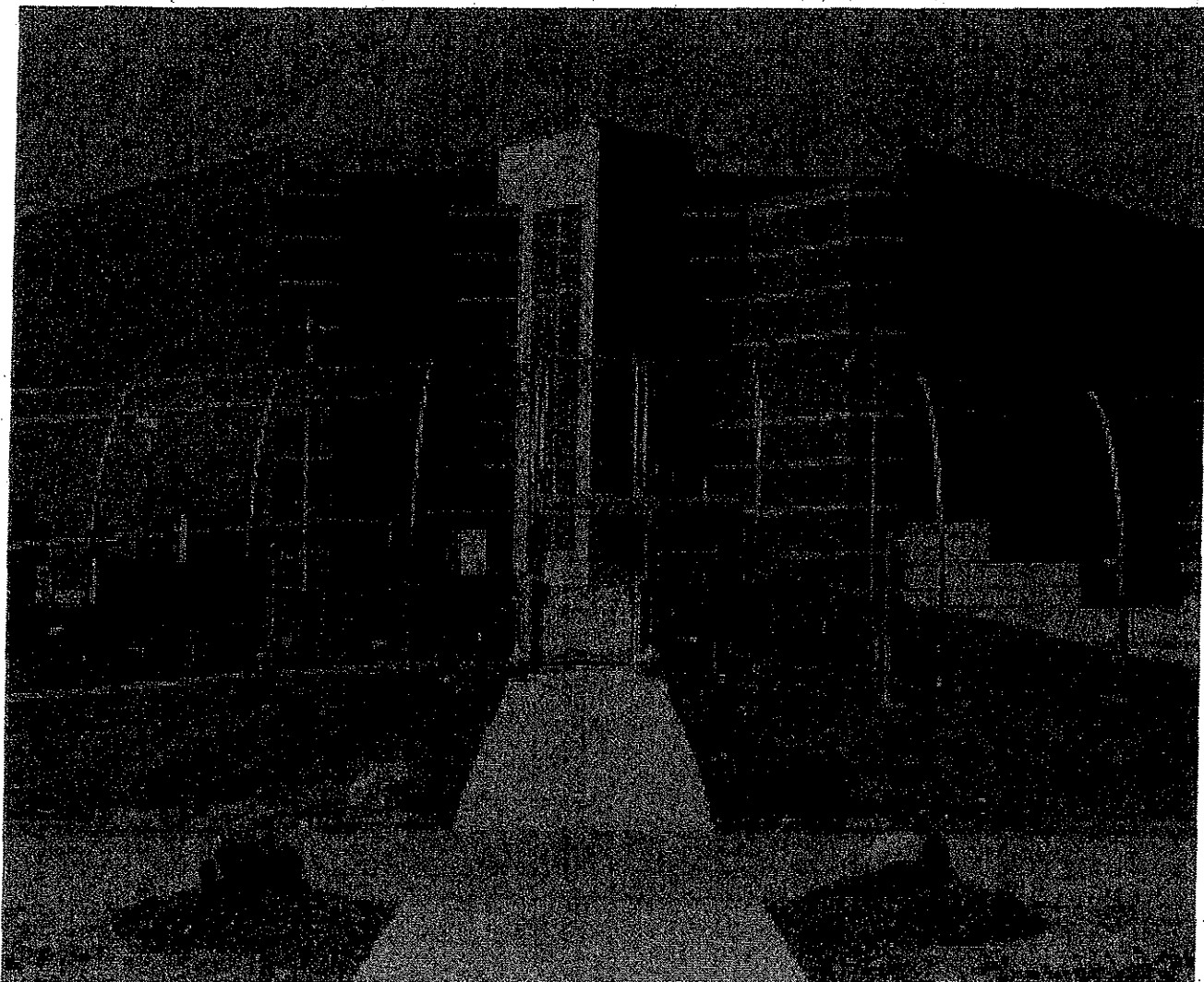


# OHIO STATE PENITENTIARY



## INMATE HANDBOOK

REVIEWED

February 7, 2014

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*2-6-14*  
DATE

## PREFACE

This handbook is for your use while incarcerated at the Ohio State Penitentiary (OSP). The handbook is designed to be your reference manual. Any revisions to the handbook will be posted via memos and/or on the institutional programming television channel.

An offender is placed at the Ohio State Penitentiary due to classification to Level 4 or Level 5. Level 4 is a security level for offenders who are involved in, but not leading others to commit violent, disruptive, predatory or riotous actions, and/or present a threat to the security of the institution as set forth in the established Level 4 criteria. Level 5 is a security level for offenders who commit or lead others to commit violent, disruptive, predatory, riotous actions; or, who otherwise pose a serious threat to the security of the institution as set forth in the established Level 5 criteria. Placement at the Ohio State Penitentiary is for an indefinite period of time with annual security reviews. The Ohio State Penitentiary houses Security Level 4 and 5 inmates.

While you are at the Ohio State Penitentiary, you are expected to abide by Administrative Regulations, ODRC and OSP rules and regulations, and participate in OSP programs. It is hoped you will make a positive adjustment that will enable you to transfer to a lesser security level.

Offenders will receive orientation within seven (7) days of their arrival from both Unit Staff & the Inspector's Department:

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

All new offenders receiving an inmate handbook shall retain a personal copy for a minimum of fourteen (14) days, including holidays and weekends. Upon possessing the handbooks for the minimum of fourteen (14) days, all offenders shall return their personal copies of the handbook to their unit staff. Offenders are financially responsible for any lost or damaged copies of the handbook provided at a cost of \$5.00 each. Copies are also available after the initial fourteen (14) days from your unit staff.

## TABLE OF CONTENTS

<b>Preface</b>	1
<b>Table of Contents</b>	2-4
<b>Unit Staff</b>	6
Unit Manager Chief	6
Unit Manager (Correctional Specialist)	6
Case Manager (Correctional Program Special)	6
Block Lieutenant	6
Block Sergeant	6
Block Correctional Officer	6
Unit Secretary	6
Chain of Command (for unit staff)	6
<b>Americans with Disability Act (ADA)</b>	7
<b>Birth Certificates</b>	7
<b>Cashiers Office</b>	7
JPay Placing money on your account	7
GTL Kiosk	8
Cashier's Office Copies	8
Cash Slips/Check-out Slips	8
Release/Gate Money	8
Electrical Appliance co-pay program	8
<b>Classification</b>	
Attendance	9
Job Assignment	9
Levels 4B, 5A, and 5B	9
Level 4A Inmates	9
Security Classification	9-11
Placement at Level 5 from Level 4 OSP	9
Placement at level 5 from Reception or Another Institution	10
Voluntary Placement at Level 4 Inmates at OSP	10
14 Day Review/Orientation Process for Level 4 Inmates	11
Annual Security Review-level 4 & 5	11
<b>Commissary</b>	13
<b>Count Time</b>	13
<b>Disciplinary Process</b>	13
Appeal	13
Rules of Conduct	13
Rules of Conduct Hearings	15
Temporary Suspension of Privileges	16
<b>Driver's License</b>	16
<b>Drug Trafficking</b>	16
<b>Duration of Stay and/or Length of Stay at the Ohio State Penitentiary</b>	16
<b>Education</b>	16
<b>Fire Safety</b>	17
<b>Food Service</b>	17
Kosher Meals	17
<b>Grievance Procedures</b>	18-20
<b>Identification Badges</b>	20
<b>Identification Cards</b>	20

<b>Incentives for Positive Behavior:</b>	21
Level 5 Incentives	
Cell of the Month	
<b>JPay Inmate Kiosk</b>	21
Video Visit	21
<b>Kite &amp; ICR</b>	21
<b>Laundry</b>	22
<b>Legal Services</b>	22
Copies	22
Legal Kit	22
Notary Services	22
<b>Library Services</b>	22
<b>Long Term Level 5A Inmates</b>	23
<b>Mail</b>	23
Incoming	23
Outgoing	24
Free Letters	24
Mailing Address	24
Packages	24
Level 4A	24
Level 4B, and Level 5	25
Published Materials	25
<b>Medical Services</b>	
Nurse/Doctor Sick Call	26
Medical Co-Pay	26
Emergency	26
Medication Issuance	26
Carry Medications	27
Dental Care	27
Physical Examination	27
Advanced Directives	27
Tattooing	27
<b>Mental Health Services</b>	27
Suicide Awareness	27
<b>Movement from Cell Location</b>	27
Attire	27
Levels 5A and 5B	27
Level 4B	28
Level 4A	28
<b>Notification of Next-of-Kin</b>	28
<b>Parole Board</b>	28
<b>Post Release Control Screening</b>	29
<b>Privilege Level Review Process</b>	30
Privilege Level Review for Level 5	31
Privilege Level Review for Level 4B	31
Privilege Level Review for Level 4AT	31
<b>Programming</b>	32
<b>Property/Cell</b>	35
CD Players & CDs	35
Cell Furnishings	36
Property Claims	36

<b>Property Limits (Reference attachment #3 OSP Property Limits)</b>	
<b>Quartermaster</b>	36
<b>Records Office</b>	
Commutation – ORC 2967.07, A.R. 5120-1-1-20	36
Jail Time Credit	36
Notice to Foreign Nationals	36
Parole and Review Hearing	37
Per ORC 5120.21, You Do Not Have Access To Your Master File	37
Shock Probation – ORC 2951.05	37
<b>Recovery Services</b>	37
<b>Recreation</b>	
Recreation Department	37
Congregate Recreation	37
Outdoor Recreation	38
Recreation Facilities	38
Restroom	38
Recreation Schedule	38
Personal Effects/Attire	38
Search	38
Conduct	38
<b>Re-entry/ORAS</b>	38
<b>Religious Services</b>	38
<b>Sanitation</b>	
Cell Sanitation	39
Cleaning Chemicals	39
Grooming	39
Hygiene Articles	39
Shaving	39
Trash	39
Trays	39
<b>Searches and Contraband</b>	
Searches	40
Contraband	40
<b>Sexual Act</b>	40
<b>Sexual Misconduct (Reference Attachment 1 PREA Prison Rape Elimination Act)</b>	
<b>Social Security Card</b>	40
<b>Social Security Application</b>	40
<b>Special Management</b>	40
Hygiene Articles for Special Management Offenders	40
Telephone for Special Management Offenders	41
<b>State Pay</b>	41
<b>Telephone</b>	42
Emergency	42
Legal Collect	42
Schedule for Level 4 and 5 Inmates	42
GTL Directions/How to Use the Telephone	42
<b>Television</b>	44
Purchased Personal Television	44
State Issued Television	44
<b>Tobacco and Tobacco Substitute Free Institution</b>	44

<b>Town Hall Meetings</b>	44
<b>Unauthorized Group Activities</b>	44
Zero Tolerance	45
<b>Unauthorized Relationships</b>	45
<b>Veteran Coordinator</b>	45
<b>Visiting</b>	45
Visiting Schedule for Approved Visitors	45
Directions to OSP	45
Local Transportation	46
Regulations	46
Dress Code	46
Searches	47
Modifications to Visiting List	47
Special Visits	47
Attorney of Record	47
Minister of Record	47
Property	47
<b>Voting Rights</b>	47

**Attachments:**

1. PREA Prison Rape Elimination Act
2. OSP Privilege level Chart
3. OSP Property Limits by Level

## **UNIT STAFF:**

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

**Unit Manager (Correctional Specialist):** Directs staff and operations within unit, responsible for all activities/processes impacting the unit, unit staff, and inmates. Supervises the social service staff, resolves offenders' social services concerns, makes rounds in the unit, and chairs various institutional committees.

