

**SOUTHEASTERN CORRECTIONAL  
COMPLEX  
INMATE HANDBOOK  
October 2013-2014**

**INTRODUCTION**

The Southeastern Correctional Complex (SCC) houses minimum and medium security level inmates. It also maintains a minimum security Intensive Prison Program as well as a Reintegration Dorm. It is the intent of this Complex to provide an environment that is as normal and relaxed as possible. This environment promotes positive interaction between the inmates and staff which will ultimately lead to inmates developing a higher level of self-esteem and improved morale.

An emphasis is placed on re-entry, through replicating the "outside" work environment while providing relevant programming. This programming is designed to reduce the shock of reintegrating into the mainstream of society upon release and to help adapt more readily to a normal life.

**WARDEN:**

The Warden is responsible for the complete operation of the Complex and is charged by law with the responsibility of confining inmates until they are legally released. Inmates may kite the Warden or speak to her on the yard. Inmates should first try to resolve problems through their Unit Management staff or the staff that supervise the area regarding their issues and utilize the chain of command.

**WARDEN'S ASSISTANT**

The Warden's Assistant is responsible for assisting the Warden in a variety of administrative, managerial, and operational matters.

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

The Warden's Assistant acts on behalf of the Warden as the public information officer, oversees the disciplinary procedure through review of Disciplinary appeals, and may chair institutional committees and conduct investigations concerning inmate misconduct. The Warden's Assistant is also directly responsible to supervise the Power Plant, the Record Office, and Fire/Safety Coordinator.

**INSPECTOR OF INSTITUTIONAL SERVICES**

The duties of the Inspector of Institutional Services are defined in the Ohio Administrative Code 5120-9-29. The inspector regularly conducts inspections to ensure that departmental rules and policies affecting services to inmates and the security of the Complex are followed. The inspector oversees the inmate grievance procedure.

The inmate grievance procedure is a way to voice concerns or problems that come up during your time in prison. This may include complaints about how you are treated, living conditions,

staff, inmates, rules, policies and procedures. Using the grievance procedure can resolve many complaints and correct problems.

There are three steps in the procedure. It is hoped that you will be able to resolve your problem at the lowest possible step. At each step you will have the chance to voice your problem and explain what happened. If you have a problem, do not wait. Each step of the inmate grievance procedure has specific time limits. There is a specific form designated by the chief inspector to use for each step. Only forms designated by the chief inspector may be used in this process, such forms shall be reasonably available to inmates regardless of their disciplinary status or classification. Inmates shall not be required to advise a staff member, other than the inspector of institutional services of the reason the form is being requested.

**(1) The filing of an INFORMAL COMPLAINT-step one:**

The filing of the informal complaint is the first step of the inmate grievance procedure. These forms are available through your unit staff. If you have problems getting this form, you should kite to the inspector. You have 14 days from when the problem happened to file your informal complaint. The form is easy to complete: fill in all the blanks, write neatly, and be brief. Explain who, what, where, and when. Use a new form for each problem. After you complete the form, send the white and canary – yellow copies, by kite, to the supervisor of the department in charge of your complaint. Your unit staff or the inspector can tell you who to send it to. Send the pink copy to the Inspector. The goldenrod copy is yours to keep. When the staff member receives your complaint, they will investigate and respond within 7 days. You should receive their answer on the canary-yellow copy of the form. If you do not receive an answer within 7 to 10 days, then you should contact the institutional inspector. If your concern is not taken care of, you should file a grievance. Some types of complaints need quick action, such as if you may be physically harmed or have experienced an unreported use of force, let a supervisor know and then tell the inspector. If you experience inappropriate supervision or retaliation, contact the inspector directly. The Inspector may tell you to file a grievance instead of starting with an informal complaint. Refer to AR5120-9-04 Appropriate Supervision which is available in the library for inmate access.

**(2) The filing of the Notification of GRIEVANCE-step two:**

If the inmate is dissatisfied with the informal complaint response, OR THE INFORMAL COMPLAINT PROCESS HAS BEEN WAIVED, THE INMATE MAY obtain a notification of grievance form from the inspector of institutional services. All inmate grievances must be filed by the inmate no later than fourteen (14) calendar days from the date of the informal complaint response or waiver of the informal complaint step. The inspector of institutional services may also waive the timeframe for the filing of the Notification of grievance, for good cause. Only the inspector can give you a grievance form so you must kite the inspector and ask for one. If you need help with the form ask the inspector or your unit staff. The form is easy to complete: fill in all the blanks, write neatly, and be brief. Explain who, what, where, and when. Stick to the facts. If applicable, state the policy your complaint refers to. After you have completed your grievance form, attach the canary yellow copy of the informal complaint and send it to the inspector. The pink copy of the grievance form is yours to keep. The inspector will read your grievance. The Inspector will then investigate your complaint. Most of the time the Inspector will finish the investigation in 14 days, however, if the inspector needs more time then they will let you know. When the investigation is complete the Inspector will tell you what they found on a disposition of grievance form. The Inspector will send you the canary yellow copy of the grievance you filed, the canary yellow copy of any informal complaint you sent and the completed disposition of grievances.

**(3) The filing of an APPEAL OF THE DISPOSITION OF GRIEVANCE-step three:**

Read the Inspector's disposition. If you are not satisfied with the finding or if you feel a mistake was made then you may appeal to the chief inspector. You have 14 days from the date of the disposition to appeal to the chief inspector. Ask the Inspector for an appeal form. Read the instructions on the form. Be sure to fill in all the blanks, write neatly, and be brief. Explain why you do not agree with the Inspector's decision. Stick to the facts. Do not add new complaints. Mail the appeal to the Chief Inspector. The Chief Inspector's address is on the form or you can contact the Inspector. You will receive the decision of the Chief Inspector in about 30 days. If they need more time to investigate they will notify you. THE DECISION OF THE CHIEF INSPECTOR IS FINAL. Grievances against the warden or inspector of institutional services must be filed directly to the office of the chief inspector within thirty (30) calendar days of the event-giving rise to the complaint. Such grievances must show that the warden or inspector of institutional services was personally and knowingly involved in a violation of law, rule or policy, or personally and knowingly approved or condoned such a violation. The chief inspector or designee shall respond within thirty (30) calendar days of receipt of the grievance. The chief inspector or designee may extend the time in which to respond for good cause, with notice to the inmate. The decision of the chief inspector or designee is final.

**Use, Misuse, and Restrictions:**

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

**Guarantee Against Reprisals:**

Staff know that they cannot punish you for filing a complaint. Retaliation for the Use of the Grievance Procedure is STRICTLY prohibited. If you believe that staff are treating you differently because you filed a grievance contact the Inspector immediately. The Inspector will investigate and if substantial evidence is found, staff may be disciplined.

**Confidentiality:**

Records and other documents about your use of the grievance procedure are protected. The chief inspector and institutional inspector keeps all grievance records. The inmate grievance procedure is explained in AR5120-9-31 and more information may be found in AR5120-9-29 and AR5120-9-30. These Administrative Rules are available in the library for your use.

**INSTITUTIONAL INVESTIGATOR**

The Investigator is an employee whose primary assigned duties include investigations of alleged violations of Administrative Rules, Policies, and Procedures and any criminal proceedings. The Investigator also oversees the inmate Telephone System.

**RECORD OFFICE**

The Record Office is not responsible for calculating your release or parole hearing dates, any additional sentences or additional jail time credit. If you feel you have not been credited with all the jail time you served in the county, it is your responsibility to contact the sentencing judge to request that a certified journal entry be sent to the Bureau of Sentence Computation (**BOSC**) with the amount of jail time you are to receive. This information will only be accepted

from the judge. **Question or disputes of your time/outdate may be mailed to the Bureau of Sentence Computation at P. O. Box 450 Orient, Ohio 43146.**

You may be eligible for earned credit. If you are sentenced under the old law (HB 261) and you have not been seen by the Parole Board, you would be eligible to receive three (3) days a month for being minimum status and/or two (2) days a month for working at OPI, going to school or participating in the approved substance abuse programs. If you are serving mandatory time you will not be eligible. If you have been receiving earned credit while at another institution, you will continue to receive it, if you have not reached the limit you are eligible to receive. If you are sentenced under the new law (SB 2), you are also eligible for earned credit; however, you will only receive one (1) day per month. Again you must work at OPI, go to school, or participate in the approved substance abuse programs. The new law does not allow you to receive credit for being minimum status.

### **INMATE RELEASES:**

**PAROLE BOARD:** If you have a Parole Hearing Date, you will see the board (2) two months prior. If granted a parole, you will leave on or after the date set by the Parole Board.

### **PAROLE BOARD:** **INMATE HANDBOOK INSERT - 2014**

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

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

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

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

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

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

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

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

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

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

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

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

**SPECIAL CONDITIONS**: Special conditions of release (either parole or PRC) are imposed by the Parole Board and must be adhered to while under supervision. These special conditions include, but are not limited to: mental health screening and programming if indicated, sex offender screening and programming if indicated, and substance abuse screening and

programming if indicated. Please note that if you participate in and successfully complete programming while incarcerated, you will receive credit for this participation and it can effect whether or not a special condition will be mandated while under supervision.

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

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

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

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

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

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

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

**End Parole Board Insert - 2014**

**JUDICIAL RELEASE:** A type of early release you can request from your sentencing court. You will be on probation for 1-5 years if it is granted. It is the sole discretion of the court whether you receive it or not.

You qualify as long as all of your prison time is not mandatory and you are not serving a prison sentence of 10 years or less.

Length of Sentence	When to file
Less than 2 years	After 30 days in prison
2 years to less than 5 years	After 180 days in prison
5 years	After 180 days in prison with special memorandum
More than 5 years to 10 years or less	After 5 years in prison

If you believe that you qualify, contact your attorney to file a motion for you or you can file one yourself. If you plan to file yourself, contact your unit staff for more information. The record office does not handle this matter.

**JAIL TIME CREDIT:** If you feel you have more days due, send a letter to your sentencing judge.

Release dates, parole board dates, jail time credit, crimes, case numbers, county, length of sentence is all information that can be found out in your unit during classification. This information is usually contained in your Unit File. If you have any questions about these, see your Case manager.

Leads and NCIC will be ran (30) thirty days prior to your release. It will not be run upon the inmate's request. On your release day, if being picked up by family, tell them to be here ***no earlier than 9:00 am***

**FAST AND SPEEDY PROCESS:** In order to file a quick and speedy several factors need to be considered:

1. The charges must be on an untried indictment. In other words, if you have been to court on the case, you cannot file a quick and speedy and you will need to contact the county.
2. The records office needs to have the following information to file a fast and speedy: the county, the charges, the case number, and a copy of the warrant.
3. If you would like the Records Office to Request a warrant they need the following information at minimum: The County.
4. No quick and speedy will be filed on any charges related to an original traffic offense.
5. If you have any questions concerning your case after it is filed, please contact that county.
6. No quick and speedy can be filed on an Immigration Detainer
7. No quick and speedy can be filed on a probation violation
8. You are able to go to the law library and do it yourself. There is a law library clerk available to assist you.

## **SAFETY**

### **CHEMICAL CONTROL:**

The following instructions regarding chemical control are mandatory and all inmates that are issued chemicals are required to follow these instructions at all times:

1. When you are issued a container of chemicals to use, you must give your ID to the staff member. You will be responsible for the container and it must be in your possession at all times.
2. The staff member will give you instructions on the proper use of chemicals. Follow their instructions at all times.

3. Never mix any chemical products or use any chemical that is not in the original container and has the original Label intact.

#### ACCIDENT REPORTING:

It is your responsibility to report any injury or accident to your Staff Supervisor immediately if you are injured on the job or any other activity. This is *mandatory*.

#### HIV VIRUS:

1. Tattooing is a Rule Infraction and can lead to the spreading of AIDS by using contaminated needles.
2. Sexual activity with other inmates is a Rule Infraction and can lead to the spread of AIDS.
3. Statistics support that the second leading cause of death in the prison system in the United States is the AIDS virus. Both of the above activities are serious threats to your health and they will NOT be tolerated.

#### LIVING QUARTERS SANITATION:

All inmates are responsible for the maintenance of their living quarters in accordance with posted rules issued by the Managing Officer. You are expected to keep your living quarters clean.

#### SAFETY:

Safety is everyone's concern at SCC. When you are assigned a job and are given Personal Protection Equipment such as Safety Glasses, Rubber Gloves, Earplugs, etc. It is mandatory that you wear them properly at all times. Training in each job area is also mandatory. Do Not Operate any equipment unless properly trained and the training is complete and signed off on by the staff conducting the training.

#### FIRE PREVENTION:

The threat of fire is of great concern at SCC. Fire drills are conducted on a regular basis and your cooperation in evacuating the area is mandatory. It is imperative that you evacuate the area in a timely and orderly manner. Fire Evacuation Plans are posted in all areas and it is for your protection to know them. It is mandatory that you follow the directions given to you by the staff during an evacuation.

#### TORNADO DRILLS:

Tornado drills are conducted in various areas of the Complex. It is mandatory that you follow the directions that the staff will give you.

#### **THE BUSINESS OFFICE**

The BA3 is responsible for the business operations of the institution and procurement of all equipment and supplies. The BA3 oversees the Business Office, the Cashier's office, Commissary, Laundry, Storeroom, Farm, OPI, Quartermaster, Garage and all contract services. If there are any questions related to these sections, first contact the supervisor of the specific department concerned.

