in the Main Hall)**

You are permitted to purchase one (1) AVI Vending Machine card through the MCI Commissary. The card is identified electronically with your information. The card is your responsibility. You are not permitted lend your card to another offender. Offenders are permitted to add funds to their AVI card, in increments of \$5.00, each time you shop at the MCI Commissary. If the card is lost or stolen, you must report it immediately to a member of the staff and a theft/lost report must be completed. MCI is not responsible for replacement of the card, unless it can be proven that the institution was responsible for the lost or neglect.

You are not permitted to leave your lock for the sole propose of making a purchase at the vending machine. You are permitted to purchase items during mass movement periods i.e. recreation call, chow call, work call etc.

You are only permitted to bring food items from the vending machine to areas, other than your lock, that permit food items. Check with your work or program supervisor for advance permission.

In the event that you have a balance remaining on the card at the time of your release, it is your responsibility. The institution will not refund unused funds.

### **Telephones**

**Please refer to *Policy 76-VIS-02* information regarding offender use of Telephones** every living area has at a minimum three (3) telephones available to offenders. All calls must be made collect and are subject to monitoring at any time. The phones are open from 6:30 am until the dayroom or range closes seven (7) days per week. Be considerate of others by limiting your phone calls to two (2) times a day, once in the morning hours and one in the evening hours. You may be permitted to use the phone at other times in the event of a family emergency with approval of unit staff.

If you are a new arrival to the institution, your pin number is the same one that was issued at reception or at another institution. The first time you make a call, follow the directions listed below:

1. Lift the handset
2. Press (1) for English or (2) for Spanish
3. Dial the phone number dialing area code first
4. You will be requested to enter your identification code followed by the # key
  - a. Your identification code is:
    - i. Your complete offender ID number, plus the Pin # GTL phone company has assigned you
    - ii. If your number begins with an "A" use the number (2)
    - iii. If you number begins with an "R" use the number (7)

For example:

- If you number is A123456 and your pin # is (0101)
  - Enter 21234560101 followed by the # key
  - You will be prompted to state your name at this time
  - State your first name and last name (state your name loud and clear)
  - You will only be prompted to follow these instructions one time (The first time you use the phone system)
  - The Automated phone system will store your name and announce it to the number you are calling each time you use the system

For calls after your first call, follow the direction listed below:

1. Lift the handset
2. Press (1) for English or (2) for Spanish
3. Dial your number, area code first
4. Listen carefully and follow any voice prompt instructions
  - a. All calls from offender phones are collect only, with no operator assistance
5. All calls may be monitored or recorded
6. If you attempt to make a three way call, or it is detected that you are attempting to place a conference, your call may be disconnected and appropriate disciplinary action taken

### **GTL Automated Operator Instructions: Dial #44 for Automated System**

By dialing #44 you can delete and add numbers to your approved calling list.

1. 1 - English or 2 - Spanish
2. Enter your state ID and Pin number
3. Press 1 to add a number
4. Press 2 to delete a number
5. Press 3 to check on the status of a number
6. Press 7 to repeat the options.

You can also dial #44 if you are having any of the following problems:

1. Number is temporarily out of service
2. Number was/is on your approved list, but not you are getting an error that the number is not on your approved list
3. The number was denied by the called party or got no response from the called party during the verification process
4. The called number has a block on it
  - a. Note: the institution does not block offender calls. The block would be from a phone company. The person is instructed to call 1.800.231.0193 GTL to resolve the issue and have the block removed

- **Absolutely no 3-way or conference calling**
- **Absolutely no random dialing will be tolerated**
- **Absolutely no contact with the victim(s) of your past/present offense(s) without proper/prior authorization**

IF YOU EXPERIENCE ANY PROBLEMS IN COMPLETING A CALL, THE PERSON YOU ARE CALLING MAY CONTACT GTL AT 1-800-231-0193 THE PERSON WITH THE PHONE CAN CALL GTL AT 1-877-372-4330 TO SET UP A PRE PAID ACCOUNT.

IF YOU EXPERIENCE PROBLEMS YOU CAN CONTACT GTL COMPLAINT LINE BY DIALING 1 (FOR ENGLISH) OR 2 (FOR SPANISH) \*1995, # THEN LEAVE A MESSAGE DESCRIBING THE PROBLEM WITH THE PIN. A WRITTEN RESPONSE WILL BE RECEIVED IN 3 BUSINESS DAYS. Example: a request for a new PIN # will be sent to the institutional investigator. The notice will be sent via e-mail to your unit manager. If you have not received a response in 5-7 days contact your unit manager. (Additional time needed to process internally).

## **Passes**

### **Passes: All Passes are Mandatory**

All passes are entered into the DOTS pass system for a particular day and time. These are posted in a conspicuous location in all locks by the correctional officer or the Unit Staff. It is the responsibility of each offender to view the list and honor all passes. Failure to honor a pass may result in a conduct report being written for being out of place or disobedience of a direct order. At once passes will still be used for visiting etc. These passes will be signed by the staff person issuing the pass and signed by the staff person upon completion of the pass and returned to your lock officer or work supervisor.

## **Recreation**

Offenders are given the opportunity to recreate daily. There are morning and afternoon recreation periods for those offenders who are not on a job or program assignment. Evening recreation is not called one side at a time. Offenders choosing to go to recreation during chow periods will not be permitted to leave the gym or yard until the chow period is over. Once in the gym, you are not permitted to leave unless you receive a pass. If you received a pass prior to the recreation period you must remain in your lock to honor the pass.

### **Recreation Clothing**

Proper attire must be worn in the recreation area. You are not permitted to wear bathrobes, lounging robes, pajamas, shower clogs, slippers, sandals or shoes without socks in the recreation area. Shirts must be worn at all times in all areas of the gym. At no times are shirts to be removed.

### **Recreation Programming**

The recreation department offers, art, mush-faking and music groups. You must be a member to enter the area designated for these programs. Members of the art, mush-faking and music groups must be approved by the recreation department to be involved in each particular program. All state owned musical instruments must remain in the music room. You are permitted to bring your personal, titled musical instruments to the music room.

### **Weight Cage Program**

If you are interested in the weight cage program see the officer on duty or a member of the recreation staff to receive a weight cage agreement form. Once you have read and signed the agreement form you are authorized to enter the weight cage. Policy requires that you may only utilize the weight cage a total of three (3) hours a week (Sunday – Saturday). The rules for the weight cage are posted on the entrance to the weight cage.

### **Recreation Yard and Gym Rules**

#### **Not Permitted:**

- Horse playing is not permitted in the gym or on the recreation yard
- The practice of martial arts and boxing is strictly prohibited in the institution
- The concrete sidewalk around the inside perimeter fence is off limits to offenders
- Sagging pants or shorts is not permitted.
- Hair braiding and cutting of hair is not permitted.

#### **Permitted:**

- Recreation yard clothing may be sweatshirts, T-shirts, approved pants, gym shorts, gym shoes, sweat pants or state issued clothing.
- Radios/CD Player/MP3 players are permitted with headphones only.
- You are permitted to bring your personal items but must have proof of ownership.



## **Food Items**

Only food and liquid items that can be easily consumed in the gym and the recreation yard are permitted. No food or drink will be taken from the gym or yard. Only clear (see through) covered containers are permitted to recreation. Open containers are contraband (AR5120-9-55). Sunflower seeds are not permitted in the gym. All food purchased out of the vending machine is permitted.

**IF YOU ARE FOUND GUILTY AND PLACED IN SANCTIONS, YOU ARE NOT PERMITTED TO PARTICIPATE IN ANY RECREATION-SCHEDULED PROGRAM. OPEN RECREATION IS AVAILABLE TO YOU DURING SCHEDULED TIMES.**

## **Recreation Programs - Camp**

MCC offenders are given the opportunity to recreate daily. Offenders may recreate during posted times in the morning, afternoon and evening in the yard or in the downstairs recreation area or in the weight cage.

On Saturday, Sunday and holidays, MCC offenders will be allowed to utilize the gymnasium in the main stockade in the morning. Those offenders utilizing the gym may not use the weight cage or program areas. They are permitted to use the music room if prior approval is given.

The weight cage has a posted schedule in the living areas and on the weight cage. Offenders are allowed only three (3) hours of weightlifting a week and only one hour per day. Offenders have five (5) minutes to report to their weightlifting period once called and should place their ID in the box provided. Participation is logged by staff to enforce the limits on usage.

A music program is available for offenders wishing to play an instrument or join a band. Interested offenders should kite the Recreation Department. A musk-fake and art program is also available.

# **Discipline** 52-RCP-10

## **Offender Disciplinary Process** Policy 56-DSC-01

In accordance with *Administrative Rule* 5120-9-06, the Marion Correctional Institution shall enforce Rules of Conduct with the different maximum penalty for a violation. It is the offender responsibility to follow institutional rules as well as to report any staff wrong doing by using the appropriate appeal process. Additional Administrative Rules 5120-9-07 Conduct Report and Hearing Officer Procedures, 5120-9-08 Disciplinary procedures for violations of rules of conduct before the Rules Infraction Board, 5120-9-11 Security Control and Disciplinary Control, 5120-9-03 Offender complaints of Use of Force where no Use of Force report has been made.

If you are charged with a rule violation and found guilty on a Hearing Officer's disposition, you may be reprimanded, denied phone privileges, restricted to your lock, assessed extra duty, or have your state pay reduced. The RIB Chairman automatically reviews all Hearing Officer Decisions.

If you are charged with a rule violation, you may be required to appear before the Rules Infraction Board. The Board may assess you up to fifteen (15) days in disciplinary control (O Block), recommend job change and security review for possible transfer, recommend local control placement, take good time credit or impose any other assessment related to a violation. You may appeal the RIB decision designee; you may appeal to the Director.

# **Rules of Conduct**

- 1) Causing, or attempting to cause, the death of another.
- 2) Hostage taking, including any physical restraint of another.
- 3) Causing, or attempting to cause, serious physical harm to another.
- 4) Causing, or attempting to cause, physical harm to another
- 5) Causing, or attempting to cause, physical harm to another with a weapon.
- 6) Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
- 7) Throwing any other liquid or material on or at another.
- 8) Threatening bodily harm to another (with or without a weapon).
- 9) Threatening harm to the property of another, including state property.
- 10) Extortion by threat of violence or other means.
- 11) Non-consensual sexual conduct with another, whether compelled:

- a) By force
  - b) By threat of force,
  - c) By intimidation other than threat of force, or,
  - d) By any other circumstances evidencing a lack of consent by the victim.
- 12) Non-consensual sexual contact with another, whether compelled:
- a) By force
  - b) By threat of force,
  - c) By intimidation other than threat of force, or,
  - d) By any other circumstances evidencing a lack of consent by the victim.
- 13) Consensual physical contact for the purpose of sexually arousing or gratifying either person.
- 14) Seductive or obscene acts, including indecent exposure or masturbation; including, but not limited, to any word, action, gesture, or other behavior that is sexual in nature and would be offensive to a reasonable person.
- 15) Rioting or encouraging others to riot.
- 16) Engaging in or encouraging a group demonstration or work stoppage.
- 17) Engaging in unauthorized group activities (52-RCP-10 C.3.j.) as set forth in paragraph (B) of Rule 5120-9-37 of the Administrative code.
- 18) Encouraging or creating a disturbance.
- 19) Fighting with or without weapons, including instigation of, or perpetuating fighting
- 20) Physical resistance to a direct order.
- 21) Disobedience of a direct order.
- 22) Refusal to carry out work or other institutional assignments
- 23) Refusal to accept an assignment or classification action.
- 24) Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
- a) Sending personal mail to an employee at his or her residence or another address not associated with the Department of Rehabilitation and Correction.
  - b) Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the Department of Rehabilitation and Correction,
  - c) Giving to, or receiving from an employee, any item, favor, or service,
  - d) Engaging in any form of business with an employee; including buying, selling, or trading any item or service,
  - e) Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee.
  - f) For purposes of this rule "Employee" includes any employee of the Department and any Contractor, employee of a contractor, or volunteer.
- 25) Intentionally grabbing, or touching a Staff Member or other person without the consent of such person in a way likely to harass, annoy or impede the movement of such person.
- 26) Disrespect to an Officer, Staff Member, Visitor or other Offender.
- 27) Giving false information or lying to Departmental employees.
- 28) Forging, possessing, or presenting forged or counterfeit documents.
- 29) Escape from institution or outside custody (E.G. transport vehicle, department transport officer, other court officer or law enforcement officer, outside work crew, etc.) As used in this rule, escape means that the offender has exited a building in which he was confined; crossed a secure institutional perimeter; or walked away from or broken away from custody while outside the facility.
- 30) Removing or escaping from physical restraints (handcuffs, leg irons, etc.) or any confined area within an institution (Cell, recreation area, strip cell, vehicle, etc.)
- 31) Attempting or planning an escape.
- 32) Tampering with locks or locking devices, window bars; tampering with walls, floors, or ceilings in an effort to penetrate them.
- 33) Possession of escape materials; including keys or lock picking devices (May include maps, tools, ropes, material for concealing identity or making dummies, etc.)
- 34) Forging, possessing, or obtaining forged or falsified documents which purport or affect release or reduction in sentence.
- 35) Being out of place.
- 36) Possession or manufacture of a weapon, ammunition, explosive or incendiary device.
- 37) Procuring, or attempting to procure, a weapon, ammunition, explosive or incendiary device; aiding, soliciting or collaboration with another person to procure a weapon, ammunition, explosive or incendiary device into a correctional facility.
- 38) Possession of plans, instructions, or formula for making weapons or any explosive or incendiary device.
- 39) Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
- 40) Procuring or attempting to procure, unauthorized drugs, aiding, soliciting, or collaboration with another to procure unauthorized drugs or to introduce unauthorized drugs into a correctional facility.
- 41) Unauthorized possession of drug paraphernalia.
- 42) Misuse of authorized medication.
- 43) Refusal to submit urine sample or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions.
- 44) Gambling or possession or gambling paraphernalia.
- 45) Dealing, conducting, facilitating, or participating in any transaction, occurring in whole or in part, within an institution, or involving an offender, staff member or another for which payment of any kind is made, promised, or expected.
- 46) Conducting business operations with any person or entity outside the institution, whether or not for profit, without specific permission in writing from the Warden.