**Case Manager (Correctional Program Specialist) :** Develops social services, counsels, makes regular rounds in the block, provides sentence information, prepares parole data and parole plans, completes reviews on offenders for classification and security level, privilege level reviews, processes visiting applications, approves check out (cash) slips, and chairs or serves on various institutional committees. Communicates with external sources regarding inmates on their caseload, supports family contact, develops individual program plans for inmates, and delivers programs.

**Block Lieutenant:** Provides direction in coping with the day-to-day operational concerns of living in prison. Duties include but are not limited to: supervises Block Correctional Officers; makes rounds once daily in the block to check on sanitation, personal appearance and hygiene of offenders; resolves concerns; investigates complaints; offers guidance; serves on various institutional committees; and deals with offender discipline, mail, and commissary.

**Block Sergeant (Correctional Counselor):** Provides direction in coping with the day-to-day operational concerns of living in prison. Duties include but are not limited to: makes rounds daily in the block to check on sanitation, personal appearance and hygiene of offenders; serves as hearing officer for conduct reports; takes care of property issues; addresses Theft/Loss Reports; offers guidance; and serves on various institutional committees.

**Block Correctional Officer:** Completes day-to-day security functions within the block and participates in the unit's decision-making efforts if needed. Any questions, comments, and/or concerns related to counts, room sanitation, sick call, mail, laundry, contraband, shower procedures, etc. should be addressed with your Block Officers. Questions regarding block rules should be directed to the Block Officer first.

**Unit Secretary:** The Unit Secretary handles the clerical responsibilities for unit staff. These duties include maintaining offender unit files and serving on various institutional committees.

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

1. The Block Correctional Officers report to the Housing Unit Lieutenant.
2. Case Manager, Block Sergeant and Unit Secretary report to the Unit Manager.
3. The Unit Manager reports to the Unit Management Chief.
4. The Unit Management Chief reports to the Deputy Warden of Operations.

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

**AMERICANS WITH DISABILITIES ACT (ADA):** If you need assistance because of a disability, notify the ADA Coordinator of the type of assistance necessary. Offenders with qualified disabilities such as hearing loss, severe vision problems, or wheelchairs for mobility will be provided accommodations. The decision for accommodation is made on a case by case basis.

**BIRTH CERTIFICATES:** Upon request by the offender, unit staff shall assist the offender requesting replacement birth certificate by helping them complete the State of Vital Statistics form and forwarding it to the bureau for processing.

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

**JPay Placing money on your account:**

- 1) Money orders must be sent to JPay. JPay has committed to a 3 business day posting.
- 2) Money orders received at the institution, will have to pay for postage to send the money order back to the individual.
- 3) For an inmate who receives a large check from a bank for closing an outside account, or from an estate settlement, etc., these will be processed at the institution with the approval of the Warden.
- 4) The AR only allows visitors who are approved, or tentatively approved, to provide funds regardless of the method used. Only approved or tentatively approved visitors may send money. As long as it is approved in DOTS, it will be approved for the vendor.
- 5) Only an approved visitor can deposit or pay for inmate phone call credits.
- 6) Fee for processing, \$1.50 will be deducted from the total value of any money order received prior to posting it to an account. For example, if an inmate received a \$20 money order, \$18.50 will be posted to the account.
- 7) Cashiers office prints out receipts daily and will forward to inmate.

The address for JPay:

JPay Lockbox  
P.O. Box 277810  
Hollywood, Fl 33027

**JPay is responsible for handling all customer complaints and resolving any issues.**

Number for customers to call with questions: 954-862-6900, Extensions 2006, 2005, 2011 or 2012

**Death Row inmates:** Death Row inmates only may receive money orders from individuals residing outside the United States of America.

- Money orders from individuals residing outside the USA will be accepted at the institution level and posted on the offender's account at the instruction cashier's office.
- Money orders may be sent from individuals residing outside the USA whether or not they are listed as an approved visitor on the offender's visiting list.
- Money cannot be received from any source that has engaged in an unauthorized business transaction.
- Money orders may not exceed \$200.00.



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

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

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

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

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

Approval for cash slips is as follows:

\$0.00 to \$24.99	Case Manager
\$25.00 to \$99.99	Unit Manager
\$100.00 and over	Unit Manager
Postage	Mailroom
Copies	Cashier or Legal Services

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

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

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

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

## CLASSIFICATION:

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

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

Levels 4, 5A, and 5B: Recommendations for pod porters will be forwarded to the Unit Sergeant for re-class. A pod porter maintains his cell, the pod, the showers and all empty cells. All pod porters selected by the Unit Sergeant are strictly voluntary with no additional pay until a reclassification is complete. Pod porters may volunteer for two weeks until the Unit Sergeant is certain of desired placement and requests a re-class. Classification to a student status is completed at the request of the Education Department. A student complies with education mandates and pursues a GED. No offender can be re-classed to a pod porter and a student simultaneously.

Level 4A and 4AT Inmates: Following the initial orientation period for new Level 4A inmates, or upon moving into a 4A pod for those offenders already at OSP at the time of privilege increase, 4A inmates will be assigned a job or classified as adjustment C by the Unit Classification Committee. Offenders will be given 48 hour notice of the classification hearing and will have the opportunity to meet with at least one member of the classification committee. Only education can request an offender's assignment as a student. The unit classification committee cannot assign an offender as a student without Education's request.

## SECURITY CLASSIFICATION:

Placement at Level 5 from Level 4 at OSP: The Classification Committee shall review the completed Security Review Form and any other relevant information. The offender is to be served with a Notice of Hearing 48 hours prior to the hearing. The offender will be afforded the opportunity to appear before the committee (unless waived in writing) to offer any pertinent information, explanation, and/or objections to Level 5 placement. The offender will also be afforded the opportunity to submit a written statement to the committee. The Classification Committee shall document information presented by staff and the offender. The Classification Committee shall determine whether the offender has met one of the criteria above and whether the offender should be placed in level 5. The Classification Committee shall make a recommendation accordingly, which shall be documented in the Classification Committee Report. (The committee's recommendation is shared verbally with the offender at the conclusion of the hearing, and the offender is informed of his right to appeal that recommendation.) The offender shall have fifteen calendar days from the committee's recommendation to file objections to the Warden.

The Classification Committee shall forward their recommendation to the Warden/Designee. The Warden/Designee shall review the Security Review Form and all other information presented, including any objections provided by the offender, and approves or disapproves the recommendation. If the Warden approves the recommendation, the Warden shall submit the recommendation and the approval to the Bureau

of Classification for final disposition. The offender shall be notified of the Warden's approval of the recommendation and may file a formal objection to the recommendation of the Warden with the Bureau of Classification within fifteen days of the date the offender is served with the Warden's action. The Bureau of Classification will review the recommendation and any objections filed by the offender and make a final decision. The Bureau of Classification shall send a written copy of the decision to the institution to be given to the offender.

Placement at Level 5 from reception or another institution: If the offender has been placed at Level 5 from reception or another institution, the above procedure will have occurred at the sending institution and will not be immediately repeated. However, offenders who have been placed on Level 5, either from Level 4 at OSP or from reception/another institution, will receive a 30 Day Review/Orientation.

30 Day Review/Orientation Process: Placement into Level 5 varies in length depending on the nature of the initiating incident, criteria for placement, and/or demonstrated behavior in assigned level. All offenders placed into level 5 shall have a review of their classification level completed by an assigned unit staff member within 30 days of placement, to determine if they have been properly classified. This review shall include a review of the offender's file to ensure that proper documentation has been included detailing how/why the offender has been classified into Level 5.

If the reviewing staff member finds the offender does meet the appropriate criteria, unit and/or programming staff will meet with the offender to explain the classification and review processes, what the expectations are concerning his behavior, and appropriate program participation. This meeting will also afford the offender the opportunity to request any needed assistance while assigned in the classification level. Staff will notify the offender whether release to a general population institution in three years or less appears reasonably possible. The anticipated length of stay notification is not a set decision. The stay of an offender at Level 5 is directly related to the factors considered at each annual security review, which are described below.

If the reviewing staff member finds the offender does not meet the Level 5 criteria, the reviewing staff member shall forward a written recommendation, through the Deputy Warden of Operations, to the Warden recommending that the offender be transferred to an appropriate institution. The reasons for the recommendation must be listed and reflect why the offender is not appropriate for Level 5 and why placement is more appropriate at another level.

If the Warden concurs with the recommendation, the packet is then forwarded, along with a newly completed Security Review Form, to the Bureau of Classification for appropriate action. If the Warden disagrees with the reviewing staff member's recommendation, the offender remains at his current status. The Warden's decision is not appealable.

Voluntary Placement of Level 4 Offenders at OSP:

1. An offender may be voluntarily placed at Classification Level 4 at O.S.P. for the following reasons:

a. An offender confined at Classification Level 5 at the Ohio State Penitentiary (OSP) is reduced to Classification Level 4B. Following the classification decision, the offender requests to remain at Classification Level 4 at the OSP instead of being transferred to Classification Level 4 at the Southern Ohio Correctional Facility (SOCF) and his request is granted.

b. An offender confined at Classification Level 4 at the SOCF requests to be transferred to Classification Level 4 at the OSP and his request is granted.

2. An offender's request to be retained or placed at the OSP is governed by the following rules:
  - a. No offender shall be placed or retained at Classification Level 4 at the OSP without his written consent.
  - b. The offender can withdraw his consent in writing at any time and request a transfer. Following receipt of the written request for transfer, the Bureau of Classification and Reception ("the Bureau") will transfer him to another institution with all due speed.
3. When an offender is retained or placed at OSP according to ODRC policy 53-CLS-06, the staff at OSP shall obtain the offender's signature on form DRC 2739, Request for Permission to Remain at the Ohio State Penitentiary.

~~*14 Day Review/Orientation Process for Level 4 Offenders:* Offenders placed at Level 4 at OSP, whether on voluntary transfer from another institution or after electing to remain at OSP after reducing from Level 5 at OSP, will receive an orientation meeting from a member of unit staff within 14 days of placement at Level 4.~~

#### ANNUAL SECURITY REVIEW:

Level 4B and Level 5: All offenders will have Security Reviews, at least, annually. The Level 5 Classification Committee may include the Deputy Warden of Operations or designee, the Unit Manager Chief, a Unit Manager, a Case Manager and/or other Unit Staff member, and may include a Mental Health staff member. All Level 5 annual reviews must include a Director's Designee, to review all pertinent information and make a recommendation. The Level 4B Classification Committee will consist of Unit Staff.

The offender is to be served with a Notice of Hearing 48 hours prior to the hearing. The offender will be afforded the opportunity to appear before the committee (unless waived in writing) to offer any pertinent information, explanation, and/or objections to Level 4 or Level 5 placement. The offender will be afforded the opportunity to submit a written statement to the committee. The committee shall make a comprehensive review of the offender's institutional adjustment and behavior, including his behavior since placement in level 4 or Level 5, in order to make an assessment of the risk to safety and security posed by such an offender.