#### **FOOD SERVICE**

All general population inmates eat in the inmate dining room. You will be called to the Dining Room by dormitory. Inmates will be given 10 minutes to get to chow once their dorm is called. Meals are served at approximately 6:30 am, 11:30 am, and 4:30 pm



You must have your ID card visible when you go to meals. Inmates are permitted to bring personal flavored drink mixes to the inmate dining rooms for the noon and evening meals. When you enter the dining room, form two lines. Go to the computer scanner, slide your ID through the computer scanner, and then move to the steam table to be served. When you are finished eating, you are to return your tray to the dish room. Eating utensils are to be placed in a separate container and all condiments, wrappers, and plastics are to be removed prior to the tray being returned to the dish room. You may not take any food or drink from the dining room. If you are on a medically ordered diet, you will go to the line designated to serve special diet needs.

The issue of a medical diet is a direct order. You must show your special diet card to the Line Coordinator as you move through the serving line. Inmates on special diets are to be responsible for ensuring he is picking up his medically ordered diet meal. Inmates on special diet meals should understand it is important that the medically ordered diet is being followed accordingly. Inmates who do not pick up their medical diets may be subject to disciplinary actions. Make sure to direct questions specific to the diet to the doctor. If you choose to be on a vegetarian diet, substitute items are available. Inmates who are in isolation will be served in their cells in isolation.

Food Services are provided through a private vendor managed by the Business Administrator-3.

**Rules to follow:**

1. Do not ask for special portions.
2. No line jumping. You will be served in turn.
3. Do not argue with the server.
4. You are to sit where the security staff designates for you to sit.
5. You may not return to the serving line, unless directed by staff

**POWER PLANT**

The Power Plant is responsible for maintaining steam heat and hot and cold water. It is also responsible for the maintenance of the boilers and the electrical transmission to most of the Complex.

**CASHIER'S OFFICE**

Each inmate has a personal account, which shows income and expenditures. State pay is posted and will be available for spending during the week in which the 10<sup>th</sup> of the month falls.

Inmates being released directly from the Institution will receive Gate Pay. Inmates will not receive Gate Pay if the inmate is being released on detainers or Away With Leave (AWL) to Court status for suspended or vacated sentence or judicial release.

**PERSONAL ACCOUNT SPENDING:**

You may spend the money from your personal account at commissary or by signing a cash withdrawal slip for outside purchases and other charges. A cash withdrawal slip may be made out to the following: 1) Inmate's Attorney-of-Record, 2) The courts and/or Judicial Court personnel, 3) Companies that the inmate is dealing with directly for purchase of approved items. See unit staff for approved catalog companies list.

**TO MAIL MONEY FROM THE INSTITUTION YOU NEED TO:**

1. Sign and print your cash withdrawal slip (print your first and last name) and write your Institution number. **DO NOT PRINT SIGNATURE**

2. A Unit Staff Member must sign your cash withdrawal slip witnessing your signature.
3. The amount of money must be written on the cash slip.
4. You must use an open, stamped, addressed envelope.
5. When ordering items, a complete list of the items to be purchased is required with the cash withdrawal slip.

Failure to follow the rules previously listed will result in the cash withdrawal slip being returned to you. You may get cash withdrawal slips from your Unit Staff. If you do not have enough funds to cover your cash withdrawal slip, it will be returned to you marked "INSUFFICIENT FUNDS".

### **INMATE COURT ORDERED FUNDS (RESTITUTIONS):**

Upon receipt of a certified copy of a judgment of a court of record in an action in which an inmate was a party that orders an inmate to pay a stated obligation, the DRC may apply such money toward payment of the stated obligation to the court (refer to AR5120-5-03 available in the law library to view). The Warden's Office oversees the Court ordered obligations.

### **INVESTMENT OF INMATE FUNDS:**

1. Individual investments: When you have a balance of more than \$100.00 in your account, you may request the managing officer to invest the amount over \$100.00 in either of the following:
  - A) U.S. Savings Bonds "EE" Bonds
  - B) Certificates of Deposit. Investment in c.d. must be made in multiples of \$1,000.00. CD's must be purchased and cashed in person and the Cashier's office only deals with local banks.
2. Series "EE" bonds will be purchased in your name. Series "EE" bonds and Certificates of Deposit will be held in the Cashier's office. Anytime you purchase bonds, you will be given a receipt. It is the inmate's responsibility to remember that he has bonds upon release or transfer. You may kite the Cashier's office if you have any questions.

### **CASHIER AND MONEY PROBLEMS:**

1. Keep all receipts.
2. Keep envelopes that have been stamped that you received money orders. These are the same as receipts. It will take approximately five (5) working days for posting to your account.
3. Write down the amount you spend on concessions, dues, etc.
4. Keep track of state payday. Your money will not be posted until your pay week. State pay is posted after the first of the month and is available the week of the 10<sup>th</sup> each month.
5. Account printouts will be provided by request of a kite. There will be only one printout per month, as needed.
6. Specific questions need to be addressed to the Cashiers office by kite.

### **INMATE COMPENSATION AND RELATED MATTERS**

Administrative Rule 5120-3-08 governs the standards by which inmate pay is decided. All job changes, job transfers, and job requests must be submitted to the unit staff.

### **COMMISSARY**

You may be permitted to go to the Commissary once ever week. Upon entering the Commissary, you must have your ID badge to present along with your completed commissary slip and (Hocking only) Commissary dorm badge. Commissary shopping slips are to be obtained

from dorms or at the Commissary. Commissary items and price list are available on all dorms and at commissary for you viewing. New items and Out of Stock item lists are available for you to view at the Commissary. COMMISSARY HOURS ARE MADE AVAILABLE IN THE DORMS AND AT THE COMMISSARY.

Inmates are allowed to spend up to \$115 for privilege level 1 and \$90 for privilege level 2 a week on Commissary merchandise. There are limits on several items that can be purchased at one time. (Do not argue with the Commissary staff regarding your account. If you feel that there is an error, you may kite the Cashier's office for account balance issues.) WHILE SHOPPING YOU MUST WEAR YOUR STATE ISSUED UNIFORM.

As you move along the counter, your purchases will be placed in a container and issued to you at the checkout window. You MUST stay in line while your commissary order is being filled. You cannot leave, your order will be cancelled or voided out.

IT IS IMPORTANT THAT YOU CHECK YOUR PURCHASES PRIOR TO LEAVING THE CHECKOUT WINDOW. NO ADJUSTMENTS CAN BE MADE ONCE YOU LEAVE THE AREA. If you overspend, some of the items you purchased will be removed from your order.

DO NOT present any ID except your own; Do not litter or prop feet against the walls; no loud noises and no headset while in line. Line jumping is prohibited and will result in the loss of commissary privileges for that day. You must keep commissary slips to document purchase of commissary items. Segregation inmates eligible for commissary do not go to the commissary; their items will be ordered and delivered to the Segregation Units.

### **SCC-HOCKING UNIT ONLY**

Each dormitory will have commissary badges. When offenders want to shop, they will sign up on the commissary sign-in sheet located at the dorm officer's desk. The officer will issue out commissary badges to the first batch of offenders off the list; no earlier than 1 hour prior to the start of commissary. The time of issue will be recorded on the commissary log.

Offenders will be permitted to wait quietly in line 15 minutes prior to the start of commissary. Every 30 minutes commissary staff collect the badges and return them to the dorm's by runner's and the next group of offenders on the list will be issued a dorm badge until the end of shopping hours. YOU WILL NOT BE PERMITTED TO SHOP WITHOUT A DORM SHOPPING PASS.

## **JPay**

### **Introducing Email for Ohio Offenders**

- Family and friends sign up at [www.JPay.com](http://www.JPay.com) (credit/debit card required)
- For more information or to sign up for an account, visit [www.JPay.com](http://www.JPay.com) or [www.JPay.com](http://www.JPay.com) (800) 574-5729



### **Ohio Department of Rehabilitation and Correction NOTICE TO ALL OFFENDERS**

#### **How Telephone Debit (Prepaid) Calling work**

- Offender Debit (Prepaid) phone time can be purchased in \$5 increments
- Funds will be available for use 24 hours after the purchase. NO PHONE CARDS will be issued.

- At the beginning of each phone call, the system will offer a prepaid or collect calling option.
- Debit (Prepaid) calls will only be allowed to telephone numbers on the “approved” number list.
- The balance remaining on the debit telephone account, along with the cost of the call, will be announced at the beginning of each call attempt.
- No refunds will be issued for purchased phone time until release.

#### **Credits for incomplete but charged call**

- Leave a message on the GTL offender Complaint line by dialing \*1995 from the offender phone
- Required Information: Full Pin Number, Phone Number dialed, Time and Date of the Call, Problem experience.
- Requests are researched. A written response will be sent within 3 business days.
- **There is NO credit for disconnected calls made to a cellular phone**

#### **A valid Telephone PIN Number is required**

A valid 11 (eleven) digit Offender telephone PIN Number is required to make any calls from The Offender Telephone System

#### **To Reset a Telephone Pin Number**

- Dial \*1995 from the Offender Phone to leave a message to request a new PIN number
- A new PIN number will be assigned, and a written response will be sent within (3) three business days.

#### **All calls are subject to monitoring and recording**

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## **TOUCHPAY**

### **Payment Systems**

- Add money to an offender’s personal account.
- Money is available to offender the next business day following deposit.
- Service is available 24 hours a day / 7 days a week
- Debit/credit card ● Cash at kiosk
- Cash with Green Dot MoneyPak

### **Three new, easy ways:**

- **Kiosk: Located in lobby of all Ohio prisons**
  - Add money to offender personal account
  - Cash, credit, or debit accepted
  - Offender institution ID # required
- **Online: [www.ODRCpayments.com](http://www.ODRCpayments.com)**
  - Add money to offender personal account
  - Credit, debit, or Green Dot MoneyPak card accepted
  - Offender institution ID # and ODRC Locator #143201 required
- **Telephone: 1-877-868-5358 (toll free)**
  - Add money to offender personal account only
  - Credit, debit or Green Dot MoneyPak card accepted
  - Offender institution ID # and ODRC Locator #143201 required

## There is a convenience fee to use this service

### INMATE QUARTERMASTER (CLOTHING)

#### INMATES FROM RECEPTION:

Upon your arrival, you will be issued the following items (up to the listed number).

3 pair of blue pants	1 towel
3 blue shirts	1 wash cloth
3 pair of briefs	2 sheets
3 pair of socks	1 blue sock hat
1 laundry bag	1 laundry bag
3 t-shirts	1 blue hooded sweatshirt
1 blanket	
1 winter coat	
1 pair of boots or shoes (if not received at reception)	

#### Clothing Exchanges:

S.C.C. shall provide inmates with the opportunity to exchange state issued clothing and linen when they become worn and unserviceable as determined by the Quartermaster staff after being here a year or longer.

Socks, T-shirts, Underwear, Towels, Wash Cloths, Pants, Shirts will be exchanged on a one for one basis if you do not have the items you are exchanging you will be charged for replacement.

If you receive a clothes box it will be documented on your clothing card as a part of your yearly issue. All inmates must use the **kite system** to inquire on eligibility for exchange. You can obtain this paperwork from your Unit Sergeant. If you're eligible you will be sent a pass if you were not eligible the Quartermaster will send you a response on why you were denied.

#### **REPAIRS:**

1. Clothes must be clean or they will be refused.
2. There is **NO CHARGE** for repairs.
3. Repairs are done daily for all dorms.

#### **BOOTS/SHOES:**

If your boots rip, get a hole in them or even have the sole come loose fill out a kite from your unit, they will turn it in to the Quartermaster and you will receive a pass..

State boots are for work or general wear not for playing sports as in Basket ball, Softball and Football. If your boots are damage from playing sports you will be charged for replacement.

#### **GENERAL INFORMATION:**

1. You must be properly dressed to enter the Quartermaster (**State Blues and I.D.**)
2. You must have a pass or repair to enter the Quartermaster or an **Out of Place** ticket can be issued.
3. If you need something or have a question send a kite do not just walk in.
4. If you have Clothing emergency of any reason get with your Sergeant and they will call over for you.
5. When you are being released PRC, EST OR J/R all items that you were given upon arriving must be returned or you will be charged for them.
6. **Any items lost or stolen must be reported to Unit Staff and a Theft/Loss report must be filled out and signed off by the Chief of Security.**
7. If you are found wearing pants that have a busted zipper you can be issued a Conduct Report.

8. If you are caught wearing pants that were not issued to you (Example: You were issued a 38 but are brought in for Sagging and the pants you have on are 42), a conduct report will be issued and your pant size will be changed to fit you appropriately.
9. If you are issued a pass and fail to report for it you can be issued a **conduct report**
10. The Quartermaster only issues Thermals and Gloves to work crews. The Supervisor of the crew will let the Quartermaster know who these individuals are.

The above items (brown for Level 1 Dorm) are subject to change according to availability. Once you receive the initial issue of clothing and bedding, safeguarding and cleanliness of these items becomes your responsibility. Upon your release from SCC, you will be required to turn in all state issued clothing and bedding. All inmates are eligible for a clothing exchange one time every twelve months, unless there is proof of an earlier need. To sign up on a clothing exchange list, see your unit staff. Exchange shall only occur on a "one for one" basis, meaning a shirt for a shirt, socks for socks, etc. or with a verified Inmate Property Theft/Loss Report which shows the loss was not caused by the inmate. The theft/loss report must be signed off by the Major. The quartermaster will review all pertinent property records to determine if the inmate has not received any new items during the twelve month re-issue period. If documentation reflects that the inmate has received items that he is attempting to obtain re-issue for, the quartermaster must evaluate whether re-issue is necessary based upon the quantities of the items and wear/tear of exchanged items. The quartermaster shall charge an inmate for any unaccounted items prior to re-issuing per DRC 61-PRP-02.

If at any time you have in your possession state issued clothing/bedding, which has been altered, belongs to another inmate, or is in excess of your original issue, it will be considered contraband and you will be subject to disciplinary action.

### **QUARTERMASTER VAULT OPERATIONS**

The area in which property is stored (vault) is a safe and secure area. No inmates have access to the records and/or inventory files. The vault officer is responsible for searching all incoming property to be titled for possible contraband. Titled items may not be traded, loaned, or sold to other inmates. If a titled item is lost or stolen, notify the Vault or your unit staff immediately.