- 47) Possession or use of money in the institution.
- 48) Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.
- 49) Destruction, alteration, or misuse of property.
- 50) Possession of property of another.
- 51) Possession of contraband (ARS120-9-55), including any article knowingly possessed which has been altered or for which permission has not been given.
- 52) Setting a fire; any unauthorized burning.
- 53) Tampering with fire alarms, sprinklers or other fire suppression equipment.
- 54) Unauthorized use of telephone or violation of mail and visiting rules.
- 55) Use of telephone or mail to threaten, harass, intimidate, or annoy another.
- 56) Use of telephone or mail in furtherance of any criminal activity.
- 57) Self-mutilation, including tattooing.
- 58) Possession of devices or material used for tattooing.
- 59) Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other offenders, or to the acting offender.
- 60) Attempting to commit; aiding another in the commission of; soliciting another to commit; or entering into an agreement with another to commit any of the above acts.
- 61) Any violation of any published institutional rules, regulations or procedures.

## **Housing Units – Configuration**

**MCI Operations Mission Statement – the MCI Security and Unit Management Team will address the concerns of the staff and the needs of the offenders by maintaining healthy working relationships, ensuring a safe and secure environment.**

**The Deputy Warden of Operations, Unit Management Administrator and the Major are responsible for the Operations of Unit Management and Institutional Security Staff. There are five (5) units at MCI: Buckeye, Hickory, Maple, oak and Walnut. Some have specialized missions. Each unit consist of one (1) Unit Manager, two (2) Case Managers, two (2) Correctional Counselors, one (1) Unit Secretary and one (1) lock officer. Check your lock postings for staff office locations.**

### **Buckeye Unit Description 2, 7, D and K**

- 2-Dorm General Population offenders. 2-dorm capacity is 113 and k-block capacity is 128
- 7-Dorm General Population
- 7-Dorm ADA & Older Offenders
- D-Dorm General Population
- K -Block General

### **Hickory Unit Description 4, 8, A, F, and H**

- 4-Dorm 40 and Over
- 8-Dorm Serenity/Recovery Services Program
- A-Dorm: General Population
- F-Dorm: General Population
- H-Block: General Population

### **Oak Unit Description 3, 6, B, C and G**

- 3-Dorm: Orientation
- 6-Dorm: General Population/veterans
- B-Dorm: General Population
- C-Dorm: Education
- G-Block: General Population

### **Maple Unit Description 1, 5, E, J, M and R**

- 1-Dorm: Horizon Interfaith Program
- 5-Dorm: General Population
- E-Dorm: General Population
- J-Block: General Population
- M-Block: Community Service
- R-Block: Long-Term Offenders

### **Walnut Unit – Camp Description**

- MCC – Marion Correctional Camp.
- MRC: Marion Reintegration Center

## **General Housing Rules**

### **General Housing Unit Rules**

**These rules apply to all living areas.  
Refer to specific rules for your area as permitted by the Unit Manager.**

1. You are required to keep your area clean and orderly at all times
2. Beds will remain neatly made with two (2) sheets and a State blanket from 7:30 am - 4:00 pm Mon-Fri exception holidays. With the exception of third shift workers who remain under the covers until they leave their bed.

3. Your personal possessions must be stored in your footlocker, except for exempt items. Exempt items include titled items and the current art or mush-fake project you are working on. Mush-fake items cannot exceed 12". All mush fake items are to be sent out, when they are completed.
4. Items stolen from your area must be reported immediately to the lock officer.
5. Offenders will not leave the shower until the waist, groin, buttocks are covered. Offenders must wear shorts, underwear, etc. with a robe/towel going to and from their bed assignment to the shower.
6. Exercising anywhere in the common living area is not permitted
7. Nothing is to be posted on any side of the nightstand – displaying nudity or provocative pictures are prohibited.
8. No washing of state or personal clothing is permitted at anytime in the showers
9. You are not permitted to sit or stand on locker boxes after lights out
10. You may hang one wet wash cloth and one towel on the head of your bunk to dry. There should be no paper wrappings on the head or food of your bunk. You may also utilize the hook located on your nightstand for this purpose
11. Nothing should be placed on the divider wall
12. Clothing not in use must be stored in your locker box, drawers, or on the authorized hooks
13. Clothing needed to be laundered can be stored in your laundry bag hung at the head of the bed
14. Floor coverings or rugs are not permitted. Approved prayer rugs must be used for praying only No group prayers are allowed in the common living area. Praying in groups is permitted only in designated areas. No individual prayer is permitted in the general living areas.
15. Approved footwear must be stored underneath the bed
16. Mush fake antennas are prohibited
17. At no time will excessive noise be tolerated in the living area
18. Typewriters must be underneath the bed at the head of the bunk when not in use
19. Food items from the cafeteria may not be stored in your area without permission
20. There should be no items attached to or hanging from the top bunk springs, bottom or side of the bed
21. You are encouraged to purchase a combination lock from the commissary for the purpose of securing your locker box.
22. Nothing is to be placed on the top or under your television
23. Nothing is to be placed on the window sill
24. Empty beds and the area around them are not to be used for any reason
25. Mush fake lampshades are prohibited.
26. Trash cans at your bed area are for trash only. Nothing is to cover the top of your trash can nor, are you permitted to turn it over and use it as a nightstand. You cannot put your footlocker on top of the trashcan to use as a desk for writing, etc.
27. You are to sleep with your head at the head of the bed
28. There should be no more than four (4) offenders at a table
29. Your sheets and pillowcases must be laundered weekly. The schedule is posted and cleaning is mandatory
30. You are not to have another offender's property in your possession at anytime
31. The Correction Officer's desk and chair are off limits. Any item needed from desk should be brought to the Correction Officer's attention
32. Offenders are permitted to carry one (1) piece of fruit from the café and back to their living area. **NO ORANGES** Offenders cannot be in possession of more than one (1) piece of fruit in their living area.
33. Shoes must be worn at all times when not at your bed area. Shower shoes and house shoes are acceptable to wear while in your lock except while performing job duties
34. Cafeteria whites are to be worn while working in the cafeteria only. Once you return to the living area from your work assignment, you are to change into the uniform of the day
35. Daily inspection of your cell and/or area is your responsibility. Report all safety, sanitation, and maintenance related issues to your lock officer
36. All locker boxes must be stored under bed when you leave your living area. Exception – The top bunk locker box may extend out no more than 6" after lights out to assist in getting on the top bunk.
37. Offender is not allowed to sleep in state blues after lights out
38. Personal grooming should be done in the restroom only. Hair braiding, haircutting, or trimming is not permitted in the locks; however it is authorized in the institutional barbershop

#### **Cell Block Specific Rules**

1. You are not permitted to use any articles to block the gap between the bottom of the door and the floor. Using any item to keep the cell door from opening or closing is not permitted
2. Laundry bags may be hung at the head of the bunk farthest from the door
3. There should be not pictures, posters, blankets, towels, or other materials on the walls, lockers, windows, window sills, cabinets, doors, plumbing fixtures, lights or ceiling, without written authorizations from the Unit Manager

4. You must maintain clear visibility of your cell: nothing should cover the door opening and the view to the outside windows and bars should not be blocked.
5. When you are using the restroom you will place the red card outside your door. You are not permitted to cover the window to your cells at any time.
6. Entering a cell other than your own is strictly prohibited.
7. Leaning on, sitting on or hanging over the rails is prohibited. Tables are provided for card and board games. Visiting is limited to the tables provided on the lower range. Loitering on the upper range is prohibited.
8. Televisions may only be placed on the shelves provided for that purpose
9. At no time are offenders permitted to listen to their TV or radio without using headphones
10. Playing musical instruments is permitted in your cell with your door closed.

### **Dorm Specific Rules**

1. Locker boxes must be stored under the bed when not in use. The top bunk locker box may extend out no more than 6" after lights out to assist in getting on the top bunk.
2. You must at all times wear earphones when listening to your radio or television. The sound should be kept to a minimum. Other people should not be able to hear the sound from them.
3. After lights out you are to remain on your bed unless you are going to the restroom or on a work assignment. You may only travel the row in which you live.
4. Talking after lights out is not permitted.
5. You have ten (10) minutes to get to the dayroom for the purpose of watching TV from the time the lights are turned off.
6. Once you leave the dayroom and go to your bed area after lights out, you are not permitted to go back with exception of count.
7. You are not permitted to bring any food or hot liquids back to your bed area after lights out.
8. After 10:30 pm you may use the bathroom facilities (toilet purposes and washing hands). You are not permitted to congregate.
9. Reading after lights out is permitted; however, the reading lamp must be pointed directly downward toward the head of your bed.
10. Shirts are required to be worn in the dayroom. No pajamas or bathrobes are permitted to be worn in the dayroom.
11. Musical instruments are to be played at your bed quietly. All other activities such as card playing, board games and typing are to be done in the dayroom. All activities will cease at 11:00 pm.
12. Mush-faking should be done at your bed area or on a designated table. There is to be no sanding in the bed area. Mush-faking at your bed area will cease at lights out.
13. You are not to adjust wall, stand or ceiling fans, turn mirrors or turn on or off a dormitory light switch.
14. All water in the "Bird Bath" sinks and Showers are to be completely turned off when you are done using them. The water is not to run continuously.
15. At no time should your television be facing the front of the dorm.
16. There should be no clothing hanging in the bathroom area unless you are in the shower.
17. State blue uniforms are permitted to be stored in the dayroom on the designated rack/closet.
18. The dayroom will be used between 11:00 pm and 11:30 pm for letter writing, late night approved programs and studying.
19. Items permitted on the nightstand:
  1. One (1) family photo per offender (Maximum size 5" x 7")
  2. One (1) Bible, Koran, Torah, or Witches Bible per offender
  3. One (1) fan per offender
  4. One (1) mush-fake item per offender – you may work on the one item at a time, upon completion and before beginning another you must mail the item home or take it out on a visit.
  5. One (1) drinking cup (when in use) per offender
  6. One (1) alarm clock per offender
  7. One (1) Television each nightstand/TV stand
  8. One (1) food bowl/dish (when in use)
  9. A radio (when offender does not possess a TV)
  10. Eyeglasses and/or reading glasses

11. Current medical prescriptions and/or prescribed medical devices/apparatus
12. One (1) magnetic mirror
13. The "short-hallway" is strictly off limits to any offender not residing in that particular dorm. Offenders are only permitted in the "short-way" outside of the dorms with prior permission of the lock officer or on official business by pass only.

**Quiet Lock Specific Rules**

**Living in a Quiet Block/Dorm is a Privilege**

1. Lights in the dormitories will be turned off at 10:00 pm, including weekends and holidays
2. Lights in the dayroom will remain on until 11:30 pm, except for late nights and holidays
3. The dayroom will be used between 10:00 pm and 11:30 pm for letter writing, studying, TV viewing, and game playing (Games are permitted until 11:00 pm only)
4. All conversations will be restricted to a low tone of voice while in the living area, dayroom, bathroom, short hallway and stairwell
5. The stairway and short hallway leading to the dormitory shall be off limits to all offenders not assigned to the quiet dorm, with the exception of ABE students attending classes in 3 and C dorms. A pass or badge will be issued for the classes
6. Any infraction of the quiet dorm rules may be grounds for disciplinary action and removal from the quiet dorm

**Staff Contact – Kites** 52-RCP-10

**Kite System**

The offender kite system is a method for offenders to send written communication to staff members for the purpose of having problems or concerns addressed. After receiving a kite from an offender, the staff person has five working days to respond, either in writing or in person.

1. Write only to the Department that handles the problem you have. Others will merely return your kite instructing you on who you should send your kite to for a proper answer to your issue.
2. State your problem clearly and completely and thereby get immediate attention.
3. Avoid duplication of kites; writing to more than one office about the same thing will not obtain any faster attention.
4. Kites are to be used only for communication between offenders and institutional Staff and not for any other purpose.

**Contact Information for Resolving Concerns**

<b><u>Issue/Problem Area</u></b>	<b><u>Person to Contact</u></b>
Medical	Health Care Administrator
Dental	Dentist
Mental Health	Mental Health Administrator/Psychology Supervisor
Safety and Sanitation	Unit Sergeant or Safety Officer
Maintenance	Maintenance Supervisor
Food Service	Food Service Manager
Laundry	Laundry Supervisor
State Issued Clothing	Quartermaster
Commissary	Commissary Supervisor
Cash Slips and Account Issues	Cashier's Office
Sentencing Data	Bureau of Sentence Computation - 770 West Broad Street Columbus, Ohio 43222-1419
Earned Credit	Education
Jail Time Credit	Bureau of Sentence Computation - 770 West Broad Street Columbus, Ohio 43222-1419
Visiting List	Case Manager
Release Dates	Case Manager
Offender Phones	Investigator

Grievance Forms  
Jobs  
Education  
Recreation  
Alcohol and Drug Issues  
Religious Services  
Legal Matters  
Bed Moves  
Property  
Mail, Sundry and Food Boxes

Inspector  
Unit Manager  
School Administrator  
Recreation Administrator  
Recovery Services  
Chaplains  
Public Defender/Warden's Administrative Assistant  
Unit Sergeant  
Unit Sergeant  
Mailroom Lieutenant

## **Grievance Procedure** 52-RCP-10

### **Offender Grievance Procedure**

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 Offender grievant and which are presented for resolution through the process outlined below.

The grievance procedure is designed to address Offender complaints related to any aspect of institutional life that directly and personally affects the grievant. This may include complaints regarding policies, procedures, conditions of confinement, or the actions of Institutional Staff.

The Grievance procedure is outlined in *Administrative Rule* 5120-9-31. It is comprised of three (3) consecutive steps outlined below. Please refer to this policy for specific grievance procedure information.