This committee shall review the completed Security Level Review, and will take into consideration at a minimum the following information:

- Reason for placement in level and relevant circumstances;
- Conduct reports;
- Current privilege level;
- Time served in current privilege level;
- Total time spent in level;
- Time left to spend on current sentence;
- Time since last incident that resulted in offender being designated level;
- Program involvement;
- Behavior in the last five years, including prior to level classification;
- Security level prior to placement;
- Adjustment/behavior after placement;
- Factors which indicate a risk of future violence;
- Interaction with others (staff and/or offenders);
- Recognition and acknowledgement of the factors contributing to the commission of the placement offense and nature;
- The findings and recommendations of the previous assessment committees;

- Previous review committees;
- The findings and recommendations of all assessment committees subsequent to the placement in level; and,
- The findings and recommendations of all supervision review committees subsequent to placement in current level.

The offender has a right to present documentary evidence. The evidence presented must be in regards to whether the offender continues to pose a threat to the safety and security of the prison system. Evidence rehearing of issues already decided in prior disciplinary or criminal proceedings will not be considered.

The committee will use professional correctional judgment to evaluate the offender's likelihood to repeat ~~prohibited actions. The classification committee does not have the authority to re-hear issues already~~ decided in prior disciplinary or criminal proceedings. This committee will make a recommendation regarding whether the offender continues to pose a threat to the safety and security of the prison system. The Classification Committee shall review the completed Security Level Review and any other relevant information. The committee shall review and evaluate the factors listed above, the circumstances underlying the placement in level 4B or level 5, the reasons for initial placement, the offender's subsequent actions, and the offender's demonstrated attitude. The committee shall determine whether there has been a diminishing of the offender's risk to the safety of persons or institutional security (within their professional correctional judgment). The committee shall make a recommendation to reduce or continue the offender's security level accordingly. The committee shall identify the basis for its decision and upon which factors the committee relied. If the committee believes the offender presents a threat to security of a general population institution, the committee shall document their conclusions as to the offender's risk and the committee's reasons.

The Classification Committee shall forward their recommendation to the Warden/Designee. The offender shall be notified of the right to submit objections to the recommendation of the committee within fifteen calendar days of receiving notice of the recommendation.

The Warden/Designee shall review the Security Level Review and all other information presented, including any objections provided by the offender, and shall approve or disapprove the recommendation. If the Warden approves the recommendation, the Warden shall submit the recommendation and the approval to the Bureau of Classification for final disposition. The offender shall be notified of the Warden's action and may file a formal objection to the recommendations of the Warden with the Bureau of Classification within fifteen days of the date the offender is served with the Warden's recommendation. The Bureau of Classification will review the recommendation and any objections filed by the offender and make a decision. The offender shall be provided a copy of the final decision from the Bureau of Classification.

Level 4A: Level 4A offenders at OSP shall have security reviews no less than annually, pursuant to ODRC Policy 53-CLS-06 and Administrative Rule 5120-9-53. The score of page 1 of the Security Review will recommend that the offender's security level be lowered, increased, or remain the same. The human element will be considered and each of the objective phases has latitude for overrides if a condition exists ~~where an exception should be made.~~ A copy of the Security scoring instrument shall be given to the offender with his notice of the hearing at least 48 hours in advance of the hearing.

At the hearing, the offender shall be notified of the committee's recommendation orally and in writing. The Classification Committee shall inform the offender that he has fifteen (15) days following his receipt of the Classification Committee's written recommendation within which to file objections with the Warden. The offender may object to the decision of the Warden to the Bureau of Classification within fifteen (15) days after being notified of an adverse decision. The appeal must state in detail the reasons for the appeal. The

decision of the Bureau of Classification is final and shall be provided to the offender. Implementation of any decision shall not be stayed pending appeal.

**COMMISSARY:** Purchases are limited to only those items and quantities described in the commissary lists for each level. Each offender is responsible for respecting the item limits for possession in the cell. Commissary order forms are issued every other week. Any questions or problems with your commissary will be addressed either directly or via kite to the commissary department. OSP has a Commissary Committee that meets regularly to review items for consideration and recommendation for addition to the list of items available in the Commissary. All requests for changes to the Commissary list should be forwarded to the Commissary Manager for consideration by the committee.

**CORRECTIONAL INSTITUTIONAL INSPECTION COMMITTEE CHC:** ~~The CHC is a legislative~~ committee that inspects and evaluates Ohio's prisons regarding unsafe conditions; personal safety, conditions of confinement, institutional programs, sexual assault, and general problems and concerns. They may be contacted at:

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

**COUNT TIME:** The following count times are used at OSP: 7:10 a.m. – 10:30 a.m. (weekends/holidays) – 11:00 a.m. – 4:00 p.m. (standing)-10:00 p.m. – 12:00 a.m. – 2:00 a.m.

At all times the cell window must remain uncovered with nothing blocking the view into the cell. Enough light must be in the cell to allow staff to observe the inmate at all times.

**DISCIPLINARY PROCESS:** It is the policy of OSP, as in all institutions operated by the Ohio Department of Rehabilitation and Correction, that discipline will be imposed in a manner and degree to the extent necessary to achieve corrective behavior. Disciplinary action shall not be imposed on any offender until a hearing is conducted, where the accused offender is given the opportunity to present a defense on his behalf. A guilty finding shall be based on evidence that the offender did violate a rule of conduct. Where applicable and appropriate, progressive discipline will be utilized and can entail a recommendation from the Rules Infraction Board for a Privilege Level Review.

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

**RULES OF CONDUCT:** Administrative Regulation 5120-9-06 *Offender Rules of Conduct* establishes 61 rules of conduct, which "constitute an immediate and direct threat to the security or orderly operation of the institution, or to the safety of its staff, visitors, and offenders, as well as other violations of institutional or departmental rules and regulations."

1. Causing, or attempting to cause the death of another.
2. Hostage taking, including any physical restraint of another.
3. Causing, or attempting to cause, serious physical harm to another.
4. Causing, or attempting to cause, physical harm to another.
5. Causing, or attempting to cause, physical harm to another with a weapon.
6. Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
7. Throwing any other liquid or material on or at another.
8. Threatening bodily harm to another (with or without a weapon.)
9. Threatening harm to the property of another, including state property.

10. Extortion by threat of violence or other means.
11. Non-consensual sexual conduct with another, whether compelled:
  - a. By force,
  - b. By threat of force,
  - c. By intimidation other than threat of force, or,
  - d. By any other circumstances evidencing a lack of consent by the victim.
12. Non-consensual sexual contact with another, whether compelled:
  - a. By force,
  - b. By threat of force,
  - c. By intimidation other than threat of force, or,
  - d. By any other circumstances evidencing a lack of consent by the victim.
- ~~13. Consensual physical contact for the purpose of sexually arousing or gratifying either person.~~
14. Seductive or obscene acts, including indecent exposure or masturbation; including, but not limited, to any word, action, gesture, or other behavior that is sexual in nature and would be offensive to a reasonable person.
15. Rioting or encouraging others to riot.
16. Engaging in or encouraging a group demonstration or work stoppage.
17. Engaging in unauthorized group activities as set forth in paragraph (B) of 5120-9-37 of the Administrative Code.
18. Encouraging or creating a disturbance.
19. Fighting – with or without weapons, including instigation of, or perpetuating fighting.
20. Physical resistance to a direct order.
21. Disobedience of a direct order.
22. Refusal to carry out work or other institutional assignments.
23. Refusal to accept an assignment or classification action.
24. Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
  - a. Sending personal mail to an employee at his or her residence or another address not associated with the department of rehabilitation and correction.
  - b. Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the department of rehabilitation and correction.
  - c. Giving to, or receiving from an employee, any item, favor, or service.
  - d. Engaging in any form of business with an employee; including buying selling, or trading any item or service.
  - e. Engaging in, or soliciting sexual conduct, sexual contact or any act of a sexual nature with an employee.
  - f. For the purposes of this rule “employee” includes any employee of the department and any contractor, employee or a contractor, or volunteer.
25. Intentionally grabbing or touching a staff member or other person without the consent of such person in a way likely to harass, annoy or impede the movement of such person.
26. Disrespect to an officer, staff member, visitor or other offender.
- ~~27. Giving false information or lying to departmental employees.~~
28. Forging, possessing, or presenting forged or counterfeit documents.
29. Escape from institution or outside custody, (e.g. transport vehicle, department transport officer, other court officer or law enforcement officer, outside work crew, etc.) As used in this rule, escape means that the offender has exited a building in which he was confined; crossed a secure institutional perimeter; or walked away from or broken away from custody while outside the facility.
30. Removing or escaping from physical restraints (handcuffs, leg irons, etc.) or any confined area within an institution (cell, recreation area, strip cell, vehicle, etc.)
31. Attempting or planning an escape.

32. Tampering with locks or locking devices, window bars; tampering with walls, floors, or ceilings in an effort to penetrate them.
33. Possession of escape materials; including keys or lock picking devices (may include maps, tools, ropes, material for concealing identity or making dummies, etc.)
34. Forging, possessing, or obtaining forged or falsified documents which purport 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.

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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 offender, staff member or another for which payment of any kind is made, promised or expected.
46. Conducting business operations with any person or entity outside the institution, whether or not for profit, without specific permission in writing from the warden.
47. Possession of use of money in the institution.
48. Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.
49. Destruction, alteration, or misuse of property.
50. Possession of property of another.
51. Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given.
52. Setting a fire; any unauthorized burning.
53. Tampering with fire alarms, sprinklers, or other fire suppression equipment.
54. Unauthorized use of telephone or violation of mail and visiting rules.
55. Use of telephone or mail to threaten, harass, intimidate, or annoy another.
56. Use of telephone or mail in furtherance of any criminal activity.
57. Self-mutilation, including tattooing.
58. Possession of devices or material used for tattooing.
59. Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other offenders, or to the acting offender.

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60. Attempting to commit; aiding another in the commission of; soliciting another to commit; or entering into an agreement with another to commit any of the above acts.
61. Any violation of any published institutional rules, regulations, or procedures.

Rules of Conduct Hearings: The hearing officer (any RIB certified staff member) will interview the accused offender and serve a copy of the conduct report at the interview. If the offender refuses to accept the conduct report, the hearing officer will note that fact on the report. Offenders are encouraged to participate in their hearing(s). The hearing officer will inform the offender of the rule violation alleged, the



behavior constituting the violation, and right of the offender to make a statement regarding the violation. The offender will be asked to admit or deny the violation, and the hearing officer will ask for the offender's statement regarding the violation. The hearing officer may conduct other interviews as the hearing officer deems necessary.

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

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

Temporary Suspension of Privileges: Offenders may temporarily lose a privilege if their behavior is disruptive to the operation of OSP or if the offender fails to comply with rules and/or staff directives. For example, cell privileges may become more restrictive due to inappropriate behavior, and/or recreation may be restricted should you not comply with the rules and regulations regarding recreation.

DRIVER'S LICENSE: 5 Months before your release, your Case Manager shall assist the offender in requesting information on his/her license from the local reinstatement offices. The computerized data sheet shall be returned to the unit staff and forwarded to the offender so that he may address any barriers to obtaining his license upon release.

DRUG TRAFFICKING: Ohio Revised Code 2921.36, prohibits drug trafficking by offender, visitors, and penalties for all parties.