### **LAUNDRY**

The laundry schedule and procedures should be posted in the dormitory area. The housing unit is responsible for collection and dispersing of laundry to the inmate. There is no charge for laundering services. Each dormitory will have two scheduled laundry days per week, determined by the laundry manager. Check with your dorm officer for your scheduled laundry day. You are responsible for securing your laundry in a net laundry bag to turn into the laundry. Your laundry bag must have your name and number clearly marked on it. All state clothing will be stamped for identification purposes. Blankets are not to be laundered in your laundry bag, but may be laundered on either of your scheduled days. Blankets need to be kept separate from other laundry and need to be recorded by the unit. Linens can be washed in your laundry bag (see posted laundry schedule and procedures posted in your dorm). Personal clothing may be washed in the dormitories or turned in to the Institutional Laundry. However, the laundry does not accept any responsibility for personal clothing. Exchanges for clothing or bedding will be done at the quartermaster as policy dictates.

### **OHIO PENAL INDUSTRIES**

Ohio Penal Industries (OPI) provides an environment in which inmates may acquire skills and training through practical work experience to enhance their employment marketability upon

their return to society. This is accomplished by linking work with training and education. All shop positions require a high school diploma or a GED certificate and it must be on record with the Ohio Central School System. If the inmate has previous OPI experience, and wants to apply for a job at OPI, he must first send a kite to the OPI Janitorial Cleaning Chemical Operations requesting that he be considered for a job. As vacancies occur in OPI shops, vacancies will be posted in the housing units and other inmate accessible areas. OPI is a factory setting and its mission is "to assist Ohio prisons in the management of offenders through training, and by producing quality, cost-efficient products and services; thereby contributing to their successful re-entry into society". The inmate worker is paid by the hour, must fill out leave forms, and progresses in job assignments and pay grades according to his efforts and abilities. OPI consists of various shops. Contact O.P.I. for detailed shop information.

### **FARM**

The Farm at SCC consists of approximately 850 acres. Our main focus is to produce beef for SCC and other institutions. The farm produces all the corn, hay, and straw to feed 400 plus head of beef cattle a year and the 100 plus brood cowherd. The farm also raises garden crops to provide fresh produce in season for the Food Service Department. Approximately 25 inmate workers are needed for the farm. There is an Apprenticeship program available to M-dorm inmates.

### **INMATES WITH DISABILITIES**

It is the policy of the Department of Rehabilitation and Correction not to discriminate against individuals on the basis of disabilities in the provision of services, program assignments and other activities, as well as in administrative decisions, and to provide reasonable accommodation to inmates when a demonstrated need exists. Refer to Departmental Policy 64-DMC-02 available in the Law Library for more information. The ADA Coordinator for SCC is the Recovery Services Director.

### **Request for Accommodations:**

Inmates who need an accommodation shall complete the Inmate Reasonable Accommodation Request form and submit it to the ADA Coordinator. The inmate's request shall be evaluated and considered based upon security concerns and the individual inmate's actual needs as verified by medical staff. Request may be granted, denied or partially granted by providing an alternative accommodation. The ADA Coordinator's recommendation must be approved by the Warden. The decision will be affected within ten working days unless further investigation is warranted. A copy of the decision will be forwarded to the Central Office ADA Coordinator. If the inmate disagrees with the decision, he or she may appeal to the Special Needs Assessment Committee to the Central Office ADA Coordinator.

### **INMATE NEXUS**

Pursuant to DRC policy 31-SEM-07, it is the purpose of this policy to establish a clear understanding of the mandate that employees must maintain a professional relationship with all persons under the supervision of the Department of Rehabilitation and Correction and that any relationship other than a professional relationship is deemed an unauthorized relationship.

Under the DRC policy 31-SEM-07, inmates are required to report any Staff Nexus: examples are: a relative by blood or marriage, a neighbor, a friend, an ex-spouse, a close family friend, an ex-girlfriend, ex-boyfriend, or any individual with whom you have had a personal or business relationship that is employed at SCC. Inmates under supervision shall report this information to the Warden or other appropriate administrator.

Failing to report knowledge of a potential unauthorized relationship may result in disciplinary action.

### **KITES**

If you wish to contact a staff member, you must send a kite. You may get kites from your dorm officer. A staff member must sign the kite before you send it. You must complete the front of the kite with correct information. You can explain what your problem is on the inside of the kite. The kite needs to be sent to the correct staff to ensure that you receive an accurate response to your concerns. Do not send several kites with the same problem to several people to avoid any delays, which may result in confusion of who needs to actually address your concerns. Kites will be responded to within (5) five working days. Do not abuse the use of this system by sending disrespectful communication to staff as it will not be responded to and the inmate may receive a conduct report.

### **DEPUTY WARDEN OF OPERATIONS**

The major areas of responsibility of the Deputy Warden of Operations involve the supervision of the security staff and all areas related to security of the institution. The Deputy Warden of Operations is also responsible for the Security Personnel, Mail and Visiting Departments, the Count Office, the Identification Department and Special Duty. The Deputy Warden of Operations directly supervises the Major, Medical Services, Maintenance Department, Garage, and the Food Service Department.

### **CORRECTIONS MAJOR**

The Major is the Chief of Security at SCC. As the primary correctional supervisor, he is responsible for the complete security of the Institution. The Major supervises all Correction Officers and Correction Supervisors. The Major also supervises Mail and Visiting staff and the Locksmith.

### **Unit Management Chief – UMC**

The Unit Management Chief supervises all Unit Management Staff, which includes Unit Managers, Case Managers, Correctional Counselors, and Unit Secretaries. Social Service duties performed by this office are: reintegration, release preparation, reentry, security status reviews, protective control requests, reclassification appeals, monitor unit programs and groups, referrals for transfers, and inquiries and/or requests from unit staff.

If a need for separation from others becomes an issue, you must contact your unit staff and they will coordinate with the Unit Management Chief.

### **UNIT MANAGEMENT**

The **Unit Mission** is to be responsive to the needs of the inmates and the concerns of staff. Inmates are encouraged to have frequent contacts with unit staff. Contacts can be utilized for job assignments, programs, visitation matters, community service, education and vocational planning, reentry program plans and other areas of concern.

The **Unit Manager** is in charge of all direct and indirect services of the unit. The Unit Manager supervises all unit staff.

The **Case Manager** is responsible for coordinating and implementing treatment programs, individual case management, visitation and reentry planning to equip the inmate to return to society and make general referrals throughout the institution. There are a number of services,



which you can expect your Case Manager to provide. All requests for an inter-institutional transfer, to include hardship reasons, should be processed through your Case Manager.

The **Unit Correctional Counselor** is responsible for custody, count board, inmate movement, and the safety and sanitation of the unit. Your Correctional Counselor hears conduct reports written on inmates at the hearing officer level. Your Correctional Counselor will also be knowledgeable of programs and can assist you in problem solving. The Correctional Counselor will also perform liaison functions with work areas.

**Unit Programs:**

Prison Fellowship
Money Smart
HEALTHY U
Interpersonal Skills
Emotional Regulation
Problem Solving
Overcoming Family Challenges
Anger
Problem Solving
Moral Reasoning

Breaking the Circle
Breaking the Circle
AOD
PROVE
Social Skills
Victim Awareness
Release Preparation
Beyond Anger
Brothers Helping Brothers

PELP Tutoring
Each One, Teach One
Active Parenting
Cage Your Rage
Beginner Spanish
Intermediate Spanish
Employment Readiness
Civil Law

Carey Guide (Blue)
FCRC-Re-Entry Res. Center
FCRC/Pathways Release Perpetration
Roots of Success
Pathfinders
Thinking for a Change
PUPS Program
TYRO Dads

**Inmate Groups:**

Youth Affairs  
 SCC-CCC Inmate Fundraising Project  
 Cultural Awareness Group  
 Music Group

Writers Club  
 Veterans Group  
 VA Group

**FAMILY EMERGENCIES**

Please tell your family to call your unit staff in times of serious family illnesses and/or death. After regular business hours and on holidays, your family should call the institution shift commander. The appropriate personnel will be notified of the call and take necessary action in relaying the information to the proper department. Your family will be given instructions as to what action they should take. If you have any further questions about this procedure, please contact your Unit Manager.

**INTENSIVE PROGRAM PRISONS:**

The "Second Chance to Change" is the newest phase in the Department's development strategy for Intensive Program Prisons (IPPs). The Intensive Prison Program offers eligible offenders an alternative to traditional prison confinement.

**The SCI-IPP E.C.O. System (Environmentally Conscientious Opportunities)**

The SCI IPP E.C.O. System incorporates three component, Education, Skill Development, and Programming to provide the IPP participant with work related skills, training, and experience to increase their understanding of environmental issues and the green economy, while simultaneously strengthening their academic and labor market skills, thus, enhancing their opportunities for gainful employment upon release from incarceration.

**REINTEGRATION UNITS/PRISONS**

Reintegration Units/Prisons are the cornerstone of the ODRC efforts to reduce recidivism. By forming partnerships with local Reentry Coalitions, ODRC Justice Reinvestments Officers, Institutional Programmer and Unit Staff, Adult Parole Services and community volunteers, our Reintegration Units are designed to provide the highest level of programs and services to inmates who have demonstrated a willingness to embrace personal growth and pro-social behaviors.

Level 1 and 2 inmates may apply to be considered for admission to a Reintegration Unit. Inmates who volunteer for these units sign a contract and are held accountable by their peers as well as the team of support staff.

Reintegration Units are designed to resemble the general community, thereby making the transition after release less abrupt. By engaging inmates in meaningful and productive activities for a minimum of 8-12 hours a day, they interact in a pro-social environment that aids them in developing habits and skills which will translate into successful Reentry.

An offender's journey through a Reintegration Unit is specifically tailored to meet their individual needs based upon a case plan designed by using the Ohio risk Assessment System (ORAS). The offender is involved in this process working with their case manager to choose pathways where they will receive services and support specific to their needs.

### **CLASSIFICATION COMMITTEE**

Upon completion of the orientation program, you will be interviewed by the classification committee consisting of Unit Staff members. The classification committee will be interested in your employment background, education, special skills, abilities, needs, handicaps, or interests you might have. The committee will also review your security/supervision level. After the committee has reviewed your record and talked with you, you will be assigned to a job placement based upon your security/supervision level, the jobs available, your interest, and the needs of the institution.

You will meet with the classification committee once a year to review your security level. Your security level may either increase to a higher level, decrease to a lower level, or remain at the same level.

Weekly, a classification committee consisting of Unit Staff members will convene for the purpose of assigning/re-assigning jobs and to consider transfer requests. Job classifications will be based on the Committee's interview with you, work evaluations, a review of your unit file and the needs of the institution. At this time, the committee will make a decision as to the reclassification request and inform you of their decision.

All decisions of the classification committee may be appealed to the Unit Management Chief if there are valid reasons to disagree with the committee's decision (refer to DRC 54-WRK-02 available in the Law Library).

### **Inmate Program/Work Evaluations**

Work program supervisors shall prepare a performance evaluation of each inmate using the Inmate Evaluation Report (DRC2012) at the end of each probationary period and each year thereafter. A special Inmate Evaluation Report (DRC2012) shall be prepared for inmates being recommended for promotion or demotion. A copy of each Inmate Evaluation Report (DRC2012) shall be forwarded to the Work and Program Assignment Committee and retained in the inmate's electronic file.

## **REENTRY/RELEASE PREPARATION**

You will reenter society in the future. To be successful, you need to begin to plan for your future today. Reentry is about being prepared to have a successful and permanent transition back to the community.

Reentry has several different aspects. The process begins with an assessment when you enter the system. Different aspects of your past history will be reviewed.

Following the initial assessment, an intake assessment is conducted. You will be reviewed periodically by unit staff and a Reentry Management Team. These staff will review your progress and make program recommendations to you. All inmates have the opportunity to participate in rehabilitative programming. The assessment process helps identify the programs most suitable for each inmate. Education, mental health, recovery services, religious services, and unit staff are all areas that offer programs and groups.

Two months prior to your release date, you will be given the opportunity to participate in the Release Preparation Program. This program enables you to become familiar with community resources, resumes, interviewing skills and other information to assist you. Your case manager will instruct you in the procedures for obtaining a birth certificate, a social security card, a driver's license, an Ohio ID Card and the post release centers available to assist you. We encourage you to take the opportunities offered to you while you are incarcerated. You can prepare yourself to return to the community with the knowledge and skills necessary to obtain employment, reestablish relationships, handle substance abuse issues and become a productive citizen.

## **The OHIO BENEFIT BANK:**

### **HELPING OHIOANS IN NEED AND HELPING OHIO'S ECONOMY**

The Ohio Benefit Bank (OBB) is a public-private partnership that helps connect low- and moderate-income Ohioans with free tax preparation and access to potential public benefits.

In partnership with the Governor's Office of Faith-Based and Community Initiatives and the Ohio Association of Second Harvest Food Banks, the OBB encourages eligible Ohioans to claim tax credits, such as the Earned Income Tax Credit, and public benefits, such as food stamps, child care subsidies, home energy assistance and children's health care insurance by helping them to determine potential eligibility and complete accurate applications.

