

NCI Inmate Handbook

INTRODUCTION

2014

This handbook is being loaned to you for a period of fourteen (14) days.

After the fourteen (14) days, it is mandatory this handbook be returned to your Case Manager. While this handbook is in your possession it is your responsibility to maintain this handbook. Any misuse, destruction or loss will result in disciplinary action, which could include payment for damages or loss.

The purpose of this handbook is to provide you with general guidelines to follow as an inmate, and to inform you of the various departments within the institution. In addition, there are Administrative Rules and Regulations that deal with various aspects of institutional life. The Administrative Rules and Regulations are available in the housing units and may be requested from unit staff and in the law library. You should consult this manual, the Administrative Rules and Regulations, a staff member or all of the above if you require information or further clarification.

This handbook will aid you in your adjustment to the rules you are expected to follow. The Administrative Rules and Regulations will change from time to time. Current versions of the A.R.'s will always be available in the library.

Any changes in the Noble Correctional Institution policies and procedures listed in this manual will be posted in the housing units.

This institution offers a Spanish-speaking interpreter for those who do not speak or understand English. This handbook is also available in Spanish.

This Institution also will provide during orientation, assistance to those inmates who have difficulty reading or writing.

WARDEN

The Warden's Office is responsible for the overall management and direction of the Noble Correctional Institution (N.C.I.). The staff of the Noble Correctional Institution is committed to the concepts of Unit Management and Reentry and applies both in their efforts to prepare offenders for release. The authority to make daily decisions regarding unit matters has been delegated to the unit staff. It should be the practice of the inmate population to discuss concerns with their unit staff prior to taking them to other staff members. If the unit staff cannot resolve the issue within the unit, they will then either direct it to the appropriate staff or direct the inmate to the proper staff to address their concerns. The Institutional Inspector is also available during open office hours to discuss inmate concerns and to assist in the resolution of inmate concerns. Kites (Inter-institutional mail system for inmates) are available in each housing unit to bring concerns and issues to any institutional staff member.

It is the mission of this facility to maintain a safe and secure environment for the inmate population during their stay at NCI. Inmates, who accept their assignment, become involved in the various inmate programs and accept responsibility for their actions will find that their time at NCI can be both productive and rewarding and that they will be fully prepared for release when that time comes.

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The ODRC Re-Entry slogan “Going Home to Stay” is what the staff at NCI wants you to work towards during your stay at the Institution. Job and program assignments and recommendations will be made consistent with a plan designed to assist inmates in becoming employable and productive citizens in both the Institution and upon your return to society. Use your time at NCI to prepare yourself for release and establish the groundwork to make the transition from offender to productive citizen as seamless as possible.

The Warden and Administrative Staff regularly visit all areas of the Institution and are available to the inmate population during this time or by the kite system. Read and follow the Departmental and Institutional rules and regulations to make your time at the Institution as constructive as possible.

ADMINISTRATIVE ASSISTANT TO THE WARDEN

You may have contact with the Administrative Assistant to the Warden as he or she often acts as the Warden’s designee in either responding to matters or investigating things to report back to the Warden.

The Administrative Assistant chairs committees and has the responsibility of responding to Rules Infraction Board appeals for the Warden. The person in this position is also responsible for conducting administrative reviews of all R.I.B. decisions.

The Warden may refer various types of outside correspondence (and kites) to the Administrative Assistant’s Office for investigation and appropriate decisions. Situations that require investigation by the Warden’s Office may be referred to the appropriate area for follow-up action.

Concerned visitors, members of law enforcement agencies, departmental personnel, and other public citizens, may confer with the Administrative Assistant in the Warden’s absence, or at the Warden’s direction.

The Administrative Assistant is also responsible for supervision of the Records Department, Health and Safety Coordinator and the Training Department at NCI.

Effective 02-24-03 all sentence calculation will be completed by the Bureau of Sentence Computation (B.O.S.C.). If you have any questions regarding the computation of your sentence or application of Jail Credit you must write the B.O.S.C. You need to continue to consult with Unit Staff with questions regarding your scheduled release date and amount of Jail Credit you have been granted.

The reduction of minimum and maximum or definite sentences for jail time credit is covered by A.R. 5120-02-04. If an inmate has any questions concerning their jail time credit, contact the law library to obtain forms to send to the various agencies to confirm credit time. A certified copy of a Journal Entry must be received by the Bureau of Sentence Computation directly from the sentencing court in order for Jail Time Credit to be granted. It is the inmate’s responsibility to have the entries sent to the Bureau of Sentence Computation.

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When an inmate's time is computed, each inmate shall have either an End of Stated Term or a Parole Board Date. Each sentence may be reduced by various amounts of "good time" according to when the crime was committed and the law in effect at that time. A.R.'s 5120-2-05 and 51202-12 explain good time.

Earned Credit can be received for attending (approved earned credit programs); some educational, Recovery Services and Apprenticeship programs may qualify as approved earned credit programs.

Parole Board and Review screening lists are posted in all units each month. Contact your Case Manager for the eligibility guidelines.

Eligibility status for transitional control can be requested through your case manager ten months prior to release or parole board date. Eligible inmates (sentenced prior to SB2) will see the Parole Board eight months prior to release or first statutory parole board date. Eligible Senate Bill 2 sentenced inmates will be screened by the PBPO at the institution. The sentencing court must then approve inmates sentenced under Senate Bill 2 in order to be released to Transitional Control.

The Court handles shock probation and each inmate should contact their attorney regarding the requirements for filing shock probation. Senate Bill 2 is the sentencing law that applies to persons who commit offenses on or after July 1, 1996. It contains no retroactive provisions. A Stated Prison Term is a determinate sentence stated as a specific number of months or years, not subject to any diminution for good time, but may be diminished by earned credit of only one day per month. Good time has been eliminated. Eliminates parole and "Shock" parole for non-life sentences. If you committed your offense after July 1, 1996, and have a question regarding your sentence you may kite the Record Office for an explanation. If an inmate has any questions regarding the above, mentioned issues, kite the following individuals:

Case Manager: Transitional Control, parole board dates, security status and release dates.

Director of a particular program: Earned credit for specific programs. Administrative Regulations may be viewed in the Law Library.

Bureau of Sentence Computation: Sentencing questions and Jail Time Credit.

PAROLE BOARD:

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

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

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

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

Contact your Case Manager 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.

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

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

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

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

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

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

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

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

INSPECTOR OF INSTITUTIONAL SERVICES

Administrative Code 5120-9-30 establishes and defines the position of Inspector of Institutional Services. You undoubtedly will come into contact with this individual. He or she will inspect Institutional Services on a regular basis to ensure that department rules affecting the services to inmates is being followed.

Additional duties of the Inspector of Institutional Services are as follows:

- 1) Investigation and processing of grievances made by inmates.
- 2) Investigating claims of inappropriate supervision.
- 3) Investigating claims of use of force where no Use of Force Report was written.
- 4) Investigating inmate property loss through the Ohio Court of Claims.
- 5) Indigence issues dealing with claims of indigence (i.e., medical, legal, and hygiene) should be directed to the Institutional Inspector via kite or in person.

ADA POLICY

The purpose of this DRC Policy 64-DCM-02 (Inmates with Disabilities) is to establish standard and consistent procedures by which an inmate with a disability is identified, assessed and provided appropriate, reasonable accommodations.

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

Inmates that need accommodation shall complete the Inmate Reasonable accommodation Request form, which can be obtained from the ADA Coordinator for inmates and submitted back to the ADA Coordinator.

Medical staff verifies the inmate's needs. Requests may be granted, denied, or partially granted by providing an alternative accommodation.

The Warden or the Warden's designee must approve the ADA Coordinator's recommendation. The decision will be reported on the ADA Coordinator's Action form, which will be returned to the inmate. A copy of the decision will be forwarded to the Central Office ADA Coordinator for inmates. If the inmate disagrees with the decision, he may appeal to the Special Needs Assessment Committee in care of the Central Office ADA Coordinator for inmates. The ADA Coordinator's name can be found posted in each housing unit.

COMPLAINTS AND GRIEVANCES

There are certain steps you should follow concerning complaints involving departmental or local institutional rules, policies, regulations, or procedures. You should first try to resolve your complaint verbally by contacting the appropriate staff member or supervisor whose responsibility is related to the complaint. If you prefer your response to be in writing, you may either submit a kite to the particular area or you may request an informal complaint form from your unit staff. In any case, you must attempt to resolve your problem informally.

If you are not satisfied with the resolution at that step, you may contact the Inspector of Institutional Services and initiate the formal grievance process. Administrative Regulation 5120-9-31 specifies a grievance may relate 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 inmate grievance procedure will not serve as an additional or substitute appeal process for those issues or actions which already include an appeal mechanism beyond the institutional level or where a final decision has been rendered by Central Office staff. It should be noted that the grievance procedure is not designed to act as an additional or substitute appeal process in connection with the Rules Infraction Board or Institutional Hearing Officer proceedings.

The Inspector will investigate the complaint and will make recommendations concerning the grievance and provide you with written notice of the resolution of the grievance and the reasons for that resolution.

If you are dissatisfied with the resolution received from the Inspector, you may then appeal, in writing, to the Chief Inspector located in Columbus. The appeal forms may be obtained from the Institutional Inspector and you're Unit Staff.

SAFETY AND SANITATION

FIRE SAFETY

Response for Fires and/or Fire Drills

In the event of a fire and/or fire drill, all inmates will return immediately to their dormitories, unless the fire or drill is in their dormitory area. In such an event, these inmates will be notified of the proper reporting area by the supervisor assigned to their area. In the event of a fire in which inmates must be evacuated from their living area, plans have been made for the evacuation into an alternate living area. Fire drills will be held with or without prior notification and at irregular intervals. In all cases, it is extremely important that all inmates and employees move in an orderly manner. Obey all directions and orders given and remain calm and quiet at all times so that you will be able to hear all orders and directions, and obey them accordingly.

REMEMBER -Panic and disorderly conduct can be a worse threat to human life than fire and smoke.

Protection from Smoke

A fire in a dormitory or work area will produce a large amount of thick black, choking and dangerous smoke. The following procedures are recommended for your safety in care of a fire:

FIRST - Don't panic. The dormitory and area involved will be evacuated, removing you from the smoke. Once you are clear, don't stand around or try to assist or watch the fire. Firefighters (Institution and/or City) equipped with air masks/fire fighting equipment are assigned to handle the firefighting.

SECOND - If your dormitory or work area has a large amount of smoke in it, don't stand upright. Remember that smoke and heat rise and you will not be able to breathe. Stay as low as you can and get to the nearest emergency exit. Move as fast and as safely as you can.

THIRD -Again, don't panic. Leave the dormitory or work area quickly, but in an orderly manner. Don't stay and watch. You may be in the way of fire fighting units that are attempting to handle the situation.

Fire Prevention

All clothing, containers of any kind, rags, towels, and combustible materials are to be kept off of anything, which generates heat. Inmates are not permitted to affix anything on the walls, footlockers, beds, or windows. Everything will be kept in the footlocker. Inmates are not permitted to affix pictures or calendars on the walls, windows, beds, footlockers, or wall lockers.

Do not make homemade lamps or lampshades, as all are fire hazards.

“Stingers” are a fire hazard and considered contraband, therefore, they are prohibited. Fire detection and suppression equipment (hoses, extinguishers, etc.) are for your protection. Do not tamper with any fire equipment.

Emergency Evacuation Procedures

A fire evacuation location sign will be posted in all buildings. Each sign will contain a floor diagram, the evacuation route, the evacuation exit and the evacuation assembly area. You should always familiarize yourself with evacuation routes.

SANITATION

Keep your area clean and free of trash, all forms of, at all times. Clutter will not be permitted under or around your bed or on your footlocker. Your inmate locker box must be kept under your bed unless in use. The inmate sleeping on the top rack may have the box sticking out from under the bed (to the rear of the bed) to use as a step during evening hours. The box must be under the bed if not using as a step. Smoking is not permitted inside any building to include Housing Units.

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It is also your responsibility to help keep restrooms, showers, and floors clean. If your bed is by a window, it will be your responsibility to keep the window and wall clean. No clothes are permitted at the foot of the bed. Only a laundry bag, towel, washcloth, hooded sweatshirt, or coat is permitted to be placed against the head of the bed.

No tents or any object shall be permitted around the bed area that may cause obscurity of vision. Shoes may be aligned in a neat manner under your bed. No pictures, posters or calendars are to be attached to your bunk, footlocker, wall locker, or wall. No paper bags or boxes are permitted under or behind beds.

WEATHER CONDITIONS

During extreme cold weather I have made the decision as a practice to ***close the yard for inmate recreation when the outside temperature drops to 18 degrees***. This does not include wind factor.

Windows of inmate movement will be called so operations will continue as normal.

During extreme hot weather conditions

Tim Buchanan

CASHIERS' OFFICE

The Cashiers' Office processes all transactions related to inmates' personal funds (i.e., posting of State Pay, postage and copy fees, commissary purchases, RIB fines, court costs, funds sent home, magazine subscriptions, etc.).

Transfer of Funds

Transfers (in or out) should keep in mind that it usually takes a day for funds to be available from one institution to another.

Incoming NCI inmates, if they have no funds, are permitted to "charge" the cost of a lock. This amount will be deducted from the first money received in your account.

Kiosks

Kiosks are located in each housing unit and can be used to view activity in your account. If you have any questions or concerns about your account utilize the kite system to contact the Cashier's Office.