#### **DURATION OF STAY AND/OR LENGTH OF STAY AT THE OHIO STATE PENITENTIARY:**

LEVEL 5 NOTICE OF ANTICIPATED LENGTH OF STAY AT THE OHIO STATE PENITENTIARY: Each Level 5 offender will be notified once, during the 30 day Orientation process, as to whether release to a general population institution in three years or less appears reasonably possible. The anticipated length of stay notification is not a set decision. The stay of an offender at Level 5 is directly related to the factors considered at each annual security review, which is described above.

LEVEL 4 DURATION OF STAY AT THE OHIO STATE PENITENTIARY: Misconduct by an offender while on any Privilege Level may result in a longer stay at that level/or decrease in privilege, and/or increase in Security Level to Level 5B.

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

self-study workbooks, and individualized assignments will supplement OSP program booth instruction. The teacher will combine program booth instruction with assignments based on individual needs.

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

The educational program allows for flexible scheduling that permits students to enter at any time when a class vacancy is available. The program is structured to enable each student to proceed at his own pace. Offenders assigned Level 5 and Segregation may request educational information in accordance with DRC Policy 57-EDU-01. *All educational programming is available at no cost.*

~~The Ohio State Penitentiary Special Education Department will provide special education and related service to offenders under the age of twenty-two who have been identified in accordance with federal and state regulations as having a disability. The special education staff will review offenders who are assigned to the special education program within ten (10) days of being placed in special or segregated housing units.~~

In addition to ABLE, Pre-GED, and GED programming at OSP, offenders can enroll in self-paid college correspondence classes. Any additional concerns about educational records or programming should be addressed to the school guidance counselor through the kite system.

#### **FIRE SAFETY:**

*Fire Prevention:* – It is the responsibility of both staff and inmates to maintain an environment free from fire hazards. Cells should not have an excess of combustible materials ex. Paper, clothing, magazines...etc. Sprinkler heads shall be unobstructed and not tampered with. The air vents in the cells should not be blocked or obstructed in any manner.

*Fire Evacuation and Fire Drills:* – It will be the policy of OSP to maintain proficiency through training of proper fire evacuation procedures. Fire Drills will be completed periodically on all three shifts. Inmates are responsible for complying with all staff instructions during the drills.

**FOOD SERVICE:** You will receive three nutritious meals per day as prescribed by the OSP master menu. All items issued during mealtime must be returned to the officer upon completion of the meal, i.e. tray, cups, utensils, etc. NOTHING issued during mealtime will remain in the cell, or in the case of 4A offenders, on the range. There are two (2) types of meals served at OSP—regular, or vegetarian, You can requested to have your diet changed to one of the two diets, four (4) times per in the months of January, April, July, or October only by kiting Foodservice

A religious accommodation request must be submitted to the Chaplain for religious diets requests. Trays will be returned to the officers through the handcuff port. Offenders must be properly dressed in a T-shirt or shirt and in gym shorts, sweats, state shirts, or pajama pants at the time the meal is served or the tray is picked up. Refusal to be properly dressed, the request to have the cell light on at the time the cuff port is accessed is considered equivalent to refusing the meal. Any questions or problems with your meals will be addressed to the food service department via kite. Immediate concerns will be addressed to your block officers. Level 4A offenders will have breakfast served in their cell and lunch and dinner will be on the range.

**KOSHER MEALS:** Inmates approved Kosher meals are expected to eat kosher meals at all times. The institution may revoke or modify a previously granted accommodation for religious practice if the inmate accommodated violates the terms under which the religious accommodation was granted. Religious

accommodations by be reviewed based on security, class, or changes in status other than general population.  
72-REG-02 VI. B

If it is documented in writing that an inmate has violated the accommodation by taking a non-kosher tray a progressive modification of the accommodation will occur. The progression is as follows:

- a. The first violation is a written warning
- b. A second violation within 12 months of the written warning will result in a 30 day suspension of the kosher diet.
- c. A third violation within 12 months of the end of the 30 day suspension will result in a 90 day suspension.
- d. A fourth violation within a year or the end of a 90 day suspension will result in a 1 year suspension.

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Following the end of a suspension it is the responsibility of the inmate to request in writing, of the chaplain to be added to a kosher diet.

### **GRIEVANCE PROCEDURE/INFORMAL COMPLAINT:**

#### **I. Introduction**

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

#### **II. Purpose of the Inmate Grievance Procedure**

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

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

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 offender grievance procedure has specific time limits.

#### **III. Inspector of Institutional Services**

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

#### **IV. Non Grievable**

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

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

Some of the other things that cannot be grieved are:

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

## V. Step One: Informal Complaint

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

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

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

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

## VI. Step Two: Grievance

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

## VII. Disposition of Grievance

~~The inspector will read your grievance form. The inspector will then investigate the grievance. The inspector may need to talk to you or other people, look at rules or other records. Most of the time, the inspector will finish the investigation in 14 days. If the inspector needs more time then they will let you know. When the investigation is complete the inspector will tell you what they found on a disposition of grievance form. The inspector will send you the canary-yellow copy of the grievance you filed, the canary-yellow copy of any informal you sent and the completed disposition of grievance.~~

### **VIII. Step Three: Appeal**

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

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

### **IX. Office of the Chief Inspector**

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

### **X. Grievance about the Inspector or Warden**

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

### **XI. Use, Misuse, and Restrictions**

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

### **XII. Guarantee Against Reprisals**

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

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**IDENTIFICATION BADGES:** Identification badges are provided to offenders upon transfer to Ohio State Penitentiary. Inmates who change their appearance may be responsible for the cost of a new ID. Identification tags are placed on the assigned cell door and shall not be altered or removed in any manner.

**IDENTIFICATION CARD:** State of Ohio identification cards will be issued prior to your release, by your Case Manager who will provide the application.

## **INCENTIVE FOR POSITIVE BEHAVIOR:**

**Level 5 Inmate:** All Level 5 inmates that remain free of RIB ticket for 90 days will be entitled to one of the following incentives per month:

- Extra phone call
- Free envelop
- Extra visit
- One picture once every six months **at the inmate's expense.**

**Cell of the Month:** OSP has a "Cell of the Month" program for each block. Inmates selected will have the opportunity to receive **one** of the incentives listed

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- Extra phone call
- Free picture
- Free envelope
- Free sick call
- Free food Item
- Extra visit

When selecting a Cell of the Month the following will be considered:

- Cleanliness of cell
- Visibility inside the cell (**nothing covering the windows, door or back window**)
- No unauthorized pictures on the walls, or lights covered
- Overall behavior

## **JPay INMATE KIOSK:**

At this time only **4A inmates** have routine access to a JPay Kiosk.

**REGISTER AND LOGIN:** In order to use email and video visitation you must first create an account and log in. To get a password, click register then enter your inmate number. Once you register, you will be sent a password. After you receive your password you may log in with your inmate number and password. You must agree to the terms and conditions and set up your security questions.

**EMAIL:** Family and friends may send emails. Stamps must be purchased just as with a letter via the Kiosk. You will have an email inbox where you may write letters, receive letters, and send letters.

**VIDEO VISITS:** Family and friends may schedule a video visit through the JPay Kiosk. Times that Video Visits may be schedule through JPay are posted in the block and times are rotated by pod. Once a visit is scheduled you will receive an email from JPay notifying you of the time. Visitation will also have access to the schedule visit. At the scheduled time you will be allowed to access the unit Kiosk to sign in and click Video Visit. You can join up to 5 minutes before the schedule visit. The video visit will start as soon as both parties have joined. Once completed, the visit will end automatically.

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**HELP:** The inmate Kiosk has a help button through which they will address your issues.

**KITE PROCEDURE:** If you need to contact certain departments within OSP, use the kite system. Complete your kite with your request and address to the applicable department. The kite should then be turned into the Block Officer to be placed in the mailbox for processing. Kites and *Informal Complaint Resolutions* will be passed out once daily on second shift, and at no other time. Response time to kites is seven (7) business days.

**LAUNDRY:** Laundry will be washed once (1) a week with a twenty-four hour turnaround. You will be provided with one white laundry bag for your white clothing and one blue laundry bag for your dark clothing. **It will be the inmate's responsibility to separate their laundry.** Both the white and the blue bags will be picked up together on laundry day. Bags that have both white and dark clothing found mixed in the bag will be pulled and returned to the offender without washing. Failure to comply could result in a conduct report. Sheets and pillow cases will be washed once a week on a separate day. Blankets will be washed once a month on a separate day. Personal blankets can be placed inside your blue laundry bag for identification purposes. No blankets will be accepted on regular clothing wash day. If any item(s) is/are missing from your laundry, report the missing item(s) to your block sergeant. Schedules will be posted via television programming channel for all pickups. The laundry schedule is subject to change due to holidays.

**LEGAL SERVICES:** OSP has a Paralegal on staff. The Legal Services Department at the Ohio State Penitentiary is responsible for providing offenders with access to the courts for legal claims challenging convictions or conditions of confinement. Legal Services requests should be sent in a kite addressed to the Legal Services Department. Legal material should be delivered to you within five (5) working days after your kite has been received. Requests should be limited to five (5) requests per kite, and one kite per day. No books borrowed from Legal Services may leave OSP grounds for any reason. The Legal Services department will not provide any offender with legal advice or legal strategies. No offender should be required to pay or deal for legal services offered by another offender. If you, or someone you know, has been asked to pay or deal for legal assistance, please notify your Unit Manager, the Legal Services Supervisor, or the paralegal. Legal services will be responsible for ensuring that all DRC policies approved for distribution shall be updated as required versions of the policies are made available. Kite the Legal Department Paralegal to obtain a list of all Departmental policies available to inmates.

**COPIES:** Legal Copies will be made by the Legal Services department. Kite Legal Services when legal copies are needed. Copies are \$0.05 per page.

**LEGAL KIT:** Legal kits are provided to offenders who are certified by the Cashier's office as indigent after requesting a legal kit, by sending a kite to the Legal Services Department. The Cashier's office will then verify indigent status for the legal services department. A legal kit contains: 2 manila (10x15) envelopes, 1 Security Pen, 5 sheets of carbon paper, 40 sheets of copy paper, 1 writing tablet 8.5 x 11.5 (50 sheets).

**NOTARY SERVICES:** Offenders may obtain notary public services from the Legal Services Department at the Ohio State Penitentiary. Offenders are required to utilize the kite system for this service. The kite should state the number of pages to be notarized and the type of document to be notarized. Only those documents required to be notarized for the courts will be notarized.

**LIBRARY SERVICES:** Please note that the OSP library does not provide case law, Administrative Regulations, and DRC policies. These materials are provided by the paralegal at OSP. Therefore, any questions or issues dealing with aforementioned legal matters should be addressed to the paralegal. The regular library does, lend general law dictionaries and related law informational books. Requests for regular reading materials should be addressed by kite to the library.

All books in the OSP library are paperbacks. Most library books circulate for a one week and may be renewed for one additional week. However, new books and books in high demand cannot be renewed. The number of books you may borrow varies by security level. Reference Attachment Privilege Level Overview for number of books allowed per security level.

Inmates housed in the infirmary may request books via kite or by asking the medical officer to call the library to inform library staff that an inmate wants reading materials. The library staff does weekly rounds to all housing areas including medical.