## **SPECIALIZED HOUSING UNITS**

### Literacy Unit:

In-House Class Room  
In-House Tutors  
F2 Dormitory South

IPP: Intensive Prison Program  
Assigned At Reception Center  
M Dormitory

### 40 & Over Housing:

H2 Dormitory South Wing

### Reintegration:

Specialized Programming  
F1 Dormitory

### Level-3 Step-Down Unit

M Dormitory

### Faith Based Unit

M Dormitory

### Canine Program Housing:

H2 Dormitory West Wing

### Harvest Programming Housing:

H2 Dormitory East Wing

**SEE YOUR UNIT STAFF FOR MORE INFORMATION**

## **MAINTENANCE DEPARTMENT**

The Maintenance Department is responsible for the daily maintenance of the physical plant. The department consists of two supervisors, electricians, plumbers, carpenter, welder, HVAC, garage, electronic technician, and maintenance repairmen. The maintenance department

receives many work orders a month. Each staff member employs inmates as workers, and in some cases, apprenticeships are available.

### **GARAGE**

The SCC Garage is staffed by one mechanic and approximately 3-4 inmates. The Garage is responsible for providing routine maintenance to the SCC fleet of vehicles. The Garage reports to the Maintenance supervisor.

### **INMATE BARBERSHOP**

Appearance is an important aspect of first impression and a matter that should be considered with pride. The barbershop will be in operation according to AR5120-9-25. The barbershop is free of charge and barbers will cut hair and provide clipper shaves. Inmates are not permitted to manicure each other's nails or eyebrows, style or cut another inmate's hair, or perform any other cosmetic procedure on another inmate, except in an authorized program or by inmates who have been authorized by the institution to perform such duties. Hair and hairstyles shall be clean, neatly trimmed and shall not extend over the ears or the shirt collar. The hours of operations are posted at the barbershop and in the units. The barbershop will call the dorms according to schedule. They are served on a first come, first served basis. Loitering around the barbershop is not permitted.

### **EXCESSIVE PROPERTY**

In accordance with DRC 61-PRP-01 inmates may possess 2.4 cubic feet of property per inmate. Any property in excess of this amount must be sent home at the inmate's expense or destroyed. Inmates may possess up to 2.4 cubic feet of combined state and personal property, excluding large titled items, state issued bedding, coats/jackets, permitted shoes, and any other property specifically exempted pursuant to DRC Policy 59-Leg-01, Inmate Access to Court and Counsel. Inmate commissary ownership will be determined based upon inmates keeping their commissary receipts for (30) thirty days after purchasing the commissary items. These receipts will be utilized to provide proof of rightful or legal ownership and inmates will be required to produce commissary receipts upon request by staff. Exceptions to the 30-day limit on receipts will be items that are non-perishable (examples: hygiene items, combs, toothpaste, etc.) in which inmates will maintain their receipt until these items have been used up. Inmate possession limits on all property will be enforced in accordance with "Approved Inmate Food Package List" and "Approved Inmate Property Package List". In addition, the same rule will apply to items sent in through packages. It is the policy of Southeastern Correctional Institution to conduct searches of inmates, their property, the physical plant of the institution, vehicles, visitors, staff and other persons, other areas and items as needed to detect, control, and remove contraband from the institution, as well as to prohibit its entrance into the institution. Contraband will be handled in accordance with AR5120-9-55.

### **IDENTIFICATION CARD**

Your Identification Card (I.D.) **must be worn on your outer most garment, facing forward, and must be visible at all times.** You must give your I.D. card to staff when they ask for it. If you lose your I.D. card, you must report it to the Unit Staff or the Captain's office and a theft/loss report is filed. You must also report it to the I.D. Department to receive a new I.D. You must sign a cash withdrawal slip to pay for the I.D. card. If you do not have your I.D., you will be denied access to many areas of the institution. ***YOU ARE RESPONSIBLE FOR YOUR I.D.CARD. DO NOT LOAN YOUR I.D. TO OTHER INMATES.*** You may not have more than (1) one I.D. Do not send I.D.'s home for a souvenir. You may be subject to a conduct report. If you change the way you look, i.e. mustache, beard, hair, etc., or your

appearance changes for any reason you must get a new I.D. You will have to pay for the new I.D. After the initial I.D. card is issued, there will be a cost of \$6.25 anytime a new I.D. is required.

### **PERSONAL APPEARANCE AND GROOMING**

Administrative Regulation 5120-9-25 states that inmates are required to shower or bathe regularly, unless prohibited for medical reasons. Inmates shall be allowed to purchase through the commissary hygiene items, unless the inmate does not have available funds, upon which the institution MAY issue these items without charge or on credit, based upon the indigence status of the inmate. If you are indigent per DRC 59-LEG-01, see your unit staff for assistance. Toilet paper and facilities shall be made available to all inmate population. Braids and plaits may be worn. The following hairstyles or facial hair are **NOT PERMITTED:** INITIALS; WEAVES; SYMBOL; WIGS; DYES; MUTIPLE PARTS; DREADLOCKS

HAIR DISPORTIONATELY LONGER IN ONE AREA THAN ANOTHER (excluding natural baldness). Other hairstyles not specifically listed herein may be prohibited if they are determined to be either a threat to security or contrary to other legitimate institution concerns. All hairstyles can be searched or checked for length at any time. If the style is plait or braid, the inmate may not re-do the hair before judging whether the hairstyle is in compliance. Hair may NOT be worn in braids or plaits at any time the inmate is being transported out of the institution or when an inmate is on a visit. Sideburns, beards, and mustaches must be neatly trimmed. Facial hair must not protrude more than one-half inch from the skin. A new photo ID shall be taken whenever there is any significant change in physical appearance that has taken place. This will be done at the expense of the inmate. FORCED HAIRCUTS shall only be given if the inmate is issued a conduct report and the RIB determines that the hairstyle is contrary to this rule. The RIB may indefinitely restrict style or length of hair of any inmate convicted of concealing contraband in his hair or of wearing hair in violation of the above rules. The institution may require the cutting of fingernails and toenails. Fingernails shall not extend beyond the fingertips. Inmates are NOT permitted to wear earrings. Any inmate refusing to comply with the standards set forth in this regulation shall be subject to appropriate disciplinary action. Clothing must be worn to present a clean, well-maintained appearance. This includes wearing correct sized clothing and NOT wearing pants in a manner that portrays a sagging appearance.

#### **You will be responsible for the following:**

All inmates are required to wear their issued institutional clothing during normal business hours when outside of their living areas. State issued jacket or coat is optional, dependent upon the season and weather conditions. Business hours are defined as: after the 6:00am count clears and until the 4:00pm count clears, Monday through Friday. Inmates are required to wear state issued clothing when honoring passes, attending meals, chapel services, special events and programming. Inmates may wear casual attire when going to and from the gymnasium or recreation field.

Each Inmate is required to button his shirt (except the top button), keep his shirt tucked inside the trousers; keep trousers zipped, buttoned, and pulled up to the waist. Belts are required to be worn with the trousers.

Sunglasses are permitted, with the exception of wrap around, excessive size, and mirrored sunglasses. Sunglasses may be worn outside only. Work supervisors may prohibit wearing of sunglasses if they determine that sunglasses pose a safety hazard or are a hindrance to the performance of an inmate's duties.

Tennis shoes or gym shoes may be worn in any area of the institution except in the industrial or maintenance areas. Work supervisors may prohibit wearing gym shoes in their area if they determine that gym shoes pose a safety hazard or are a hindrance to the performance of an inmate's duties. House shoes and shower shoes are not permitted to be worn outside of the housing unit.

Inmates are required to wear their identification badge at all times. The only exception to this rule is if the inmate is in his bed area, shower, or participating in recreational activities (i.e. playing basketball, soft ball, etc.). Identification badges are to be worn on the inmate's outermost garment, on the left side of their chest area.

Inmates will be permitted to wear casual type clothing during off-duty hours. Casual type clothing includes sweatshirt, sweatpants, gym shorts, and t-shirts. Off duty hours are defined as being after the 4:00pm count is cleared Monday through Friday, and all day Saturday, Sunday and holidays. Any inmate attending an in-house program will be required to wear state issued attire during the hours that the program is in operation. Inmates are expected to be appropriately attired going to and from the showers. Appropriate attire would be shirt and trousers, or bathrobe and underwear. Inmates are expected to wear proper footwear at all times. A shirt is required to be worn whenever an inmate is away from his immediate bed area. Inmates are not permitted to wear hoodies covering their heads inside offices, buildings, or inside areas. Wave caps are permitted to be worn in the housing unit only.

Appearance is an important aspect of first impression. All inmates are required to maintain a good appearance while at Southeastern Correctional Institution. Inmates are also required to maintain good hygiene. This includes bathing regularly, trimming nails, etc. Haircuts shall be provided as needed.

## **DISCIPLINARY PROCEDURES**

### **5120-9-06 Inmate rules of conduct**

- (A) The disciplinary violations defined by this rule shall address acts that constitute an immediate and direct threat to the security or orderly operation of the institution, or to the safety of its staff, visitors and inmates, (including the inmate who has violated the rule,) as well as other violations of institutional or departmental rules and regulations.
- (B) Dispositions for rule violations are defined in rules 5120-9-07 and 5120-9-08 of the Administrative Code.
- (C) Rule violations: Assault and related acts, rule 1 through 7; threats, rules 8 through 10; sexual misconduct, rules 11 through 14; riot, disturbances and unauthorized group activity, rules 15 through 19; resistance to authority, rules 20 through 23; unauthorized relationships and disrespect, rules 24 through 26; lying and falsification, 27 and 28; escape and related conduct, rules 29 through 35; weapons, rules 36 through 38; drugs and other related matters, rules 39 through 43; gambling, rules 48 through 51; fire violations, rules 52 through 53; telephone, mail and visiting, rule 54 through 56; tattooing and self mutilation, rules 57 through 58; general provisions, rules 59 through 61 as follows:
  - 1. Causing, or attempting to cause, the death of another.
  - 2. Hostage taking, including any physical restraint of another.

3. Causing, or attempting to cause, serious physical harm to another.
4. Causing, or attempting to cause, physical harm to another.
5. Causing, or attempting to cause, physical harm to another with a weapon.
6. Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
7. Throwing any other liquid or material on or at another.
8. Threatening bodily harm to another (with or without a weapon).
9. Threatening harm to the property of another, including state property.
10. Extortion by threat of violence or other means.
11. Non-consensual sexual conduct with another, whether compelled:
  - (a) By force
  - (b) By threat of force
  - (c) By intimidation other than threat of force, or
  - (d) By any other circumstances evidencing a lack of consent by the victim.
12. Non-consensual sexual contact with another, whether compelled:
  - (a) By force
  - (b) By threat of force
  - (c) By intimidation other than threat of force, or
  - (d) By any other circumstances evidencing a lack of consent by the victim.
13. Consensual physical contact for the purpose of sexually arousing or gratifying either person.
14. Seductive or obscene acts, including indecent exposure or masturbation: Including, but not limited, to any work, action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person.
15. Rioting or encouraging others to riot.
16. Engaging in or encouraging a group demonstration or work stoppage.
17. Engaging in unauthorized group activities as set forth in paragraph (B) of Rule 5120-9-37 of the Administrative Code.
18. Encouraging or creating a disturbance.
19. Fighting – with or without weapons, including instigation of, or perpetuating a fight.
20. Physical resistance to a direct order.
21. Disobedience of a direct order.
22. Refusal to carry out work or other institutional assignments.
23. Refusal to accept an assignment or classification action.
24. Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer including, but not limited to:
  - (a) Sending personal mail to an employee at his or her residence, or another address, not associated with the Department of Rehabilitation and Correction.
  - (b) Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the Department of Rehabilitation and Correction.
  - (c) Giving to, or receiving from an employee, any item, favor, or service.
  - (d) Engaging in any form of business with an employee: including buying selling or trading any item or service.
  - (e) Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee.
25. Intentionally grabbing, or touching a staff member or other person without the consent of such person in a way likely to harass, annoy or impede the movement of such person
26. Disrespect to an officer, staff member, visitor or other inmate.
27. Giving false information or lying to departmental employees.

28. Forging, possessing, or presenting forged or counterfeit documents.
29. Escape from institution or outside custody (e.g. transport vehicle, department transport officer, other court officer or law enforcement officer, outside work crew, etc. As used in this rule, escape means that the inmate has exited a building in which he was confined; crossed a secure institutional perimeter; or walked away from or broken away from custody while outside the facility.
30. Removing or escaping from physical restraints (handcuffs, leg irons, etc.) or any confined area within an institution (cell, recreation area, strip cell, vehicle, etc.)
31. Attempting or planning an escape.
32. Tampering with locks, or locking devices, window bars; tampering with walls, floor or ceiling in an effort to penetrate them.
33. Possession of escape material; including keys of lock picking devices (may include maps, tools, ropes, material for concealing identity or making dummies, etc.)
34. Forging, possessing, or obtaining forged, or falsified documents which purport to effect release or reduction in sentence.
35. Being out of place.
36. Possession or manufacture of a weapon, ammunition, explosive or incendiary device.
37. Procuring, or attempting to procure, a weapon, ammunition, explosive or incendiary device; aiding, soliciting or collaborating with another person to procure a weapon, ammunition, explosive or incendiary device or to introduce or convey a weapon, ammunition, explosive or incendiary device into a correctional facility.
38. Possession of plans, instructions, or formula for making weapons or any explosive or incendiary device.
39. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
40. Procuring or attempting to procure, unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into a correctional facility.
41. Unauthorized possession of drug paraphernalia.
42. Misuse of authorized medication.
43. Refusal to submit urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions.
44. Gambling or possession of gambling paraphernalia.
45. Dealing, conducting, facilitating, or participating in any transaction, occurring in whole or in part, within an institution, or involving an inmate, staff member or another, for which payment of any kind is made, promised, or expected.
46. Conducting business operations with any person or entity outside the institution, whether or not for profit, without specific permission in writing from the warden.
47. Possession or use of money in the institution.
48. Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.
49. Destruction, alteration, or misuse of property.
50. Possession of property of another.
51. Possession of contraband, including any article knowingly possessed which has been altered for which permission has not been given.
52. Setting a fire; any unauthorized burning.
53. Tampering with fire alarms, sprinklers, or other fire suppression equipment.
54. Unauthorized use of telephone or violation of mail and visiting rules.
55. Use of telephone or mail to threaten, harass, intimidate, or annoy another.
56. Use of telephone or mail in furtherance of any criminal activity.