Inquiries

Inmates are NOT to ask staff members to make telephone inquiries to the Cashiers' Office on their behalf. Any inmate with a question or concern regarding his account should "kite" the Cashiers' Office. Although the cashiers have up to 5 business days to issue a reply, most kites are answered within 24 hours of receipt, unless special details need to be obtained for the response.

Money Orders

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Money Orders are no longer received by the institution. Money Orders are sent to JPay. Funds can also be deposited to your account through Offender Connect via telephone and on line. Instructions for these transactions are posted in each housing unit. All persons sending money to your account MUST either be APPROVED or TENTATIVELY APPROVED visitor.

Investments

Inmates with account balances exceeding \$100.00 may instruct the Cashiers' Office to invest the excess funds in Series EE U.S. Savings Bonds, or Certificates of Deposit at a local financial institution. In order to invest in either type, a detailed cash slip must be completed and forwarded to the Cashiers' Office (it is advisable to have a Case Manager assist with this). The original documents related to such investments will be retained in the Cashiers' Office for safekeeping - copies will be forwarded to the inmate.

Inmates are prohibited from utilizing outside accounts such as savings, checking, charge accounts or stocks unless serving a sentence of one year or less per A.R. 5120-5-02.

Pay

State Pay, car wash, shoeshine and barbershop payrolls, as well as earnings from arts & crafts sales, are posted monthly and funds are normally available the week of the 10th., However if the 10th. Falls on a Saturday the funds will be available that following Monday. Remember if you have a A.R. 5120 court collection, you will be allowed to spend up to \$25.00 per month. This money can not accumulate from month to month.

Cash Slips

Cash slips must be filled out properly and completely in order to be processed, including a legible inmate signature and number. An appropriate staff member must witness all inmate signatures on cash slips.

The Warden or his designee must approve cash slips for \$250.00 or more. These must initially be forwarded to the Warden's office with accompanying documentation that a staff member has verified inmate funds and payee.

Release Funds

Inmates being released may be eligible for release funds (gate pay), which supplements the funds in their personal account. These funds range in amount from \$25.00 to a maximum of \$75.00, and are based on length of incarceration with the Department of Rehabilitation and Correction. Inmates released on shock probation, suspended or vacated sentence, judicial release, or re-parole are usually not eligible for release funds. (Refer to A.R. 5120-3-08 for details). Funds held in the inmate's account may be placed on hold ten (10) working days before the inmate's release date.

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Prior to being released, inmates are brought to the Cashiers' Office, where their account details are reviewed with them and funds are disbursed. Up to \$100.00 is disbursed in cash and amounts exceeding \$100.00 are generally in the form of a check made payable to the inmate.

COMMISSARY

The Noble Correctional Institution Commissary is operated for the benefit of the inmates. This is a privilege, and should not be abused. Shoppers must be in proper uniform and have a working identification card to shop.

Inmates may spend up to \$95.00 every week on their store day if funds are available. At least half of the institution will go one week and the other half the following week. Titled items, medication, items over \$10.00 and clothing will not be included in that limit. Commissary shopping lists may be posted. Prices are subject to change without prior notice. Effective January 27, 2009 the Commissary changed from shopping by dorms to shopping by numbers. This will work as follows:

A new shopping schedule is distributed to the housing units monthly. The number of the shopping cycle will correspond to the last digit of your inmate ID. For example; if your number is A123456.00, your shopping cycle is "6". The Commissary will call each dorm for shoppers as needed. **Do not come to the Commissary to shop until your dorm is called, or you will be out of place and turned away and may be ticketed.** Dorms will be called in the same order as the dorm inspection results. If you are in school or at work when your dorm is called, time will be allotted for you to shop at the end of the day. It is your responsibility to go to the Commissary when your dorm is called to shop. A locked box will be sent to the dorm for the number being shopped. The completed shopping list will be placed in the box with inmate I.D. The sheet will be numbered and placed in the box and a pass with the corresponding number on it may be given. The box will be locked and sent to commissary to shop. The order to shop will go by the number issued when the list was placed in the box. Make-up shopping for missing your scheduled day will not be allowed. An inmate should check his balance prior to completing his shopping list. This can be checked in the commissary on your scheduled shopping day but **this will only display one time on your store day.** The kiosk system in the dorms may **be used to check your balance as well.**

Once the order has been completed, shoppers will not be permitted to add or substitute items. The commissary staff will scan the items. If the funds are not available, the scanner will automatically end with the last item scanned and the order will be considered completed. There **(will not)** be an opportunity to pick and choose items at that point. At this time you will be given your receipt and ID card. Check your order before you leave the building. If we have made an error we will correct it at that time.

If you disagree with the money available to you, do not argue with the Commissary staff. Kite the Cashiers' Office regarding your personal funds.

If you leave the institution to go to court and/or for a medical trip and you are gone on your scheduled store day, you may receive a makeup day per the Unit Manager where you live. A new shopping schedule is distributed to the housing units monthly. The number of the shopping cycle

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Inmate Commissary Worker Rules & Regulations

1. Civilian employees will assign all job tasks and work schedules for inmates in the Commissary.
2. Inmate workers are responsible for reporting to work on time.
3. When reporting to work inmate workers are to go to their assigned position, and are not to leave their area only with permission.
4. No loud talking or horseplay in the Commissary.
5. The storeroom is an "out of place" area to all who are not assigned to that area.
6. There is to be no passing of any items between Commissary workers and other inmates at any time.
7. Nothing (except meds) is to be brought into the Commissary.
8. The office is "out of place".
9. Workers are to be in proper uniform, clean and neat. No sweats, gym shorts, or double underwear are to be worn to work.

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10. All inmate workers are responsible for good housekeeping and safety practices.
11. There is to be no abuse of Commissary equipment or merchandise. All damage must be reported immediately.

FAILURE TO COMPLY WITH THE ABOVE RULES WILL RESULT IN A CONDUCT REPORT AND MAY RESULT IN A JOB CHANGE.

PERISHABLE COMMISSARY ITEMS CAN BE MAINTAINED IN YOUR POSSESSION FOR THREE (3) SHOPPING CYCLES WITH PROOF OF COMMISSARY RECEIPT. ANY PERISHABLE ITEMS BEYOND THE THREE (3) SHOPPING CYCLES WILL BE DEEMED AS CONTRABAND.

FOOD SERVICE

Food Service prepares and serves three (3) meals each day in accordance with a menu prepared by Aramarks Registered Dietician. All meals will meet the Healthy Eating Dietary Guidelines for Americans. Substitutions may be made when necessary. Meals are served after count is clear. Dorms are called to the Inmate Dining Hall based on a rotating schedule. The first call is diet passes. The second call will be for workers, school and passes, followed by the dorm of the month. All other dorms will be called following a monthly rotation cycle, based on sanitation results.

Before and after mealtime, the Dining Hall will be closed to inmates not assigned to Food Service.

Rules For Inmates Eating In The Dining Room

The following rules regarding inmates utilizing the institution's dining facilities will be strictly enforced:

- A. Once your dorm officer has called for inmates to report to the dining room for meals, each inmate has a maximum of 10 minutes to exit the dormitory in order to go eat. Each dormitory will be called to the dining room.
- B. Inmates prescribed a therapeutic diet by Medical Services must go through the Diet Line, currently Line #1 and Line #2 in the North Dining Hall.
- C. All inmates that are required to have therapeutic diet will be released from the housing or work areas immediately following the signal one called for meals. Verification of a medically issued therapeutic diet card is to occur prior to releasing from the area. Inmates are to proceed to the North Dining Hall, Line #1 and Line #2 to obtain their meals. Insulin dependent diabetics will continue to proceed to Inmate Health Services after a signal 21 on count is called.
- D. When in the dining room. Get in line. Keep the line moving.
- E. There will not be any double lines and no jumping of meal lines.
- F. All inmates' MUST wear State issued pants and shirts and either state issued or personal shoes. Jackets are optional.
NO THONGS OR SHOWER SHOES WILL BE PERMITTED IN THE DINING AREAS.

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- G. ALL HEADGEAR MUST BE REMOVED UPON ENTERING THE DINING ROOM.
- H. NO personal cups, or eating utensils will be permitted in the Dining Rooms. Each inmate will be provided one eating utensil.
- I. No personal conversations with Food Service inmate workers' while in line.
- J. There will be no seconds and no going back to the serving line to get a forgotten item.
- K. At the serving counters, inmates ARE NOT permitted to reach into the food containers.
- L. There will be NO loud talking or yelling/shouting in the Dining Rooms.
- M. (NO VISITING FROM ONE DINING AREA TO ANOTHER.)
There will be no movement from the North Side Dining Hall to South Side Dining Hall for visiting other inmates. Once seated you are to remain there, no table jumping. Conversations are to be only with that table NOT through out the Dining Hall.
- N. Each inmate is responsible for removing his tray and cup, placing them in the proper containers. Each inmate will also remove any food or food-packaging item from the table and place such items in assigned disposal containers.
- O. There will be ABSOLUTELY NO FOOD UTENSILS TAKEN FROM THE DINING ROOMS.
- P. NO FOOD OR BEVERAGES WILL BE TAKEN FROM THE DINING ROOM WITH THE EXCEPTION OF FRESH FRUIT for Diets Only, and only in the amount that is served on the line according to menu portions. Milk in 1/2 pt. bags is permitted to be taken for immediate consumption. Only amount offered, Except on Brunch (only 1 milk per inmate).
- Q. There will be no trading or giving away food in the serving lines.
- R. Inmate Dining Room workers will remain in their assigned work areas and no visiting will be allowed during meals.
- S. No inmate worker assigned to Food Service will be released until authorized staff inspects the areas they are assigned.
- T. THERE WILL BE ABSOLUTELY NO SMOKING IN THE DINING HALL.
- U. PERSONAL CONDIMENTS SUCH AS HOT SAUCE, HONEY, ETC. ARE ALLOWED TO BE TAKEN INTO THE DINING HALLS.
- V. No State purchased condiments will be taken from the Dining Hall.
- W. All inmates, not assigned to Food Service, WILL leave the Dining Room upon completion of their meal. NO LOITERING AT TABLES OR IN THE DINING AREAS.

DEPUTY WARDEN OF OPERATIONS

The Deputy Warden of Operations is responsible for the safety and security of the Institution to include overall supervision of Custody, Unit Management, Food Service and Recreation Functions of the Institution. The Chief of Security (Major) works directly under the Deputy Warden of Operations and supervises the Custody staff, including the shift supervisors, special duty and count officers. The Unit Managers are responsible for supervision of all activities in their units and fall under supervision of the Unit Management Administrator.

In addition, the Deputy Warden of Operations directs institutional functions related to Mail, Visiting, RIB, and Count Office. If you have questions concerning departments under the supervision of the Deputy Warden of Operations, you should first kite the Supervisor of the

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specific department concerned. If you wish to seek further information you may kite the Operations Deputy.

UNIT MANAGEMENT

The Noble Correctional Institution is divided into five (5) functional units. Each of these is composed of two open dormitory style settings.

Unit Mission

The “Noble Correctional Institution Units” provide a safe, secure place for inmates to live while encouraging all to develop a common identity and close association with each other and with the Unit staff. Unit staff will work with inmates in addressing day-to-day issues as well as working with inmates to address their re-entry adjustment issues.

Inmates are assigned jobs through the Job Classification procedure and are provided a variety of programs, counseling, social, educational and vocational training opportunities which are most likely to aid the inmates in their successful return to the community.

The Units

At the present time, the five (5) housing areas are:

A Unit

B Unit

C Unit

D Unit

E Unit

Each unit will have assigned a Unit Manager, two Case Managers, two Unit Correctional Counselors, , and a sufficient staff of Correctional Officers to maintain proper security and other functions of their position.

Unit Manager

Your Unit Manager is, in conjunction with the shift on duty, in charge of all direct (Quality of Life and Social Services provided) and indirect (Custody) services in your unit.

Unit Correctional Counselor

Your Unit Correctional Counselor (Sergeant) is responsible for custody, inmate movement, and the safety and sanitation within the unit. Your Correctional Counselor will also be knowledgeable on re-entry programs and can advise you in daily problem solving. He/she will also perform liaison functions with work area and hear ALL tickets written on inmates.

Case Manager

Your Case Manager is responsible for coordinating and facilitating reentry related programs, individual and group discussions, preparing your Institutional Summary Report, supervised release paperwork and visiting list based on the information received, and make general referrals throughout the institution. This person will also have security-related duties.

Correctional Officers

The Correctional Officer will complete day-to-day security functions within the Unit, and will ensure cleanliness of the dorm. Correctional Officers may participate in some re-entry programming as well as serve on unit classification committees.

The Unit Management Team

The Unit Management Team will be responsible for the safety, security, custody, and control of all inmates in a unit.

Your Unit Team will assist you in programming at this institution, preparing your case before the Parole Board and development of release plans.

A. Your needs will be discussed during your Initial Unit Orientation and subsequent Classification Hearings as well as regularly scheduled meetings to review your adjustment and program needs.

B. You will be assigned to a work detail based upon institutional needs but with your skills being taken into consideration.

There are a number of services that you can expect your Case Manager to provide. He/she will be available to discuss adjustment, personal or family problems with you and assist you in formulating solutions. In many cases you should then be able to, and are expected to take action on your own (such as kiting visiting, mail, cashier's or records offices) rather than your case manager doing it for you. When deemed appropriate, the Case Manager **MAY** make contacts within the institution or with outside persons or agencies on your behalf. He/she will provide you with parole planning paperwork and can assist you in developing plans, or in the completion of paperwork, if you are unable to do so yourself.