All inmates are responsible for returning library materials in the same condition in which they were received. If an inmate damages any borrowed book, he will be held financially accountable for the damages. The library will issue a conduct report for a Rule 49 violation for damages to the book if the protective tape or barcodes are removed, if pages are removed, or if writing or underlining is found in the book, etc. An interlibrary loan (ILL) program has been established with an outside library to supplement the collection. Library staff will ILL books subject to the rules governing security standards ie. No hardbacks are allowed at OSP for any level. The library reserves the right to limit the number of ILLs the offender may borrow.

New additions to the library will be placed on the in-house TV station. The offender may borrow a library list which circulates for one week. The list cannot be renewed.

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**LONG-TERM LEVEL 5A INMATES:** Specific offenders have been designated as long-term Level 5A inmates here at The Ohio State Penitentiary. These offenders have been informed of their status. Reference Attachment Priviledge Leve Overview and OSP Property limits for a list of "Extra" Privileges that will be offered to Long Term inmates while on 5A, this is not applicable to any other level or to the Level 5A inmates who have not been designated as long-term.

If any of the designated Long-Term Level 5A inmates are convicted in RIB of any violation, all privileges will be suspended for 30 days. If the offender is placed at Level 5B, these privileges will continue to be suspended until they reach Level 5A again.

**MAIL:** You may send and receive first class mail. You will NOT be permitted to make mail order purchases or make purchases from any other unauthorized solicitation services. When the offender bears the mailing cost, there is no limit on the volume of letters the offender can send or receive or on the length, language, content, or sources of mail or publications except when there is reasonable belief that limitation is necessary to protect public safety or institutional order and security.

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

***Ohio State Penitentiary  
878 Coitsville-Hubbard Rd.  
Youngstown, OH 44505.***

**Incoming Mail:** Mail is processed and passed out on Second Shift, Monday through Friday. Non-legal mail is inspected in the mailroom. Inmates are permitted to send sealed letters to and receive sealed letters from a specified class of persons and organizations including, but not limited to the following: courts, counsel, officials of the confining authority, state and local chief executive officers, administrators of grievance systems, the Correctional Institution Inspection Committee (CIIC), and members of the paroling authority. Such mail must be clearly addressed reflecting one of the above addressees and be marked as "legal mail." Legal mail may be opened and inspected for contraband only in the presence of the inmate addressee. Legal mail shall be logged on the Legal Mail Log (DRC2632). Offenders are to advise their attorneys to ensure that the offenders' name and number as well as cell location is on the front of legal mail envelopes. It is also advised for the attorney to mark the front of the envelope "Legal Mail". Offenders are permitted to receive the following items in a 1<sup>st</sup> Class envelope, in accordance with DRC policy. Three (3) Photographs, no Polaroid's (no larger than 5 X 7), Three (3) Embossed envelopes, Five (5) Newspaper Clippings (simple, single page, no larger than 8 1/2" X 11"), Five (5) Pamphlets or brochures (simple single page, no larger than 8 1/2" X 11"), Bi fold or tri-fold, Copied materials (5) single pages, one side 8 1/2" X 11"). Per policy 75-MAL-02, offenders are **not** permitted to receive nude photographs.



Outgoing Mail: Outgoing mail is held for no more than 48 hours. Indigent offenders, as defined in policy and confirmed by the cashier's office, receive a specified postage allowance to maintain community ties. Offenders are permitted to send a sealed letter to the following: court of law only.

Second shift officers collect mail and kites daily between 10:00pm – 10:30pm. Third shift officers also collect mail and kites at 12:30am. Do not slide mail or kites under the door to officers—mail and kites will be passed to the officers.

Free Letters: One free letter is passed out the first Friday of the month. Free letters must be returned by Sunday. Free letters are mailed out on Mondays only. Offender Free Letter envelopes being sent within the Ohio Department of Rehabilitation and Correction will no longer be processed through the United States Postal Service. ~~These envelopes will be sent through DRC's HUB system in an effort to expedite the delivery process and reduce the expenditure of I&E (offender) funds.~~ Letters to offenders within DRC should be addressed by using the offender's name, number, and institutional abbreviation only. (e.g. Smith, #000-000, MACI)

### **PACKAGES:**

Unit Staff will provide specific information regarding the approved vendor, available items and how to make a purchase from a vendor.

Reference Attachment **OSP Privilege Level Overview** to determine the type and number of packages you may receive per year per level.

Reference Attachment **OSP Property Limits** to determine property authorized per security level.

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

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

- All food and sundry packages must come from a vendor approved by the Ohio Department of Rehabilitation and Correction.
- Offenders may order food and sundry packages for themselves.
- Family members, friends, and others (regardless of their inclusion on the offender's visitation list) may order food and/or sundry packages, subject to the limitations of AR 5120-9-33, from the approved vendor, for the benefit of a designated offender.
- The vendor, Keefe Group, Access Securepak will be responsible to cover the shipping cost on any package that needs returned. In addition, they will pay shipping costs for any package that requires forwarding.
- For all other security levels, an offender's housing status will then be used to determine if he/she is currently ineligible to receive a package (e.g. DC, LC, AWL, Reception would all be ineligible to receive a package.)
- The contract with Keefe Group, Access Securepak, requires all offenders to deal directly with the vendor when there is a problem with an order.

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

Postage paid cards will be provided to each institution for offenders to use if there is a problem with an order. Post cards (without postage) will be provided to each institution for offenders to make comments/suggestions regarding the program.

- Union Supply and Keefe Group/Access Securepak, will be responsible for ensuring that institutions are provided with catalogs/flyers/order forms for the program.

- Union Supply and Keefe Group/Access Securepak, will also be responsible to send catalogs and order forms to family and friends when requested. The family members and friends may request catalogs and order packages via the internet ([www.ohiopackages.com](http://www.ohiopackages.com)), toll free phone, toll free fax and mail.
- Keefe Group/Access Securepak 1 800 546 6283                      Union Supply 1 855 247 6094

Inmate families, friends, and others may place orders for the offender with Access Securepak. Religious items approved through a request for religious accommodations may be ordered from appropriate vendors. Note: if these items are ordered and upon arrival are found to be non-compliant with current specifications for similar items in the commissary or are found to be a risk to security, offenders will not be permitted to possess them.

Offenders may order approved replacement items according to their security and privilege levels. When receiving the new item, the offender must either turn in the old item or provide appropriate documentation that the item was appropriately destroyed through the unit sergeant or sent home. When new materials arrive, offenders must turn over the appropriate number of tapes, or books (to be destroyed or sent home) to ensure that possession limits for those items are not exceeded and/or to ensure that there is no excess of 2.4 cubic feet of total personal property. Offenders are responsible for ensuring that they remain within possession limits for individual items and 2.4 cubic feet limits for total property. Failure to do so may result in a conduct report. Offenders found in possession of another offender's property will be issued a conduct report.

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

Audiocassette tapes, compact disks and soft back books are considered printed material under AR 5120-9-19. Each offender is permitted one subscription per magazine, one of any cassette title, and one text per book title. (No offender may possess or order more than one of the same cassette, book, or magazine subscription.) They may be ordered and received by offenders directly from a publisher or distributor that can offer this service to them as long as their content is allowable under the rules and they are within the established quantities for the offender's level. Printed material may be excludable if it is deemed to be detrimental to or to pose a threat to the rehabilitation of offenders; the security of the institution; or the good order or discipline of the institution. Materials are subject to screening under AR 5120-9-19. Any inmate that may want a copy of the publication screening for book, magazines or music may receive a copy of the list for a cost of 0.05 cents per page.

**MEDICAL SERVICES:** Offenders can access routine health care services by signing up for sick call, dental, podiatry and eye clinic on the Health Care Request form. Offenders will be oriented to the availability of these services upon their intake. Continuity of care will be maintained for all offenders in the various chronic care clinics.

The Medical Department is staffed 24 hours/day. In case of an emergency, you should notify the officer, and he/she will arrange for medical care at once by contacting the medical staff.

All medication is dispensed by the medical staff. Misuse of prescribed medication may result in disciplinary action. In order to ensure quality and continuity of drug distribution and cost effective use of medications, each institution and pharmacy within the Ohio Department of Rehabilitation and Corrections is to have and use a drug formulary. The drug formulary helps guide selection of the most cost effective pharmaceutical care for patients particularly in those classes of drugs where many therapeutic alternatives exist.

**Nurses Sick Call:** In order to ensure that the patient population has unrestricted access to health services, the medical department will provide Health Care Request Forms (DRC 5373) to the blocks for patient use. This is in accordance with Protocol A-2.35. In areas where movement is restricted, the nursing staff will issue and pick up the Health Service Request Forms daily during med rounds. In addition NSC will be conducted Monday through Friday.

**Doctors Sick Call:** Doctor sick call is held Monday through Friday for each block after Nurse sick call. Chronic Care Clinic will be held on Wednesday in medical.

**Medical Co-Pay:** All medical treatment initiated by an inmate through HSR forms will require the offender to pay medical care co-pay in the amount of \$2.00 for routine health services requests. ~~Unscheduled non-emergencies for medical services will be charged \$3.00. This procedure is consistent with guidelines and~~ procedures for the Healthcare Services Co-Payment program in accordance with ORC section 5120.56 (Healthcare Co-Payment).

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

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

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

**EMERGENCY:** You have an intercom to the block control room in your cell. A touch button on the light console activates the intercom. This intercom is for medical or emergency use only; you will receive a conduct report if you utilize this intercom system for purposes other than medical or emergency situations.

**Medication Issuance:** When issued oral medication at the cell door offenders must comply with the following procedure:

- a. Have your water in a cup and be ready to take your medication (a cup of water will be provided by the nurse if needed).
- b. Your medication will be dropped into your hand.
- c. Show the medication in your hand with palms up and opened.
- d. Place the medication in your mouth.
- e. You must show the correctional officer the medication by opening your mouth.
- f. With one hand opened take a drink of the water.
- g. You must reopen your mouth, lift your tongue, and show the correctional officer that you have swallowed your medication.
- h. Place the cup you were given back through the cuff port to the officer.

**Carry Medications:** Level 5 and Special Management Unit inmates will have their medications dispensed by the nurses. Level 4 inmates may be issued self-carry medications. Nurses will pick up used blister packs when dispensing refills. Refill service requests are listed on the Health Service Request form. Offenders are not to give them to unit or security staff for forwarding.

**DENTAL CARE:** OSP has a fully equipped dental clinic. All offenders, regardless of sentence length, are eligible for emergency and urgent dental care. There is no co-pay for any dental procedure, whether performed by dental staff or a nurse.

**Dental Emergency** – Housing officers or any other staff person will contact Offender Health Services as soon as possible once notified by the offender. Emergencies would be:

- Constant really bad pain
- Swelling and/or infection
- Uncontrollable bleeding

**Physical Examination:** Physical examinations are available for offenders over 50 years of age yearly; 40 to 50 years of age year every two years.

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

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

**MENTAL HEALTH SERVICES:** A Mental Health staff person (i.e., Mental Health Liaison) is assigned to each block and is responsible for providing services for offenders on that housing unit. All offenders will be scheduled for a detailed mental health evaluation following their arrival at OSP. The results of this evaluation will be used to determine disposition for services. All offenders will be seen routinely during mental health rounds on the block.