### **What is the purpose of the Grievance procedure?**

The grievance procedure is a method for Offenders to formally present complaints concerning institutional life, and is to be used after an offender has been unsuccessful in his attempt to have the problem resolved at an informal level. Seeking resolution at the informal level involves utilizing the Informal Complaint Resolution form, which is to be sent to the Supervisor of the person or department most directly involved with the problem. The grievance 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 61-PRP-01 and disciplinary action against employees and Offenders who will fully violate institutional rules.

### **What is not "Grievable"?**

The grievance procedure is not designed to act as an additional or substitute appeal process in conjunction with the Rules Infraction Board or Institutional Hearing Officer proceedings. A complaint relating to a specific disciplinary decision will not be considered in the grievance process. In addition, any process by which the final appeal decision is made by Central Office, as well as complaints unrelated to institutional life, such as legislative action, policies 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 will be considered.

### **The Inspector of Institutional Services**

The Inspector of the Institutional Services investigates and processes Offenders grievances and takes appropriate actions within the scope of his/her authority. You, as part of the institution community, may identify a need of the Offender or the Offender population and the Inspector of the Institutional Services, where appropriate, may make a recommendation to the Institution's Warden to affect a grievance resolution. This aspect of the position of Inspector reflects community justice principles. The Inspector of Institutional Services also monitors the application and enforcement of Institutional and Department rules and regulations, and conducts orientation for new Offenders on the Grievance Procedures.

### **Using the Grievance Procedure (Informal Complaint)**

If you have a complaint, try to resolve it by contacting the Supervisor of the Department or Staff Member responsible for the area related to your complaint, utilizing the Informal Complaint Resolution form. If you are dissatisfied with the Informal Complaint response, kite the Inspector of Institutional Services for a formal grievance form (Notification of Grievance), include the canary Informal Complaint Resolution will be returned to you with the Notification of Grievance.

The Inspector will review the ICR to determine if the issue is part of the grievance process and approve or deny your request to continue the grievance process. Also, if the Inspector decides that the grievance is of an emergency nature, immediate action will be taken. The Inspector requires that the grievance be stated in detail on the Notification of Grievance form. If an Offender needs assistance in filing out the form due to illiteracy, he should ask the Inspector. The grievance form contains certain questions that should be answered by Offenders, in regard to the handling of the grievance. After receiving a response to your formal grievance if you are not satisfied you may appeal the response to the Chief Inspector. To do this, send a kite to the Inspector's Office and request an appeal form.

You will be sent the appeal to the Chief Inspector form, which you will need to fill out with your reasons for your disagreements. You will also need to attach a copy of your Notification of Grievance form, and the Inspector's response so that the Chief Inspector knows all the issues of your complaint. You need to mail it directly to the Chief Inspector's Office at Central Office; 770 West Broad Street, Columbus, Ohio 43222-1419. The Chief Inspector's Office will respond to you and the Inspector's Office and if further action to be taken is indicated by the Chief Inspector's Office will ensure such is taken appropriately.

**AR 5120-9-04** Appropriate Supervision, Discrimination, and Racial issues: (D) Offenders may always address issues of alleged discrimination, including inappropriate supervision by utilizing the offender grievance procedures in accordance with rule 5120-9-31 of the Administrative Code.

### **Filing Time Limits**

*Administrative Rule 5120-9-31* states an Offender must file an Informal Complaint within fourteen (14) calendar days from the date of the event giving rise to the complaint, and the Notification of Grievance within fourteen (14) days of the date of the Disposition of Grievance.

### **Direct Compensation – Administrative Rule 5120-9-32**

Direct Compensation may be available to Offenders for lost or damaged personal property <sup>61-PRP-01</sup> after using the Offender grievance procedure at the discretion of the Inspector and Warden. This is used in lieu of filing a claim with the Ohio Court of Claims when the institution accepts responsibility for the loss or damage and the amount is under \$300.00

### **Court of Claims**

Court of Claims forms are available by kiting the Inspector's Office. The Grievance Procedure must be utilized by the Offender before the Court of Claim forms will be sent to an Offender.

## **Job Assignment**

### **Job Assignments** (64 DCM-03) and 54-WRK-02 thru 54-WRK-06

Upon arrival at a parent institution, inmate's program/work assignment will be auto-filled in DOTS Portal as "orientation" status.

Work assignment requests must be in writing to the relevant program/work provider. Request for changes may be submitted no more frequently than every 90 days. All job changes are handled by Unit Staff. Please note that requests for job changes may be denied due to shortage of offender workers and Institutional need.

The following is the range of pay for different jobs and level of skill for full time workers

Privilege Level	1	2
General Labor	\$20	\$18
Semi-skilled	\$21	\$19
Skilled	\$22	\$20
High Skill	\$24	\$24

Offenders in disciplinary control shall not be paid for the time spent in segregation. Offenders who are AWL shall not be paid as well for the time spent outside the Institution. New, unassigned, and Offenders in security control shall receive \$3.00. If you are medically restricted, in a hospital or infirmary for thirty (30) days or more, you shall receive \$6.00 per month.

## **Bed Assignment** (64 DCM-03)

All incoming offenders shall be assigned to a unit according to bed availability, racial balance, and any specialized housing needs. Once assigned to a unit, the offender may request to be placed on a waiting list for a bed and/or lock move only if it fits in the specified criteria, timeframe and programming need. Bed move request are to be done via kite, sent to appropriate Unit Manager.

## **Offender Money - \$\$**

### **Cashier's Office**

The Cashier's Office processes all offender funds: incoming and outgoing. The Cashier's Office maintains an individual account record for each offender in accordance with *Administrative Rule 5120-9-02*. Funds must be received by an offender in an approved form, such as, money order, certified check, and cashier's check or government checks or via the Kiosk machine or OffenderConnect.com. Any funds received via currency, coins, personal checks or business checks are not an approved form and shall not be accepted for deposit. Funds can only be received from approved visitors. Money orders must be sent to J-Pay Lockbox, P.O. Box 277810, Miramar, FL. 33027.



Note: The sender must ALSO send in the Payment Coupon (available on-line), in visiting rooms or they can call the J-Pay toll free number to have copies mailed to them AND a copy of their Driver's License (or State ID or Passport) every time they send in a money order. In addition, the name on the identification document must be the SAME as the name they used to register as a visitor for the offender, and the depositor/visitor's date of birth (DOB) must also match. Initials and abbreviations will not be accepted. The sender must print and sign their full name and include their complete address and zip code on all acceptable forms of funds. Each money order must be accompanied by the Money Order Deposit form, found on the J-Pay Website and a copy of your driver's license (or state ID or passport). This will be used to match your name to the visiting list. The name on the money order must **exactly** match: the name on the driver's license, state ID, or passport; **AND** the name and date of birth used to register as a visitor with DRC

**State Pay**

State pay is earned during the current month and posted the following month on the Friday before the 10<sup>th</sup> of the month. Your state pay may be reduced: if you are placed in segregation for a possible violation of institutional rules, in accordance with *Administrative Rule 5120-3-08 (c) (1) and 5120-9-08(5)*. The Cashier's Office does not determine the amount of the state pay given.

**Releases**

Your account will be closed five (5) working days prior to your release date. You will be paid release money, depending on the length of time you were incarcerated and the nature of your release. Release pay is as follows:

Duration of Incarceration	Amount of release pay
1 – 90 days	\$25.00
91 – 180 days	\$40.00
181 – 365 days	\$65.00
366 and over	\$75.00

Please Note:

- If leaving by Judicial Release, you do not receive release pay
- Judicial Release violators receive money from the date as follows:
  - first in to the date first out
  - day back in today back out = Total number of days
- Parole Violators/PRC violators do not receive release pay
- If leaving on furlough, release pay is \$75.00, regardless of the number of days you have been incarcerated
- Number of days does not include jail-time served
- If you are released to a detainer or while AWL status, no gate pay will be paid.

**Court Cost**

If you are ordered to pay court costs or an award or reasonable attorney's fees, the Cashier's Office must forward any deposit to your account in excess of the monthly \$25.00 exemption to the appropriate Clerk of Courts. Example: Offender Smith received a court ordered obligation to pay the costs of his criminal prosecution in the amount of \$800. When the Cashier's Office receives the collections designee's authority to withdraw money from the offender's account, a check will be issued for the amount of the judgment, minus the monthly \$25.00 exemption. Thus, if offender Smith had \$26.50 in his account, he is obligated to initially pay \$1.50 (\$26.50 minus \$25.00 exemption). If you file a lawsuit or appeal in state or local courts, all but \$10.00 per month will go to the court. If you file a lawsuit or appeal in federal court, 20% of all incoming money goes to court, after you received first \$10.00.

**Child Support**

After receiving an order/notice to withhold income for child support from the DBA revenue section designee, the Cashier's Office initiates the deduction of money from the offender's account. The Cashier's Office is not responsible for providing the offender with a copy of the notice because the offender has been provided a copy. No additional administrative process is required prior to the Cashier's Office deduction of funds, as required by the notice since the offender has been given a notice and an opportunity for a hearing. Deductions from the offender's account will continue until the Cashier's Office receives notice to terminate deductions, from the Clerk of Courts issuing the order for child support. Child support deductions shall be twenty-five percent (25%) of the offender's monthly earnings, regardless of how much pay you receive, not to exceed administratively ordered monthly amount. Money sent from outside sources will not be considered, when calculating child support payments.

**Electric Usage Charge** – AR5120-5-14 & 61-PRP-03

If you have an electrical item that is titled to you, you will be charged \$1.00 per month, unless you are indigent or have court cost.

**Indigence**

Being declared indigent by the Court does not mean that you will necessarily be considered indigent by institutional standards. An offender is considered indigent if during the thirty (30) days immediately preceding the request the offender has earned or received less than \$12.00 and the offender's account balance has not exceeded \$12.00 at any time during the thirty (30) days immediately

preceding the request. Indigent offender is entitled to free first class mail to courts of law only. To receive an indigent legal kit, please kite the Institutional Inspector's Office.

**Cash Slip**

Cash slips are use to request that funds be removed from your account. If you want to send money out of the institution, you are required to fill out a cash slip. You are also required to provide a reason for the request. Cash and personal reasons are not acceptable reasons for cash slip. You need to state the purpose for the money. Below is an example of how to fill out a cash slip:

**PERSONAL A/C WITHDRAWAL**

CHECK OUT-SLIP

DOLLARS: ENTER THE AMOUNT OF  
CENTS: YOUR GRAND TOTAL

INSTITUTION: <b>MCI</b>		DATE: <b>TODAY'S DATE</b>	
NAME: <b>TO WHOM THE MONEY IS GOING</b>			
ADDRESS: <b>ADDRESS TO WHOM THE MONEY IS GOING</b>			
CITY: <b>CITY</b>	STATE: <b>STATE</b>	ZIP CODE: <b>ZIP CODE</b>	

POSTAGE    COPIES    ID    MISC. WHAT THE CHECK IS FOR    CHECK-OUT CK# \_\_\_\_\_

**(CHECK THIS BOX MARKED MISC. and provide a reason on the line)**

THE OFFENDER'S SIGNATURE ON THIS WITHDRAWAL REQUEST VERIFIES THAT THE INFORMATION LISTED ABOVE HAS BEEN READ TO OR BY THE OFFENDER AND IS CORRECT. IN THE EVENT OF AN ERROR IN THE ADDRESS WHICH RESULTS IN THE RETURN OF THIS PACKAGE, THE OFFENDER SHALL ASSUME FINANCIAL RESPONSIBILITY.

OFFENDER'S SIGNATURE: <b>SIGN YOUR NAME IT MUST BE IN CURSIVE!</b>	NUMBER: <b>YOUR OFFENDER NUMBER</b>	BLOCK & CELL NUMBER: <b>WHERE DO YOU LOCK</b>
APPROVED BY: <b>UNIT MANAGER MUST SIGN</b>	WITNESSED: <b>STAFF MEMBER MUST WITNESS THAT THIS IS YOU</b>	

SHIP VIA:	DATE PROCESSED:
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DRC 1004 (REV. 3/01) DISTRIBUTION: WHITE - CASHIER CANARY- OFFENDER PINK- \_\_\_\_\_ ACA 4046

**IF YOU DON'T FILL IN ALL THE BLANKS THE CASH SLIP WILL BE RETURNED TO YOUR UNIT STAFF FOR CORRECTION AND THAT WILL DELAY THE CASH SLIP BEING PROCESSED.**

**Visiting** 52-RCP-10

The general visiting instructions are made available to all visitors entering MCI and are also available for viewing on the ODRC website at [www.drc.state.oh.us](http://www.drc.state.oh.us)

**Institution Address and Location**

The Marion Correctional Institution is located 1 block west of route 23 on Marion Williamsport Road. The street and mailing address for the institution is:

Marion Correctional Institution  
940 Marion-Williamsport Road  
P.O. Box 57  
Marion, Ohio 43302-0057

Local taxi-cab services are available.

Marion Correctional Institution is open for visitation seven (7) days per week. Visiting hours are from 7:45 am to 3:00 pm. All visitors must arrive no later than 2:30 pm to be permitted to visit. The visiting department is closed on scheduled holidays, as observed by the state.

### **Visiting Reservations**

All visits are by reservations only. Your visitors can make reservations by calling the institution directly at 740.382.5781 ext. 3261. When calling you will be directed to select visiting: Please select option (2) Reservations can be requested between the hours of 10:30 am -12:00 pm and 1:00 pm – 2:30 pm, Monday through Friday. Your approved visitors may also send an e-mail to [DRC.visitationmci@ODRC.state.oh.us](mailto:DRC.visitationmci@ODRC.state.oh.us) to make your reservation. Visits can be requested sixty (60) days prior to the visit date. The total number of reservations is 100 per day, with no allowance for over-booking.