Your Case Manager is responsible for completing Security Level Instruments and can explain your security/supervision level, should you have any questions. Any requests for transfer to another institution must be discussed with your Case Manager, who will then complete required documentation explaining your reasons for such a request. Your Case Manager will

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provide you with information on how **YOU** can contact the Veteran's Administration or Social Security offices.

Through a predetermined screening process, some inmates may be screened to receive SSA benefits upon completion of your sentence. You will be notified of your eligibility.

Case Managers also serve on various Unit and/or institutional committees (Job Classification, Security Level Reviews, Use of Force, Rules Infraction Board, etc.), and may thereby become involved in decision-making which will affect your adjustment at the Noble Correctional Institution. They, as well as other members of the Unit Management Team may be assigned by their Unit Manager to assist with counts or shakedowns.

Inmates transferred to the Noble Correctional Institution for another institution will receive orientation immediately after arriving at NCI except in unusual circumstances.

Within the first week of your assignment to a parent unit, you will also participate in a Unit Orientation Program.

APPEARANCE AND GROOMING

Appearance is an important aspect of first impression, and a matter that should be considered with pride. You are required to maintain a good appearance which shall include regular haircuts, in accordance with Administrative Regulation 5120-9-25. The Barbershop is provided free of charge and will be located in the Inmate Services Building. Barbers are permitted to cut hair and provide "clipper shaves" for those inmates with beards. Shaved heads are not permitted in accordance with this administrative regulation; the only exceptions would be for a diagnosed medical condition from the Infirmary. The hours of operation are 12:30 pm to 8:30 pm Monday – Friday. Inmates receive a haircut according to a schedule that will be posted in their unit. Loitering around the barbershop is not permitted.

It is the policy of ODRC to provide you with the opportunity to possess a reasonable amount of personal property. DRC Policy 61-PRP-01 (Offender Personal Property) addresses this issue.

DRESS REGULATIONS

An inmate is required to wear his issued institutional clothing during normal working hours (Kitchen-white shirt and trouser, blue shirt and trouser, and issued jacket or coat). Hours vary with work assignment. State blues are the only acceptable uniform **during all programming**, educational and religious classes/activities, and medical visits.

Inmates are required at all times to button their shirts (except the top button), keep their shirt tail inside their pants, keep their shirt collar down and pants buttoned, and wear a buckled belt. Pants must be worn at waist level. You are also required to display your identification badge on outer most garment at all times.

COMPOUND PROCEDURES

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Error! Objects cannot be created from editing field codes.

Correctional Officers will inform you in your housing unit as to when the “yard” will be open for inmates. Loitering anywhere on the avenue will not be permitted. Inmates should go to those areas where they have been permitted access, in a timely fashion. While on the compound, observe the following rules:

- 1) Walk; don’t run, except in designated areas.
- 2) Use designated sidewalks at all times. Do not walk on the grass or use staff access sidewalks.
- 3) Deposit trash in receptacles or garbage cans provided.
- 4) Do not enter another Unit without a pass. As a rule, permission will not be granted unless there are very unusual circumstances. Unit staff may utilize “Runners” who will be issued specific I.D.s and may be sent to other units for the specific purposes as directed by Unit Staff.
- 5) I.D.’s must be worn at all times regardless of being in state blues or in recreation clothing.
- 6) Inmate dress on the yard will be either all state inmates clothing or all recreation clothing. The mixture of clothing is not permitted until after 4:00 PM count. This is true all times unless on the weekend or holidays when the “after 04:00 PM dress” will be accepted. There are areas where posted signs mandate full inmate dress in state clothing at all times with no exceptions.
- 7) No grouping is authorized on the yard at any time (no more than five (5)).

INMATE JOB CLASSIFICATION ASSIGNMENTS

Upon completion of the Orientation Program, the inmate will be interviewed by his/her unit staff. They will be interested in the inmate’s employment background and any special skills, abilities, needs, disabilities, or interests he might have. After the Unit Staff has examined the inmate’s records and has interviewed him, they will assign him a job placement. This placement will be based upon information provided to the Case Manager regarding job availability, the inmate’s interests, and the needs of the institution.

Under Unit Management your dormitory and lock assignment will initially be determined by the Count Office. After you transfer to your unit, your job and program assignments will be made in an interview with the Unit Classification Committee.

RECLASSIFICATION

The Reclassification Committee reviews inmates for changes in work assignments. Reasons for review are: Inmate request for job change after 90 days; recommendations by the Rules Infraction Board (RIB) or the hearing officer; probation removal within 30 days; request for transfer to another institution or unit; placement in protective custody; or community release; reduction in supervision level; promotion; local control placements; administrative reassignment at anytime; or, other reasons specified by a member of the Administrative Staff.

Unit Staff will review each inmate’s progress in the institution, his custody or special needs, and his job performance. They examine all of an inmate’s psychological, social, vocational, medical, work, and criminal records. Unit Staff will interview the inmate and decide whether or not the inmate should

be reassigned. In considering an inmate for reassignment, the Committee considers the inmate's interests, ability, and past training. Under Unit Management, reclassification actions will take place in the units by the Unit Teams.

INSTITUTIONAL REVIEW OF INMATE SUPERVISION / CUSTODY LEVEL

Each inmate shall have his classification reviewed according to guidelines established by the Ohio Department of Rehabilitation and Correction "Security Designation and Supervision Classification Manual." A member

A member of the Unit Team will discuss this supervision classification review with the inmate.

The basic purpose of Institutional Review of Inmate Security Classifications is to insure that an inmate is evaluated on a regular basis, and that he is assigned to the proper custody level institution.

An inmate need not "kite" for Institutional Review of his classification. This process will be conducted automatically. If an inmate has any questions, he may ask his Case Manager during open office hours.

Under Unit Management, this process will normally occur in the permanent unit. If an inmate has been placed in Local Control his Unit Team will review him there.

If an inmate wishes to appeal the Classification Committee's decision, it should be done in accordance with A.R. 5120-9-53(D). The Managing Officer's designee for handling said appeals is the Deputy Warden of Operations.

REDUCTION IN SUPERVISION TO SECURITY LEVEL 1A

Inmates who meet the minimum requirements for Reduction in Supervision to Security Level 1A are interviewed by the Reclassification Committee for reduction consideration. A recommendation is then made to the Warden, who has final approval. Many institutional jobs provide an opportunity for an inmate to work under decreased supervision and demonstrate responsibility, trust and good work habits. **ONLY LEVEL 1B INMATES ARE ELIGIBLE FOR LEVEL 1A CONSIDERATION.**

Some factors the Reclassification Committee considers in screening an inmate are:

- a. Time to next parole board-hearing date or release date.
- b. Institutional disciplinary record.
- c. Escape and AWOL history.
- d. Work evaluations.
- e. Nature of offenses.
- f. Any active detainer.
- g. Overall institutional programming.
- h. Prior history of substance abuse.
- I. County in which crime was committed.

Reduction in security supervision is one method in which good behavior and positive adjustment are rewarded. Level 1 Security inmates are afforded a higher degree of trust and responsibility and may be rewarded with additional privileges.

DISCIPLINARY PROCESS

It is the policy of N.C.I., as in all institutions operated by the Ohio Department of Rehabilitation and Correction, that discipline be imposed in a manner and degree to the extent necessary to achieve corrective behavior. Disciplinary action shall not be imposed on any inmate until a hearing is conducted where the accused inmate is given the opportunity to present a defense on his behalf. A guilty finding shall be based on evidence that the inmate did violate a rule of conduct with the intent to violate the rule.

I. Rules of Conduct

INMATE RULES OF CONDUCT 5120-9-06

Rules 1 – 7 Assault and Related Acts

- (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.

Rules 8 – 10 Threats

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

Rules 11 – 14 Sexual Misconduct

- (11) Non-consensual sexual conduct with another, whether compelled:
 - (a) By force,
 - (b) By threat of force,
 - (c) By intimidation other than threat of force, or,
 - (d) By any other circumstances evidencing a lack of consent by the victim.
- (12) Non-consensual sexual contact with another, whether compelled:
 - (a) By force,
 - (b) By threat of force,
 - (c) By intimidation other than threat of force, or,
 - (d) By any other circumstances evidencing a lack of consent by the victim.
- (13) Consensual physical conduct 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.

Rules 15 – 19 Riot, Disturbances and Unauthorized Group Activity

(15) Rioting or encouraging others to riot.

(16) Engaging in or encouraging a group demonstration or work stoppage.

(17) Engaging in unauthorized group activities as set forth in paragraph (B) of rule 5120-9-37 of the Administrative Code.

(18) Encouraging or creating a disturbance.

(19) Fighting-with or without weapons, including instigation of, or perpetuating fighting.

Rules 20 – 23 Resistance of Authority

(20) Physical resistance to a direct order.

(21) Disobedience of a direct order.

(22) Refusal to carry out work or other institutional assignments.

(23) Refusal to accept an assignment or classification action.

Rules 24 – 25 Unauthorized Relationships and Disrespect

(24) Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:

(a) Sending personal mail to an employee at his or her residence or another address not associated with the Department of Rehabilitation and Corrections.

(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 Corrections.

(c) Giving to, or receiving from an employee, any item, favor, or service.

(d) Engaging in any form of business with an employee; including buying, selling, or trading any item or service.

(e) Engaging in, or soliciting, sexual conduct, sexual contact, or any act of a sexual nature with an employee.

(f) For purposes of this rule “employee” includes any employee of the department and any contractor, employee of a contractor, or volunteer.

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

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

Rules 27 – 28 Lying and Falsification

(27) Giving false information or lying to departmental employees.

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

Rules 29 – 35 Escape and Related Conduct Rules

(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 the rule, escape means that the inmate has exited a building in which he was confined; crossed a secure institutional perimeter; or walked away from or broken away from custody while outside the facility.

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- (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, ceilings in an effort to penetrate them.
- (33) Possession of escape materials; including keys or lock picking devices (may include maps, tools, ropes, material for concealing identity or making dummies, etc.)
- (34) Forging, possessing, or obtaining forged, or falsified documents which purport to effect release or reduction in sentence.
- (35) Being out of place.

Rules 36 – 38 Weapons

- (36) Possession or manufacture of a weapon, ammunition, explosive or incendiary device.
- (37) Procuring or attempting to procure, a weapon, ammunition, explosive or incendiary device; aiding, soliciting, or collaborating with another person to procure a weapon, ammunition, explosive, or incendiary device into a correctional facility.
- (38) Possession of plans, instructions, or formula for making weapons or any explosive or incendiary device.

Rules 39 – 43 Drugs and Other Related Matters

- (39) Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
- (40) Procuring or attempting to procure, unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or 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.

Rules 44 – 47 Gambling, Dealing, and other Related Offenses

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

Rules 48 – 51 Property and Contraband

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

Rules 52 – 53 Fire Violations

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

Rules 54 – 56 Telephone, Mail and Visiting

- (54) Unauthorized use of telephone or violation of mail and visiting rules.
- (55) Use of telephone or mail to threaten, harass, intimidate, or annoy another.
- (56) Use of telephone or mail in furtherance of any criminal activity.

Rules 57 – 58 Tattooing and Self-Mutilation

- (57) Self-mutilation, including tattooing.
- (58) Possession of devices or material used for tattooing.

Rules 59 – 61 General Provisions

- (59) Any act not otherwise set forth herein knowingly done which constitutes a threat to the security of the institution, its staff, other inmates, or to the acting inmate.
- (60) Attempting to commit; aiding another in the commission of; soliciting another to commit or entering into an agreement with another to commit any of the above acts.
- (61) Any violation of any published institutional rules, regulations or procedures.

II. The Disciplinary Process

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

Hearing Officer

Once the inmate receives a copy of the conduct report, a Unit Staff member designated as a "Hearing Officer" shall conduct an informal hearing. The Hearing Officer shall determine if probable cause exists based on evidence that the inmate purposely violated the alleged rule(s).

The Hearing Officer is authorized to:

1. Determine guilt and impose penalties for rule violations.
2. Determine that probable cause exists to support a rule violation and refer the case to the Rules Infraction Board. The Chairman of the Rules Infraction Board or designee administratively reviews all actions of the Hearing Officer. The Chairman's review of such decision is final.

In the event that the Hearing Officer refers the inmate to the Rules Infraction Board, the Hearing Officer shall be responsible for advising the inmate of his rights and complete all forms relative to those rights.

Non-English speaking inmates and inmates with mental disabilities shall receive assistance from a staff member who has been identified as an interpreter at each stage of the disciplinary process.

Rules Infraction Board

The Rules Infraction Board (R.I.B.) is a two-member committee charged with the responsibility to conduct a formal due process hearing (electronically recorded) based on alleged rule violations referred to this committee by a designated Hearing Officer. At the formal hearing, the inmate is authorized to provide a defense, which may establish his innocence or mitigate his involvement in the alleged infraction. The inmate is afforded all rights outlined during the Hearing Officer process including the right to witnesses and to challenge the evidence against him.

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

- a. The inmate has been validly charged with the proper rule infraction.
- b. There is no prejudicial violation of the inmate's due process rights.
- c. There is factual evidence to support the charge.
- d. The penalty imposed is authorized and appropriate. In the event the inmate wishes to appeal the decision of the R.I.B. the inmate shall be provided with the necessary form at the conclusion of his hearing. The appeal must be forwarded to the Managing Officer within 15 days after the hearing relative to any or all of the above review criteria.