Offenders are encouraged to kite if mental health concerns are present. The Mental Health Liaison servicing each block will serve as the primary mental health contact for offenders on that block and is responsible for addressing offender mental health concerns.

**Suicide Awareness and Prevention:** For inmates in crisis it is important that staff is notified. If you or you suspect another inmate may attempt suicide or self-injurious behavior, or you are feeling/exhibiting signs and or symptoms of suicide or you notice another inmate who is in distress please notify staff immediately.

### **MOVEMENT FROM CELL LOCATION:**

**Attire:** During any out-of-pod or block movement, excluding hair cutting services and emergency, offenders are to be dressed in state issued uniforms and state shoes or personal tennis shoes. This includes out is not limited to movement for hearings, programming, and interviews.

**Levels 5A and 5B:** Movement to any area of the penitentiary will be with at least two escorts, and offenders will be in full restraints with a hands-on escort.

Level 4B: Movement to any area of the penitentiary will be with at least two escorts, and offenders will be in full restraints with an escort allowing the offender to walk freely while restrained. Officers reserve the right to go to a hands-on escort, if the offender is disruptive or uncooperative during the escort.

Level 4A and 4AT: Movement within the pod will be unrestrained with verbal directives. Movement within the block out-of-the pod will be single file and unrestrained. Movement out-of-the-block will be restrained single file.

**NOTIFICATION OF NEXT-OF-KIN:** Any time an offender is admitted to the hospital for an emergency or pre-planned as a result of a serious or life threatening condition, next-of-kin will be notified. The Health Care Administrator or designee shall provide notification of hospital admissions. In the event the offender does not want a next-of-kin notified, the Health Care Administrator will document such refusals in the offender's medical file and/or secure the offender's signature. Medical sends blank Next-Of-Kin form to inmates in January for updates. Per 66-ILL-03, an inmate may update his Next-Of Kin form upon written request to his Case Manager every January. An offender will have this form reviewed at this institution during orientation. The form will be placed in the master file, unit file, and medical file. Unit staff will review the Notification of Next of Kin form (DRC5328) during the classification and reclassification process.

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

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

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

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

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

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

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

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

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**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 Manager well in advance of their release date to ensure ample time is available to submit their request 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 some felonies of the 3<sup>rd</sup> degree. PRC is discretionary for some 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 is completing the end of your sentence at a halfway house while participating in a full-time employment or education program. Your Case Manager will advise you if you meet the minimum eligibility criteria for consideration of transfer into this program. At that point, you have the option to either waive or request participation. If you request consideration to be transferred to this program, Parole Board staff will review your case to determine whether or not participation in the program will be recommended. A file review will be completed on all inmates serving an eligible SB2 sentence. This is done no sooner than 10 months prior to your scheduled release date and the maximum amount of time you can participate in the program is 180 days. You can still be considered for transfer into this program up to 120 days prior to your scheduled release date.

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

The recommendation for transfer into the transitional control program by the Parole Board is discretionary and not automatic 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 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 a Parole Board Member. The Parole Board Member 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 recommended by the Hearing Officer and approved by the Parole Board Member. The Parole Board must again recommend release.

In the case of a Post Release Control violator, the Hearing Officer will 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.

**PRIVILEGE LEVEL REVIEW PROCESS:** Offenders placed into Level 4 or Level 5 will initially be assigned to privilege level B (4B or 5B). They will remain in this level until recommended for reduction by the Privilege Level Review Committee, and that recommendation is approved by the Warden/Designee. Increases from privilege level B to A do not require the Bureau of Classifications approval.

The privilege level review process – not to be confused with a Security Review – weighs both known behavior and future risk levels. The information reviewed during the assessment will include, but is not limited to:

- Program involvement
- Current privilege level
- Time served at current privilege level
- Total time spent in level 4 or level 5
- Time left to spend on current sentence
- Time since last incident that resulted in offender being designated level 4 or level 5
- Conduct reports
- Reason for placement
- Behavior in the last five years – prior to Level 4 or Level 5 classification
- Security level when placed
- Adjustment/behavior after placement
- Interaction with others (staff and/or offenders)

- The offender recognizes and acknowledges factors contributing to the commission of the placement offense and nature
- Other factors which indicate a risk of future violence

The Privilege Level Review Committee will consist of two (2) members, designated by the Warden/Designee, such as the offender's Unit Manager, Case Manager, Mental Health staff and/or a custody staff person. The committee will use professional correctional judgment to evaluate the offender's likelihood to repeat prohibited actions. The privilege level review will be in a narrative form to record the factors considered by the evaluating employee.

The offender may elect to appear before the Privilege Level Review Committee to ensure that he has the opportunity to have input into the process, respond to questions the committee may have during the review, and to discuss and review the placement issues. The offender shall have the opportunity to present information, express objections and explain the offender's current classification. The committee will advise the offender of their expectations and any steps the offender can take to improve their eligibility for reduction. At the annual review, a Security Level Review will be completed—regardless of the recommendation—affording the offender the normal classification review and appeals process.

The Review Committee will make a recommendation to the Warden/Designee to continue the offender in 4B or 5B, increase the offender to 4A or 5A, or decrease the offender to 4B or 5B. This recommendation shall be supported by a written rationale. The Warden/Designee shall then render a final decision based on the committee's recommendation. This decision **cannot** be appealed. The Privilege Level Review Committee may also recommend a special security level review—if that is warranted in their judgment. Special reviews must be approved by an individual who could initiate such a placement. Special reviews shall follow the procedures described for an annual supervision review.

**Privilege Level Review for LEVEL 5B:** Privilege level 5B is the entry level privilege status for Level 5 inmates. This placement is for an indeterminate period. The first review for level 5B inmates will take place three months after the initial placement, and will continue every three months thereafter. Offenders who are at privilege level 5B and who have been reviewed pursuant to this subsection may be placed at privilege level 5A.

**Privilege Level Review for LEVEL 5A:** The first review of offenders placed at 5A will take place six months after the initial placement on 5A, and will continue every six months thereafter. Institutional misconduct could result in a reduction in privilege level from 5A to 5B. Offenders who are at privilege level 5A and who have been reviewed pursuant to this subsection may be placed at privilege level 4B.

**Privilege Level Review for LEVEL 4B:** Level 4B privilege reviews occur at **6 months** from placement in 4B. All inmates must complete two (2) programs to proceed to the next step. If your placement was non-violent you will be expected to stay at 4B for 9 months, if violent it will be a year. If you do not have any RIB convictions and have completed two (2) program(s), you may proceed to the 4A Transitional (4AT) step. If you receive any RIB conviction, you may be continued for 6 months at 4B from the RIB conviction.

**Privilege Level Review for 4A TRANSITIONAL (4AT):** The next level is 4AT and will be your opportunity to show you are ready for 4A. If you do not receive any RIB convictions while on 4AT, you will be reviewed in **3 months** and may be recommended for 4A. The next Privilege Level review will then occur 6 months from the date of that placement. If you do receive a RIB conviction, a Special Review will be conducted, and you *will* be placed back at 4B.

**Privilege Level Review for LEVEL 4A:** 4A inmates may volunteer to remain at OSP under 4B privileges or may be held under 4B privileges while awaiting transfer. Level 4A inmates **do not** receive Privilege Level



Reviews unless a special privilege review is warranted to consider whether an offender should be decreased to level 4B for institutional misconduct and you receive an RIB conviction.

**PROGRAMMING:** While at level 4 you are required to complete two (2) primary programs. Programming works alongside other components in order to transition through Level 4. To successfully complete programming, ensure attendance, participate, complete required homework and/or assignments, and display good behavior. All level may participate in programming.

The following is a list of currently approved programs. Not all programs are offered at the same time. Kite the appropriate department to be placed on the waiting list. You may work with your Case Manager to decide what program(s) you will do.

Approved Reentry Programs:

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

Thinking for a Change

Victim Awareness

Anger: Creating New Choices

Cage Your Rage

Community Functioning:

Money Smart

Education, Employment:

ABLE Literacy

GED Instruction and Work Study

Pre-GED Instructions

High School Option

Marital/Family Relations:

Responsible Family Life Skills

Inside Out Dads

Substance Abuse:

AOD Education & Orientation

MET & Orientation

STEPS Success through Each Powerful Steps

(Christian 12 STEPS)

Thinking for a Change: Focus is on developing positive means of problem-solving by both cognitive restructuring and social skills interventions. Thinking for a Change is comprised of 22 lessons.

Victim Awareness: This program is a thirteen (13) week educational program that examines the impact of various crimes on the offender and victim(s), and discusses the recovery process for the victim(s). It is an opportunity to take personal responsibility for one's actions.

Cage Your Rage: This program is designed to help participants gain better control, to help people to want to change, understand how they get angry and learn new ways to deal with these feelings. It consists of videos, group discussions and worksheets. It is eight (8) weekly sessions, facilitated by mental health.

Anger: Creating New Choices: This is a six (6) week program component in which inmates come face to face with the cost of anger out of control. Destructive behaviors are connected to a pattern of thoughts, beliefs, & feelings. Learning to understand each of these, along with an awareness of body response, provides a valuable early warning. Teaches effective alternatives & practical skills to empower inmates to make new choices.

**Anger Creating New Choices:** This program is designed to enable participants to manage their anger in positive ways. It consists of videos, group discussions, and worksheets. There are eight weekly sessions where inmates meet together with the group facilitators from mental health.

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

**Pre-GED Program:** Participation in the Pre-GED program may be used to satisfy the mandatory enrollment criteria established in Department Policy 57-EDU-01, Inmate Assessment and Placement in Educational Programs, for inmates whose reading level scores are at a level of 227 up to and including 239 on a C or higher level test of a Comprehensive Adult Student Assessment System (CASAS) or 6.1 to 9.0 on the Test of Adult Basic Education (TABE) and do not possess a high school diploma or GED verified by the Ohio Central School System.

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

**High School Options Program:** A program designed to allow those inmates who wish to graduate from high school to complete their diploma at their parent institution, when an institutional high school program is not available.

**Responsible Family Life Skills (RFLS):** Responsible Family Life Skills (RFLS) is geared specifically toward offenders with children. The program was created for the purpose of promoting or preserving nurturing, strong families of the incarcerated. Because the family is the basic unit of society, and its disintegration results in stress on the underlying community structure, efforts should be directed at preserving this vital link.

**Inside Out Dads:** A curriculum for incarcerated fathers that bridges the gap between the inmate father and his children. Through the program, inmate dads deal with their pasts in order to discover their futures- and the possibility that they can parent differently from their own, often absent, fathers.

**Money Smart:** Money Smart is a comprehensive, yet basic, financial education program. It is comprised of 10 training modules covering basic financial topics.