All visitors are required to make a reservation, if a visitor arrives at the institution without a reservation and the visiting room officer observes that there are vacancies or it is a slow day, we will attempt to accommodate the visit with the stipulation, that it is a one-time privilege and if visitors with reservations arrive, the visitor who did not have a reservation will be asked to terminate their visit. **Note: there is no guarantee your visitor will be permitted in without an advance reservation. Reservations are preferred.**

If a visitor is not on an approved list, the shift supervisor will defer to the unit staff, if on duty, and if not, the supervisor will attempt to verify and approve the visit. If they are unable to complete the requirements for verification, the visitor may then be denied entry into the facility.

**No out of state visitor will be turned away, as long as they provide a valid state issued identification card from the state they are coming from. Note: if the visiting room is filled, those with reservations will have precedent over non-reservation visitors.**

The institution will no longer be conducting "Courtesy Visits." However, the institution will accommodate for special circumstances such as a death in the family, and as previously mentioned above. **Note: If you make a reservation and your visitor(s) does not show up for the visit, it will be counted as a visit.**

Advanced visiting reservations can be requested and processed in the following manner:

- Calling the visiting room office at the number below between the hours
- Contact a member of the Unit Staff; Unit Manager or Case Manager, to reserve a visit. This can only be done by an individual on the outside: **Not the offender**
- Send a written request to the institution with the date of the request (please include alternative dates). The written request must be received by the institution two (2) weeks prior to the requested date. A self addressed stamped envelope must be included for processing.
- Complete a form while on the visit with an offender. If you submit the form to the visiting room officer prior to departing the institution the reservation can be verified if there are vacancies or not and if you have a reservation on the requested date

### **Offender Visiting Rules**

A light has been installed on the outside door of the shakedown room in order for the offender to know when to enter. When the light comes on it is clear to enter. You will be strip-searched before your visit. Offenders will be required to wear State blue pants that are not faded, if your pants look faded you will be returned to the lock and change to dark blue pants and return to your visit. This is for main stockade offenders only. No visits should be terminated, but may be delayed if you are sent back to your unit to change. Offenders will have the option to wear the zipper or the elastic style pants as long as they are not faded. You are permitted to wear a personal shirt if you wish to do so. You will not be permitted in the visiting room without underwear. You must also be in compliance with the grooming code to be permitted into the visiting room. Special Visiting information is available through your unit manager. Visitors that are not listed on the offender's approved visiting list may be granted when a special visit when special circumstances are present and approved by the warden or his designee.

Offenders are not permitted to go to the vending machines with their visitors. They are to remain seated at all times.

The Offender Handbook clearly indicates appropriate behavior expected by offenders and prolonged or open mouth kissing is not permitted. Kissing before the visit and at the conclusion is still permitted. As well, the rules will be made available in the visiting room.

### **Lock of the Month Visits**

Winning locks will earn an extra visit in the month. An offender must reside in the lock for no less than 30 days, without an RIB finding if guilt.

### **Good Conduct Visits**

Good Conduct visits will be honored up to sixty (60) days, meaning an offender who earns a good conduct visit will have up to sixty (60) days to use such. A good conduct or other incentive type visits are to be requested by the offender. The incentive visit will be entered into the notes section of DOTS Portal, for staff verification.

## Visiting Privileges by Level

### **Level 1 Reintegration Offenders will be permitted the following:**

- Three visits per month, per approved visitor
- One good conduct visit per month, if they meet the qualifications
- One approved programming completion visit. These are the programs approved under OOPMS (Ohio Offender Performance Merit System)
- One incentive visit per month

### **Privilege Level 2A:**

- Two visits per month per approved visitor on their approved visiting list
- One good conduct visit per month
- One incentive visit per month
- One OOPMS (Ohio Offender Performance Merit System) visit per successful completion of the program

The following are items you can take to and remove from the visiting room: You must declare all jewelry.

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• ID Bracelet</li><li>• Comb</li><li>• Belt</li><li>• Prescription glasses</li><li>• Religious medal or cross with chain</li></ul> | <ul style="list-style-type: none"><li>• Wedding band</li><li>• Handkerchief</li><li>• Religious book (Bible, Torah, and Koran etc.)</li><li>• Watch</li></ul> |
|--|---|

**You are permitted to bring back from the visiting room one (1) packaged food item i.e. Sandwich or chips. The item will be opened by the Officer and placed in a Ziploc bag for inspection. No drinks are permitted to leave the visiting room.**

### Approved Visiting Room Photos

Approved visitors may purchase photo tickets at the time they are checked in at the entry building visiting office.

### Vending Machines - Visiting Room

No money is permitted into the visiting room. Vending machine debit cards can be purchased in A-building for use in the vending machines located within the visiting room only. Only family members may be at the vending machines and microwaves. Food item purchases will be required to be placed in plastic baggies. Foods such as chips, M&M, and other bagged items. This does not include sandwiches, wings, or items such as these. **NOTE:** Any offender leaving the visiting room area who is found in possession of a visiting room vending machine debit card is subject to receiving a conduct report in addition, the debit card will be confiscated.

The following items are not to be brought into the visiting area by visitors:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Money</li><li>• Crayons and markers</li><li>• Toys with or without wheels</li><li>• Lottery tickets</li><li>• Stamps of any kind</li><li>• Pagers, beepers and cell phones</li><li>• Books and/or magazines with the exception of the Bible, Koran and Torah. A reasonable amount of plain sheets of paper are permitted</li><li>• Weapons of any kind, including mace and pocket knives</li><li>• Drugs and medication (nitro pills and inhaler are permitted)</li><li>• Food of any kind, except food purchased from the vending machines located in the visiting room</li><li>• Diaper bags – diapers must be left on the tables outside the visiting room. Only what is needed to feed or change a baby is permitted in the room</li><li>• Umbrellas (may be taken into the lobby, but must be left at the lobby area)</li></ul> | <ul style="list-style-type: none"><li>• Cosmetics of any kind</li><li>• Dice of any kind</li><li>• Candy of any kind, including gum</li><li>• Electronic games</li><li>• Stuffed animals</li><li>• Tobacco products Lighters</li></ul> |
|--|--|

Any other item not listed above that is determined by the visiting supervisor to be a threat to the security of the institution and/or a disruption to normal operation, may not be permitted into the visiting area.

If you wish to send items home through your visitor (e.g. mosh-fake items, legal documents etc.) you must contact your unit staff to make arrangements. Ownership of the items will be verified and they will be searched for contraband (AR5120-9-55). The following are additional visiting room rules:

- Visiting rules are posted in the visiting room. It is your responsibility, as well as, your visitor's to read the and follow those rules
- Seating sections are assigned and may not be changed

- No visiting with others is permitted, other than with your visitors.
- Adults will be held responsible for their children's behavior
- Microwaves are available for heating food purchased from the vending machines
- In the event the visiting room becomes filled to capacity, visitors arriving first or without reservations may be asked to leave early to give others an opportunity to visit
- Visitors are prohibited by Ohio Revised Code from conveying into a prison any contraband (AR5120-9-55). Individuals violating this code shall be subject to prosecution

You are required to observe the appropriate standard of public decency during your visit. Normal display of affection appropriate for public contact is permitted, such as, kissing and embracing at the beginning and at the end of the visit. Disorderly or improper conduct may cause your visit to be terminated and possibly restricted.

You are not allowed to walk around and visit other visitors. You are expected to respect staff, visitors and other offenders while in the visiting room. All food and beverages must be purchased from the vending machines. As stated previously, you are permitted to bring back from the visiting room one (1) packaged food item (e.g. sandwich or chips) No drinks are permitted to leave the visiting room.

### **Visiting Dress Code - Visitors**

Persons entering the institution shall wear clothing that fits in an appropriate manner and conforms to the institutional regulations as approved by policy. Clothing with logos that contain signs or symbols identified as security threat groups (STG), vulgarity or any clothing determined by the visitation staff to be associated with any STG shall be strictly prohibited. Visitors shall dress in a manner consistent with the below listed guidelines or they will not be permitted to enter the institution.

- Shirts and shoes must be worn
- Skirts and dresses must be at or below the knee when seated

The following examples of clothing **will not be acceptable**:

- |   |                          |
|---|--------------------------|
| • See-through clothing  | • Bare mid-riff clothing |
| • Skirts and dresses above the knee                                   | • Spandex type clothing  |
| • Tank tops, tube tops and muscle shirts                              | • Wrap around skirts     |
| • Clothing with gang/club symbols or obscene gestures and/or language |                          |

Appropriate undergarments must be worn (i.e. bra, slip and underwear). The visiting supervisor or an appointed staff maintains the right to deny visiting for inappropriate attire. Any other type of attire, not listed above, that is judged to be potentially provocative or offensive will result in visiting restriction.

### **General Information on Visiting and Definition of Terms**

The visiting policy is outlined in *Policy 76-VIS-01*. Please refer to this policy for specific visiting information. With the exception of attorneys and official visitors **EACH VISITOR MUST COMPLETE A VISITING APPLICATION**. You can list up to fifteen (15) visitors, regardless of relationship, excluding attorney of record, clergy of record, and children under the age of eighteen (18) on your approved visiting list. Your Case Manager will send applications to your visitors once you have provided him/her with a self-addressed envelope. No visitor shall be admitted until the visitor application is received and verification of identity has been established.

#### **Visitation applications may be denied for the following reasons:**

- a. The visitor's presence in the institution could reasonably pose a threat to the institution's security, or disrupt the orderly operations of the institution; or
- b. The visitor has a past record of disruptive conduct; or
- c. The visitor is directly related to the offender's prior criminal behavior; or
- d. The visitor will not have a positive effect on the offender's attitude, behavior, overall adjustment, or reentry efforts; or
- e. The visitor is under supervision and does not have the written permission of both the Managing Officer and the parolee's parole officer. Offenders, including family, under supervision must have written permission from his/her parole/probation officer and approval from the Managing Officer in order to visit.
- f. The visitor is a current or past Department of Rehabilitation and Correction employee, volunteer, or independent contractor, and has not received written authorization from the Managing Officer; or
- g. The visitor was a victim of personal injury or harm of the offender's crime, either under the current incarceration or any previous incarceration(s), unless the Managing Officer/designee grants approval. The Managing Officer/designee may contact the Office of Victim Services for consultation, in which case the Office of Victim Services will provide a written opinion. The Managing Officer/designee grants final approval. Unit staff are responsible for ensuring that these steps are taken prior to any victim being allowed to enter the institution for a visit; or

h. Required documentation has either been falsified and/or incomplete forms were returned for processing.

**Any visitor under the age of eighteen (18) must** be related to the offender or accompanied by an approved visitor who is either the child's parent or legal guardian. An approved visitor may be denied access to visit for reasons including, but not limited to:

- A visitor refuses to show appropriate bona fide identification, such as driver's license
- A visitor refuses to submit to a search
- A visitor appears to be under the influence of an intoxicating substance
- There is insufficient space for visiting (terminations of earlier visits are to occur before denying a visit due to lack of space) or prior reservations were not secured, when required
- Possession of contraband (AR5120-9-55) that is prohibited by DRC policy and/or state law
- Inappropriate dress, as defined by the warden or designee
- Any circumstance that presents a threat to the security of the institution, staff visitor and/or offenders

**Visits may only be terminated by** the warden or designee upon the recommendation of the supervisor in charge of the visiting area. Reasons for termination of a visit shall include, but not be limited to:

- Inappropriate conduct or a violation of visiting rules
- If contraband (AR5120-9-55) is found in the possession of a visitor, the contraband shall be confiscated and the visitor may be referred to law enforcement officials for possible felony prosecution
- In addition, to the visitor involved in the misconduct, the warden may at her/his discretion suspend all of the offender's approved visitors, except attorneys and clergy, unless they are personally involved, for any misconduct involving the offender and a visitor. Upon determining that visitation shall be suspended, the warden or designee shall provide a written notice of the time period of suspension to the offender, all suspended visitors and visitation staff
- In addition, the Wardens of all other ODRC institutions shall be notified, either through written or electronic communication, as any suspension from an institution serves as suspension from all facilities. The statement of reasons may be limited to the extent it would jeopardize the security of the institution or the safety of any individual.
- All suspensions and/or changes in a visitor's status shall be entered into the DOTS screen within 24 hours of the decision to suspend

**Visiting Privileges may be suspended** for reasons including, but not limited to:

- Upon reviewing a denial or termination report, the warden/designee determines that suspension is warranted
- The visitor repeatedly violated visiting rules
- The visitor continually failed to control their children
- The visitor refused to submit to a search, in which case he/she may be restricted for visiting at any ODRC institution
- Falsifying information on the visitation application
- The visitor exhibits other behavior and actions which the warden/designee, at his/her discretion, determines may jeopardize the security of the institution

If a visitor is arrested on the grounds of a correctional facility, his/her visitation privileges shall be suspended pending disposition of the case and may be suspended for the duration of any court sentence, including terms of probation, incarceration and parole, up to permanent suspension, as determined by the warden.

Any visitor under suspension may be required to reapply for visitation privileges and reinstatement of such privileges shall be at the discretion of the warden, however, any visitor who is found to have either an intoxicating substance, including illegal drugs, or a weapon while on state property, will be permanently prohibited from visiting at any ODRC facility.

### **Visiting Restrictions**

In all instances where offenders test positive for or are in possession of illegal drugs, or refuse to comply with a request for a drug screen, in addition to appropriate Rules Infraction Board (RIB) actions, the warden/designee may modify the offender's visits according to the following:

- **First offense:** All visits may be suspended for up to three (3) months
- **Second Subsequent Offense:** All visits may be suspended for up to six (6) months

This section does not affect attorney and clergy visits, unless that person is involved in the drug violation. We are making every effort to accommodate all visits for offenders as this is an integral part of your rehabilitation. We will from time-to-time review what is not effective and work towards making adjustments accordingly to improve visiting at MCI.

### **Funeral Trips and Bedside Visits**

In the event a family member passes away or if a family member becomes ill and a medical doctor states death is eminent, arrangements can be made to visit the ill or deceased person. The family member must be approved on their visiting list. Even though the family member is ill, and will never be able to visit, it is important to include them on the visiting list for this reason.