Should the inmate disagree with the finding of the initial appeal and is entitled to further review the inmate may direct a final appeal to the Director of the Department of Rehabilitation and Correction within 15 days after the receipt of the initial appeal response. Forms for filing this appeal shall be provided. The decision of the Director is final.

1. 5120-9-06 Inmate Rules of Conduct
2. 5120-9-07 Conduct Report and Hearing Officer Procedures
3. 5120-9-08 Disciplinary Procedures for Violations of Inmate Rules of Conduct before the Rules Infraction Board.

III. Security Control

An inmate may be placed in isolation from the inmate population prior to a hearing for investigation when a rule of conduct has allegedly been violated and any of the following situations apply:

1. An investigation is required prior to the issuance of a rule violation notice or an administrative action.
2. One of the previously listed rules is allegedly violated.
3. There is a threat or danger to the security of the institution, inmates, staff, institution property, or the inmate himself, or threat of disruption of the orderly operation of the Institution.

WHILE IN SECURITY CONTROL INMATES HAVE THE OPPORTUNITY TO SHAVE AT LEAST FIVE (5) TIMES PER WEEK AND HAVE THE OPPORTUNITY FOR RECREATION AT LEAST ONE (1) HOUR, FIVE (5) DAYS PER WEEK. SHOWERS ARE LOCATED IN THE HOUSING CELL.

IV. Disciplinary Control

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

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

WHILE IN DISCIPLINARY CONTROL INMATES HAVE THE OPPORTUNITY TO SHAVE AT LEAST FIVE (5) TIMES PER WEEK AND HAVE THE OPPORTUNITY FOR RECREATION AT LEAST ONE (1) HOUR, FIVE (5) DAYS PER WEEK. SHOWERS ARE LOCATED IN THE HOUSING CELL.

V. Local Control

An inmate may be placed in Local Control, according to Administrative Regulation 5120-9-13.1, when it has been determined he has demonstrated a chronic inability to adjust to the rule, his presence in the general population is likely to seriously disrupt the orderly operation of the Institution.

An inmate considered for Local Control placement shall appear before the Local Control Chair and be afforded the opportunity to be heard concerning the proposed placement.

Inmates in Local Control may send and receive mail and law materials.

Inmates may not receive food or sundry packages. If packages are received while in Local Control, they shall be returned to sender at the inmate's expense. State pay is \$3.00 per month.

WHILE IN LOCAL CONTROL INMATES HAVE THE OPPORTUNITY TO SHAVE AT LEAST FIVE (5) TIMES PER WEEK AND HAVE THE OPPORTUNITY FOR RECREATION AT LEAST ONE (1) HOUR, FIVE (5) DAYS PER WEEK. SHOWERS ARE LOCATED IN THE HOUSING CELL.

PROTECTIVE CONTROL

Protective Control inmates are those inmates who are separated from the remainder of the general prison population due to concerns for their personal safety.

The Noble Correctional Institution does not have a Protective Control Unit. An inmate may be held in Security Control Status (See Administrative Rule 5120-9-11) pending and investigation and/or decision regarding Protective Control Placement. **An inmate has the right to be reviewed for Protective Control in accordance with Administrative Rule 5120 9-14.**

An inmate expressing a need for Protective Control to an employee of the Noble Correctional Institution shall be referred to the appropriate Unit Staff or Shift Commander for placement in Security Control. Upon receipt of a request from an inmate for Protective Control, certain basic facts will be identified, i.e., names and numbers of inmates making threats and the type of threats. A Protective

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Control request form will be completed and submitted to the Deputy Warden of Operations for Committee scheduling.

Institutional Specific Rules

In addition to all other listed rule encompassed in this handbook, the following must be adhered to:

- . Tobacco in any form is considered contraband and is not permitted on state grounds.
- . The misuse or abuse of any item, state or personal, for any reason other than its intended purpose is strictly prohibited.
- . Consumable Commissary items are not permitted on the yard unless being transported from the commissary back to unit.
- . Personal radios/CD players, and photo albums are not permitted on the yard.
- . Inmates are not permitted in groups larger than five unless participating in institutionally sanctioned events.
- . Inmates are not to wear combs and picks in their hair.
- . Inmates are to be dressed according to posted guidelines.
 - Inmates are to be dressed in all issued state clothing or all acceptable recreation clothing from 8:00AM to 4:00 PM, Monday through Friday and in the appropriate designated/posted locations.
- . Full state dress must be worn in all offices.
- . All pants will be worn properly fitted without need of a belt and worn no lower than approximately 1/2inch below the belly button zipped and buttoned.
- . All shirts will be tucked in, buttoned to the second button from the top and inmate ID displayed on the left collar with the proper unit color strip.
- . Shoes must be worn with the state uniform and properly laced.
- . No designs or symbols can be ironed into clothing.
- . “Skull caps” are not to be worn outside of the bed areas.
- . Inmates are responsible for the cleanliness of their living area to include disinfecting their bedding on their unit’s designated day.
- . No item may be thrown unless involved in a sanctioned recreational activity.
- . No physical fitness activities except for in designated recreational areas.
- . Inmates may not run at any time other than during participation in sanctioned recreational activities.
- . Inmates may not participate in seasonal activities of snow sculpturing or sledding.
- . Chairs are not permitted in the bed areas.
- . Sleeping on the benches or floors is not permitted.
- . Sitting on the backs of benches, pool tables, desks, or counter tops is not permitted.
- . The back two TV rooms and inmate kitchen area will open upon the clearing of the institutional count.
- . Inmates must properly utilize their chain of command to solve inmate specific needs except for procedure and need as addressed by
 - AR 5120-9-31. I.E.: To receive guidance from the inmate’s direct supervisor. Inmates may utilize their Case Manager or Sergeant based on need. If no resolution can be obtained at these levels, the inmate may then utilize the Unit Manager or shift supervisors prior to utilizing Administrative Staff.
- . Inmates are not permitted to visit any housing unit living area bay in which they are not assigned to live in.

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- . Inmate bed areas are to be made each day (Monday through Friday) by 08:00 and maintained until 4 PM. The locker box will be maintained under the bed at all times unless in use. Linen, blankets, mattresses, and floor areas will be maintained in at a high sanitary level at all times regardless of the time or day.
- . Tattooing or possession of related materials is restricted.
- . Inmates are not permitted to have clothes lines.
- . Property can not be placed under mattresses or hanging from bed springs.
- . View of beds and bed areas cannot be blocked to obstruct light or vision by blankets sheets or personal property.

COURT OF CLAIMS

Inmates occasionally seek reimbursement from the Department for damage to personal property. Often the claimant alleges that personal property was damaged through employee neglect. The Court of Claims of Ohio is the Government entity authorized by law to compensate claims against the State or State agencies.

Whenever an inmate claims damage to his personal property, he shall if grieved, and it is found that the State is responsible for an inmate property loss in an amount totaling less than \$300.00. The inmate may enter into a "Release of Claims" agreement with the institution. This process releases all responsibility any liability and forever discharge the State of Ohio and the Department of Rehabilitation and Correction, their officers, employees, and agents, personally or in any capacity, from any and all claims, actions, causes of action, demands, costs, expenses, and any other damages, which the inmate ever had, now has, or in the future may have, or claim to have, against the State of Ohio or Department of Rehabilitation, their officers, employees, and agents, personally or in any capacity, from any and all claims, actions, causes of action, demands, costs, expenses, and any other damages to property arising out of the incident loss. Furthermore, the Court of Claims may award him compensation from the State. Thereafter, if the inmate indicates that he wishes to file a claim with the Court of Claims, he shall be provided with forms for doing so. Claim forms may be obtained by kiting the Institutional Inspector.

If an inmate, in a State Correctional Institution, has a claim against the Department of Rehabilitation and Correction for the loss of or damage to personal property and the amount claimed does not exceed three hundred dollars (\$300.00), before commencing an action against the Department of Rehabilitation and Correction in a Court of Claims of Ohio, the inmate shall file the claim as a grievance no later than ninety (90) days after the loss of damage to property. The Inspector of Institutional Services shall provide a written response to the claim filed as a grievance within thirty (30) days of receipt. The Inspector of Institutional Services shares his finding and decision with the inmate. If the inmate's claim is determined to have merit, the Inspector of Institutional Services, subject to the warden's concurrence, shall make an offer to compromise the claim to the inmate. If the inmate accepts the offer to compromise, a payment shall be made to the inmate's institutional account from the general revenue funds appropriated to the Department of Rehabilitation and Correction. The inmate's acceptance of an offer to compromise and payment credited to the inmate's institutional account shall constitute a full and complete release of liability for the claim. If the loss is greater than three hundred dollars (\$300.00) the inmate must go through "the Court of Claim of Ohio" to seek compensation.

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This policy is not intended to discourage a proper investigation of a claim by Department personnel; however, such information will be useful in handling claims submitted to the Court of Claims.

DRUG TESTING

In accordance with the Department of Rehabilitation and Correction policy, inmates are subject to random urine testing to detect drug usage. Refusal to take a drug test will be considered admission of guilt and the inmate will be charged with a rule violation.

If an inmate tests positive, he will be charged with a rule violation and appropriate disciplinary measures will be taken. More than one such rule violation will result in greater levels of discipline.

SERIOUS FAMILY ILLNESS OR DEATH

Should a serious illness or death occur in your immediate family, your family should be told to contact the Chaplain's Office (during normal business hours) or the Captain's Office (evenings, weekends, and holidays). The family member will need to provide basic information such as name, telephone number, name of hospital or funeral home, attending physician's name, or funeral arrangements. The institution records will be checked for verification of family member's relationship and a call will be made to the hospital or funeral home to verify illness or death.

Once verified, a staff member will provide you with the appropriate information. If the family or inmate requests a hospital bedside or funeral home private viewing trip, a review of all information will be made by the Warden's Office. If a trip is approved, the family would be responsible for providing transportation fees, which are based on mileage. Consideration can also be given for a special visit with family members. If there are further questions about this procedure, please contact a Chaplain.

KITES

The term "kite" is used to refer to that written form used in inter-institutional communications between inmates and staff. A kite should be used when an inmate is seeking information, sending a message, or requesting an answer to a question. Kites may be obtained from the Dorm Officer. Kites are to be used for routine problem solving and communication. Complete information, i.e.: name, number, housing unit, lock/location, work assignment, and the department or employee the kite is being sent to. Briefly state the message, or need for the information/assistance. Completed kites should be sealed and placed in the kite box located in Food Service. Do not send multiple kites to numerous departments concerning the same matter. This may only serve to delay the response.

MAIL OFFICE

THE MAIL OFFICE HANDLES ALL OF YOUR MAIL, BOTH INCOMING AND OUTGOING. IF YOU HAVE ANY QUESTIONS THAT ARE NOT EXPLAINED IN THIS MANUAL, KITE THE MAIL OFFICE.

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There shall be no restrictions/limitations on the number of letters you may send; although only one (1) free envelope may be sent each month; not shall there be any restrictions on persons with whom you may correspond. However, in accordance with Administrative Rule 5120-9-18 (Outgoing Mail), paragraph (F), inmates are prohibited from sending any letter:

- . That is threatening.
- . Incites, aids or abets or constitutes criminal activity or violations of departmental rules.
- . Contains evidence of criminal activity.
- . That is in code or cipher.
- . That would present a threat to the safety and security of the institution, its staff or inmates.
- . To any person who the inmate has been advised has notified the warden that he or she is being harassed by the inmate and does not want to receive letters from the inmate.
- . To any person, firm, association, or other entity for the purpose of soliciting funds or property without prior approval of the warden.

Administrative Rule 5120-9-18, paragraph C state Legal Mail is mail addressed to an attorney-at-law, a public service law office, a law school legal clinic, court of law, or the Correctional Institution Inspection Committee. Such mail must be marked "Legal Mail" by the inmate and shall not be opened unless there is a reasonable belief that the envelope contains contraband.

Administrative Rule 5120-9-18, paragraph (J); states that each violation of these rules by an inmate constitutes a violation of a Rule of Conduct.

Incoming and outgoing letters are held for no more than 24 hours and packages are held for no more than 48 hours excluding weekends, holidays or emergency situations.

Incoming Mail

You **SHOULD** inform all the people with whom you correspond to use **YOUR FULL NAME AND INSTITUTIONAL NUMBER** on any envelope or package sent to you. Without your full name and number in the address of your incoming mail, it will cause delays in the delivery of your mail. All incoming mail, with the **EXCEPTION** of legal mail, **WILL BE OPENED AND INSPECTED** for contraband in the Mail Office upon receipt. **LEGAL MAIL WILL BE OPENED IN THE PRESENCE OF THE INMATE.** Inmates must sign a receipt for any Legal Mail.

All 3rd and 4th Class mail (junk mail) will not be forwarded to the inmate. Newspapers, magazines, periodicals, and books **MUST** be sent directly from the publisher or company. As of November 2013 CD's will no longer be accepted into the institution.

ALL MATERIALS ENTERING THE INSTITUTION ARE SUBJECT TO INSPECTION.

ALL INMATES WILL BE ALLOWED TO RECEIVE FOOD AND SUNDRY PACKAGES. LEVEL 1 SECURITY INMATES WILL BE ALLOWED TO RECEIVE FOUR (4) PACKAGES PER CALENDAR YEAR. LEVEL 2 SECURITY INMATES WILL BE ALLOWED TO RECEIVE THREE (3) PACKAGES PER CALENDAR YEAR. IN EACH CASE, INMATES WILL BE ALLOWED TO RECEIVE A MAXIMUM OF TWO (2) FOOD ONLY PACKAGES.