- 57. Self-mutilation, including tattooing.
  - 58. Possession of devices or materials used for tattooing.
  - 59. Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other inmates, or to the acting inmate.
  - 60. Attempting to commit; aiding another in the commission of; soliciting another to commit; or entering into an agreement with another to commit any of the above acts.
  - 61. Any violation of any published institutional rules, regulations or procedures.
- (D) No inmate shall be found guilty of a violation of a rule of conduct without some evidence of the commission of an act and the intent to commit the act.
- 1. The act must be beyond mere preparation and be sufficiently performed to constitute a substantial risk of its being performed.
  - 2. "Intent" may be express, or inferred from the facts and circumstances of the case.
- (E) Definitions: The following definitions shall be used in the application of these rules.
- 1. "Physical harm to persons," mean any injury, illness or other physiological impairment, regardless of its gravity or duration.
  - 2. "Serious physical harm to persons," mean any of the following:
    - (a) Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment;
    - (b) Any physical harm that carries a substantial risk of death;
    - (c) Any physical harm that involves some permanent incapacity, whether partial or total, or the involves some temporary, substantial incapacity;
    - (d) Any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement;
    - (e) Any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.
  - 3. "Sexual conduct," means vaginal intercourse between male and female; anal intercourse, fellatio, and cunnilingus between person regardless of sex; and without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.
  - 4. "Sexual contact," mean any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.
  - 5. "Possession," means either actual or constructive possession and may be inferred from any facts or circumstances that indicate possession control or ownership of the item, or of the container or area in which the item was found.
  - 6. "Unauthorized drugs," for the purposes of this rule, refers to any drug not authorized by institutional or departmental policy including any controlled substance, any prescription drug possessed without a valid prescription, or any medications held in excess of possession limits.
  - 7. "Extortion," as used in these rules, means acting with purpose to obtain anything of benefit or value, or to compel, coerce, or induce another to violate a rule or commit any unlawful act.

Whenever you violate an institutional rule, you may receive a conduct report (ticket). The ticket may be written by any staff member. The staff member will document what he or she saw and/or learned (through investigation) and what rule was broken. The ticket will be evaluated by the Hearing Officer. You will receive a copy of the conduct report before or at the time you appear before the Hearing Officer and should sign for its receipt. You are entitled to receive this copy, even if you refuse to sign an acknowledgement of its receipt. Signing the ticket does not mean that you are agreeing with the ticket. You are permitted to retain the

conduct report to assist you in preparing a defense to the charge. Unless waived, you must be given (24) twenty-four hours between the receipt of the conduct report and a RIB hearing.

### **HEARING OFFICER**

The Hearing Officer will review the ticket with you. The Hearing Officer will explain your rights to you. They will have you sign an Inmate Rights form, indicating that you have been explained all your rights. They will ask you if you are pleading guilty or not guilty. The hearing officer may refer your conduct report to the RIB Board or the hearing officer can implement findings and recommend discipline. If you ask, you will be given a "Witness Form" which allows you to have one (1) or more witnesses at the Rules Infraction Board (RIB) hearing. The Chairman of the RIB will decide who will be allowed at the hearing pursuant to AR5120-9-07. Staff assistance is available as deemed necessary. Refer to AR5120-9-07 on questions regarding hearing officer decisions. In addition, a reminder that Rules Infraction Board decisions and hearing officer decisions are not givable per AR5120-9-31.

### **RULES INFRACTION BOARD**

The Rules infraction Board (RIB) is a two (2) member panel. Members may be from different departments within the institution.

When you receive a ticket for a Rule Violation, you may have to appear before the Rules Infraction Board (RIB). You will be told your rights and will be asked to enter a plea of guilty or not guilty. Any evidence in the case may be presented at that time. You will be asked to explain what happened and the panel will question you. You must turn your witness requests in before you appear. You must write what the witness is going to testify to.

The cases in RIB are ALL taped recorded. The institution maintains a record of the RIB cases. You may appeal the decision of the RIB within fifteen (15) days to the Warden or his designee. You must obtain forms to appeal the decision of RIB at the time of the hearing. If you do not agree with the Warden's decision or the violation is subject to further review, you may further appeal to the Director of the Department of Rehabilitation and Correction within fifteen (15) days.

The Rules Infraction Board (RIB) may make a recommendation to the Warden who will determine whether you will be placed in Local Control (LC).

### **SECURITY CONTROL**

You may be placed in Security Control (SC) for the following reasons:

1. Investigation prior to the issuance of a conduct report or the administrative action, criminal prosecution
2. Alleged rule violation pending a hearing
3. Threat or danger to the security of the institution, staff, inmates, institutional property, or yourself.
4. Pending transfer to another institution
5. As a temporary housing assignment for inmates to facilitate an inmate's appearance in judicial or administrative proceedings.

You may be placed in Security Control for up to seven (7) days, unless an extension is obtained.

In the event that you have been charged with a Rule Violation, your case will be heard within three (3) business days (if possible) of the issuance of the conduct report unless prevented by exceptional circumstances, unavoidable delays or reasonable postponements. However, the

hearing shall be held no longer than seven business days following the issuance of the conduct report. Unless waived, the inmate shall be afforded twenty-four hours notice prior to the hearing pursuant AR5120-9-08. You will be provided cell privileges as outlined in the Administrative Regulation 5120-9-11.

### **DISCIPLINARY CONTROL**

If you are found guilty by the Rules Infraction Board (RIB), you may be placed in Disciplinary Control (DC) for each guilty finding but not more than thirty (30) days at one time with two (2) separate charges. You will be given cell privileges in accordance with AR5120-9-11.

Placement in Disciplinary Control or a guilty finding of the Rules Infraction Board may be appealed to the Warden.

### **LOCAL CONTROL**

If you are placed in Local Control, Placement in local control shall be for an indefinite period, but it shall not exceed one hundred and eighty (180) days, unless the prior written approval has been obtained from the Director or his designee. Your status in LC shall be reviewed at thirty (30) day. The status of every inmate in local control shall be reviewed monthly by the managing officer. The Warden may designate any or all of the review responsibilities to an individual, subject to the warden's approval of the final recommendation. The managing officer shall decide whether to continue the LC placement, recommend your release, or recommend a security supervision review and/or an institutional transfer, which would result in a release from local control following transfer.

After one hundred and eighty (180) days in LC status, the review panel may recommend a security level status change or an institutional transfer to the Warden if the panel decides that you should NOT return to your former status. Privileges for inmates in local control shall be the same as for inmates in disciplinary or security control pursuant to rule 5120-9-11 of the Administrative Rule.

### **PROTECTIVE CONTROL**

There is no area specifically set aside for Protective Control at Southeastern Correctional Institution. If you have a documented need for protection, you will be housed in the segregation area while the recommendation is made for you to be transferred to another institution with a Protective Control unit. If you feel that your safety is in jeopardy, immediately report this to your unit staff or a shift supervisor. A Protective Control hearing will be held to evaluate all requests for protective custody. Inmates may request Protective Control in writing by submitting the request to the Deputy Warden of Operations.

Per DRC policy 55-SPC-02 Inmates in Security Control and Disciplinary Control will not be permitted commissary purchases. Inmates assigned to Local Control and inmates pending transfer will be permitted to purchase commissary items once a month, with a \$20.00 limit and limited items described as stationary supplies and personal hygiene articles.

### **HOUSING UNITS**

Your lock assignment will be your home while you are here, and should be treated as such. You are to keep it neat and clean, if any of the toilet fixtures, furniture, or electrical fixtures need repair, you are to report it to unit staff and he/she will ensure that the proper department is notified. Porters obtain cleaning supplies from the Correction Officer, and are to use them to keep the area clean. Do not be wasteful with cleaning supplies.

DO NOT visit any other unit. Do not loiter in any other unit's area, on the sidewalks, in areas of egress, or any areas that have not been designated for this purpose. You will be responsible for any contraband article(s) found in your possession or in your lock assignment. In addition, you are responsible to ensure that your property is properly secured and locked in your locker box. You must have everything neat and orderly each time you leave your lock assignment. In the evening, you will undress and be in your own bed area. At lights out you will be in your own bed (sleeping on the floor or in another housing assignment is strictly prohibited). Sleep with your head uncovered so the Correction Officer can see you as he/she makes his/her rounds. Covering your head at any time is strictly prohibited. The Officer must be able to know that you are actually here.

### **INMATE'S AREA OF RESPONSIBILITY**

The definition of an inmate's "area of responsibility" concerning housekeeping in an open dormitory is as follows:

1. Standing at the foot of the bed, the inmate's area of responsibility is from the left side of the bed to the immediate right and from one (1) foot into the aisle at the foot of the bed to the outside wall or the divider at the head of the bed.
2. If there is a radiator or window at the head of the bed, the inmate is responsible for the cleanliness of the radiator and window. No items are permitted to be placed in the windows, on the radiators or on the divider walls of the dorm.
3. The inmate will be responsible for the proper dusting and cleaning of his bed, including the area directly beneath the bed, and lockers, as well as sweeping up any paper or trash within the above-defined area. You are responsible for your area and may receive a conduct report for your area not being cleaned, organized, or in violation of the 2.4 property limits.
4. If an inmate is physically unable to clean the window behind his bed, he will contact the first shift dormitory officer who will make arrangements for the porters to clean it.
5. The Correction Officer will make a daily inspection of all living areas. Further, a weekly general inspection of each dormitory will be conducted and recorded.
6. Clean daily behind and under your bed. Weekly all beds are to be stripped and cleaned thoroughly with bed linens being washed. Lockers are to be emptied, cleaned, and sanitized.

### **LIVING AREAS**

No unauthorized items such as tables, boxes, paper sacks, or chemicals or chemical bottles are permitted in the living areas. No items including but not limited to pictures, calendars, or postings will be pasted, taped, pinned, or hung on the walls, beds, televisions or lockers. Televisions, radio, watches, etc. must be titled and inmates will be required to show proof of ownership at any time. If no proof of ownership, items may be confiscated as unauthorized items and marked as contraband. Personal radios and televisions belonging to inmates living in the dormitories will be played ONLY on headphones. Radios being played on headphones, while the headphones are not actually on one's head, are considered as being played off the headphones, as the volume needed to hear in this fashion would be enough to possibly disturb others. Inmates that have titled items such as televisions and radios will be required to pay a dollar co-pay per month for the use of the electricity in their housing area. Indigent inmates and court ordered repayment plans will be exempt. See DRC 59-LEG-01 for "indigent" status

Each morning all beds will be properly made. Bed linens will consist of the state issued blanket being the outer covering. No bedspreads are permitted. Any excess of pillows, blankets, mattresses, etc. will be confiscated as contraband. No chairs are authorized in sleeping areas.

Personal Articles/Property – Towels and laundry bags may be placed at the head of each bed. All other articles must be placed within each inmate's assigned locker during working hours. Working hours for this purpose are defined as between 7:30 am to 3:45 pm on weekdays, except when the inmate is in his assigned living area. No item in the bed area will impede a visual of the area.

An inmate may not possess more property than that which will fit into the assigned locker space (2.4 cubic feet). There will be no colored light bulbs, no boxes, bags, tables, shelves, or cushions. Inmates will send out all excess personal property through the receiving department at their own expense.

#### **PROPERTY LOSS:**

1. Report the loss immediately to your unit staff or correction officer. It is your responsibility to report your property lost or stolen.
2. Keep your own property secured.
3. Don't put your property in the care of another inmate as the property will then be identified as contraband.
4. Purchase a combination lock and ensure that your property box is locked when you are away from your area. Key locks and altered combination locks are contraband.
5. Keep all commissary, package receipts, property receipts, and titles for your property. You are responsible for your own property and inmates must be able to show receipts and titles upon request by staff.

**You cannot loan, trade, give away, or otherwise exchange items with other inmates.**

#### **TOBACCO FREE FACILITY**

Southeastern Correctional Institution is a tobacco free facility. Any inmate caught with tobacco products will be subject to discipline.

#### **INMATE TELEPHONES**

The institution provides inmates with reasonable and equitable access to telephones. Telephone calls are a privilege, which shall not be abused. You are to read and follow the telephone rules, which are posted in each dorm.

1. All calls *MAY BE MONITORED AND RECORDED*.
2. All calls must be COLLECT.
3. All calls must be placed to a non-coin (no pay phones) phone to the person legally responsible for the telephone charges.
4. No incoming calls are permitted.
5. There is a fifteen (15) minute limit on ALL phone calls.
6. No harassing or threatening calls will be made.
7. No calls will be made which are detrimental to the security of the institution.
8. No calls will be made that are a violation of the law.
9. No 3-way calls will be made.
10. No calls will be made that facilitates a violation of the DR&C Administrative Rules, policies, or the Ohio Revised Code.
11. No calls will be made for the purpose of organizing, financing, or soliciting funds.
12. Inmates shall only use their assigned "PIN" number.

#### **PIN NUMBER ACTIVATION:**

When you arrive at a new institution, your PIN number will be activated automatically through the department's TIE system, which can take up to a week. When you place a telephone call,

you will hear automated prompts giving you the instructions that you need to place your call.  
**FOLLOW THE VOICE PROMPTS EXACTLY.**

The first time you make a call on the new phone system, please follow these directions exactly!

1. Lift handset.
2. Press (1) for English, (2) for Spanish.
3. Dial your phone number, area code + number.
4. You will be requested to enter your identification code followed by the # key.
5. You will be prompted to state your name at this time.
  - a. You are to state your First and Last Name.
  - b. Make sure that you state your name loudly and clearly.
  - c. If you make a mistake while doing this and need to make a change, you must send a kite to the Investigator's office requesting to have your account reset.