**AOD Education & Orientation:** This twelve (12) session in cell program provides updated factual information & research findings about alcohol, drugs and gambling. Examines use, abuse & progression to addiction, pharmacology & physiology of addiction, & personal use history. Content areas:

- Use – Costs & benefits
- Development of Addiction
- Symptoms
- Effects – Biological, Psychological & Social

**MET & Orientation:** This is an eight (8) to twelve (12) session program. The goal of MET (Motivational Enhancement Therapy) is client self-identification/assessment of target problems, treatment goals, and motivation level. This is achieved by encouraging critical thinking about personal history involving

substance use & its benefits/costs. Individual sessions are part of the MET process as well as seven (7) congregate/group sessions. Content areas:

- Use cost/benefit analysis
- Drug use & criminal behavior
- Feelings, attitudes, thoughts
- Responsibility – personal & community

**STEPS – Success Through Each Powerful Step:** This ten (10) to twelve session program provides a basic understanding of the Twelve Steps' principles and how to apply them to daily living. Participants will learn how the steps can be applied in their daily lives to bring about positive changes & desired personal growth. This program is Reentry approved.

Content areas:

- Identify the 12 steps
- Concept of each step
- Application of each step
- Personal benefits & application
- Problem Solving Model

**STEPS – (Faith Based Version):** Same as above with emphasis on a Bible based understanding of the 12 Step Principles for use in Recovery from drug dependence, alcoholism and other addictive out-of-control habits. A self-assessment of how people, places, relationships, & substances have maintained the lifestyle.

**Discretionary Programs:**

Discretionary programs availability and type of programs available may vary. This list is not inclusive, please kite individual departments for programs available.

**Accepting Responsibility:** This program is not substance abuse specific. It explores the “justification thinking errors” and addresses accepting responsibility for destructive behaviors. Content area:

- Accepting Responsibility in a Finger Pointing World
- Part I Blaming, Justification
- Part II Habits, Thinking, Excuses
- Part II Accepting, Responsibility, Choices, Boundaries

**Fear: The Anger Trigger:** This program is not substance abuse specific. Part Two takes a look at the destructive force “Anger” & how it impacts others, and the thinking behind explosive anger.

Content areas:

- Fear... The Anger Trigger
- Part I I Think Therefore I Act
- Part II Fear An Ally, Cost of Anger
- Part II Expectations, Anger Spiral

**OSP Wellness Program:** This 6 month program is available once per year and designed to educate participants about maintaining a healthy lifestyle. Recovery Services, Medical, Mental Health, Recreation, and Unit Management participate in providing programming.

**OSP Transition to Community Program:** Recovery Services staff facilitates this program with ancillary drivers education, and computer skills sessions provided by unit staff. The purpose of the OSP Transition to Community Program is to ensure Level 4 & 5 inmates are afforded the opportunity to engage in a 10 week (90 minute sessions) pre-release process that offers a meaningful transition rather than an abrupt release back into community. The OSP Transition to Community Program is a component of the reentry process

that consists of focused release planning close to the inmate's release. The program encourages the offenders to establish contact with family and community support resources to support successful community reintegration.

**Relapse Prevention:** Inmates participating in the Transition to Community program with an RSL of R@ or R3 will be afforded the opportunity to participate in Relapse Prevention. Clients will learn about: Defining lapse versus relapse, identifying high risk situations, action steps to avoid high risk situations, identifying cues and triggers, developing a personal relapse prevention plan, identifying and building a support network, and daily self-assessment. Consist of eight (8) group sessions.

**PROPERTY/CELL:** Following an inmate's approval to Level 4 & 5, the sending institution shall ensure they are within the property limits established within Department policies 61-PRP-01, Inmate Personal property, and 59-LEG-01, Inmate Access to Court and Counsel. It is the sending institution's responsibility to ensure that the inmate meets the property limits of the receiving institution. Inmates currently housed at a Level 4 or 5 institutions shall be required to donate, destroy or mail home their long-term property that is not allowed at OSP. **There is no long term storage at OSP.** For Property Limits reference attachment 3 OSP Property Limits.

An offender's total personal property including property in his immediate possession with property stored in the property room must conform to 2.4 cubic feet requirements. Personal TV's and the last two commissary slip purchases are excluded and state issued/owned property does not count in an offender's 2.4 requirements. Failure to remain within property limits according to level and/or failure to remain within 2.4 cubic feet requirements may result in a conduct report and the offender must make disposition of property outside of the level limits and/or in excessive of the space requirements. The space requirements include legal and religious materials. Should an offender believe he is in need of a separate 2.4 requirement to accommodate legal work only, he must petition the Unit Manager of such need and be prepared to prove that the legal property be stored separately is for current pending cases only. Reference Administrative Regulation 5120-9-55.

All legitimately possessed inmate personal property shall be transferred with the offender when they are transferred to another state correctional institution.

**CD Players and CD:** JPay JP4 Player is replacing the MP3 player as the method by which inmates now receive their music. As such, DRC Policy 61-PRP-01, "Inmate Personal Property" was revised to remove Compact Disc (CD) players and compact discs from the list of items available for order from any of DRC's approved vendors. Any CD player and/or CDs an inmate was authorized to possess prior to the November 1, 2013 effective date of this policy will be considered a grandfathered item and may be retained by the inmate until such time as it is no longer serviceable. Any CDs arriving at OSP institution from this date forward should be considered contraband and addressed appropriately as detailed in Administrative Rule 5120-9-55.

**Cell Furnishings:** You will have a sink with hot and cold running water and a bowl-type toilet. You will have a bed, mattress, pillow, pillowcase, and two sheets. Blankets will be provided depending on weather conditions. Adequate lighting will be provided. Your cell is subject to search at all times.

No cell windows are to be cover or blocked. Any items found hanging on the cell windows, air vent, or light fixtures may be confiscated and a conduct report may be written.

No pictures, obscene or pornographic, pictures, calendars, or any such items can be attached to your cell walls. You will receive a conduct report if you attach any unauthorized items to your cell wall, or if you draw on your cell wall.

At no time is any offender permitted to listen to his radio or TV without the use of headphones/ear buds. Violation of this directive may result in a conduct report.

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

It is expected that the offender will follow the usual steps of the offender grievance procedure, consistent with Administrative Rule 5120-9-31. If the inspector finds merit to the grievance, and the inspector and the offender can agree on an appropriate dollar amount as compensation, with the warden's approval, this dollar amount may be credited to the offender's account. If the offender accepts this credit, he will give up his right to file this claim in the Court of Claims.

If the Inspector does not find merit to the offender's grievance or the offender and inspector cannot agree on a dollar figure for compensation, the offender will retain his rights to file in the Court of Claims.

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

**QUARTERMASTER:** You will be provided with 4 sets of clothing. For normal replacement of state-issued clothing, you must kite the Sergeant who will verify your need and inform the quartermaster. You will have the opportunity to exchange state-issued clothing and linen when they become worn and unserviceable as determined by the Sergeant or quartermaster. For example, a shirt that was issued over 13 months ago but shows no wear and tear should not be exchanged. You will be required to exchange state-issued clothing item for item. Offenders may only possess and request appropriately sized state-issued clothing. Any clothing in your possession that is obviously too large or too small will be replaced with appropriately sized state-issued clothing. Any intentionally damaged or altered state-issued clothing will be considered contraband and confiscated. You may be cited for a violation under the offender rules of conduct for damaging or altering such clothing. Restitution may be ordered by the Rules Infraction Board and/or Hearing Officer.

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

Bureau of Computation  
PO Box 2650  
Columbus, Ohio 43215

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

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

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

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

Bureau of Record Management  
P.O. Box 2650  
Columbus, Ohio 43216

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

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

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Shock Probation – ORC 2951.05

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

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

**RECOVERY SERVICES PROGRAMS:** Upon admittance to a DRC Reception Center each inmate shall be administered the Texas Christian University Screening Instrument (TCU). The TCU will determine the inmates' recovery services level of need and designate a recovery services level of care code. The recovery services level of care code will determine which recovery services treatment program will best address the inmates' need(s). The TCU may be re-administered at parent institutions when applicable.

OSP Recovery Services offers several pretreatment psycho-educational programs to level 4 & 5 inmates. Inmates are placed on the waiting lists for Recovery Services programs after screening for appropriateness & level of need. Inmates interested in services should kite the Recovery Services staff.

**RECREATION DEPARTMENT:** The Recreation Department is in charge of recreational activities inside OSP. Recreation staff makes rounds in the blocks weekly. You may contact the Recreation Department by kite. Upon request, Recreation provides puzzles, drawing paper, and other items permissible inside OSP. Art supplies are permitted to be ordered by the offender through an outside vendor; permissible items are based upon offender's security level. Kite recreation staff for details and approval.

**RECREATION:** Offenders will receive the opportunity to exercise outside their cells for the length of time designated by privilege/security level and the type of recreation. During times when weather conditions or operations concerns do not allow for outside exercise, the inside exercise areas will be utilized. The Unit Manager will determine what days are scheduled inside or outside for recreation.

**There is no congregate recreation for level 5 and level 4B inmates**

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**Congregate Recreation:**

Offenders may bring out to **indoor recreation** a reasonable amount of writing material, 1 book, headphones, one snack item and a walkman radio or cassette or CD player or JP4 player.

4A inmate once he leaves his cell, he may return to his cell once during the recreation period and will be let back out at the next security check and will remain out for the remainder of the recreation period.

Offenders may wear state issued uniforms or they may wear a T-shirt (no tank tops) or sweatshirt with shorts or sweatpants. Offenders must have a shirt on when recreating in the open pod area. Shirts may be

removed when recreating in individual recreation cells. Offenders may wear one (appropriately possessed) Religious Medal to recreation. Muslim offenders may wear their kufi cap; no other items may be worn on the head. No other religious items are permitted at recreation. Offenders may bring shower items and undergarments out of their cells at the time they are brought out for recreation. These items are to be placed in front of the shower cell and left there until the offender goes to the shower. Shower shoes are to be worn in the shower only. Only an **OSP Commissary purchased water bottle** with water in it may be brought out for recreation by any offender. No other personal items are permitted to be brought out for recreation by offenders. Offenders may wear to recreation one pair of shoes, one pair of socks, one pair of underwear, one T-shirt, one sweatshirt, one pair of pants or one pair of shorts. Laundry bags are not permitted on the range during recreation. Any personal items that are left on the range after recreation has concluded are considered trash.

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Congregate games will be provided by the Recreation Department. The **red lines** in the pods are out of place lines. No offender is to cross the red line unless instructed by staff to do so. Permission must be obtained from staff before going upstairs. There is to be no yelling or signing to offenders in other pods or blocks. There is to be NO yelling outside the recreation windows. Do not use tables in the pods as exercise equipment. Do not use other offenders as weights or exercise equipment. The offenders who recreate last must clean up the games and recreation items and place them neatly in a designated area to be used for the next recreation day.

**Recreation Facilities:** In all of the outside recreation areas a basketball and basketball hoop are provided. In the congregate recreation areas a pull-up/dip/chin-up unit will be available.

**Restroom:** Offenders are strongly encouraged to utilize the restroom facilities in their cells prior to coming out for recreation. If an urgent need arises, you may request to be returned to your cell and the remainder of your **recreation period will be concluded.**

**Search:** Offenders are subject to search by staff at any time. Before escort to the outside recreation areas, all offenders will be searched.

**Conduct:** Offenders are not to climb the caged area, basketball hoop, or dip bar unit.

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

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**RELIGIOUS SERVICES:** ~~The institutional chaplain shall administer and supervise religious service programs, meet your spiritual needs, and make weekly rounds. All inmates shall be afforded access to religious services and may subscribe to a religious belief they choose. Inmate religious practices may be subject to reasonable time, place and manner restrictions. Inmate participation in religious activities shall be voluntary.~~

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

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

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

**Religious property:** Permitted religious items are outlined in the ODRC religious policies, for items for which there is not policy a religious accommodation must be completed.