# Library 52-RCP-10

## Library (Policy 58-LIB-01 thru 03)

It is the policy of the ODRC to develop and maintain current and meaningful policies. Department policies are public information and are available for offender viewing in the MCI library. In addition to policies you will also have access to Administrative Rules and the Ohio Revised Codes.

The Offender library is located in the main hallway of the stockade between the living areas and the chapel. The service mission of the MCI Library is to provide educational, informational, legal, and recreational resources to the offender population. Bibliographic holdings include reference, fiction, non-fiction, and legal collections. Magazines, newspapers, movies (DVD and VHS), music on compact disc, and inter-library loan are additional services. The library is open five (5) days per week, schedules are rotated on a quarterly basis, and they are posted in all living areas.

All offenders must check-in and check-out when entering or exiting the library. Also, offenders must be dressed in state issued blue pants and shirt. Pants must be buttoned, belted, worn above the hips. Shoes must be fully laced and tied. Socks must be worn at all times. Personal clothing may be worn in the library during the 6:00 pm and 7:15 pm library sessions on Monday through Friday. Personal clothing may be worn all day on Saturday and Sunday.

The legal section of the library exists to provide offender access to the local, state, and federal court systems of the United States. Offender legal clerks are available to assist patrons either when their unit is called to the library or by kiting for a legal pass. Legal information is available via hard and soft cover legal reference works, as well as the Lexis-Nexis database. Work processors are available for formulating appeals and responses to the courts. Also, a complete copy of the *Administrative Rules* and selected DRC policies are always available for review. The Lexis-Nexis database and the word processors are networked to a photocopy machine. Offenders must purchase photocopy cards at the commissary to obtain copies.

No personal documents may be left with another offender or stored in the library. Offenders are only permitted to possess their own legal documents. Although, offenders are permitted to assist each other, however, they must both be present. Any further needs should be directed to the Librarian, or write to the Ohio Public Defender's Office in Columbus.

Collections of leisure reading books are located in all residence dormitories. These collections will provide access to library materials when the library is inaccessible, due to lock-downs, fog alerts, staff training, illness, etc.

### Library Access

Library 58-LIB-01 access is provided to MCC offenders inside the main stockade. A schedule is posted in the living areas. Access is available on two (2) weekdays, and a weekend day. A signup sheet will be made available at the officer's desk prior to the library period. There is also a quiet room located in the dayroom. A schedule for that room is posted.

## Rehabilitation Opportunities Recovery Services

MCI offers a variety of services to offenders who want help in dealing with drug, alcohol and other addictive issues. A drug related offense is not a requirement to become involved in any of these voluntary programs, simply a concern about your drug/alcohol use or abuse. Kite Recovery Services for further information or to request that your name be placed on the waiting lists of programs noted below.

### Re-Entry & Eared Credit Approved Programs

- 1) **AOD Treatment Readiness Program (TRP):** A 4-week program designed to prepare offenders for IOP—Intensive Outpatient Drug/Alcohol Treatment Program. **Please kite Recovery Services to be placed on the waiting list.**
- 2) **Intensive Outpatient Serenity Program (IOP):** The 3-month program consists of three components: Rational Thinking, Criminal Lifestyles, and Living with Others. Facilitated by licensed clinical staff, group members learn to challenge and correct their criminal & addictive thinking.
- 3) **Recovery Maintenance:** An 8-week program for IOP graduates to aide in ongoing recovery.
- 4) **Continuing Care:** Offenders who have successfully completed the IOP Serenity Program or an equivalent program at another institution may be eligible to receive earned credit with continued AA/NA meeting attendance. Kite Recovery Services for further information.

### **Self-Help Groups**

- 5) **Alcoholics' Anonymous (AA) meeting**—Monday 6:00 pm in Visiting. **No pass required.**
- 6) **AA meeting**—1<sup>st</sup> Thursday of each month at 6:00 pm in P2. **No pass required.**
- 7) **Narcotics Anonymous (NA) meeting**—Tuesday 6:00 pm in P2. **No pass required.**
- 8) **AA 12-Step Study Group**—Friday 1:00 pm in Recovery Services. **No pass required.**
- 9) **12 Foundation—12 Step Program.** A 12-week program designed and facilitated by an ex-offender/volunteer. Kite Recovery Services to be placed on waiting list.
- 10) **NA and CA 12-Step Study**, peer led groups. Kite Recovery Services to be put on waiting list.
- 11) **Life After the Game**—A peer led group for **youthful offenders**. Kite Recovery Services to be placed on the waiting list.
- 12) **And So it Begins**—A peer led group for **youthful offenders** who graduated from Life After the Game.

Offenders admitted to the TRP/IOP Serenity Program will be screened for the Serenity Program Dorm prior to beginning the program, with the exception of those having a bottom range medical restriction. It is **not** a requirement to live in the Serenity Dorm to take TRP/IOP Programs.

### **Education Department**

The Education Department offers both Adult Basic Education (ABE) and General Equivalency Diploma (GED). All Offenders not possessing a High School diploma or GED will be enrolled for a minimum of two quarters. These programs encourage students to improve their basic academic skills. Individuals with a reading comprehensive score between 227 and 239 will be placed in Pre-GED classes. Those scoring 239 or higher will be enrolled in GED classes. Once the student displays proficiency, he can be scheduled to take the GED examination.

Educational programs provided at MCI allow for flexible scheduling that permit Offenders to enter at any time and proceed at their own learning pace. Provisions have been made to meet the educational and vocational needs of Offenders who require special placement because of physical, mental, emotional or learning disabilities. Individuals can kite the Guidance Counselor to be put on the waiting list for any academic or career tech program.

#### **College**

College classes, also referred to as advanced job training, are offered through Marion Technical College (MTC). These classes are in Business Administration. Individuals wishing to be considered for enrollment may kite the MTC Coordinator.

#### **Apprenticeship**

The Apprenticeship Programs offered at MCI are listed below. Total hours required range from 2000-8000. Participants must be able to complete half of those hours during incarceration in order to be enrolled. Kite the Program Supervisors to inquire about openings for new apprentices.

Animal Trainer	Fish Hatchery	Audio Operator	Horticulturist
Baker	Health Care Sanitary Tech	Cook	Furniture Finisher
HVAC	Maintenance Repair Worker	Program Assistant (PNN) Welder	Electrician

#### **The Literacy Program**

Is a residential academic program which utilizes a multimedia, interdisciplinary approach to meet individual needs of Offenders who test 226 or a below reading score. This program is located in three (3) and C-Dorms of Unit Oak.

#### **Career Tech Programs**

In addition to GED and ABE Programs, The Education Department offers programs in vocational skills. Offenders wishing to obtain jobs in a particular vocation upon release from prison are encouraged to enroll in one of these programs. The following are Career Tech Programs offered:

- Auto Mechanic
- Administrative Office Technology
- Welding
- Production Agriculture
- Barbering
- Special Education
- College (MTC)
- Apprenticeship
- One Stop

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

**Trent Patterson – Assistant Superintendent**  
**Ohio Central School System**  
**OCAA/TEC**  
**P.O. Box 779**  
**London, Ohio 43140**



## **Religious Services**

All religious services in the institution shall be coordinated and supervised by the Institution Chaplains. The opportunity for Offenders to engage in religious practices shall be subject to the limitations necessitated by the extent of resources available and the Staff's enological interests in maintain security, safety, health, discipline and order at MCI.

The MCI has two full time Chaplains. They are available Sunday through Saturday for worship, religious instruction and pastoral counseling/care of Offenders. Full time local volunteers of many faiths assist the Chaplain. They visit MCI to minister to Offenders of several religious faith groups. The Religious Services Department coordinates special and unique program events, such as:

Ministry of Theater Christmas and Easter plays	Christian Baptism (Twice Yearly)
Kairos, Kairos Outside, Torch and Torch Mentoring	Islamic Taleem Jum'ah and Eids
Promise Keepers	Jehovah's Witness Kingdom Hall Group
Horizon Interfaith Dorm	Jewish Torah Study, Holy Days, Kosher Kitchen
Chapel Choir and Band	Senior Fellowship
Protestant and Catholic Bible Studies	Wicca Sabbats
Worship Services	Native American Smudging
Offender/Visitor Marriages	Family Worship
	Movie of the month

Minister of Record approvals - Offenders wishing to participate in any religious programs may kite the Chaplains office. Any attempt to proselytize, i.e. to coerce another individual to change from one religious belief to another religious belief is strictly prohibited.

**Please note: Unsupervised religious activities are prohibited.**

## **Unit Programs**

See Your Unit Case Manager for Information on Unit Programs

### **Cage Your Rage**

This is an anger management program consisting of 10-12 weeks (1.5 hour sessions) and 10-15 participants. This program assists offenders with dealing with anger and uses different techniques in coping with reality/surroundings. Handouts, role plays, and films such as Part 1-anger, past & present, Part 2 – anger & aggression, Part 3 - what causes anger, and Part 4 – how to manage your anger, and ABC news/bad dads – Bethesda family services foundation will be provided. This is a re-entry-approved program identified in the personal/emotional orientation domain in the offender's re-entry accountability plan.

### **Money Smart**

This program is designed to help offenders learn how to responsibly and effectively manage their money for the rest of their lives. It is a 10- week program in which handouts, videos, and group discussion will be provided. Three main objectives include the following: learn the financial planning process, apply the process through assignments that relate to your experiences with money, and take control of your finances, starting today. Offenders will learn main topics such as goal setting and decision making, careers, a personal budget, smart shopping, saving and investing, using credit and credit cards wisely, how debt affects you, and keeping auto insurance costs down. This is a re entry approved program identified in the community functioning domain in the offender's re-entry accountability plan.

### **Responsible Family Life Skills (RFLS)**

The RFLS program is designed to help give incarcerated parents the skills they need to maintain and strengthen their family ties. RFLS is a three-phase, 45 hour, all-inclusive program that uses unique ideas and information to address the special needs of incarcerated parents and their families. In Phase I, offenders learn how to "repair" some of the "damage" they have caused. In Phase II, offenders learn practical skills for discipline and distinctive ways to effectively communicate with their families. In Phase III, offenders learn how to make the transformation from prison offender to responsible citizen. This program contains pre-tests, post-tests, speakers, guest panels, and institution specific examples/scenarios may be added to the curriculum. RFLS is a re-entry-approved program identified in the marital/family relations domain in the offender's re-entry accountability plan.

### **Victim Awareness**

This is a 12 week program that focuses on the effect various crimes have on victims. The class uses written exercises and victim impact panels to bring the offender face to face with not just a crime, but a person directly affected by the crime. The class does not focus on the victimization of the offender, but instead, on persons victimized by crimes committed by the offender. Group discussion, workbooks, and handouts will be provided.

Facilitators of the program are required to attend one week of victim awareness training, offered by the office of victim services. This is a re-entry-approved program identified in the attitude domain in the offender's re-entry accountability plan.

### **Thinking for a Change**

The *Thinking for a Change* curriculum uses as its core, a problem solving, program embellished by both cognitive restructuring and social skills interventions. While each of the concepts are presented systemically, the participant quickly learns and appreciates the cognitive restructuring does require some cognitive skills methods, as does cognitive skills require an objective, systematic approach to identifying thinking, beliefs, attitudes, and values.

## **PROVE (Personal Responsibility of Violence Elimination)**

This program was developed by the office of victim services with the endorsement of the Ohio Domestic Violence Network and the Emerge Program. The Emerge Program trains individuals as well as agencies on their curriculum and philosophy of batterers' intervention. The philosophy is that abusers know how to be non-abusive in most situations, yet choose to be abusive with their partners and children in situations which benefit themselves in the short term. Most of their abuse is focused on their intimate partner and/or their children, rather than a generalized violent response to everyone in their life. Batterers' intervention groups tend to work best for participants whose violence is aimed towards an intimate partner. Batterers' groups should challenge abusers' belief systems and offer alternatives to their destructive beliefs. This program will focus on offenders whose crimes included domestic violence behaviors.

## **Self-Help Programs**

### **Toastmasters**

Assists offenders to learn the art of speaking, listening, and thinking – vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind. Members learn the basics of public speaking by studying the manuals, introducing speakers, conducting meetings, and helping one another in workshops. The manual consists of 10 speech projects, each being one to seven minutes long. Every project builds upon what one has learned in the preceding project. This is a re-entry-approved program identified in the employment/education domain in the offender's re-entry accountability plan.

## **Unique MCI Offender Programs**

### **MCI Green Initiative**

- Green Initiative is an authorized inmate group that manages various environmentally based institutional programs such as Gardening, Recycling and Aquatics. Offenders have the opportunity to become involved in the Green Initiative by applying for a position in these programs as their institutional job assignment or as a volunteer in addition to their primary institutional job assignment. Please drop all kites describing your interests in the green kite box located in the main hallway across from the 7-dorm.

### **MCI Dog Program**

- Offenders can learn dog training, grooming and animal care. If you are interested kite the MCI Dog program coordinator for more information.

### **LifeLine Reentry Community Center**

The WinWin Institute for Response-Able ReEntry in LifeLine offers a variety of programs open to anyone willing to be responsible for his own learning and who has the prerequisite abilities. There are no incentives for this programming except for the knowledge and skills acquired. Our motto is "Life skills for a new life" and our strength-based programs develop job and life skills. Our model is independent adult learning at your own pace with assistance and tutoring. Programs are supervised by LifeLine contractors, but are led by skilled and trained inmate facilitators and mentors.

Send a kite to indicate that you are interested in any of the programs that have a ★★. If you want to know about any of the other programs, send a kite with your specific interest and question, and we will arrange an interview.