**For all calls after your first phone call, please follow these directions!**

1. Lift handset.
2. Press (1) for English, (2) for Spanish.
3. Dial your phone number, area code + number.
4. You will be requested to enter your identification code followed by the # key.
5. Listen carefully and follow any voice prompt instructions.

**NOTE:** All calls from inmate phones are COLLECT ONLY, with no operator assistance.

**"All calls may be monitored or recorded."**

If you attempt to make a three-way call or call conferencing, your call may be disconnected. If you experience any problems in completing a call, please call 1995 from an inmate phone by dialing **1** (for English) or **2** (for Spanish), \*, 1995, # then leave a message describing the problem you are having with dialing out. If you are using a pre-paid plan and are unable to get through to the party you are calling, please make sure that the account has a sufficient amount of money for you to make the call.

The following are some examples of error messages you may receive:

"I'm sorry. This number is blocked from receiving collect calls at this time."

You will need to have the person you are calling contact their local phone company.

"I'm sorry. Inmate collect calls to this number are blocked by MCI."

You will need to have the person you are calling contact MCI Worldcom at 1-800-231-0193.

"I'm sorry. Inmate collect calls to this number are blocked."

You will need to contact your local facility contact.

"I'm sorry. The number you dialed did not answer."

No one answered the phone.

"Your call cannot be validated."

Check the number and try to dial again.

**SITUATIONS NOT WARRANTED TO HAVING A PASS:**

1. Medical and mental health emergencies (by escort only).
2. Recreation, commissary, unit programs, religious services, and the library on designated days.
3. Investigations requiring inmate witnesses.
4. Some groups such as Sex Offenders, Recovery Services, etc. may be issued permanent passes. These passes are effective for the duration of the group.

Inmates who have passes will be responsible that the appropriate staff sign the pass releasing the inmate to his designated area. Passes will be checked for signatures.

## **MAIL AND VISITING**

### **ADDRESSES:**

Southeastern Correctional Complex - Lancaster  
5900 BIS Road  
Lancaster, Ohio 43130

Phone Number #740-653-4324

Southeastern Correctional Complex – Hocking  
16759 Snake Hollow Road  
Nelsonville, Ohio 45764

Phone Number #740-753-1917

## **VISITATION**

It is the policy of Southeastern Correctional Institution to conduct searches of inmates, their property, the physical plant of the institution, vehicles, visitors, staff and other persons, other areas and items as needed to detect, control, and remove contraband from the institution to prohibit its entrance into the institution. Contraband will be handled in accordance with AR5120-9-55.

**General Population:** Visiting days are Sunday, Monday, Thursday, Friday, and Saturday. Visiting is closed on Tuesday, Wednesday, and all holidays recognized by the State of Ohio. A party of three (this includes minor children) may visit per reservation. Requests for more visitors may be accommodated on the basis of space availability.

Visiting days will be divided in to two separate sessions.

Visiting Hours are: Morning session (8:00 am to 11:30 am)

Afternoon Session (12:00 pm to 3:15 pm)

On weekdays (Monday/Thursday/ Friday) the cut-off times for entry for the morning session is 9:45 am The cut off time for the afternoon session is 2:30 pm on weekends, visitors must be here by 9:15 am and 2:30 pm There will be no exceptions.

All day visits are from 8:00 am to 3:15 pm Visitors must be here by 9:45 am on weekdays and 9:15 am on weekends.

Level 1A inmates with Merit Status will have the opportunity for All-Day visits on Saturday and Sunday, provided that the visitors are able to reserve the morning and afternoon session.

- On Monday, Thursday, and Friday these inmates will have to visit in either the morning or afternoon session.

No money is allowed in the visiting room. To purchase items from the vending machines, a pre-paid debit card must be purchased in the lobby before entering the visit room.

- The card will hold up to \$50.00 and is reloadable (may be used on next visit).
- The machine from which the cards are purchased accepts \$1, \$5, \$10, or \$20 bills; however, it requires an initial transaction of one \$5 bill for the initial deposit on the card.

All staff, inmates, visitors and persons of the public are subject to search upon entering a facility of the Department of Rehabilitation and Correction.

**Intensive Prison Program:** Visiting will be held in the main visit room. Visiting days for Intensive Prison Program inmates will be any Saturday and Sunday of the month. Your case

manager will provide prisoners with more concise detailed information during the processing of your visitation forms.

### **Isolation (Security Control, Disciplinary Control & Local Control)**

All visits of inmates assigned to isolation housing units (H1) have a maximum seating area for two visitors who may attend the visit. The Warden, Deputy Warden, Major, and Shift Commander may deny any visit when security and/or safety considerations warrant such.

Inmates in Security Control shall have the same access to visitation as general population inmates unless security or safety considerations dictate otherwise.

Inmates who are in Disciplinary Control or Local Control are permitted only one visit per visitor per month and may have a visit for a two-hour limit on Monday, Thursdays, and Fridays only.

### **Special Visits:**

Special visits are arranged/approved by the Warden or the Warden's designee based on the circumstances involved. These visits may be used for family who reside out of state, attorneys, psychiatrists, etc. Inmates should see their case manager if they believe they need to arrange such a visit.

### **Inmates on Visiting Restriction:**

Visitors may be excluded when there is reason to believe that their presence would be disruptive to the institution or to the inmate's adjustment. Such exclusions may range from denial of visiting for that day, suspension of visiting privileges for a specific period of time, or permanent removal from the approved visiting list. Only the Warden or designee can suspend visitation privileges. Upon determining that visitation shall be suspended, the Warden or designee shall provide a written notice of the time period of suspension to the inmate, all suspended visitors and visitation staff. Any visitor under suspension may be required to reapply for visiting privileges and reinstatement of such privileges shall be at the discretion of the Warden. Refer to DRC 76-VIS-01 which is available in the Law Library.

**Visiting Reservation:** All visits at Southeastern Correctional Complex are by **RESERVATION ONLY**. Reservations may be made at the completion of a visit, or by contacting the visiting desk at 1-866-907-4516 or (740) 653-4324 ext. 3500 on normal visiting days from 9:00 am to 12:00 pm and from 1:00 pm to 3:00 pm Call-in reservations must be made no later than 48 hours in advance. Visitors may reserve four visits at one time, no more than two per calendar month.

**GENERAL VISITING INFORMATION:** Visitors are permitted to have the following items during a visit:

- Automobile keys, no master padlock keys and no more than 2 keys per ring
- Baby food (enough for two feedings - no glass containers)
- Diapers limit of (5) five
- Baby clothing, limit of one change
- Clear plastic pouch (no larger than 12 x 12 inches)
- Picture Identification, Birth Certificates for minors
- No money is allowed in the visiting room. To purchase items from the vending machines, a pre-paid debit card must be purchased in the lobby before entering the visit room.
  - The card will hold up to \$50.00 and is reloadable (may be used on next visit)



- Eyeglasses/Sunglasses (prescription only)
- The visiting room officers at their discretion will seat visitors and inmates.
- All Visitors must present TWO forms of identification. One must be a Photo I.D.

**Minors:** All Visitors under the age of 18 must be related to the offender being visited or accompanied by an approved visitor who is either the child's parent, legal guardian, or guardian as defined by 76-VIS-01. Visitors with minor children must have the child's birth certificate or custodial order to enter. The child must be related to the inmate. If the child is not the visitor's child, a notarized authorization for Minor Child Visitation Form (DRC 4371) must be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list that may bring the child to visit and permission for the child to be searched. In such cases where the inmate is not related to the minor visiting, the following process will be used. When the visitor checks in at the reservation desk with a minor child and a familial relationship has not been established and documented, the minor in Question will be issued a special color-coded visitor badge so that they may be easily identified. The minor is not permitted to have any physical contact with the inmate at any time during the visit. If intentional unauthorized touching occurs during the visit between the minor and the inmate, the entire visit will be terminated.

**Visitors are not permitted to give or receive ANY articles from an inmate without prior expressed permission from the Managing Officer.**

**CLOTHING:** Visitors are expected to wear appropriate attire. The following will not be permitted in the Visiting Room:

- 1) No hats will be allowed in the visiting room. Jewish, Hindu, and Muslim head coverings are permitted, but are subject to search
- 2) NO tight fitting clothing
- 3) NO see-through clothing
- 4) NO shorts/skirts/dresses higher than the bottom of the knee (this applies to minors and adults)
- 5) NO clothing with gang/club insignia or obscene gestures and/or language. Uniforms of the Girl Scouts, Boy Scouts, or Camp Fire Girls are permitted for wear by minors only.
- 6) NO tank, tube or sleeveless tops, or muscle shirts
- 7) **NO bare midriffs**
- 8) Shoes must be worn at all times. No open toe shoes or sandals of any type are permitted. Switching shoes with the inmate is cause to terminate Visiting & Mail Privileges
- 9) NO low cut tops exposing cleavage, etc
- 10) Appropriate undergarments will be worn
- 11) No Under Wire garments will be permitted. This is due to the requirement of passing a metal detector upon entry of the Institution
- 12) At no time will a visitor take off or allow an inmate to handle jewelry worn into the visiting room by a visitor. To do so is cause to terminate Visiting Privileges.
- 13) Any other clothing or outer-garments deemed to be Disruptive, Offensive or a Threat to the Security of the institution will not Be Permitted to Enter.

**CONDUCT:** The following will be cause to terminate a visit or Visiting Privileges.

1. Disruptive conduct of minor children in the Visiting Room
2. Lewd touching/kissing or any form of sexual acts
3. Falsifying information on the visiting application
4. Passing any item to an inmate for conveyance into the Institution
5. Receiving any Item from an inmate for conveyance out of the institution

6. Obnoxious or disrespectful behavior towards staff, visitors, or inmates
7. Any gang activity such as but not limited to hand signs, flagging, tagging, gang style clothing, or any other form of gang identification
8. Any other acts that is a threat to the security of the Institution or that are inappropriate for a family environment
9. No food or drink will be taken out of the visiting room by inmates.
10. The visitor repeatedly violated visiting rules.

### **VISITING ROOM RULES:**

The following is a list of rules that govern the operation of the visiting area at the Southeastern Correctional Institution. Violations of these rules could result in loss of visiting privileges. The visiting supervisor reserves the right to make a determination of what situations will be considered inappropriate.

1. Only Kissing at the beginning of the visit and the end of the visit is permitted.
2. Children must be under the direct supervision of an adult at all times. Running around the visiting area will not be permitted.
3. Hands must be above the tables at all times.
4. Sitting on each other's lap is not permitted for any reason by adult visitors. Nor will inmates or visitors be allowed to put their feet up on the tables.
5. You must stay at your assigned table for the duration of your visit. You may only leave your table to go to the restroom.
6. Inmates and visitors are not permitted to exchange personal articles.
7. Inmates are not permitted to handle any money.

### **Reentry Mentor Visits:**

A volunteer associated with a recognized reentry program or organization may be an approved visitor. The Mentor shall be approved by the volunteer or reentry coordinator. A reentry mentor shall be permitted to visit more than one (1) inmate as approved by the volunteer coordinator or reentry coordinator (DRC 02-REN-01).

### **PAROLE/PROBATION VISITORS:**

Persons on parole or probation status must complete a Visitor's Application with the following documents:

1. Written authorization from your Parole/Probation Officer
2. Written authorization from the Warden of Southeastern Correctional Institution
3. A current travel permit.

It is the responsibility of the inmate to contact his case manager to verify that his visiting list is current and correct. Before any person can visit an inmate, they must first FULLY COMPLETE and return a visitor's application. Inmates can obtain the applications from their case manager. It is the responsibility of the inmate to mail the applications to the persons he wishes to have on his approved visiting list. It is also the inmate's responsibility to inform his case manager of any changes such as names, addresses, or any other change that would effect a change to his visiting list. Visits must be by persons on the approved visiting list. These privileges will be revoked upon violation of rules or in any instance where the security of the public, staff, inmates or institution is violated.

### **MAIL POLICY**

There is no limit to the amount of letters an inmate can receive. Each time an inmate "moves" within the institution, it is his responsibility to inform his family and friends of his new "lock". Failure to do so will result in delayed mail. Refer to DRC 75-MAL-01, AR5120-9-17 and AR5120-9-18.

### **INCOMING MAIL:**

This is not a complete copy of the rules governing an inmate's incoming mail. A complete copy of this rule is available in Mail and Visiting and is posted on the dormitory bulletin boards. You may also refer to AR5120-9-17.

1. All mail, except for legal mail, will be opened and inspected for contraband.
2. Legal Mail will be opened and inspected for contraband in the inmate's presence.

**NOTE:** Legal Mail is mail between any inmate and any court of law, attorney at law, public law office, law school, legal clinic, or any office or official of the Federal, State, or Local Government.

3. Incoming and outgoing letters shall be held for no more than 48 hours and packages shall be held for no more than 72 hours.

### **OUTGOING MAIL:**

This is not a complete copy of the rules that govern outgoing mail. Complete copies may be found in the library or on dormitory bulletin boards. You may also refer to AR5120-9-18.

1. You may send as many letters as you want, to anyone you want.
2. You may not send obscene or threatening letters, letters that plan criminal acts, or letters that violate State or Federal laws.
3. You may not write to any person after you have been notified that they do not wish to receive letters from you.
4. You may not write to any person, firm, or association for the purpose of asking for money or property, without the prior approval of the Managing Officer.
5. Violations of any mail rule by you may result in disciplinary action.
6. All outgoing mail under AR5120-9-18 requires that you place your name, number, and return address. Mail will not be processed without a complete return address.

SCC provides one (1) free envelope each week to you. You must ask your unit staff for a Free State envelope. This letter will be mailed at the institution's expense. Letters requiring more than normal postage will not be posted as a free letter. Free letters to be mailed must be in the mailbox Monday morning so they can be mailed out.