PACKAGES MAY ONLY BE RECEIVED FROM ACCESS SECURE PAK or UNION SUPPLY ALL PACKAGES MUST MEET THE GUIDELINES SET FOURTH IN AR 5120-9-33 AND DRC POLICY 205-01. SEE UNIT STAFF FOR APPROVED VENDOR ORDER FORMS AND INFORMATION.

Outgoing Mail

It is mandatory that your name and number be listed for a return address on any mail you send from this institution. The Mail Room will open any outgoing mail without a complete return address and attempt to identify the writer by reading the contents of the letter or enclosures.

If the sender is identified, the complete envelope and contents will be returned to the inmate. If the writer cannot be identified, the mail will be held for a 30-day period to see if it is claimed. If a letter cannot be identified after a 30-day period, the envelope and contents will be destroyed.

You may send one (1) free letter the 1st Friday of each month at STATE EXPENSE; 5120-9-18. On any airmail, special delivery, registered, or other letters that cost MORE than the regular postage rate, attach a cash slip to your letter.

- a. Leave the amount blank and it will be supplied by the Mail Office.
- b. The Cash Slip **MUST** bear your institution number, lock, and signature, and **MUST** be witnessed and dated by an institutional official.
- c. You should keep a record of these expenditures so that you can check your weekly Commissary balance.
- d. If you have any questions about your Cash Slips, you may kite the Cashier's Office.
- e. Postage stamps are contraband. Stamped envelopes can be purchased in the Commissary.

HOUSING UNITS

An inmate's housing dorm and lock is his home. A major portion of the day is spent here. For this reason inmates are expected to adhere to all unit and personal rules of conduct. The following is a list of unit/dorm rules. Inmates are expected to ask questions of unit staff and read the bulletin boards. Ignorance of the rules, policies, or procedures shall not be accepted as an excuse for wrongdoing.

Unit / Dorm Rules

1. Lights on / wake-up will be at 6:00 AM Monday through Friday and at 8:00 AM on weekend or holiday.
2. Morning work call is at 8:00 AM.
3. All common areas will be closed for cleaning at **Various times that are left to the discretion of the Unit Manager and will be posted in each Housing Unit.**
4. By 8:00 AM, all inmates will be required to have their beds made until 4:00 P.M. with the state blanket on top. Inmate locker boxes are to remain under their beds at all times unless in use. The inmate who sleeps on the top rack will be permitted to have his locker box pulled out slightly to use when stepping up to his bunk. Otherwise, his box is to remain under the bed. Special occasions may require the boxes to be placed on the bedsprings (such as the stripping of floors). No inmate's property will be permitted on the divider walls at any time.

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5. An inmate's failure to maintain proper bed area appearance or sanitation level may result in disciplinary action.
6. The bathrooms and dorms will be cleaned at the scheduling of the Unit Manager. Limited dorm and bathroom access will be permitted as directed by the officer. The bathrooms will be closed at 3:45 PM for cleaning with limited access, as directed by the officer. 2nd Shift will maintain cleaning of all other dorm areas on an as needed basis. Other cleaning will apply as directed.
7. Inmates are required to maintain a clean living area. Each inmate is responsible for the walls in their area and one-half of the aisle way in front of the bed area. Part of the state pay received is for upkeep of living areas. The following is required on a daily basis: beds made, clothes neatly folded, vents cleaned, floor cleaned, and trash removed. (The use of paper bags and cardboard boxes for trashcans are prohibited).
8. Nothing is to be hanging from any area of the bunk with the following exceptions: Towel/wash cloth may be hanging from the head end of the bunk (metal part of the bunk). One coat and one laundry bag may be hanging on the coat hook. **ABSOLUTELY NO CLOTHES LINES.**
9. Nothing is to be hung from under the top bunk or under the bottom of the bottom bunk.
10. Nothing is to be taped or adhered to the bed, ceiling, windows, walls, locker boxes, or bars.
11. State blue dress will be worn from 8:00 AM until 3:30 PM. State blue dress will be worn for visits, or when honoring passes, to include, **BUT NOT LIMITED TO**, the dining room, medical, dental, commissary, quartermaster, or any employee's office. Caps must be removed prior to entering any of the above listed areas or state employee's office. During off days and non-work hours, shorts may be worn in bed areas and recreation with appropriate undergarments.
12. No kitchen whites are to be worn outside the dining facility, or on the yard. They are to be worn to and from and while at work **ONLY.**
13. **IF WORN PROPERLY**, wave caps, "skull caps," may be worn in the housing unit.
14. At no time will shower/house shoes be permitted outside the housing unit, unless prescribed by medical staff.
15. ID badges will be worn in the upper left chest area, on the outer garment, anytime you are off your bunk.
16. State shirts must be buttoned (except the top button), tucked into the trousers and the collar down at all times. Trousers shall not be rolled up, tucked into socks, or pegged, and must be zipped and buttoned and worn waist high at all times. Anytime an inmate reports to a job assignment, he must be in state uniform, even if the job assignment is in the dorm.
17. Inmates must have footwear on and be completely covered from the waist to the knee when going to and from the showers. Inmates leaving the shower areas and returning to their bed area must have proper underclothes on.
18. All inmates are to remain on their beds from the time count is called, unless it is the standing count, until the count has cleared, unless otherwise authorized by the officer. **THERE IS NO TALKING DURING COUNT.**
19. Phones will be closed 10 minutes prior to all counts.
20. Count times are at 12:00 AM, 2:00 AM, 4:00 AM, 6:00 AM, 11:00 AM, 4:00 PM (**STANDING COUNT**), and 9:00 PM. All inmates shall remain on their bunks and quiet until counts are cleared. At the standing count all inmates shall **STAND AT THE END OF THEIR BUNK FACING THE AISLE WAY WITH THEIR I.D.'S PROPERLY WORN.**
21. From 9:30 PM to 6:00 AM, the bed area is to be a quiet area. The lights will be off during these hours. There will be **NO** activity in the bed area during these hours. All inmates will remain in their bed unless going directly to or from the restroom, or otherwise **AUTHORIZED** by the officer.

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22. At 11:50 PM Monday through Friday, all inmates will remain on their bunks and are to remain quiet until 6:00 AM wake-up. At 1:50 a.m. on weekends and the day before a holiday, inmates will remain on their bunks until 6:00 a.m. wake-up. The only exception will be to use the restroom or to those inmates who have to report to early work. Count times will remain the same.
23. Lights must remain on in the TV Room.
24. Common areas close at 11:45 PM. (Exception: Common areas do not close in Cadre Unit).
25. Available shower times will be posted in each unit as the current system operates off of a programmed schedule that allows for showers in the early morning, morning, afternoon and evening.
26. Meal times will be announced by the Dorm officer. Inmates will remain in their housing units until chow is called. **NO** radios, cassette players, or skullcaps are permitted in the dining areas. All hats and sunglasses will be removed while in the dining areas.
27. After officers announce a clear count, inmates are permitted in all areas except for the quiet room or outside of housing unit. **THE QUIET ROOM WILL BE OPENED AFTER THE COMPLETION OF CHOW.**
28. Inmates will have reasonable and equitable access to telephones. Inmate telephone calls may be voice monitored and/or recorded. Inmates with hearing and/or speech disabilities and inmates who wish to communicate with parties who have such disabilities will be afforded access to a telecommunications device for the deaf (TDD) or comparable equipment. Please kite the inmate ADA Coordinator if you need TDD access.
29. There are six pay phones per floor (3 on East side and 3 on West side). Phone calls are limited to 15 minutes; Cadre phone calls are limited to 25 minutes. . When other inmates are waiting, staff may tell inmates to vacate the phones before their time is up. **PHONE CALLS ARE PRIVILEGES NOT A RIGHT. PHONES CAN BE MONITORED at all times. PROCEDURES REGARDING PHONE USAGE MAY BE POSTED BY UNIT STAFF.**
30. Inmate phones will be closed 10 minutes prior to all counts and for the evening at 11:00 PM (cadre phones are on continuous, except during count times). They are open for usage at 6:30 AM.
- A. No harassing or threatening calls will be made.
 - B. No calls will be made which are detrimental to the security of the Institution.
 - C. No calls will be made that are a violation of the law.
 - D. No 3-way calls will be made.
 - E. No calls will be made that facilitate a violation of the DRC Administrative Rules, or Policies, or the Ohio Revised Code.
 - F. No calls will be made for the purpose of organizing, financing, or soliciting funds.
 - G. Inmates shall only use their assigned "Pin" numbers.
 - H. No remote call forwarding.
31. There is to be **NO LOITERING** outside any unit. If you are not playing basketball, you must be on the walkway traveling to another area.
32. **THERE WILL BE NO CONGREGATING AROUND THE OFFICER'S DESK.**
33. Inmates are responsible for their property at all times, including **ANYTHING IN THE LAUNDRY ROOM**. Inmates will not be permitted to wash personal clothing on 3rd shift.
34. Inmates are not permitted to enter a dormitory or living area in which they are not assigned (Rule 35).
35. There will be no horse-playing, i.e., running, yelling, slamming cards or other game pieces, such as: chess and checker pieces, on the recreation tables.
36. Radios, cassettes, books, letters, and other personal property will not be taken to the inmate's job areas.

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37. Inmates are to use the cement or black top walkways. Short cuts across grass areas are prohibited and will be **STRICTLY ENFORCED**.
38. Only one pillow and mattress per bed, unless authorized by medical order.
39. Radios and tape players must be operated on headphones at all times. Radios may not be taken to recreation. Excessive noise is not permitted.
40. No inmate or staff are to smoke in the housing units.
41. Paper bags are not to be used as trash bags and are not to be kept in your living area.
42. Keep feet off of the walls, tables, and chairs.
43. No chairs are permitted in the sleeping areas.
44. Nothing is permitted to block the aisles or doorways.
45. All musical instruments, card and board games are to be played in designated areas (Game Room).
46. Shakedowns will be conducted as required/needed.
47. Inmates are permitted to utilize dorm microwaves immediately following a clear institutional count. The number of inmates permitted to utilize the microwaves at one time will be at the discretion of the Correction Officers. This does not include food preparation time.

NCI INMATE COUNT TIMES

- 12:00 a.m.
- 2:00 a.m.
- 4:00 a.m.
- 6:00 a.m.
- 11:00 a.m.
- 4:00 p.m. (**STANDING COUNT**)
- 9:00 p.m.

The inmate population at NCI is formally counted several times each day.

In addition to these established count times, the count procedure shall also be conducted at any time deemed necessary by appropriate supervisory staff. All inmates are to remain on their beds from the time count is called, until count has been cleared, unless otherwise authorized by the officer. **THERE IS NO TALKING DURING COUNT.**

Once the officer announces that count is clear, inmates are permitted in all areas except for the quiet room of the housing unit. The quiet room will be opened after the completion of chow.

The housing unit doors are locked at count times. Inmates are ordered to be on their bed unless on “out count”. During counts, inmates are not to cover themselves in such a manner as to conceal them from visibility. The counting officer must be able to see and ascertain that he/she is counting a breathing human body. The officer must see skin. If concealed in such a manner as to hinder this procedure, the officer is authorized to use a flashlight, overhead light and/or physical contact to ensure they are counting an inmate.

Inmates not in their proper area, who deliberately attempt to conceal themselves, or conduct themselves in such a manner as to disrupt the count procedures, shall be subject to **SERIOUS DISCIPLINARY ACTION**. NO kitchen whites are to be worn in the dorm common areas, or on the yard. They are to be worn to and from work and at work **ONLY**.

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State shirts must be buttoned (except the top button, tucked into the trousers and the collar down at all times. Trousers shall not be rolled up, tucked into socks, or pegged, and must be zipped and buttoned at all times.

Anytime an inmate reports to a job assignment, he must be in state uniform, even if the job assignment is in the dorm. **IF WORN PROPERLY**, wave caps, “do rags”, may be worn in the housing unit. The only time an inmate can leave the unit in personal clothing is when the inmate is going to and from recreation.

Personal clothing shall include sweatpants, gym shorts, T-shirts, sweat shirts, tennis shoes or state shoes. No personal clothing in red or black colors is permitted. Personal shirts, other than T-shirts cannot be worn to recreation. Clothing must be appropriately worn. Approved headgear (including religious) may be worn in or out of the dorm. Only approved religious headgear may be worn into the inmate dining area. Food Service workers are required to wear issued caps.

Inmates may wear personal clothing as described above in the housing unit during their off duty hours. This is the only time personal shirts other than T-shirts may be worn. Skull caps are not to be worn outside of the dorm.

Inmates must be completely covered from the waist to the knee when going to and from the showers, and have footwear on. **Inmates MUST LEAVE THE SHOWER AREAS WITH SHORTS ON. Inmates CANNOT LEAVE THE SHOWER AREA AND RETURN TO THE BED AREA WITHOUT PROPER UNDERCLOTHES ON.** Lounging in the housing unit’s “common areas” in bathrobes and pajamas are not permitted.

Sunglasses are permitted but can only be purchased through the commissary. Reflective, mirrored or wrap around styles are prohibited.