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### **COMPUTING SKILLS**

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#### **Basic Computing Skills**

- Typing ★★ AND
- Microsoft Office

#### **Advanced Computing Skills**

- Digital Arts OR
- Agile JAVA programming

#### **Microsoft Office Specialist Certification**

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### **PERSONAL ENRICHMENT PROGRAMS (PEP)**

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#### **Language for Understanding ★★**

- Spanish
- English As Second Language
- French, Beginner
- American Sign Language
- Arabic, Beginner

#### **Growth•Potential•Self-awareness: GPS**

- New Direction ★★
- Education Is Everything

- Stepping Up/Stepping Out

**H.O.P.E. Communal Mentoring** ★ ★

- STEPS : introductory informal group
- CHANGES: required, 13-weeks
- OASIS: art and creativity
- BASIC LIFE SKILLS: living and working

- Workshops and Seminars

- BASIC COMPUTER SKILLS: technology
- CORE: community outreach and generosity
- BLAST: mentor preparation

**Philosophy Group**

**Writing Project**

**CUBE 3 Learning Center**

**Udacity**

**Khan Academy**

**TED talk “courses” from iTunes U**

**Challenges from the outside**

**PNN Multimedia**

- PNN provides high quality video productions and graphics for special events and programming throughout the institution. Offenders learn video editing, animation, audio engineering and graphic arts.

# List of Programs Available at MCI

Refer to sections in Inmate Handbook for more information.

**Religious Services**

Contact Chaplains

Sunday School	EMBARC-KINDWAY	Horizon Character	Kairos Torch Mentoring	Jewish Study Group
Sunday Service	Family Worship Services	Horizon Electives	Kairos	Josephinum Seminarian
Catholic Bible Study	Grief Counseling	Horizon Faith Specific	Kairos Monthly Reunion	Jum'ah Taleem Group
Catholic Mass	Hispanic Bible Study	Intercessory Prayer Group	Kairos Outside	Marital Counseling
MCI Chapel Choir	Horizon Awakening	Islamic Services	Kairos Prayer & Share	Winebrenner Seminary
Church History Class	Horizon Building Character	Jehovah Witness Worship	Kairos Torch	WICCA Study Group
Ministry of Theater	Native American Smudge Ceremony	Spiritual Formation & Baptism	Promise Keepers Prayer Group	Ramadan
Rosary Prayer Group	RCIA	Muslim Unity Day	Promise Keepers	Relationship Counseling
Buddhism Group	Celebrate Recovery	City Mission Program		

**Units**

Contact Case Managers

**Recovery Service**

Contact Recovery Service Staff

Cage Your Rage		<b>Twenty-five &amp; Under</b>	<b>Serenity IOP Treatment</b>
Victim Awareness		Life After the Game”	IOP
Money Smart		And So It Begins	Recovery Maintenance
<b>RFLS - Responsible Family Life Skills</b>			AOD Continuing Care
Thinking For A Change		AA Meetings	Addictions Counseling
		AOD Continuing Care	

**Education**

Contact Education

Adult Basic Education	General Equivalency Diploma (GED)	Literacy Program	College
<b>Apprenticeship Programs</b>		<b>Career Tech Programs</b>	
Baker	HVAC	Auto Mechanic	Administrative Office Tech
Health Care Sanitary Tech	Maintenance Repair Worker	Welding	Production Agriculture
Audio Operator	Cook	Barbering	Special Education
Program Assistant – PNN	Welder	Apprenticeship	One Stop
Furniture Finisher	Electrician		

**The below is a partial list of activities refer to handbook for details.**

<b>Green Initiative</b>	<b>Red Cross</b>	<b>NAACP – Unit 3286</b>	<b>AMVETS</b>	<b>Lifeline</b>
<i>Kite – drop in green kite box located in the main hallway across from 7-drom</i>	<i>Kite – drop in Red Cross kite box located in the main hallway across from 7-drom</i>	<i>Kite – drop in NAACP kite box located in the main hallway across from 7-drom</i>	<i>Kite – drop in AMVETS kite box located in the main hallway across from 7-drom</i>	Computing Skills Basic and Advanced
Horticulturist	Cancer Basics Class	Branch Support	Facing Yourself	Spanish
Community Garden	Governance	Business Builders	Sewing Therapy	French, Beginner
Recycling Program	Emergency Services	Special Services	Origami	Arabic, Beginner
Fish Hatchery	Volunteer Services	GED Tutor Workshop	Benefits & Entitlement Class	English, 2 <sup>nd</sup> Lang American Sign Lang
	Parliamentary Pro.	Job Prep 101	Constitution & By-laws Class	New Direction Education - Everything
<b>Self-Help Programs</b> <i>Kite- Ms. J. Martin</i>	Public Speaking	Drug Awareness	Flag Protocol	Stepping up/Step. Out
	Reptile Program	Keys to Home Owner		H.O.P.E.
Toastmasters	House of Healing	Operation Graduation		Philosophy Group
	CDL/MORALS	Poetic Expressions		Writing Project
<b>Recreation</b>	Music Theory	Political Action		Udacity
Art	HIV/Aids Awareness	Practical Civics		Khan Academy
Music Groups	Healthy Heart	Real Talk		TED Talk from iTunes
Mush-Faking	RC Officer Training	Religious Affairs		Challenges From Outside
Weight Cage	American Sign Language	Amputees Walking Together		

## **Release Hearings** 52-RCP-10

### **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 offenders 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:** Offenders 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 offender’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 offender 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. Offenders 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 offenders convicted of sex offenses, felonies of the 1<sup>st</sup> and 2<sup>nd</sup> degree, and 3<sup>rd</sup> degree offenses of violence. PRC is discretionary for all other felonies of the 3<sup>rd</sup> degree and felonies of the 4<sup>th</sup> and 5<sup>th</sup> 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 offenders 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 offender 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 58-LIB-01, including the Ohio Parole Board Handbook.

# Laundry/Quartermaster

## Laundry Services

Staff will keep the laundry carts secured until after the 11:00 am 4:00 pm count. All laundry will be returned after the 11:00 am and 4:00 pm count has been cleared in that lock. Offenders may only pick up their laundry items and no other offenders items.

- **State Clothing:** Each offender will be permitted to turn in his state issued clothing to be laundered and is responsible for marking down the items he is turning in on the laundry list. If the items are not listed, the clothes will not be returned.
- **Sheets, Blankets and Pillowcases:** Each offender will be responsible for turning in two (2) sheets and one (1) pillowcase on the scheduled laundry days. State blankets will be laundered once a month on separate days. Please check the laundry schedule for your locks scheduled day. You are subject to disciplinary action if you fail to turn in your bedding to be laundered.
- **Personal Clothing:** Every offender will be issued a laundry bag, which will be used to wash personal clothing. You are to put your personal clothing to be laundered in the bag and secure the top. It shall be turned in on your laundry day twice a week. On the first laundry day you may turn in your colored clothing only. On the second day, you may turn in your whites. Personal clothing, which arrives at the laundry unsorted, will be returned to your lock. It is the offender's responsibility to check the laundry schedules to have clothes laundered. Personal blankets will be laundered once a month.
- **Third Shift Laundry Procedures:** Each offender will be permitted to turn in personal whites and colored clothing to be washed twice a week on third shift. The offender is responsible for marking down the items he is turning in on the laundry list.

## Quartermaster

Upon arrival to MCI, you will be issued state clothing and linens by the quartermaster. You are responsible for maintaining your clothing.

You must ensure that your clothing is laundered regularly.

YOU ARE NOT PERMITTED TO ALTER YOUR CLOTHING. ANY CLOTHING ALTERED WILL BE CONSIDERED CONTRABAND (AR5120-9-55) AND WILL BE CONFISCATED. A CONDUCT REPORT WILL BE ISSUED AND THE OFFENDER WILL BE REQUIRED TO PAY FOR THE CLOTHING IF THEY ARE STATE ISSUED.

If you need your clothing repaired, fill out a repair/requisition form and place it in the quartermaster's box located in the main hall in front of the chapel. Lost or stolen clothing (personal or whites) must be reported to the lock officer immediately for a theft/loss report to be completed. The report will then be forwarded to the unit. In the event of the lost of state blue clothing, fill out a quartermaster requisition form.

# Commissary

OFFENDERS will be permitted to purchase from the commissary up to three times a month.

Commissary schedules are posted in the locks and will follow the same schedule as state pay.

You are advised to make a shopping list prior to shopping. There is a price book available in every lock from the lock officer.

You must have your ID and a commissary bag in order to shop. Come to commissary prepared to shop. You may shop earlier or later than scheduled depending on shopping progress.

If you miss your commissary day due to circumstances beyond your control, you may be eligible for a "make-up-day". You must contact your unit staff to be added to the make-up list. It should be noted that you would only have the funds that would have been available on your regular shopping day, as no new money will be posted.

## Below Are Reasons That Qualify For Commissary Make-Up

- Lock Change to or from MRC
- New load
- In security control and found not guilty
- Round trip to outside hospital
- Funeral trip
- AWL to outside court
- GED testing
- Visiting
- Mandatory Programs
- Parole Board

## The Commissary Shopping Line

The shopping line consists of sections and a check out window. Once you have shopped one section and moved to another, you may not go back to the previous section.

You are responsible for monitoring items scanned at the checkout window, as all sales are final.

You will receive one copy of your commissary receipt for your records. DO NOT leave the checkout window with more than one copy of your commissary receipt. You must keep your commissary receipt to provide proof of purchase when searched.

You are required to keep those receipts for at least forty-five (45) days from the date of purchase for consumable (food) items.

Receipts for non-perishable items must be kept for as long as you have the items in your possession. Consumable items such as food and drinks will be permitted to be in an offender's possession for FORTY-FIVE 45 days from the date of purchase.

Food boxes must also be consumed within FORTY-FIVE 45 days. Prices and availability of products are subject to change without notice.

If the line is at the end of the rails there are to be no offenders waiting to shop outside the rails. You will leave and return later when the line is not as long. There is to be no standing outside of the rails, no cutting or crawling through the rails to jump line.

### **Purchasing Limits**

\$100.00 is the limit allowed for each shopping day.

Electronic items, Clothing, Phone time, and vending card sales are not included in the spending limit. Other limits include medical items and limits as stated on your pack-up list.

For Example:

- |                       |    |                 |      |
|-----------------------|----|-----------------|------|
| • Embossed envelopes  | 25 | • Bags of Chips | 7    |
| • Packages of Cookies | 6  | • Coffee        | 24oz |
| • Pop                 | 24 | • Sugar         | 2    |

## **Mail/Packages**

### **Mail/Money Orders**

Mail is delivered to MCI daily Monday through Friday. Each lock officer on second shift will deliver general mail, after the 4:00 pm count is completed. In accordance with Policy: 75-MAL-01 and 75-MAL-02 *Administrative Rule* 5120-9-17, 5120-9-18, 5120-9-19, "All mail other than legal mail shall be opened and may be read or copied in the institution mail office and inspected for the presence of contraband (AR5120-9-55) and unauthorized forms of funds."

You may receive the following first class mail:

- Photographs (3), no nude, no Polaroid (no larger than 5"x7")
- Embossed Envelopes (3)
- Newspaper clippings (5) (no larger than 8 ½"x11")
- Pamphlets or brochures (5) (simple, single page, no larger than 8 ½"x11"); bi-fold or tri-fold
- Blank stationary or copied material (5) pages, on side 8 ½"x11" (including materials copied from the internet)

### **Money Orders**

All money orders are now sent using: [www.JPAY.com](http://www.JPAY.com)

#### **JPAY**

P.O. Box 277810  
Miramar, FL 33027  
1-866-333-5729

Anyone sending money to an offender must be on the offender's approved or tentatively-approved visiting list to send a money order. Maximum value \$200.00 - if sender wishes to send a money order of more than \$200.00, they must get prior approval from the institution where the inmate resides. Each money order must be accompanied by the Money Order Deposit Form, found on the J-Pay Website and a copy of your driver's license (or state ID or passport).

### **Legal Mail**

Offenders are permitted to receive and possess a reasonable amount of legal materials, pursuant to ODRC *Policy* 59-LEG-01, "Offender Access to Courts and Counsel."

Legal mail shall be promptly delivered to offenders by mailroom staff. Your legal mail shall be opened in your presence and inspected for contraband (AR5120-9-55). All legal mail must clearly bear the return address of one of the following:

- |                              |   |
|------------------------------|---|
| • Attorney-at-Law            | • Court of law                          |
| • Public service law officer | • The Correctional Inspection Committee |
| • Law school legal clinic    |   |

Your legal mail is considered a part of the 2.4 cubic ft. property limit. If you need storage for excess legal materials, contact your unit staff to have the process explained to you. You must possess ½ of a regular box of legal materials to possess a legal box. Only legal papers are permitted to be stored in a legal box in accordance with *Policy* 59-LEG-01. Offenders are required to keep personal legal materials organized by title and case number. Each document associated with a particular case shall be identified with at least the correct case number.

Items found in your mail that are considered contraband (AR5120-9-55) shall be confiscated. A conduct report may be issued and the item will be disposed of accordingly. Mail that presents a threat to the safety and security of the institution, staff or offenders shall be withheld from the offender. The offender and the sender shall be notified that such mail has been withheld. Proper procedure shall be applied in the disposition of the mail in accordance with *Administrative Rule* 5120-9-17.

### **Outgoing Mail**

Mail is sent out of the institution daily, Monday through Friday. When mailing letters you must include your name, number and institution address as the return address. Your information must appear in the left hand corner of the envelope. Failure to do so may result in the mail being returned (see page 2 for institution address). You must also include the complete name, address, city, state and zip code of the person who is receiving the mail. The address must be clearly written on the envelope and the envelope must be embossed (postage prepaid).

You are prohibited from sending obscene and threatening letters, letters that contain planning of criminal activity, letters that present a threat to the safety and security of the institution, staff and offenders.

You are not permitted to correspond with the victim(s) of your past/present offense(s) without proper/prior authorization or with any person who has indicated they no longer wish to communicate with you, and have been informed to cease communication with such persons. Corresponding with any person, firm, association, or other entity for the purpose of soliciting funds is prohibited. Violators may be disciplined.

### **Free Letter**

You are entitled to receive one (1) free letter a month. The letter must not weigh more than 1 oz. (ounce). Envelopes for free letter will be issued by your unit staff. You must sign the state letter form posted in the lock on Tuesday of each week to receive the envelope on Wednesday. Failure to sign the list will result in your letter not being sent out for that month. State letters are to be turned in to the second shift lock officer no later than 9:30 pm.