### **PACKAGES:**

Effective January 1, 2007 inmates will not be permitted to receive packages from home. Inmates will be permitted to order food and sundry items from a DRC Vendor only. The only approved vendor for inmate Food and Sundry is ACCESS SECUREPAK. Inmate Family and Friends may contact the company directly and purchase the package for the inmate.

The number of packages that an inmate may receive is determined by his security level. Refer to DRC 61-PRP-01. Inmates at SCC are permitted to receive one box per quarter, there will be no exceptions.

### **FOOD AND SUNDRY PACKAGES:**

Level 1 Security Inmates may receive 4 packages per year, one per quarter, two of which may be food only boxes

Level 2 Security Inmates may receive 3 packages per year, one per quarter, two of which may be food.

Level 3 Security Inmates may receive 3 packages per year, one per quarter, one of which may be food.

Level 4A Security Inmates may receive 2 packages per year, one of which may be food.

Level 4B and 5 Inmates no packages permitted.

**VENDOR PACKAGES:**

Information may be obtained from, and orders must be approved by the dormitory Sergeant. There is a Vendor Company liaison staff available to assist inmates with problems or concerns. Contact your unit manager for the liaison staff here at SCC. All such purchases by an offender, offender family member, friend, or other from an approved vendor are a business transaction strictly between the ordering individual and the approved vendor.

\*Note: in an effort to expedite the issuance of packages, and also comply with property limitations, the following must be adhered to: Inmates must have a valid "theft/loss report" completed and on file in the package room prior to receiving a replacement item. Inmates need to immediately report any theft/loss as it occurs. Unit sergeants will assist you in confirming the theft/loss report is completed. Inmates may order a replacement item after the investigation is completed. Inmates may contact their unit staff to determine when you may place the replacement ordered item.

Food and non-food items cannot be contained in the same package. The following items shall not be considered a package when purchased from an approved vendor separately from any other items, not to include package restriction sanctions:

Headphones <b>(ear bud, ear plug or clear plastic only)</b>	Value limit \$25.00 Limit of 1
Radio/Cassette, Walkman style, clear plastic, non-recording (ear bud, ear plug or all plastic)	Value limit \$50.00 Limit of 1
Television, 12 or 13" B&W or Color W/earphone jack clear case only, no battery operation	Value limit \$250.00 Limit of 1
Typewriter- Manual or Electric (one-line correction memory, no other memory capability, no password capability, clear cabinet only)	Value limit of \$250.00 Limit of 1
Dress shoes black or brown, no patent leather or suede, 1" heel limit, no platforms, no steel/metal shank	Value limit \$75.00 Limit of 1
Work boots: Black or brown. No steel toes, height No more than 8" as measured from the floor.	Value Limit \$75.00 Limit of 1
Tennis shoes (predominantly black or white)	Value limit \$75.00 Limit of 1
Sports shoe (turf or multi-purpose) (predominantly black or white)	Value limit \$75.00 Limit of 1

**SIZE AND WEIGHT OF PACKAGES:**

Package dimensions can be no more than 12" X 24" X 28". Packages can weigh no more than (30) thirty pounds.

**BROKEN OR DAMAGED INMATE PROPERTY:**

BE ADVISED THAT ANY INMATE PROPERTY THAT IS BROKEN OR DAMAGED AND NEEDS TO BE DESTROYED OR DISPOSED OF IN ACCORDANCE WITH POLICY, MUST BE DOCUMENTED ON A THEFT/LOSS FORM AND A COPY SENT TO THE PACKAGE ROOM SO THE ITEM CAN BE

NOTED IN THE INMATE'S PACKAGE FILE. Property must be taken to the dormitory sergeant with documentation for disposal. Possession limits will be enforced. Proper disposal documentation and or theft reports must be on file prior to ordering and issuance of additional items.

Items such as books must come directly from the publisher/distributor. These items will not be accepted from any other source, unless with the Warden's authorization. All books, magazines, and music are subject to be screened in accordance with AR5120-9-19. It is the inmate's responsibility to ensure that when ordering these items, the guidelines administered in AR120-9-19 are adhered to.

### **DEPUTY WARDEN OF SPECIAL SERVICES**

The Deputy Warden of Special Services is responsible for the departments listed below:

Medical Services	Religious Services
Educational Services	Library Services
Recovery Services	Mental Health Services
Vocational Education	Recreational Services

### **MEDICAL SERVICES**

The infirmary is staffed 24 hours a day 7 days a week. We offer Medical, Dental, Podiatry, Optometry, and Dietary Services. All passes for medical/infirmary services are mandatory and shall be honored accordingly.

Anytime an inmate feels he has a condition that requires any of our services we have a procedure that allows the inmate to be seen by medical staff.

- A. If an emergency condition arises the inmate should report to the nearest staff member. The infirmary will be notified of the emergency and respond accordingly.
- B. If a non-urgent condition arises the inmate needs to go to their Unit staff (or wherever the forms are kept in the dorm) to receive a Health Services Request form. Complete this form and deposit the form in one of the white boxes with a Red Cross on it. At **SCCL** the boxes are located inside the inmate-dining hall. From the request you will be scheduled and sent a pass for Nurses' sick call. At **SCCH** drop the form in the white sick call box by the elevator by 2:00 PM. A pass will be issued.
- C. All inmates shall be charged a \$2.00 co-pay fee for medical treatment, unless specifically exempted in Department 68-MED-15, Correctional Health Care Services Co-Payment. This policy is available for inmate access in the inmate library. Indigent inmates are inmates who are indigent as defined by DRC59-LEG-01. Indigent inmates shall not be charged a co-pay fee. All inmates shall receive appropriate health care based on their present medical needs without regard to financial status. No inmate shall be denied needed health care treatment because of inability to pay. When a department employee or contract worker orders or requires medical treatment on an inmate, including follow-up appointments initiated by medical staff, no co-pay will be charged. Inmates may contest the co-payment charge by first kiting the Health Care Administrator. Include the reason the charge is being contested, and the specific nature of the exception. If unresolved, then utilization of the inmate grievance procedure as provided in Administrative Rule 5120-9-31. Pursuant to this rule; may begin by sending an informal complaint to the Healthcare Administrator. The informal complaint must include the reason the charge is being contested, and the specific nature of the exception that the inmate thinks is applicable.

Inmates over the age of 50 may have a physical each year at no charge. Inmates between the ages of 40 and 50 may have a physical every 2 years at no charge. You will receive a notice of eligibility to accept a physical. If you are in the Chronic Care Clinic your physical will be performed during the CCC visit closest to your birthday.

Inmates who are ordered medications will either self carry the meds or will come to the infirmary at the times ordered and be given medication to be taken in front of the nurse and officer.

**MEDICAL (MED) LINES are as follows:**

**SCCL**

- At approximately 6:30 am
- Immediately after 11:00 am count, report by dorm, before going to lunch
- 4:00 pm med-line is prior to evening meal
- 7:00 pm announced by dormitory
- 8:00 pm announced by dormitory
- Carry Meds (Keep-on-person medication) will be given out at 12:45 pm Tuesday-Saturday. You will receive a pass to pick up your medication. Carry Med refills should be ordered (7) seven days in advance by placing the reorder sticker off the package on a Health Care Administrator.

**SCCH**

- You will receive a pass to pick up your medication.
- Insulin times:
  - 5:30 am – Wheelchair Insulin
  - 6:30 am – Regular Insulin
  - 3:30 am – Wheelchair Insulin
  - 4:20 pm – Evening Insulin
- Medication line:
  - 7:30 am
  - 11:30 am
  - 3:15 pm
  - 7:30 pm
- Doctor's Sick Call will be held on Monday through Friday. You will receive a pass when you are scheduled.
- Medication refill stickers are turned in for refills 5-7 days before you run out. Turn them in between 4:30 PM– 6:00 PM, to the Infirmary box located by classroom A.

Those inmates who wish to see the optometrist, podiatrist, or dietary technician must first see the institutional doctor by submitting a Health Services Request form for Sick Call.

The Optometrist and Podiatrist are at SCC once a month.

The Dietary Technician is at SCC twice a month.

The Medical Doctor is at SCC Monday through Friday. Illnesses or injuries that require extensive treatment will be sent to local hospitals or Ohio State University Hospital.

Specialty clinics are available at Correctional Medical Center.

All passes for medical are mandatory.

**Inmate Orientation to Dental Care Access**

SCC has a fully equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care. (If you will be incarcerated in DRC a year or less, you are only eligible for emergency or 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 or really bad pain
- Big swelling and or infection

**Urgent Dental Care**—Submit a Health Service Request (HSR) form to dental explaining your problem - watch for a pass to the infirmary 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.

- Cavities
- Problems chewing
- Cleaning
- Dentures – Must have 3 years or more time of incarceration

### **EDUCATION DEPARTMENT**

**Ridgeview High School has the following free programs:**

1. Literacy Program – reading level is 226 or below
2. Pre-GED class – reading level is 227 to 239
3. G.E.D. (General Equivalency Diploma) – reading level is 240 and above
4. High School Options
5. Apprenticeship Programs: Janitorial, Farm Worker, Environmental Service, Welding, Carpentry, Plumbing, Maintenance Repair Worker
6. Library services
7. Career-Technical Education

All inmates who do not have a verified GED or high school diploma will be mandatory students for six (6) months. Career-Technical Education students must complete the program to receive certification. Even if you are not a mandatory student, you are encouraged to take part in one of our educational programs.

### **CAREER TECHNICAL EDUCATION**

Career-Development:

1. Drafting
2. Carpentry
3. Plumbing

Those interested need a 231 or higher reading level and need to have at least one (1) year until they are released.

Career Enhancement

Five week modules for Carpentry, Drafting and Plumbing.

**College:** Sinclair College is available. Those interested should write to Ms. Moser, College Coordinator.

### **PROVISIONS OF SERVICES TO SEGREGATED INMATES:**

1. Inmates who are assigned to the special education program will be reviewed by the appropriate education staff within ten days of being placed in a special population or segregated housing unit.
2. Inmates who are assigned to special population units or segregated status for more than sixty days will be provided with educational and library services.
3. To ensure accessibility of education and continuity of services, an Education staff member, to include the Library Assistant, will visit each special population housing at least weekly or as needed.
4. Upon release from segregated status, inmates will automatically return to the education program in which they were enrolled prior to being placed in isolation, unless security reasons prevail.

## **LIBRARY SERVICES**

### **USING THE LIBRARY:**

Inmates may come to the library when it is scheduled to be open. Management of library hours is located in DRC 58-LIB-01. Inmates must be in state uniform and have their ID. The library schedule is posted in the dorms and includes both evening and weekend hours.

### **BORROWING and RETURNING BOOKS:**

Inmates may checkout materials at the front computer terminal with your ID and a signed cash slip. The loan period is two (2) weeks. If you do not return the book you will receive one (1) overdue notice and then a conduct report. You WILL BE REQUIRED TO PAY for a book if it is lost and/or damaged. You cannot checkout any additional books as long as you have overdue materials. Books may be renewed once, if not on hold for another patron.

### **RETURNING MATERIALS:**

It is your responsibility to return the materials on a timely basis to the library. DO NOT leave it lying around the dorm or you will be charged for its replacement due to an improper return procedure.

### **BORROWING BOOKS (Circulating Reference & Hot Books):**

These are the more popular and desirable materials in the library. You may checkout only one (1) HOT BOOK & one (1) CIRCULATING REFERENCE book at a time. Any abuse of this system will result in your privileges being suspended.

### **OTHER SERVICES OFFERED:**

Inter-library loans. It is possible to borrow books that are not available at SCC's library. Please see the library assistant for procedure. Copying services are available for legal work only. To request copies, you will need to fill out a photocopy request form and cash slip available in the library. Once completed and funds verified, copies will be made to be picked up.

A collection of Departmental policies and Administrative Rules allowed for the inmate population to access and view will be made available in the Law Library. Refer to DRC 59-LEG-01 for listed law library available services and reference materials.

### **MAGAZINES AND NEWSPAPERS:**

Your I.D. is required to read any magazines or newspaper. It will be returned when you return the reading material.



**INFIRMARY INMATES:**

A collection of materials is available in the infirmary; see the Infirmary Officer. If there is a need for library services, contact the librarian.

**ISOLATION INMATES:**

A collection of paperback books are available from the staff in isolation. Due to the security aspect of the isolation area, there is a limit as to the amount of materials allowed. For legal services, kite the library legal department. Policies and Administrative Rules are kept in isolation and updated by the Librarian. Inmates can review them by making a request to the isolation staff. If there is a policy needed that is not available in the policy books kept in isolation, kite to the librarian and request the needed policy and/or Administrative Rule.

**LEGAL SERVICES:**

The Library has a law section with legal books and typewriters for you to use to type your legal documents. Make sure you plan ahead on your legal work, DO NOT wait until the last minute. Though Legal Service clerks are available to assist you with procedures and case law, they are NOT lawyers and CAN NOT and WILL NOT give legal advice. No inmate law clerk, library assistant or any other inmate shall, in any manner, trade, exchange or deal his assistance with legal matters to another inmate. "It is a violation of institutional rules for inmates to be required to pay or deal for legal services. If you or someone you know has been asked to pay or deal for legal assistance, please notify your unit manager or the librarian". Please check with the library staff about Notary Public services. Law books, case notes and forms are available in the Law Library. LAW BOOKS AND REFERENCE MATERIALS DO NOT LEAVE THE LIBRARY.