Inmate Property Inventory

Occasionally it becomes necessary for the Institution to “pack-up” or have an inmate “pack-up” **ALL OF HIS BELONGINGS**. This shall be done in the presence of, or by, an institutional employee, normally a Correction Officer. After the pack-up the officer shall sign and date the inventory sheet. The inmate is also required to sign the inventory sheet indicating he agrees with the quantity and description of all items packed and that the list reflects the total of ALL his possessions. ALL items must fit inside the inmate’s footlocker (2.4 cu. ft.) including: clothes, personal items, shoes, and commissary is not considered to be part of an inmate’s 2.4. **The inmate must prove ownership with a receipt for all property an inmate is transferring to another institution.** If an inmate is transferring to another institution, **commissary will count as part of the 2.4 pack up.** An inmate shall “pack-up/get “packed up” when he is: placed in Security Control, sent on a round-trip for an out-to-court appearance, or other reasons (property will be kept in the after hours vault or the main compound vault in Receiving).

Inmates released on Parole or EST/EDS may take their property with them. Inmates released on Transitional Control can only take the total of one (1) footlocker (2.4 cu. ft.) of property with them.

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Any property that does not fit into the footlocker shall be considered minor contraband and may either be sent home at the inmate's expense or destroyed according to 5120-9-55. Any property purposely left behind for safekeeping with a "Bunkie" or not intentionally packed shall be considered contraband and the inmate(s) subject to disciplinary action.

INMATE IDENTIFICATION

Identification Cards:

You will be issued an Identification Card with your picture on it. This card is to be visibly displayed on your outer most shirt/jacket at all times. If you lose your Identification Card, report the loss immediately to your unit staff or dormitory officer. A "Theft/Loss" report will be created and forwarded to the Inspector of Institutional Services. Upon the immediate return of the document, you will present this to a member of your unit staff who will arrange your immediate appointment with the I.D. Office to have a new I.D. created. A signed cash slip must be completed if you are at fault. During which time this is being processed, your Commissary privileges will be suspended. Each duplicate Identification Card will cost you **\$5.00** if found you are at fault.

It is your responsibility to notify the Identification Department (by kite) of any change in your appearance, such as growing (or shaving) a beard or mustache. A new identification card will be made at your expense, and you will be charged **\$5.00** for the replacement Identification Card.

You must carry your Identification Card to any institution to which you may be transferred. Trading, mailing out, or any mutilation or misuse of the Identification Card is a violation of institutional rules and subject to disciplinary action.

If your work assignment supervisor gives you a "first call" badge to chow and you lose or destroy the badge, you will be charged **\$5.00** for the replacement badge.

VISITATION

It is the policy of the Noble Correctional Institution to ensure an environment that is designed to enhance contact with family and other support persons that will enable the offenders to successfully re-enter society at the conclusion of their incarceration.

General Information

Administrative Regulation 5120-9-15 and DRC policy 76-VIS-01 details the rules governing visitation. It is the inmate's responsibility to inform his visitors of all rules, regulations, policies, and procedures related to visiting. Flyers will be available to all visitors as well. The inmate visiting list is authorized to be up to 15 visitors, not including any listed attorney of record and/or clergy of record. The Warden may authorize additional visitors.

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It is recognized that certain persons shall be excluded from visiting. Persons may be excluded from visiting for just cause, subject to the approval of the Unit Management Administrator or Designee (AR 5120-915) paragraph C).

Appropriate documentation will be required for address verification and may be required for proof of relationship under certain circumstances.

All visitors under 18 years of age must be related to the offender being visited or accompanied by an approved visitor who is the child's parent, legal guardian or guardian as defined by DRC policy. Documentation naming the child's custodial parent or guardian must be presented in the form of a birth certificate or custodial court order at the first visit. This documentation will be maintained on file by the institution for future references. Visitors under the age of 18 years of age cannot send money or packages.

Family member on Parole/Probation must have written permission from their Supervising Officer and approval of the Warden/Designee of the Institution prior to visiting.

Visiting Hours Are:

NCI permits visiting five days a week, Wednesday - Sunday. Each day has two visiting sessions. The time frames are 08:00 AM to 11:15 AM & 11:45 AM to 03:00 PM on Wednesday, Thursday and Friday. Weekends (Saturday & Sunday) and Holidays are 7:30 AM to 11:00 AM & 11:30 AM to 3:00 PM. Reservations are required for each visiting period. It is possible for inmates to have back-to-back visits if appropriate reservations are made. Each session will count as one individual visit. Failure for the visitors to show for the visit will result in the visit being counted unless cancelled at least 24 hours in advance.

Visitors will be permitted to bring in documents for the inmate's signature, only if prior arrangements have been made through the Unit Management Staff with the final approval of the Visiting Room Supervisor.

Inmates shall wear State Blue's (shirt and pants) and shoes while visiting. Inmates may bring the following items on the visit:

- one (1) comb, or pick,
- one (1) wedding band,
- one (1) pair of prescription glasses, and
- one (1) handkerchief (white).

The Shakedown Officer prior to and after the visit will note these items on inmate's visiting pass. All inmates will report to the Visiting Room Shakedown area and receive a thorough strip search before and after a visit. A Correctional Officer shall escort all inmates in Segregation Unit Status to the visiting room. Visiting Officer will assign seating. At no time will chairs or tables be moved. Moderate kissing and embracing at the beginning and end of each visit is permitted.

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Visits may be terminated with the approval of the Warden/Designee in cases of loud or disruptive behavior, excessive physical contact, abusive, disrespectful, or obscene conduct. Visitors and inmates are not permitted to exchange such articles such as shoes, clothes, jewelry, etc. Visitors may purchase food and drink items from the vending machines. At no time will inmates handle money. No food or drink items can be taken from the Visiting Room back to the dorms.

All persons entering NCI are subject to search and arrest if found to be in violation of Ohio Revised Code 2921.6 and/or 2921.37, conveying into a Correctional Institution a deadly weapon, ammunition, drugs of abuse, or any intoxicating liquor. Persons so found are to be detained for arrest by law enforcement officials with approval of the Warden or designee. Visitors may be strip searched according to DRC 5120.421, when there is reasonable suspicion that the person is conveying contraband.

Refusal to submit to any search shall result in denial of visiting for that particular visit session and may result in permanent loss of visiting privileges. Visitors shall be subjected to search of all items and metal detector and/or pat down searched prior to be authorized entry.

Visitors wearing pacemakers must notify the officer prior to entering the metal detector.

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

Visitors who are not permitted to enter, for any reason, shall be required to leave the grounds. They shall not be permitted to wait in their car for other visitors who rode with them to exit. In cases where the visitor refuses to leave, the other parties who rode with them shall be terminated from visiting.

Visitors may only be on the institutional grounds 30 minutes prior to and 30 minutes after visitation.

Visitation application 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, or overall adjustment;
- e. The visitor is under parole or probation supervision, and does not have the written permission of both the Warden and the parolee's parole officer. Offenders, including family, under probation or parole supervision must have written permission from his/her parole/probation officer and approval from the Warden in order to visit. Individuals may apply for visitation privileges six months after his/her release from a correctional facility; or
- 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 Warden; or

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- 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 Warden/Designee grants approval. The Warden or Designee may contact the Office of Victim Services for consultation, in which case the Office of Victim Services will provide a written opinion. The warden/Designee grants final approval. Unit staff are responsible for ensuring that these steps are taken prior to ANY victim being allowed to enter the institution for a visit; or
- h. Required documentation has either been falsified and/or incomplete forms were returned for processing.

Items Permitted by Visitors

- . Automobile keys only (2)
- . Diapers (maximum 8 per child)
- . Outfits (one change of baby clothes)
- . Clear plastic pouch (maximum 12 x 12)
- . Eyeglasses/Sunglasses (prescription only)
- . Pictures (limit 25 - no double back or mounted)
- . Plastic containers of baby food (3)
- . Plastic baby bottles (3)
- . Pacifier per child (1)
- . Baby carrier
- . 1 container of pre-moistened Baby wipes which has a capacity not to exceed 50 individual wipes.
- . Money - Visitors will be able to purchase \$50.00 worth of value on a Debit Card to be used in the Visiting Room Vending Machines. Inmates are not authorized to handle the Debit Card at any time. Purses, handbags, backpacks or similar items are NOT permitted.

Medications are not permitted. Medications must be left in a vehicle or in one of the lockers in the entrance building. The visitor shall be escorted back to the entrance to retrieve medications. Exceptions may be granted with prior approval.

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

Firearms and cell phones are not permitted.

Visitor Dress Guidelines

1. Appropriate undergarments must be worn (i.e. bra, slip, and underwear).
2. No additional clothing is permitted to be carried into the facility.
3. Inappropriate attire includes, but is not limited to:
 - a. See-through clothing of any kind.
 - b. Tops or dresses that expose the midriff or have open backs or open sides (such as any sleeveless clothing such as halter tops, tube tops, cropped tops, tank tops, and muscle shirts).
 - c. Low cut clothing cut in a manner that exposes the chest.
 - d. Any clothing that inappropriately exposes undergarments.
 - e. Skirts, dresses, shorts, skorts, or culottes with the hem or slit above the mid-knee.

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- f. Wrap around skirts/dresses or break-away type pants.
 - g. Clothing with any gang related markings.
 - h. Clothing with obscene and/or offensive pictures, slogans, language and/or gestures.
 - i. Form fitted clothing made from Spandex or Lycra or other similar knit material such as leotards, unitards, bicycle shorts, tight jeans, or tight pants.
 - j. Clothing with inappropriate holes/rips, including shoulder cut-outs.
4. No more than one wristwatch or pocket watch will be permitted.
5. Any other attire found to be potentially offensive may result in the termination of the visit. The visiting officer has the right to deny visiting for inappropriate attire with approval of the area supervisor.

The Visiting Supervisor reserves the right to deny visiting for inappropriate attire. Any attire not listed above that is clearly provocative or disruptive to the visiting process shall result in a visiting restriction for that day.

INMATE/VISITING GUIDELINES

All inmates shall wear the standard state issue dress while on visit, including underwear and socks. Inmates will be strip-searched prior to and after their visit. Inmates may bring the following items on a visit: belt, wedding band, prescription glasses, and a white handkerchief. There is no smoking permitted in the visiting area. Inmates shall not handle money. The visitor shall remove all unconsumed items, at the end of the session, and the inmate shall clear tables. When seated by the visiting staff, visitors must remain in their assigned seats unless granted permission by the visiting officer to move.

Inmates and visitors shall not exchange articles except with prior approval of the Warden or designee. Legal or similar documents may be brought in (with prior approval) for inmate's signature after being screened by the Visiting Staff.

Visitors may not leave the visiting room unless it is to take prescribed medication.

Former inmates may only visit with prior written permission from the Warden/designee. Reasonable kissing and embracing is authorized at the beginning and end of each visit.

Attorney Visits

An attorney-of-record may visit during regular visiting hours. The attorney must be licensed in the State of Ohio. The Warden's prior approval is needed for attorneys other than your attorney-of-record to visit. Twenty-four (24) hour prior approval is needed on weekends and after hours. Visits by attorneys may be visually monitored but conversation shall not be monitored. Attorneys' must be an approved visitor.

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

Clergy Visits

A minister-of-record may visit during normal visiting hours. Ministers who are related may visit as clergy, but the visit shall be charged as a regular visit. Clergy may not bring additional visitors with them. Clergy are not permitted to deliver packages, correspondence, money, or printed materials to any inmate. The institutional Chaplain must approve clergy credentials. May visit twice (2) a month if on an approved list.

Special Visits

Special visits may be approved for someone who may not be an approved visitor, but where significant reason indicates that such a visit would be beneficial to the offender and would not present a security concern to the institution. An inmate can request the Special Visit in writing through his Case Manager. The request must be on DRC form 2466 and must contain the potential visitor's name, address, and reason for visit, and relationship to inmate. The Warden or designee may grant the Special Visit for hours other than those regularly scheduled for visitation as staffing and space permits. Special visits may not be authorized more than once per inmate every three-month period. Out of state special visitors may be permitted to visit for three consecutive days with the approval of the Warden or designee. Reservation stipulations still apply to special visits.

Circumstances that may warrant a special visit include the following:

- a. Visitors who do not visit on a regular basis (at Warden's discretion);
- b. Clergy;
- c. Persons significant to the offender for the purpose of crisis intervention.

Professional/Official visits may be requested by utilizing DRC form 2466 for the following reasons:

- a. Parole or probation advisors and those acting on behalf of a court of law;
- b. Psychiatrists or other mental health professionals;
- c. Law enforcement, judges and other official visitors granted at the discretion of the Warden;
- d. Social Service Professionals

No visitor of offenders admitted after March 15, 1999 shall be admitted for visitation until the visitor application is received and verification of identity has been established. Visitors may be placed on one DRC offender visiting list. Visitors may visit with more than one offender provided they are an immediate family member and approved on the visiting list for each offender. This does not include and attorney-of-record or clergy-of-record.

Special Management Visits (Non-Contact Visits Only)

Inmates in Security Control shall have the same access to visitation as general population inmates unless security or safety considerations dictate otherwise. Inmates in Disciplinary and Local Control shall be limited to one (1) visit per visitor per month, during week days, with a two hour limit.

All inmates in Security, Disciplinary or Local control shall be cuffed and wear white overalls to the visit. The Shift Commander may order other restraints. The managing officer or his designee reserves the right to deny visiting to any inmate housed in Disciplinary Control. Inmates housed in Security Control may receive visits during normal visiting hours and days. All inmates under Segregation status

shall visit in the Non-Contact visit rooms, and must remain in restraints at all times. Food and beverages are not permitted.

The Warden / designee reserves the right to deny visiting.

RECREATION DEPARTMENT

General Information

General rules and guidelines pertaining to the recreation area are posted in the lobby of the Recreation building. Schedules of recreational programs and events are posted in the housing units and the recreation building to inform the general population with an update on activities.