If you wish to send money to a person you must complete a cash slip in the exact amount and send the cash slip along with an embossed, postage prepaid, envelope to your unit staff for approval. You may use your free envelope as well. Please refer to *Administrative Rule 5120-9-18* for further information.

Drawings are permitted on the front of the envelope that you desire, however, the more graffiti that is placed on the envelope; the more likely it will interfere with the timeliness and ability for the post office to process and deliver the mail you send. Envelopes will not be processed by the U.S. Post Office if any obscene writing or pictures (simple crosses are permitted) or any racial writing or pictures are on them. .

### **Offender E-mail - JPAY**

Offender family and friends may send e-mail to offenders housed at MCI. Offender family and friends can set up an e-mail account by going to [www.jpays.com](http://www.jpays.com) or by contacting them directly at 1.800.574.5729. Offenders can only respond to an e-mail sent to them from a family member or friend.

### **Mail Order Purchases**

All mail order purchases must be made from an approved vendor. Contact your unit staff for the list of approved vendors and catalogs. Each living area has approved vendor catalogs. Offenders wishing to purchase items through the mail must complete a vendor order form with the complete description of all items to be ordered. Include this form with a cash slip in the total amount of the cost of the items, including shipping if required, with an embossed envelope addressed to the vendor where the items are being purchased. Any item that is of religious nature must be approved by the Chaplain prior to the item being ordered.

### **Approved Vendor List**

- Access Catalog – Food and Sundry Packages
- Union Supply – Food and Sundry Packages
- Music can be ordered from any reputable company

**PLEASE NOTE:** For access orders, include your name and number on the order form you are not required to include an envelope. These orders are mailed out as a group. Orders can be made from family or friends through access and sent to you. Family members can order by using an order form or on line at access website at ([www.ohiopackages.com](http://www.ohiopackages.com)).

When ordering from any other company, it is necessary to put your name or number on the order form. You will need to provide the envelope for mailing. Put your name and number on the envelope. Failure to comply with this instruction will delay the process, because your order will be returned to you. If extra postage is needed for mail going out, you must complete a cash slip for the additional postage.

### **Printed Materials**

Printed materials are defined as publications, document or record, including but not limited to: newspapers, magazines, pamphlets, books, photographs, drawings, and pre-recorded magnetic audiotapes. Printed materials may be received in reasonable quantities, but only directly from the publisher or distributor.



Offenders are allowed a maximum of five (5) printed materials per order and no more than fifteen (15) total number of each printed material in their possession. Printed materials arriving at MCI shall be screened by the Publication Screening Committee to determine compliance with *Administrative Rule 5120-9-19*.

Offenders are not permitted to receive any item on a "BILL ME LATER" basis. Subscriptions must be pre-paid. Offenders are not permitted to receive bills at the institution for printed materials. Offenders may not receive or possess videotapes, computer Discs, CD-Reader/Writers, or DVDs.

Any material arriving at the institution that is determined to be a threat to the safety and security of the institution shall be confiscated. All printed materials are counted as part of your 2.4 cubic ft. Requirement and must fit in your locker box.

**Sundry and Food Packages**

Consistent with *Policy 61-PRP-01*, the following are the number of packages an offender can receive based on privilege level and approved vendor/sources:

Privilege Level	Number of Packages	General Population Tier Source	Limitations
2A	3		2 food boxes
2B	3		2 food boxes
1	4		2 food boxes

The following items may only be obtained from an approved vendor and/or through the institutions commissary:

- Television
- Walkman style radio
- Cassette player
- CD player
- MP3 Player
- Headphones
- Shoes (except for slippers/shower shoes)

\*Note: All Electronic items must have a clear outer shell

The following is a list of single items which do not count as a package when received alone or with another single item. When ordering exempt items such as a Television, shoes etc from Access, use the exempt form. If a sundry order is used it will count as a sundry box. Exempt items include:

- Electronics such as radios, televisions, earphones
- Watch batteries
- Guitar strings (must be exchanged with the old strings)
- Shoes
- Typewriter Ribbons
- Watch band
- Music Cassette tapes/CD's (maximum of 5)
- Embossed envelopes (maximum of 3)

**Health/Medical/Dental** 52-RCP-10

**Medical Department** *Policy 68-MED-01 thru 24*

The MCI has a medical unit staffed by nurses 24 hours a day seven days a week. There is a full time medical director and additional advanced level providers to include certified nurse practitioners. The advanced level providers are the only ones authorized to refer an offender for a specialty consultant. All consult referrals are made to the Office of Medical Services (OCHC) to be reviewed by the Collegial Review Panel for approval.

**Medical Emergencies**

If you are injured or acutely ill, notify a staff member who will contact the medical department. If immediate treatment is necessary, you will be approved to come to the medical department, escorted or staff will come to your location.

**Nurse Sick Call**

Patients shall complete a Health Service Request form (HSR) and place it in the Medical Request box; located by the Chapel entrance. Forms can be found at the officer's desk in living areas. Forms are picked up every day by 6:00 am. Those requesting medical services will be routinely scheduled for the next business day. Sick Call begins at 6:30 am, Monday thru Friday; excluding some holidays. A Co-pay \$2.00 per the ORC 5120.56 applies. Follow-up visits may also be subjected to medical co-pay per AR5120-5-13. Be sure to monitor the list posted in your living area to know when to report to Nurse Sick Call. Emergency visits determined not to be actual emergencies will be charged \$3.00. If the patient is referred to the Doctor he will be passed for the clinic's earliest opening.

**Pill Call**

Pill Call is conducted (3) times a day. Offenders must have their ID displayed when reporting to pill call. Attempting to take medication away from the pill call line without swallowing it "cheeking" will result in the immediate discontinuation of your medication and the issuance of a Conduct Report. In the main facility Morning and Noon pill calls are called by the last two digits of the offender number.

The Evening pill call is called by lock.

**Main Facility Pill Call Times:**

Morning 7:00 am – 8:00 am

Noon: 12:00 pm – 1:00 pm

Evening: 6:00 pm – 8:30 pm

**MCC/MRC Pill Call Times:**

7:00 am – 7:15 am

11:15 am – 11:30 am

8:15 am – 8:30 am

**At MCC/MRC** the nurse will announce pill call at the officer's area Monday thru Friday (non-holidays). Offenders will have 5 minutes to report to the nurse. Those offenders that do not report may be subject to receive a conduct report. Additionally the offender must have their officer call the infirmary for arrangements to come into the main facility to receive medications.

**Pharmacy**

Self-carry medication is distributed in the infirmary. To reorder your medication, use a **Health Service Request Form (HSR)**, placing the refill sticker on the HSR, 7 days prior to running out of your medication. Do not submit your refill request too early, as this causes confusion with the central pharmacy. If you lose your sticker you must write the RX number on the HSR, this is found on your current medication. It is your responsibility to make sure that your medication does not run out. Additionally, verify that your medication is not expired by reviewing the order end date prior to submitting a refill request. If the medication is expired you must submit a HSR to be seen by nurse sick call. Lastly, make sure that you sign up for nurse sick call if you do not have any refills, allowing enough time to see the nurse and the doctor. Pharmacy staff members are available by Monday thru Friday if you have any questions you may ask your officer to call.

**Outside Roundtrips**

To seek information on round trips or special items, kite the scheduler in Medical Records.

**Dental Care Access**

Marion Correctional Institution has a fully equipped dental clinic. All offenders, 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 or block officer or any other staff person contact Offender Health Services (IHS) as soon as possible.

Uncontrolled bleeding

Broken jaw

Constant really bad pain

Big swelling or infection

**Urgent Dental Care** — Submit a Health Service Request (HSR) form to dental, in the white box outside of the chapel entrance, explaining your problem; watch for a pass to IHS within a day or two.

Toothache—constant or comes and goes.

Broken tooth

Broken denture

Infection or a 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 in the DRC a year or less, you are only eligible for urgent dental care (unless you have a chronic medical condition or severe gum problems).

Cavities

Problems chewing

Cleaning

Dentures— must have 3 years or more to serve in the ODRC.

**Podiatrist (Foot Doctor)**

The Podiatrist is here one time per month. All patients must send a Health Service Request to be seen at Nurse's Sick Call to be referred to see the podiatrist. Do not send a kite. Medical will only provide shoes for deformities. The Quartermaster is to provide properly fitting shoes. Medical does not provide shoes because of diabetes, neuropathy, fit, size, height or width per *Policy 68MED14*. These are issued by the Quartermaster or you may also purchase shoes through the offender catalog.

**Optometrist (Eye Doctor)**

The eye doctor is here twice per month. All patients must send a Health Service Request to be seen at Nurse's Sick Call to be referred to see the optometrist. Do not send a kite. All glasses sent into the institution must be accompanied by a receipt proving that the glasses cost \$150 or less. These glasses are screened by the HCA/AHCA. Do not have glasses sent in that do not match your current prescription. Tinted or glasses that tint in sunlight are not permitted. Contact lenses are not allowed after six (6) months in ORDC. Co-pay does apply for eye care.

**Dietary Services**

Dietary Consultations are available to patients through Nurse Sick Call. Food Allergies are only accepted by documented medical testing. Until this information is received, avoiding food item(s) that you are allergic to is recommended by policy.

**Mental Health** 52-RCP-10

**Mental Health Department**

Mental Health services are provided at this facility by a Staff of Mental Health Professionals. Services available include assessment and treatment of mental illness, referral to a Psychiatrist (if necessary for medication), on-going psychiatric care, group and individual counseling, assistance in dealing with stressful problems (such as adjustment in prison), grief and loss, family problems, crisis intervention, residential mental health treatment and hospitalization (if necessary), and psychological evaluations to assist with treatment, and as requested by the Parole Board.

If you wish to speak with Mental Health Staff about routine matters such as scheduling for group or individual counseling, send a kite to the Mental Health Department. In an emergency situation, or if you have concerns that need to be addressed immediately, contact your Unit Staff or any Staff available so that you may receive assistance as soon as possible.

You will be informed at the onset of treatment or assessment of any Supervisory arrangements between the Mental Health Professional assisting you and his or her Supervisor. If the Mental health Professional is under supervision, the Supervisor is ultimately professionally responsible for your care. Upon request you may meet with the Supervisor.

Information in your mental health file is confidential except in the following situations:

Mental health services may release mental health information to Correctional Personnel and/or appropriate Law Enforcement Authorities when you are suicidal, homicidal, presenting a clear danger of injury to self or others, presenting a reasonable clear risk of escape, or creating of internal disorder or riot.

1. Mental Health services may release mental health information to appropriate Correctional Personnel when you are receiving psychotropic medication, requiring movement to special unit or cell for observation, evaluation for treatment for acute care, requiring transfer to a treatment facility outside the prison, requiring a program assignment for mental health, medical, mental retardation or security reasons.
2. Access to your files is limited to Mental Health Staff, Warden, Internal Investigative Staff, Audit Staff, Departmental Legal Counsel, and Persons or Agencies require an authorization for release of mental health information signed by you before gaining access to your mental health file.
3. Mental Health Professionals have a duty to report to appropriate authorities (County Children's Services Board or County Police Departments) any unreported suspected abuse or neglect of a child.  
If you believe the mental health services offered you are not adequate, you may kite Mental Health Staff at MCI, or submit an informal complaint to the Mental Health Manager at MCI. If this does not address your issue please refer to *Administrative Rule* 5120-9-31 for further information.

## Personal Property

**Personal Property** 61-PRP-01 AR 5120-9-33 and 5120-9-55

Your personal property 61-PRP-01 must fit in your 2.4 (or 4.8 approved locker box Reintegration Offenders only), footlocker. Personal property 61-PRP-01 is any item purchased from commissary, items purchased from approved vendors catalogs and underwear (whites) issued by the quartermaster. Items received in food boxes are considered exempt from the 2.4 requirement, unless you are being transferred to another institution. All property must fit in a 2.4 locker box, excluding large title items i.e. Television set etc. Food box/commissary items can be kept forty-five (45) days from the day they are received. After forty-five (45) days, the items are considered contraband (AR5120-9-55). **Package and/or commissary receipts must be kept in your possession.** It is your responsibility to provide this, upon request, as proof of purchase. Failure to do so could result in the items being confiscated as contraband (AR5120-9-55). Receipts for your property will be required when filing for reimbursement of property using the grievance process or Court of Claims. All of your property must fit in your 2.4 footlocker if you are placed in O-Block, infirmary or crisis watch.

### 2.4 Requirements

During a routine 2.4 or institutional shakedown, the following items are considered exempt from the 2.4 requirements:

- **Exempt Items:**
  - Television
  - Radio (other than a small hand held radio/cassette and/or a Portable CD Player)
  - MP4 (i-pod)
  - Typewriter
  - Fan
  - One (1) Bible, one (1) Koran, one (1) Torah
  - Musical instruments
  - Current semester educational materials (*educational box/crate must be possessed or books will counted as part of 2.4*)
  - Permitted shoes: dress shoes, gym shoes, sport shoes (softball cleats), shower shoes, slippers, work boots
  - One (1) completed mush-fake project and/or one project being worked on (project cannot be larger than a combined area of 12" x12")
  - Commissary (you may be required to show proof of purchase on all of these items)
- State issued bedding
- State blues
- Soiled Personal Clothing/Whites
- One (1) personal blanket
- Food box items

### Offender Pack-Up

If an offender is packed up for segregation, AWL or for transfer purposes, all personal property 61-PRP-01, including commissary, must fit into his 2.4 foot locker box, exempt items will only be large titled items (musical instruments, radio (see above), Television, typewriter, fan, permitted shoes and one (1) personal blanket. Anything other than exempt items that do not fit into your locker box or is over the allowable limit can be confiscated as contraband (AR5120-9-55).

If an offender is found not guilty, released from investigation or returns from AWL status, all of his previously allowable property should be returned. A complete list of authorized items, quantity and value is detailed in *Policy 61-PRP-01*. It is your responsibility to select items and quantity you wish to possess in order to be compliant with the 2.4 cubic ft. limit.