**RECREATION DEPARTMENT**

The following activities are provided to you by the Recreation Department:

- |                 |                        |               |
|-----------------|------------------------|---------------|
| Weight Machines | Soccer                 | Chess         |
| Running         | Phys. Fitness Stations | Handball      |
| Basketball      | Billiards              | Spades        |
| Horseshoes      | Checkers               | Board Games   |
| Softball        | Volleyball             | Power walking |
| Table Tennis    | Flag Football          | Corn Hole     |

***Instructional Classes:***

- |                  |               |
|------------------|---------------|
| 1. Softball      | 4. Soccer     |
| 2. Basketball    | 5. Volleyball |
| 3. Flag Football |               |

***Varsity Programs:***

We select a team of inmates to play teams from the community. Tryouts are conducted and background checks on conduct report records are considered prior to selection. We currently offer the following:

- |               |                 |
|---------------|-----------------|
| 1. Softball   | 3. Volleyball   |
| 2. Basketball | 4. Table-Tennis |

The recreation department also arranges activities in the form of outside entertainment and works with other departments such as Custody, Medical, Education, and Mental Health Services in meeting each inmate's particular needs, including the mentally and physically handicapped.

Open Gym and the outside recreation field are open all year. Inside recreation will be held in the gym. Check the information channel (broadband) for current recreation schedules, as these schedules are subject to change.

Movies are handled by the SCC Video Screening Committee and recreation staff. A list of movies is listed on the information channel for each week. Five DVD movies are shown 7 days per week and once a month a large screen movie is played in the gym. The gym movies are considered awards movies for those inmates who win in a variety of tournaments offered.

The Music Program is located in the gym. You must be a member of the Music Association in order to participate. Kite the recreation staff if you want to be a member. Interview, written test, and audition are required along with a background check on conduct report record.

Certain equipment may be checked out in exchange for your institutional identification card. When the equipment is returned, your ID card will be returned to you. You are responsible for any damage done to, or misuse of, recreational equipment.

Inmate Initiated Programs are welcomed providing they meet the institutional and security requirements relative to the proposed program.

Recreation is available to all inmates seven (7) days a week provided you are not to be on a work assignment, on a pass, or on recreation restriction. If you have any questions concerning recreational activities kite the Recreation Director or General Activity Therapist.

### **MENTAL HEALTH SERVICES**

The SCC-Lancaster Mental Health Services provides a variety of comprehensive services available to the inmate population. An interdisciplinary treatment team comprised of Psychiatry, Psychology, Social Work, and Nursing staff evaluate the individual treatment needs of inmates active on the Mental Health Caseload.

All SCC-L Inmates receive and have access to the following Mental Health Services:

1. Mental Health Screens and/or Evaluations
2. Suicide Prevention and Awareness
3. Sexual Assault Awareness
4. Crisis intervention & Debriefing
5. Clinical Risk Assessments when requested by the Parole Board
6. Mental Health Rounds and Assessments in Segregation
7. Release Preparation (i.e.: Community Justice, Reentry, etc.)
8. Educational Groups

### **QUESTIONS & REFERRALS**

**Routine Mental Health related questions or requests:** Send a KITE to Mental Health  
**Emergency situation or Urgent Concern:** Tell any staff member to notify Mental Health

### **CONFIDENTIALITY**

When you participate in a Mental Health Program, what you say is Confidential. The information is kept in your Mental Health file. The information does not go to the Parole Board

or Court or outside of Mental Health Services without your consent or a court order. As in the community, there are also exceptions to confidentiality in prison.

Information that is **NOT** confidential includes:

1. You present a risk of escape
2. You present a risk of hurting yourself or someone else.
3. You present a risk/threat to the security of the institution
4. Staff must by law report allegations of abuse involving children, the elderly or intellectually/developmentally disabled individuals.



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

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

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

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

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

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

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

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

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

**PREVENTION/DETECTION**

All inmates shall be screened and assessed upon admission to the Department and for all subsequent intra-system transfers. All inmates shall be assessed for risk of sexual victimization or abusiveness within 72 hours of intake and upon transfer to another institution. These

screenings shall be initiated in the PREA Risk Assessment System by medical personnel during intake medical assessments and shall be completed by unit management within the 72 hour period. No sooner than 15 days, but no later than 30 days from the inmate's arrival at any institution, the inmate shall be reassessed regarding their risk of victimization or abusiveness based upon any additional, relevant information received since that institution's intake screening of the inmate. Unit management shall complete the assessments. As a result of these screenings, inmates shall be assigned a PREA Classification.

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

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

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

### **SELF-PROTECTION**

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

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

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

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

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

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

### **RESPONSE**

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

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

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

### **TREATMENT**

Medical Services Responsibilities

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

#### Mental Health Responsibilities

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

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

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

The institution shall protect all inmates and staff who report sexual misconduct or cooperate with sexual misconduct investigations from retaliation by other inmates or staff. Emotional support services shall be offered to inmates or staff who fear retaliation for reporting sexual misconduct or for cooperating with investigations.

#### **INVESTIGATIONS**

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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

#### **RECOVERY SERVICES**

SCC has NO tolerance for the use of illegal drugs or other intoxicants by inmates. You can expect to be drug screened periodically due to the Random 5% testing of the SCC population on a monthly basis. You can expect to be tested if there is any suspicion that you have used substances in the recent past. You can expect periodic searches of your property and housing area. If it is determined that you have used or possessed drugs, sold your medications or other

intoxicants in this prison you will receive a conduct report that will be heard by RIB and may most likely result in disciplinary control and/or Local control.

### **PROGRAMS OFFERED BY RECOVERY SERVICES SCC**

- Harvest Intensive Out-Patient (IOP) treatment program
- Continuing Care (permitted after the completion of Harvest Intensive Out-Patient)
- 12 Step Study
- Alcohol and Other Drug Education (AOD Education)
- Voluntary Smoking Cessation

Harvest Intensive Out-Patient (IOP) and AOD Education are Earned Credit Reentry approved programs provided by Recovery Services SCC. Continuing Care is an extension of Harvest IOP and can only be attended upon completion of Harvest IOP. There is no charge or co-pay for any Recovery Services program.

Recovery Services monitors Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) meetings weekly to the general population. These fellowship meetings are open to the population and will be announced for attendance in your housing area. You will not need a pass to attend AA and NA. You WILL have properly worn State issued clothing and your I.D badge to attend these meetings. You WILL sign in and records are kept of AA/NA attendance.

Kite Recovery Services to sign up for any Recovery Services programming. Please place your name, number, lock, job assignment and the program or service you are interested in on the outside and the inside of the kite. Upon receiving your kite Recovery Services will place your name on a wait list to be screened for programming. You will receive a pass with the date, time, place and staff member for your program screening. Screening will determine what programs you are eligible to attend. You will receive a pass to interview for that eligible program when an opening is available.

Please ensure that your kite has been signed by an SCC staff member before sending your kite to the Recovery Services Department.

Before your release from SCC feel free to kite Recovery Services asking for resources in your county. Those resources include treatment centers, treatment programs and other essential contacts to help you transition back into the main stream of life. They will give you a copy of those resources.

### **RELIGIOUS SERVICES**

There are many religious activities offered at SCC. These activities are available to you, regardless of your faith. Personal interviews, religious discussions, Bible study, and worship services are available. Refer to DRC 72-REG-01 to request religious service accommodations. Volunteer groups take part in various forms of religious activities occasionally. Check your dormitory bulletin board for scheduled activities. You should kite the Chaplain if you have any questions about your spiritual needs. If you are interested in taking part in Bible study or any other religious activity, kite the Chaplain and see your unit case manager.

#### **Chapel Programs:**

Protestant Services  
Library Services  
A.C.T.S Program  
Gospel Messengers  
Prison Fellowship

Yoke Fellowship Bible Study  
Catholic Rosary  
Catholic Catechism  
Relationship Maintenance  
Catholic Mass

Taleem  
 Jummah  
 33 Series Authentic Manhood

Bill Glass Ministries  
 Emmanuel Church Concert  
 Refuge Ministries

**INSTITUTION INMATE ACTIVITY SCHEDULE-MAIN COMPOUNDS**

WEEKDAYS	WEEKENDS	HOLIDAYS	
5:00 AM	5:00 AM	5:00 AM	Count
6:00 AM	7:00 AM	7:00 AM	Lights On
6:30 AM	6:30 AM	6:30 AM	Morning Med-Line
6:30 AM	-----	6:30 AM	Breakfast
7:30 AM	-----	-----	Sallyport, West Gate & OPI inmates released for work
8:00 AM	8:00 AM	8:00 AM	Yard Open for school, job sites, recreation, & passes
11:00 AM	11:00 AM	11:00 AM	Count, med-line, & lunch immediately following count
12:15 PM	12:15 AM	12:15 PM	Yard Open for school, job sites, recreation, and passes
4:00 PM	4:00 PM	4:00 PM	Standing Count
4:30 PM	4:30 PM	4:30 PM	Dinner
5:30 PM	5:30 PM	5:30 PM	Yard Open
7:00 PM	7:00 PM	7:00 PM	Med-Line
8:30 PM	8:30 PM	8:30 PM	Yard Closes (depending on lighting conditions & Shift Captain's discretion)
9:00 PM	9:00 PM	9:00 PM	Count
11:00 PM	11:00 PM	11:00 PM	Lights Out, telephones turned off
11:30 PM	-----	-----	Institutional televisions turned off
12:00 AM	12:00 AM	12:00 AM	Count
2:30 AM	2:30 AM	2:30 AM	Count, inmate personal televisions turned off
-----	2:30 AM	2:30 AM	Institutional televisions turned off
3:30 AM	-----	3:30 AM	Wake Up for food service workers

**COMPOUND PROCEDURES**

While on the compound, observe the following rules:

1. Walk (don't run) except in designated recreation areas and stay within the yellow lines.
2. Keep off the grass except for designated recreation areas
3. Deposit trash in receptacles provided
4. Do not enter another unit other than your own unless staff personnel has authorized
5. Carefully observe the posted "off limit" areas
6. Do not stop to visit or loiter, except for open yard hours
7. Do not exchange items
8. Go directly from your housing unit or current location to your destination.
9. Attire will be appropriate (shoes laced and tied, pants pulled up, shirts tucked in, etc.)
10. Always wear your identification badge at chest level on your outer most garment at all times, photo side facing out
11. During open yard, there will be no blankets on the compound

**KEEP IN MIND**

1. Keep only personal items needed: don't become collectors of unneeded things.
2. All personal items must fit into a 2.4 sq. ft. locker box and laundry bag.
3. All inmate phones calls are subject to monitoring/recording at any time.
4. Contact appropriate officials if faced with a problem
5. Be quiet during count and stay on your bunk until count has been cleared.
6. Do not jump lines when going to meals, commissary etc.
7. Do not use an excuse of not knowing rules and regulations, ask questions.

8. Do not argue with employees. Show respect and respect will be shown to you.
9. Do not talk in TV areas.
10. Follow the posted rules and regulations.
11. Wear your I.D. CARD on your outermost garment at all times, chest level (e.g. attached to shirt pocket or collar).
12. Follow the dress code. Dress neatly, personal appearance earns respect.
13. Keep yourself and your living area neat and clean at all times.
14. Be sure to check your dorm bulletin board and the broadband distribution system (T.V.) for newly written rules and regulations and announcements.
15. Be on time for work, school, passes, etc.
16. Do not touch any employee or guest.
17. Do not spit on walkways or roadways.

### **OFF LIMIT AREAS**

The following areas are identified as off-limits to casual inmate traffic:

- Non-assigned work areas.
- A Building (unless designated work area or staff escorted).
- E Building unless designated work assignment or honoring a pass.
- Housing areas other than assigned.
- Grass areas with the exception of designated recreation areas and leisure areas (areas with benches and picnic tables).
- Any area identified with a red line painted across the pavement is off limits to casual inmate traffic with the exception of inmates assigned to I-dormitory.
- Any other area or location identified with either a painted red line or "off- limits" sign.
- Remember that stairways and hallways are for the passage of pedestrian traffic. As such, loitering in stairways and hallways is prohibited. Loitering is also prohibited in the paved area between the gymnasium and the barbershop, as well as the front of housing units.
- Behind H1 Isolation unit.

### **INMATE PASS SYSTEM**

SCC uses a pass system to permit inmate movement to certain areas within the institution. If you wish to speak with a staff member about a problem, you must send a kite. The staff member will then send a pass for you. You are not allowed to just wander around the Institution. You may not just stop by a staff person's office (except in your unit). You must have a pass and it is important that you *honor the pass*.

### **SCC OFFENDER TRAFFIC**

1. All inmates shall be prohibited from walking down the middle of avenues. All inmate traffic will be on the right side of the avenue (always on the inmate's right). Inmates will walk within the designated paths between the yellow lines and the curbs to and from all destinations. Inmates are prohibited from using sidewalks except in current designated areas.
2. Inmates will no longer be permitted to loiter or walk around avenues, sidewalks, etc. Inmates must go directly to recreation, designated yard areas, work, school, etc. Inmates shall be permitted to honor passes after unit staff or area supervisor has signed the pass and released the inmate within 10 minutes of time designated on the pass.



3. Inmates will no longer be permitted to congregate on the avenue in front of F Unit to include evening recreation time.

**Times of operation shall be as follows but are subject to change.**

**8:00 am** open recreation

**8:50 am** break time (inmates have ten minutes to leave or go to recreation).

**9:50 am** break time (inmates have ten minutes to leave or go to recreation).

**10:30 am** recreation/yard closed. All inmates return to their housing units.

**1:00 pm** open recreation

**1:50 pm** break time (inmates have ten minutes to leave or go to recreation).

**2:50 pm** break time (inmates have ten minutes to leave or go to recreation).

**3:30 pm** recreation/yard closed. All inmates return to their housing units.

**5:30 pm** open recreation to include the valley recreation area.

**6:20 pm** break time (inmates have ten minutes to leave or go to recreation).

**7:20 pm** break time (inmates have ten minutes to leave or go to recreation).

- During daylight savings times (winter months) evening outside recreation shall be determined by the Shift Commander.