Recreation Times:

1st Recreation Period 8:20 a.m. – 10:20 a.m.

2nd Recreation Period 1:20 p.m. – 3:30 p.m.

3rd Recreation Period 4:30 p.m. – 8:20 p.m.

*All recreation times are programmed to start after the clearing of institutional count or conclusion of the noon, (time may vary).

Intramural Sports:

All Intramural sports shall be offered at different levels of competition based on ability. Activities include, but not limited to, basketball, softball, flag football, volleyball, billiards, table tennis, music therapy, and arts & crafts.

Direct any questions via the kite system. All kites are to be directed to the appropriate General Activity Therapist.

DEPUTY WARDEN OF SPECIAL SERVICES

The Deputy Warden of Special Services supervises the Education Department, Inmate Health Services, Mental Health Services, Religious Services, Recovery Services Department and the Laundry/Quartermaster Department.

Many of the activities, programs and functions of the aforementioned departments are mandatory and are designed to enhance your level of functioning not only during your period of incarceration but also when you return home.

If you should experience difficulty with any Special Services area, please kite the supervisor of the specific department. If the situation remains unresolved, you should kite the Deputy Warden of Special Services for assistance.

LAUNDRY/QUARTERMASTER

The following items will be issued to each inmate upon arrival at Noble Correctional Institution per Policy 61-PRP-02:

2 Laundry Bags with a bedroll consisting of:
1 Bath Towel (white)
1 Washcloth (white)
3 Pairs of Socks 2 Sheets
3 Under shorts
3 Undershirts 1-2 Blankets
3 State Blue Shirts
3 State Blue Pants
1 Hooded Sweatshirt (when appropriate for existing weather conditions)
1 Coat with hood (when appropriate for existing weather conditions)
(1 pair)Shoes
(1 pair)State Boots (if necessary for work assignment)

*Mattress with built in pillow provided in housing unit.

Any lost or stolen items will not be replaced without a proper theft/loss report completed by the area staff where the loss occurred. The completed report will be submitted to the respective Unit Manager. If the loss is due to inmate negligence (example: unsecured locker box), the inmate will be required to reimburse the institution for those items. If issued item(s) are believed to be purposefully damaged, a conduct report will be issued and you will be charged for that item.

The Laundry/Quartermaster is not responsible for replacing any personal articles of clothing.

Inmates will have the opportunity to exchange state issued clothing and linen on a one for one basis. When an exchange is desired, you will need to complete a DRC 2052 Inmate Clothing Request form with the items you wish to exchange noted on the document and place the form into the mailbox located in the Food Service Building entry doors. Clothing showing extraordinary wear and tear may be exchanged after examination by Quartermaster personnel.

NO SPECIAL TAILORING WILL BE DONE.

The laundry schedule will be posted in the dormitory for quarterly blanket exchanges. The NCI Laundry will attempt to exchange blankets each January, April, July and October.

There are self-serve laundry facilities available in each unit for state and personal clothing.

Upon release from NCI, all inmates will be responsible for all the state items issued to them during their incarceration at NCI. Any items that cannot be accounted for will be charged to the inmate prior to release. Any items that are altered by the inmate shall be considered destruction of state property and the inmate may be issued a conduct report and may be charged for the item.

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DO NOT GO TO THE QUARTERMASTER AREA WITHOUT A PASS!

INMATE HEALTH SERVICES (IHS)

Inmate health care at Noble Correctional Institution is provided 24 hours daily. Routine and emergency services are available. Every staff member is licensed to practice in his/her respective specialty.

Nursing, Medical, Dental, Optometry, Podiatry, and some specialty services are available on site to inmates at N.C.I. Other specialty services are available off site. Access to on site services is by **PASS ONLY**.

Access to specialty services is per order of the N.C.I. Medical Director or Dental Director.

HEALTH CARE SERVICES CO-PAYMENT PROGRAM

A co-payment fee will be charged to inmates who receive a nursing assessment as per ODRC Policy 68-MED-15. A nursing assessment is performed during nurses' sick call, walk-ins, etc. There is no co-pay fee for any dental procedure, whether performed by dental staff or a nurse.

Any staff, observing that an inmate needs medical intervention, shall refer that inmate to Inmate Health Services.

Inmates assessed by a nurse and are charged the co-pay fee, will have no further charge if referred for any additional health related services that may **arise from that visit**.

No inmate shall be denied needed health care or treatment because of inability to pay.

Exemptions from the co-payment charge can be found in the ODRC Policy 68-Med-15: Correctional Health Care Services Co-payment available to you in the Library.

Inmates may contest the co-payment charge by sending an informal complaint to the Health Care Administrator.

NURSES SCREENING CLINIC

Nurse's Sick Call (NSC) is a screening clinic that is held daily. If you have a health problem and need to be seen at medical, you should fill out a **Health Services Request (HSR)**. **This form is found in each dorm and at the chow hall exit beside the white medical mailboxes. Fill out the request and deposit it into the white medical mailboxes at the chow hall exit.** The medical nurses will empty these mailboxes daily and triage your request. You will be passed accordingly. Passes will be distributed with the date and time that you are expected to be at the Infirmary. Once assessed by the nurse, if it is necessary to refer you to the Doctor, another pass will be distributed to tell you when to arrive for Doctor's Sick Call.

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Segregation

A nurse shall visit each special management housing unit (segregation) daily and conduct rounds on each inmate to ensure that all inmates are provided access to health care. As an inmate in segregation, if you feel that you need medical care, you should ask the medical nurse for a Health Services Request Form. Once filled out, the form will be given back to a medical nurse. The nurse will review the request and schedule you to be seen accordingly. **Once seen and assessed by the medical nurse, if a referral to the Doctor is made, you will be scheduled for DSC and seen by the Advanced Level Provider in Segregation.** If you have an emergency or other urgent medical complaint, please inform security or any other staff member and medical will be informed and you will be seen immediately.

Medications

Passes will also be issued for medications, when necessary. Inmates must show their I.D. to receive their medications. Some medications (controlled) will be issued on a single dose basis at specific times during the day. Other medications will be issued to the inmate in multi-dose form. All medication **MUST** be taken as directed by the Doctor; the instructions are on your label. Medications not taken must be returned to Inmate Health Services. Out-dated medication is considered contraband. Medication **MUST** remain in the same package in which it was dispensed. **Generic substitutions will be made by the Pharmacist whenever possible.** If you need refills or a renewal of your medication, you will need to fill out a Health Services Request form at least when you have one week of pills left. **DO NOT WAIT UNTIL YOUR PILLS ARE GONE!** Be sure to include the name of the prescription and the prescription number (found on the medication package) or just peel the top label off your medication package and place it on the Form. On intake, medication and restrictions from the previous institution will be reviewed by N.C.I. medical staff and re-issued if found necessary. Keep your medications secure; **NEVER GIVE OR ACCEPT MEDICATION FROM ANOTHER INMATE.** Medication taken incorrectly can be hazardous to your health. These rules were developed for you safety.

If, after arriving at N.C.I., you are not receiving medication you were being given prior to coming to this institution (i.e. insulin, heart medicine, blood pressure medicine, seizure medicine), notify IHS immediately.

COMMISSARY MEDICATIONS

Non-prescription or Over the Counter (OTC) medications are available in the Commissary (Motrin, Tylenol, nasal sprays, muscle rub ointment, etc) for your purchase. Inmate Health Services Staff are always immediately available for true emergency care. Other medical concerns, however, must be addressed through Nurses Sick Call. The purchase of some basic medicine cabinet items may help to make you more comfortable until you can be seen in Sick Call.

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Inmate Orientation to Dental Care Access

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

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

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

- . Uncontrolled bleeding
- . Broken jaw
- . Constant really bad pain
- . Big swelling and or infection

Urgent Dental Care - Submit an Health Services Request (HSR) form to dental 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
- . 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 ODR
- . Large painful cavity

PODIATRY / OPTOMETRY SERVICES

If you need to see the Eye Doctor (Optometrist) or Foot Doctor (Podiatrist), all referrals to Specialty Clinics, except Dental, are ordered by the NCI Physician. Therefore, there is no need to kite the Eye or Foot Doctor for this service. If you need health information or have a question, send a kite or Health Services Request form to IHS to be sure you get the answers you need.

Inmates may request **eyeglasses** be sent in from home or that the institution optometrist provide a prescription that can be filled by an outside optometry department at the inmate's or family member expense and

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sent into the institution. Eyeglasses sent in from the outside must be authorized by the Health Care Administrator and must meet security requirements. Inmates that are wearing **contact lenses** at the time of incarceration will be permitted to wear them for up to 6 months with all costs being the inmates' responsibility. Those inmates that have a sentence of greater than 6 months shall be referred to the institution optometrist within 3 months.

EMERGENCIES (MEDICAL OR DENTAL)

If a true emergency situation arises, contact your dorm officer, unit staff, job supervisor, etc. They will make the arrangements for you to be seen at the Infirmary or for the nurse to make an emergency run to your area if needed.

NOTIFICATION OF NEXT OF KIN

On intake to NCI, you will be asked to fill out a Next of Kin form while in the Medical area. This information will be placed in your medical file. Your unit staff may request this information from you as well. If your next of kin information should change, send a kite to the Health Care Administrator. You will then be passed to the Medical area to fill out a new Next of Kin form.

If you should be admitted to an outside hospital, the medical staff will notify your next of kin. A letter will also be sent to your next of kin informing them of the admission and where to call for information.

SPECIALTY MEDICAL CARE

Appointments for off site specialty medical care are scheduled in advance. There are long waiting lists to be seen in some clinics. If you wish to refuse a medical trip, do so **BEFORE** the day of the trip. If the refusal is not requested at least 24 hours prior to the trip, it is too late for someone else to be scheduled in your place. If you agree to go on the trip and then refuse on the day of the trip, a conduct report may be written and discipline handled by the Rules Infraction Board. A charge may also be given for the cost of the missed appointment. Attorney visits and Parole Board Hearings are the only justifiable reasons for refusal.

PHYSICALS

Inmates age 50 and over will be offered a physical every year. Those ages 40-49 will be offered a physical every two years.

RELEASE OF MEDICAL RECORDS

Pursuant to ORC Section 5120.21 (C)(2), certified copies of inmate medical records may be released if the signed written request (or release) of the inmate to whom the records pertains, designating a licensed attorney (or firm) or licensed physician to receive the records, and the

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signed request of either the licensed physician or licensed attorney for the medical record. This request should be on letterhead stationery. For more Specific information on access to medical records, refer to ODRC Policies; 07-ODR-02 Records Access and Release and 07-ODR-11 Confidentiality of Medical, Mental Health and Recovery Services Information.

Staff will explain procedures orally to inmates unable to read. Written explanations, in a language clearly understood by each inmate, will be given to all inmates upon arrival in the facility.

FULL STATE DRESS is required when you come to the Infirmary, which includes socks and tied shoes. Exceptions will be made only in emergency situations. Do not bring personal items (i.e. radios, books) with you to IHS.

When in IHS noise must be kept to a minimum. The medical staff are taking care of others while you are waiting, therefore, be respectful of others.

Help yourself to stay healthy. There are many things you can do to maintain your good health. Wash your hands frequently. Cover your mouth and nose when you cough or sneeze. Drink plenty of fluids. Eating a well-balanced diet and getting enough rest are a few simple, effective suggestions.

The Infirmary has been established to **HELP YOU**. Please work with the staff in accomplishing this goal.

RELIGIOUS SERVICES

Religious Services at N.C.I. is coordinated and led by one fulltime chaplain. The mission of the program is to ensure that each inmate has an opportunity to participate in the essential practices of his religious faith as instructed by his faith judicatory. Contract chaplains of specific faiths are made available based on the identified needs of the inmate population. The chaplain will assist inmates in the following areas:

1. Religious Orientation

Orientation is available to all inmates explaining the various aspects of Religious Services in the institution.

2. Religious Services programs

Programs are held for various faith groups in the Chapel. A monthly schedule of services and religious activities is posted in the Chapel and also in the housing units.

3. Religious Counseling

The Chaplain will be available by appointment during normal working hours. If there is an emergency and the Chaplain is not available, contact unit staff. Emergencies take precedence.

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4. Religious Representative

Inmates may have one clergy person identified on his visiting form as his clergy of record. If there are questions regarding adding a clergy of record, please contact a Case Manager.

5. Religious Mail

Religious ordering must include a cash slip signed by the inmate and approved by the Chaplain. All religious material must be authorized and approved by the Chaplain prior to ordering.

6. Religious items

Most religious items sold in OhioPackage.com are approved. The Chaplain keeps information on other approved religious vendors if items are not available through OhioPackage.com. Religious items must comply with the essential needs of all approved religions practiced in ODRC. Check with the Chaplain if there is a question regarding a religious item.

RECOVERY SERVICES

The goal of Recovery Services is to provide clients with the skills to change their thinking and behaviors to cope with high risk situations for drug abuse and criminal behavior throughout their lives. Clients will practice living addiction and criminal free while incarcerated to support their successful reentry to society.

Voluntary Programs

Voluntary programming offered by Recovery Services includes: Intensive out Patient program (IOP), Continuing Care program, Follow-up program, 24 Hour AOD program, AA and NA self help meetings.

Mandatory Program

Mandatory programming is designed for inmates who have been found guilty by the Rules Infraction Board (RIB) of a drug or alcohol related offense. Inmates participating in mandatory education will be required to attend education classes and will be drug tested.