The total value of your personal property *61-PRP-01* cannot exceed the limits set forth in AR 5120-9-33. You must provide proof of ownership for all personal property *61-PRP-01* in your possession, failure to do so could result in the items(s) being confiscated as contraband (*AR5120-9-55*). Examples of proof of ownership are:

- Title Cards
- Mail Office Receipts
- Commissary Slips (must be kept for at least forty-five (45) days)
- Package Receipts for Sunday and food boxes

#### **Legal Materials**

All legal material must fit in your footlocker. If you require additional space for your legal materials, you must contact your unit staff. They will review the ODRC *Legal Policy 59-LEG-o1* and arrange for an extra legal storage box if eligible.

#### **Property Issues**

Offenders are responsible for securing property. If property items are stolen, a theft/loss report must be filled out immediately by the lock officer and turned in to the unit manager or designee. An investigation will be done before the return of any property.

Offender's possessions must be stored in the locker box with the exception of a current art or mush-fake project being worked on. Only one project as a time shall be out.

Clothing not in use will be stored in your locker box, assigned wall locker, or drawers, or hung on appropriate hooks. Clothing is not to be hung on the foot of the bed. Offenders may hang one towel and/or wash cloth on the head of the bed. No paper is to be placed under the towel or wash cloth.

Televisions may be placed on the dividers in the bed area. No antennas are allowed. Headphones must be used with all audio/video equipment. Noise should not be heard coming from headphones. Offenders will be asked to turn volume down if this occurs, possible loss of item if it continues.

Laundry bags may be hung at the head of the bed or stored away. Approved footwear must be stored under the bed, in the locker box or in the wall locker. Locker boxes must be stored all the way under the bed when not in use. Locker boxes for offenders in the top bunks may extend six (6) inches out from under the bed to assist with getting on and off the top bunk and will only be pulled out on the right side of the bed as you face the divider.

#### **Mush Fake (Offender Craft/Art)**

- Mush fake lampshades are prohibited.
- Your personal possessions must be stored in your footlocker, except for exempt items. Exempt items include titled items and the current art or mush-fake project you are working on. Mush-fake items cannot exceed 12". All mush fake items are to be sent out, when they are completed.
- Mush fake antennas are prohibited
- Mush-fake hats, caps or clothing are prohibited and are considered contraband (*AR5120-9-55*)

#### **TV's Left to Another Offender**

An offender may donate his personal T.V. to the institution upon his release, requesting that it be temporarily given to another offender. Any offender wishing to donate his T.V. may do so under the following conditions:

- The offender must sign a statement documenting the property being donated. Within the statement it will indicate that the institution will utilize it however they deem appropriate.
- The institution will make every attempt possible to temporarily loan the T.V. to the offender specified by the original owner, with the understanding that once the offender is released, or transferred, the T.V. will remain at MCI as part of the MCI Loaner Program.
- The offender donating the T.V. must pick up a "donate" form prior to leaving and have it completed and signed by a staff member on the morning the offender is to leave; he must take the T.V. and the completed form to the Vault Officer.
- The Vault Officer will label the T.V. appropriately as part of the "MCI T.V. Loaner Program" and temporarily title the T.V. to the requested offender.

#### **T.V. Loaner Program**

In order for an offender to participate, he must meet the minimum criteria. The following procedure will be followed when determining offender's eligibility:

**Procedure:**

- An Offender must submit a request, via kite, to the supervisor in charge of the loaner program
- The supervisor will review request to determine eligibility based on established criteria.
- The supervisor will make appropriate arrangements for distribution of television.
- Once the Offender has been approved for the program, there is no need to submit any further kites. TVs are passed out in the order they are approved.

Additional, if you choose not to accept the TV that was available at the time, you will be removed from the list.

\*All offenders participating in the program will be assessed periodically to determine if they continue to meet the minimum criteria for participation.

\*\*All TV's used with this program have been donated to MCI and have become state property on loan.

### **Students and Tutors**

Students and tutors must have all (and only) school materials stored in a milk crate issued by the school administrator.

Education or religious study storage crates must be accompanied by an IOC (Inter-officer communication) from the Unit Manager or Education Administrator. Only the materials intended for those crates may be stored there. Any other material shall be considered contraband (AR5120-9-55) and confiscated accordingly.

Floor coverings or rugs are not permitted in your area. Approved prayer rugs must be used for praying only. When finished praying, the rug must be picked up and stored.

One framed picture and one religious book can be placed on the divider. **There should be no pictures, posters, blankets, towels, or other material affixed to the walls, lockers, windows, and window sills, cabinets, doors, plumbing or light fixtures or ceilings unless authorized by the unit manager.**

Displaying nudity or provocative pictures is prohibited. Cut out or torn out pictures from books, magazines, and newspapers shall be considered contraband (AR5120-9-55).

## **MCI Camp – Living Guide**

### **Introduction**

The Marion Correctional Camp houses privilege level 1 offender's. Many offenders at the camp will work outside the fence in institutional support jobs as well as community service or OPI projects. Listed below are some general rules regarding the Marion Correctional Camp: Please make sure you review the entire MCI Offender Handbook, as it will contain important and useful information what will apply to you even through you live at the Marion Correctional Camp.

### **General Housing Rules**

- MCC offenders are required to keep their bed area clean and orderly at all times. Beds will be neatly made with two sheets and a state blanket. Beds are to be made by 7:30 am, with the exception of 3<sup>rd</sup> shift porters who worked the previous night. Third shift porters who worked the previous night shall have their beds made by 11:00 am.
- Bed pulls shall be conducted every Monday, Wednesday and Friday. Offenders are expected to have their bed pulled, mattress folded over with locker box on the bed, then clean under, behind and around the bed and put the bed back to its original position by 7:30am. Third shift porters who worked the previous night are expected to have their bed full completed by 11:00am.
- No group prayers are allowed in the common living area or dayrooms unless previously authorized by the unit manager.
- Exercising in the common living areas is prohibited – unless it is a scheduled meaningful activity.
- At no time will loud noises be tolerated in any living area at MCC. Both the north and the east dorms are quiet dorms. After lights out there will be no loud talking or talking across rows.
- Nothing is to be attached to or hanging from bed springs or bed posts.
- When MCC residents are called for passes, the weight cage and chow, they shall have five minutes to report.

No food items from the MCC café are allowed in the living area without the approval of the unit manager. Offenders on work crews must consume their sack lunches on the job site. Sack lunches will not be allowed back in past the sally port. Third shift porters must consume their lunches by the morning meal.

- Aisles between beds must remain clear of clutter.
- Reading after lights out is permitted, however, reading lamps must be directed toward your reading material.
- Offender traffic on the stairs should always keep to the right.
- Leaning on sitting or hanging over rails is prohibited.
- Offenders must sleep with their heads toward the divider.
- There is to be no use of the microwave and no getting ice after lights out.
- Offenders must make sure count lights are off before getting off their beds.

Offender ID badges are to be worn on the breast pocket or shirt collar at all times, with the photo facing forward.

### **Property Issues**

Offenders are responsible for securing property. If property items are stolen, a theft/loss report must be filled out immediately by the lock officer and turned in to the unit manager or designee. An investigation will be done before the return of any property.

Offender's possessions must be stored in the locker box with the exception of a current art or mush-fake project being worked on. Only one project as a time shall be out.

Clothing not in use will be stored in your locker box, assigned wall locker, or drawers, or hung on appropriate hooks. Clothing is not to be hung on the foot of the bed. Offenders may hang one towel and/or wash cloth on the head of the bed. No paper is to be placed under the towel or wash cloth.

Televisions may be placed on the dividers in the bed area. No antennas are allowed. Headphones must be used with all audio/video equipment. Noise should not be heard coming from headphones. Offenders will be asked to turn volume down if this occurs, possible loss of item if it continues.

Laundry bags may be hung at the head of the bed or stored away. Approved footwear must be stored under the bed, in the locker box or in the wall locker. Locker boxes must be stored all the way under the bed when not in use. Locker boxes for offenders in the top bunks may extend six (6) inches out from under the bed to assist with getting on and off the top bunk and will only be pulled out on the right side of the bed as you face the divider.

Education or religious study storage crates must be accompanied by an IOC (Inter-officer communication) from the unit manager or education administrator. Only the materials intended for those crates may be stored there. Any other material shall be considered contraband (AR5120-9-55) and confiscated accordingly.

Floor coverings or rugs are not permitted in your area. Approved prayer rugs must be used for praying only. When finished praying, the rug must be picked up and stored.

One framed picture and one religious book can be placed on the divider. **There should be no pictures, posters, blankets, towels, or other material affixed to the walls, lockers, windows, and window sills, cabinets, doors, plumbing or light fixtures or ceilings unless authorized by the unit manager.**

Displaying nudity or provocative pictures is prohibited. Cut out or torn out pictures from books, magazines, and newspapers shall be considered contraband (AR5120-9-55).

### **Dress Code**

Uniform of the day consists of state blue shirt and pants. MCC offenders are expected to be in the uniform of the day from 5:30am to 4:00pm. The only exceptions to this shall be traffic to and from the showers, to and from the ice machine, the recreation yard, dayroom, weight cage or while in your bed area. Offenders are expected to be dressed in the uniform of the day when on their job assignment regardless of the hours of work. Only a white T-shirt or long-john shirt may be worn under the state blue shirt. Offenders may wear a "zippered" sweatshirt with their state issued clothes. Offenders still may not wear "pullover" sweatshirts during the hours of state dress: ZIPPERED JACKETS WITH HOODS; HOODS ARE NOT TO BE WORN UP WHEN INSIDE.

**Pants must be pulled up to the waist at all times. Sagging will not be tolerated.**

Offenders must be appropriately covered when leaving bed area, chest, groin and buttocks must be covered. Offenders in bed dressed in only underwear, must be covered up to the waist with a sheet or blanket.

Shower shoes/house shoes may only be worn inside the living area, to and from the shower, and/or to and from the ice machine. They are not to be worn in the recreation area at any time.

All MCC offenders that work outside the fence must have "DRC Offender" stenciled on the back of their coats, hooded sweatshirts or state blue shirt. If offenders work in their T-shirts, those must be stenciled. No personal clothing shall be worn by work crews outside of the fence.

### **Laundry Services**

#### **State Clothing**

Each offender at MCC will be permitted to turn in state clothing twice a week to be laundered. Clothing will be turned in to the laundry aides. Each offender is responsible to turn in two (2) sheets and a pillow case on the assigned laundry date. Failure to turn in sheets may result in a conduct report. State blankets will be laundered once a month.

#### **Personal Clothing**

Every offender will be issued a laundry bag for personal clothing and whites. Offenders may turn in personal clothing twice a week to the laundry aides. Offenders are responsible for securing the top of their laundry bags.

#### **Quartermaster**

Upon arrival to MCC, offenders will be issued clothing and bed linen by the Quartermaster. Offenders are responsible for maintaining clothing. It must be laundered regularly.

Offenders are permitted to request one (1) pair of socks; one (1) T-Shirt; and one (1) pair of underwear, once every 90 days from the day the offender arrives at MCI. This is done on a Quartermaster requisition, which is available from the lock officer. Requisitions should be placed in the Unit Manager box, located up front.

Offenders are not permitted to alter clothing. Any altered clothing will be considered contraband (AR5120-9-55), confiscated and a conduct report written. Offenders who need clothing repaired should use a QM requisition. Lost or stolen clothing should be reported so that a theft/loss report can be filled out. The QM will conduct an investigation before issuing replacement clothing.

All clothing must be tagged with the offender's name and number only, with the exception of underclothing. Offenders are responsible to mark their underclothing so it can be identified in the case of theft or loss. Offenders are responsible to observe possession limits for clothing.

**Recreation Programs**

MCC offenders are given the opportunity to recreate daily. Offenders may recreate during posted times in the morning, afternoon and evening in the yard or in the downstairs recreation area or in the weight cage. Recreation workers are assigned to hand out equipment in the recreation shack in the yard and the recreation closet in the inside recreation area.

On Saturday, Sunday, MCC offenders will be allowed to utilize the gymnasium in the main stockade. Those offenders utilizing the gym may not use the weight cage or program areas, such as, mush-fake room, music room, etc. No MCC offenders will be permitted use of the main stockade yard without proper approval, such as, for a softball game.

Inside recreation area is closed during the weekday mornings due to education classes being held. Card and board games are allowed in the afternoon. Other games are allowed after the evening meal weekdays and all day on weekends. The recreation yard may be closed or have a limited schedule due to weather or construction. There will be no four (4) handed games played in the dorms and no dominoes.

The weight cage has a posted schedule in the living areas and on the weight cage. Offenders are allowed only three (3) hours of weightlifting a week and only one hour per day. Offenders have five (5) minutes to report to their weightlifting period once called and should place their ID in the box provided. Participation is logged by staff to enforce the limits on usage.

A music program is available for offenders wishing to play an instrument or join a band. Interested offenders should kite the unit manger. A musk-fake program is available for offenders. Interested offenders should kite the recreation supervisor.

**Religious Programs:**

An all faith chapel is provided at MCC and has a schedule posted. Any proposed changes to the schedule should be submitted to the unit manager. MCC offenders are also invited to services inside the main stockade on the last Sunday of the month.

**Visiting**

Open visitation seven (7) days per week, by reservation only. Reservations can be made by calling the main number of the institution between 10:30am -12:00pm and 1:00pm and 2:30pm. Refer to visiting instructions above for further details.

**Library Access**

Library 58-LIB-01 access is provided to MCC offenders inside the main stockade. A schedule is posted in the living areas. Access is available on two (2) weekdays, and a weekend day. A signup sheet will be made available at the officer's desk prior to the library period. There is also a quiet room located in the dayroom. A schedule for that room is posted.

Approved:

\_\_\_\_\_  
Jason Bunting, Warden  
Marion Correctional Institution

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05/15/2014  
Date - 2014

Reviewed by:

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