All Recovery Services programs are held in the Recovery Services/Educational Building. Self help meetings will be held in Multi-purpose building You may kite Recovery Services for additional information.

MENTAL HEALTH SERVICES

Mental Health Services provides comprehensive psychiatric mental health services for inmates at NCI. All inmates are screened and evaluated for serious mental illness at their respective Reception Centers and reviewed upon arrival at NCI. A brief orientation is provided to acquaint the inmate with the services offered, and how to access mental health services when needed. Services are provided by professional staff including Psychologists, Psychology Assistants, Social Workers, Mental Health Nurses, and Psychiatrists. All clinical staff are licensed/certified in their respective fields.

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Inmates may request to speak with Mental Health Staff by sending a kite and stating the nature of the problem. If the problem is an emergency situation that needs to be addressed immediately, (such as suicidal thoughts, family deaths) the inmate should contact any unit staff or correctional officer for an emergency referral and measures will be taken for the inmate to be seen that day. Mental health staff are available Monday - Friday 8:30am to 3:30pm. Emergencies occurring in the absence of mental health staff will be seen by the Shift Commander. Inmates may also kite to request to participate in programming offered by the department. Mental Health Services does not assist inmates with bed or dorm moves, job changes, refusal to lock, or any other special privileges; these requests need to be addressed through proper channels. Psychotropic medication is not prescribed for sleep.

EDUCATION DEPARTMENT

The Education Department here at Noble Correctional Institution offers a variety of educational programs. All Educational programs are offered at no cost to inmates. Qualifications for most of the programs are based on Test of Adult Basic Education/Comprehensive Adult Student Assessment System reading scores. Most programs here at Noble Correctional have a waiting list. The length of time spent on the waiting list varies by program type and EDS/Parole date. Career Development programs generally have the longest waiting list due to the nature and length of these programs. Each November the Education Department will recognize the accomplishments of inmates that earn educational certificates at the annual Graduation Ceremony.

Mandatory Education Policy

There are two specific categories that require inmates to attend education programming:

1. Inmates who do not have a verified high school diploma or GED on file in the Education Office and who read at a level of 9.0 and below on the Test of Adult Basic Education (TABE) or 239 or below on the Comprehensive Adult Student Assessment System (CASAS) will complete at least two quarters (6 months excluding all segregation time or outside court/medical restrictions exceeding 10 class days) of Adult Basic Literacy Education or Pre-GED instruction.
2. Inmates who do not have a verified high school diploma or GED on file in the Education Office and read above 9.0 on the Test of Adult Basic Education (TABE) or 240 or above on the Comprehensive Adult Student Assessment (CASAS) will be enrolled in GED instruction for no less than two quarters (6 months excluding all segregation time or outside court/medical restrictions exceeding 10 class days.)

Enrollment Priority

Enrollment priority will be given to four groups of inmates:

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1. Inmates under 22 years of age who are identified as a student with a disability or a student who is suspected of having a disability, as defined in DRC 57-EDU-11.
2. Inmates under 22 years of age.
3. Inmates with the earliest release or parole consideration dates.
4. Inmates who have not obtained a high school diploma or GED and are in the process of being hired to work for an Ohio Penal Industries Shop.

The educational programs offered at NCI are as follows:

ABE / Literacy Unit:

The Adult Basic Education program offered at NCI services students with reading scores at a level of 6.0 and below on the Test of Adult Basic Education or a 227 or below on the Comprehensive Adult Student Assessment System.

Pre-GED:

Inmates with reading scores between 6.1 and 9.0 on the Test of Adult Basic Education or 227 to 239 on the Comprehensive Adult Student Assessment System are assigned to the Pre-GED program. This program is designed to prepare students for the GED test.

GED:

Inmates with reading scores of 9.1 or above on the Test of Adult Basic Education or 240 or above on the Comprehensive Adult Student Assessment System are assigned to the GED program.

Computer Lab:

Inmates who are waiting to be assigned to school may sign up on a volunteer basis to use the computer lab in the Education Building to work on getting their GED. GED study guides may also be checked out of the computer lab.

GED Study Groups:

Inmates wishing to pursue a GED certificate can also prepare for the test by participating in GED study groups held in the Library on Sunday afternoons and Wednesday/Thursday evenings. The GED study groups are voluntary and available to anyone who does not have a verified HSD/GED on file. If interested in attending the GED study groups please see Mrs. Hupp in the Library.

Special Education:

If a student comes to Noble Correctional Institution with an active

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Individualized Education Plan (IEP) he will be assigned to school. His TABE/CASAS scores will determine the class he takes part in.

Special Needs:

Inmates with special needs should make those needs known to the Education Department so that accommodations can be made to assist them in attaining educational success. Special needs include learning, vision, and hearing difficulties. Special needs might also include mental and physical handicaps.

Career Development Programs:

Two Career Development programs offered here at NCI. Enrollment into these programs is based upon student interest, time to complete the entire program, and a reading achievement level of 8.0 or above on the Test of Adult Basic Education (TABE) or a reading achievement level of 231 or above on the Comprehensive Adult Student Assessment System (CASAS). Career Development Programs are longer in length than academic programs. Each program requires a minimum number of hours of participation. These hours are divided among classroom and lab hours. The Education Department requires that a student have at least 12 months to complete a Career Development Education Program. All Career Development Education Programs have a waiting list. If interested in a Career Development Education Program kite the Guidance Office. Inmates are limited to one Career Development Program during their incarceration. The Career Development Programs offered are as follows:

1. Carpentry
2. Turf Management

Enrollment Priority:

Enrollment Priority will be given to the following inmates wishing to enroll in a Career-Technical Education Program:

1. Inmates under 22 years of age who are identified as a student with a disability or a student who is suspected of having a disability, as defined by DRC 57-EDU-11.
2. Inmates with the earliest release or parole consideration date, insuring that the inmate has enough time to complete the program.

Career Enhancement Programs:

Two Career Enhancement programs are offered here at NCI. Career Enhancement programs are offered to offenders serving their 45-365 days. Turf Management and Carpentry Career Enhancement Programs are five weeks in length. There are eight different modules for each program offered throughout the year. If time allows, an inmate can complete more than one five week module during their incarceration. The Career Enhancement programs and modules for each include:

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*Carpentry-Career Enhancement

Roof Framing
Application of Roofing Materials
Forms & Concrete
Decks and Stairs
Application of Exterior Siding
Wall Framing
Print Reading/Estimating/and layout
Construction Math & Measurement

*Turf Management

Introduction to Horticulture
Landscape Construction
Basic Landscape Maintenance
Equipment Operation and Maintenance
Retail Horticulture Operation
Grounds keeping and Flowerbeds
Interior Plantscaping and Greenhouse Production
Landscape Design

Enrollment into these programs is based upon student interest and enough time to complete a five week program. No reading level is required for Career Enhancement programs. All Career Enhancement programs will include sections on safety, a specific trade skill, and employability. Upon successful completion of a Carpentry Career Enhancement program inmates will receive a 10 hour OSHA card. If interested in a Career Enhancement program kite the Guidance Office.

Enrollment Priority:

Enrollment Priority will be given to the following inmates wishing to enroll in a Career-Technical Education Program:

1. Inmates under 22 years of age who are identified as a student with a disability or a student who is suspected of having a disability, as defined by DRC 57-EDU-11.
2. Inmates with the earliest release or parole consideration date, insuring that the inmate has enough time to complete the program.

Testing:

The Comprehensive Adult Student Assessment System and Pre-GED tests are given at the end of each academic quarter. The CASAS is given to measure a student's progress in the areas of math and reading for the quarter. If CASAS scores of an individual student are high enough he may qualify for the Pre-GED test, which measures a student's ability in five content areas. These include: **Writing, Social Studies, Science, Literature, and Mathematics**. To pass the

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Pre-GED a student must achieve an overall average score of 450 and a minimum score of 410 on each of the five sections. Once a student passes the Pre-Test he is eligible to take the official GED. GED testing is conducted monthly here at NCI. No application fee is required to take the GED test.

Advanced Job Training:

There are 2 one-year certificate programs offered here at NCI by Muskingum University. The Programs include:

1. Small Business Management
2. Business Communications

In order to be eligible to enroll in an Advanced Job Training program, an inmate must meet the following criteria:

1. Meet all applicable criteria, as specified by the college or University
2. Have attained a High School Diploma/GED
3. Have attained a reading score of 231 or above on a C level test or higher of the CASAS or an 8.0 or above on the TABE.
4. Have less than 5 years to a Parole Board Hearing or release from incarceration.
5. Have enough time to complete at least one term prior to release date or Parole Board hearing date + 60 days.
6. Have been found guilty of no more than two Rule violations by the full Rules Infraction Board within the past rolling calendar year.
7. Have not previously completed one two-year program or two one-year programs offered through the Ohio Penal Education Consortium.
8. Have agreed to and signed the Terms of Enrollment Agreement form.

Anyone interested in enrolling in an Advanced Job Training Program should kite the Education Office.

Apprenticeship:

NCI currently offers apprenticeship-training opportunities to inmates in the following areas:

- a. Animal Trainer-Mr. Davis-Recreation
- b. Plumber-Mr. Warner- Maintenance

In order to be eligible for admittance into an approved Apprenticeship training program, an inmate must meet the following criteria:

- a. Be at least 18 years of age.

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b. Have enough time remaining on their sentence to complete at least one-half of the required training schedule hours of their Apprenticeship prior to release. c. Must be physically able to perform all work required in the Apprenticeship program.

If interested in participating in an Apprenticeship program you can kite the Apprenticeship Supervisor of the program you are interested in for further information.

Tutoring:

The success of any educational facility depends greatly on the individuals who work for the facility. We are in constant search of quality tutors to work for our department. In becoming a tutor you not only have the opportunity to better yourself but also the lives of others. To become a tutor at NCI you must meet the following requirements:

1. Must have a GED or High School Diploma on file.
2. Take part in CEA Tutor Training or have tutor certificate on file.
3. Must have reading scores of 10.0 or higher on the Test of Adult Basic Education or 241 or higher and a math score of 226 or higher on the Comprehensive Adult Student Assessment System test.
4. Be interviewed for the job and assigned to a teacher.

If you are interested in becoming a Tutor you can kite the Education Department.

Attendance Policy:

The Education Department takes student attendance very seriously. If you are enrolled in school you are required to attend. If an individual wants to maximize his learning potential he should be in class every day. Students will receive a conduct report for every unexcused absence or tardiness from class. Inmates eligible for Earned Credit should keep in mind that one (1) unexcused absence for a given month prevents them from receiving good days.

Library Services:

The NCI Library offers a variety of materials for inmate use. The Library has its own collection of books, videos, books on tape, and TV/VCR access. The library also offers a variety of newspapers and magazines to choose from. Non-fiction books not found in our collection may be obtained through inter-library loan from Southeastern Regional State Library. Ask the Librarian if you wish to request a book through inter-library loan. The Law Library is available by signing up for access. A wide variety of legal materials are available for inmate use in the Law Library. Legal copies can be obtained through the Library at a cost of five (.05) cents per copy. The Library also has computers and typewriters available to use for legal work. Library hours are always posted on the bulletin board in the main lobby of the Education Building and in each housing unit.

COMMUNITY SERVICE

Inmates classified as Level 1A housed in the cadre unit (D1) will have the opportunity to be selected for the outside community service work program. All inmates will have the opportunity, and are encouraged, to participate

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in community service projects within the institution. Community service work may be performed in various locations within the institution and will be supervised by NCI staff. Each inmate who performs community service work shall complete the community service workshop. Inmates interested in performing community service should kite the Community Service Coordinator. Attendance records and hours of community service completed will be maintained for those participating in community service.

VOLUNTEER SERVICES

NCI has numerous community volunteers that assist in programming throughout the institution. Volunteers provide service in Recovery Service programming, Religious Services, as well as other programming. They are recruited from various cultural and socio-economic parts of the community. Schedules of programming that involve community volunteers are posted in the multi-purpose building and other locations deemed appropriate. Volunteers are invited to NCI to provide programming services and they are limited in their authority. If you have any questions or concerns in regards to volunteers, please contact their escorting staff or kite the Special Services office.

RE-ENTRY

Re-Entry is a system governing the return of offenders to the community following a period of incarceration in an institution. It means that offenders are prepared to be released, and are better off at the time of their release than at the time of their admission.

All offenders will be screened as part of this process. As part of the screening, the offender will appear in front of a Re-Entry Management Team (RMT) who will make recommendations for the offender to attend particular programming through completion of a Re-Entry Accountability Plan (RAP). The offender will then receive periodic screenings by the RMT to monitor their progress in preparing them



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

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

Incidents or Suspicions of Sexual Abuse, Sexual Harassment and Retaliation
Can be reported to ANY STAFF Member:

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

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

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

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

- By calling (614) 728-3155
- By emailing DRC.ReportSexualMisconduct@odrc.state.oh.us

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

PREVENTION/DETECTION

All inmates shall be screened and assessed upon admission to the Department and for all subsequent intra-system transfers. All inmates shall be assessed for risk of sexual victimization or abusiveness within 72 hours of intake and upon transfer to another institution. These screenings shall be initiated in the PREA Risk Assessment System by medical personnel during

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intake medical assessments and shall be completed by unit management within the 72 hour period. No sooner than 15 days, but no later than 30 days from the inmate's arrival at any

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

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

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

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

SELF-PROTECTION



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

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

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

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

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

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

RESPONSE

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

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

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

Medical Services Responsibilities

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

Mental Health Responsibilities

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

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



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

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

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

INVESTIGATIONS

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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