Religious items are available thru Union Supply and Access catalogs. If an item you want to purchase is not available in one of the catalogs you must request to purchase from an outside catalog. All purchases will be verified by unit staff prior to them signing off on your cash slip.

For questions regarding property, reading materials, Baptism, to change religious preference, or any other religious issue, kite the Chaplain.

**SANITATION:** (Reference Attachment Privilege Level Overview)

**Cell Sanitation:** You will be permitted to clean your cell at least twice per week as scheduled. Periodic cell inspections will be conducted. You will be held accountable for the sanitation of your cell and any damage to your cell and/or fixtures.

**Cleaning Chemicals:** Each work area supervisor shall be responsible for ensuring chemicals are being used as intended and that each inmate receives training of proper use and required PPE prior to using any chemical. This training shall address the safe usage and handling of each chemical as all are unique and may have different protective equipment requirements.

**Grooming:** All offenders are expected to be in compliance with the DRC grooming code per AR 5120-9-25. Haircuts will be offered on an as-needed basis (as determined by staff to be in compliance with Administrative Regulation 5120-9-25). Haircuts will be conducted on second shift as scheduled. Refer to the institutional channel on television to review the schedule. Hair braiding is only allowed to be done by the inmate barber. Haircuts will be mandated if an offender is found to be noncompliant with Administrative Regulation.

**Hygiene Articles:** You will be responsible for the purchase of your hygiene articles from the commissary—unless you are of indigent status. (The cashier's office verifies indigent status offenders). State toilet tissue will be distributed weekly; you must turn in an empty roll to receive a new roll of toilet paper. You may be in possession of only 1 roll of state issued toilet paper at a time. You may be in possession of up to 4 rolls of commissary purchased toilet tissue.

**Shaving:** You will have the opportunity to shave and use nail clippers three to five times per week according to the Security/Privilege Level; this will be conducted in your cell on designated days. Level 5 offenders may own one razor at a time. Level 4B offenders may own up to two (2) razors (one (1) to use and one (1) to exchange between commissary days) razors at a time. Razors, beard trimmers, and nail clippers will be kept in the block office. No penitentiary offender may keep any razor in his cell. A razor is n an offender's cell during designated shaving time only. Razors will be issued and collected according to he shaving schedule for each level and block.



**Trash:** Staff will announce when trash may be thrown out daily on first and/or second shift. No trash is to be thrown out prior to the time of announcement or after the trash has been cleaned up by the pod porters. With the exception of pack-ups when an offender is moving, any personal items found on the range at any time are considered trash and/or contraband.

**Trays:** Food trays are to be returned to officers through the handcuff port at the conclusion of meals. No trash or property is to be placed on the trays when returning them to officers. Offenders who withhold or misuse their trays or food service utensils may be placed on the food loaf.

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

Cell and Strip Searches may occur at any time. A thorough strip search will be conducted on every offender any time you leave/re-enter the block. The Ohio State Penitentiary is authorized under DRC Policy to conduct searches of offenders (up to and including strip searches), offender personal property, offender housing areas, vehicles, visitors, and other areas and items as needed to detect, control, and remove contraband from the institution.

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

**SEXUAL ACT:** Ohio Revised Code 2907.03 prohibits engaging in any sexual act with any individual under the supervision of DRC and any employee of the Ohio Department of Rehabilitation and Correction.

**Sexual Misconduct:** (Reference Attachment PREA Prison Rape Elimination Act)

**SOCIAL SECURITY CARD:** Upon request your Case Manager shall provide you with the form and instruct you how to apply for a replacement Social Security Card. It is the offenders' responsibility to complete and submit the application form.

**SOCIAL SECURITY APPLICATION:** Notify your case manager that you want to start Social Security or Social Security Insurance (SSI) benefits upon release. The local Social Security Office will be contacted and will notify us if you are likely to meet the requirements for SSI or Social Security benefits. Staff will obtain an application from you several months before your anticipated release. That way we can begin processing your application and your benefits can start as soon as possible after your release. If you are filing for benefits based on disability, information will be gathered for medical evidence from your doctors to help us decide whether you are eligible under SSI rules.

Incarceration in and of itself does not entitle you to SSI benefits.

**SPECIAL MANAGEMENT:** (Reference Attachment Privilege Level Overview) While in the Special Management Unit most of the privileges and procedures for Level 5B will be observed with the exception of the following and in the property limits limited in the back of this handbook.

**Hygiene Articles for Special Management Offenders:** You will bring a packet of personal hygiene articles from your cell, which consists of a toothbrush, toothpaste, razor, soap, deodorant, grease, towel, washcloth, and 2 extra changes of undergarments. You will have the opportunity purchase additional hygiene articles from the commissary. The cashier's office verifies indigent status offenders.

Indigent status offenders can request hygiene through unit staff in accordance to policy 61-PRP-02. Toilet tissue will be passed out weekly. You must turn in an empty roll to receive a new one.

Recreation for Special Management Offenders: During times when weather conditions do not allow for outside exercise and it is scheduled, the inside exercise areas will be utilized. Offenders will be permitted to take a bottle of water to recreation. The bottle must be provided by the offender and be the same as the bottles sold by commissary.

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

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

Pay rates are as follows:

ALL SECURITY LEVELS	Pay grade level 1	\$0.00
	Pay grade level 2	.75¢/ wk or \$3/ month
	Pay grade level 3	\$1.50/ wk or \$6/ month
	Pay grade level 4	\$2.25/ wk or \$9/ month
	Pay grade level 5	\$3/ wk or \$12/ month
	Pay grade level 6A	\$4/ wk or \$16/ month
	Pay grade level 6B	\$4.25/ wk or \$17/ month
	Pay grade level 6C	\$4.50/ wk or \$18/ month
	Pay grade level 7	\$6/ wk or \$24/ month

State Pay for Special Management Offenders: State pay is determined by Special Management Unit status. The pay rate for an offender may change throughout the month as his Special Management Unit status changes. While an offender is (away with leave) or in the custody of another institution, no state pay will be earned from OSP. Any questions regarding state pay are to be addressed to the Operations Secretary. Questions regarding the availability of pay in an account or the account itself are to be addressed by the cashier's office. Pay Rates are as follows:

Security Control	=	\$3.00
<del>Disciplinary Control</del>	=	<del>\$0.00</del>
Local Control	=	\$0.00
Protective Control	=	\$3.00

**TELEPHONE:** (Reference Attachment Privilege Level Overview)

**Emergency:** The Religious Services Department may provide collect telephone calls in the event of a verified emergency (i.e. death or serious illness/accident within your immediate family) with approval of the Warden.

**Legal Collect:** Collect telephone calls to attorneys or other legal representative are permitted with the prior approval of the attorney. Your attorney must contact the Unit Manager or Case Manager to schedule all calls. In such cases, offenders are allotted fifteen-minute phone periods using the Offender Phone System.

**Schedule for Placing Calls:** It is the offender's responsibility to contact family members regarding the time you will be telephoning. Your cell location determines the time you will be offered the telephone. Phone call time begins immediately after the offender has dialed the first phone number in full.

Telephone calls will be offered on Saturdays and Sundays only for Level 4B and Level 5 inmates per the unit schedule. If an inmate is eligible for a call, he can refuse the phone on Saturday and choose to make the call Sunday. If an inmate is unable to make contact on Saturday, they are permitted to try again on Sunday of that scheduled weekend. If the inmate is still unable to make contact on Sunday, it will count as their phone call for the week/month.

**GTL Offender Connect System:** Follow these directions to complete your call:

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

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

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

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

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

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

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

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

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

**Other information you should know about the Telephone System:**

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

THREE WAY CALLING  
CALL CONFERENCING

The use of a local number to forward calls to another number is the same as making three-way calls. Those offenders using this method of completing their calls are subjecting themselves to discipline, including loss

of telephone privileges. Offenders are not permitted to make phone calls from the administrative system at the institution.

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

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

**If you lose your PIN number or need to change your pin number you will need to call \*1995 for assistance.** *The investigator no longer provides your PIN number.*

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**Note:** You will **ONLY** be able to call phone numbers on your **Allowed Calling List** which have been **APPROVED** by the called party via the automated system. For questions or complaints regarding your Allowed List, please call GTL Complaint line.

Contact GTL Complaint Line by dialing 1 (for English) or 2 (for Spanish),\*, # then leave a message describing the problem you are having

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

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

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

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

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

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

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Deposit Services: GTL Offender Connect

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

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

- Offender ID#
- Facility Site Number: #86

**Online:** [www.OffenderConnect.com](http://www.OffenderConnect.com)

- Accepts MasterCard or Visa credit or debit cards

- Available 24 hours a day, 7 days a week

**Kiosk:** Available at all Ohio prisons and Adult Parole Authority offices

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

**Telephone: 1-888-988-4768**

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

**Transaction fees apply to all deposits**

**TELEVISION:** Every inmate at OSP is allowed a television. OSP utilizes the television to communicate to inmates through a bulletin board on channel 8. Channel 8 provides updates on activity schedule, policy changes, and schedules for laundry, Religious Services, Medical information, Education, Recovery Services, and Recreation etc. These notices and many other issues will be presented that will impact you and it is recommended, that you review Channel 8 routinely.

**Purchased Personal Television:** Television sets are available for purchase from the OSP commissary, or an approved vendor, Union Supply or Access. You will need to contact your unit staff to have the purchase block removed. All televisions will be clear. Personal televisions that require repair will be send out to an appropriate repair facility at the inmate's expense. You will be responsible for the costs and may contact your Unit Sergeant for more details. Cable cords are available from commissary for purchase. Offenders who have a remote control to their personal TV's are permitted to have the remote in their cells. At no time is any offender permitted to listen to his radio or TV without the use of headphones. Violation of this directive may result in a conduct report. Televisions are to be kept on the top shelf—not tilted, and are not to be covered by any items including cloth and paper.

**State Issued Television:** Televisions are supplied to offenders for programming purposes for offenders who do not buy their own. Offenders are responsible for the care of a state-issued television and will be charged if altered or damaged in any way. All televisions are assigned to a specific inmate and logged in a data base. You will be required to purchase a cable cord through commissary. If you have any problems with reception or the connection in your cell contact your unit staff so they may contact maintenance

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

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

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

- i. Forming, organizing, promoting, encouraging, recruiting for, or participating in, etc. an unauthorized group;
- ii. Possessing, creating, reproducing, using or circulation, etc., any material related to an unauthorized group;
- iii. Communicating support of association with or involvement in any unauthorized group. The form of communication may be verbal (written or spoken) as through codes, jargon, etc. or

- nonverbal communication as through hand signs, symbols, displays, drawings, graffiti, distinctive clothing, hair styles, colors, ornaments, etc.;
- iv. Participation in criminal activities or disruptive activities such as disturbances, riots, fostering racial or religious hatred, or union activities;
  - v. **ODRC has zero tolerance for violence and unauthorized group activities;**
  - vi. Violating institutional rules or directives or state or federal laws.

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

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**VETERAN COORDINATOR:** If you are a military veteran and have questions regarding what services are available to you, kite the Major, OSP's Veterans Coordinator.

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

**VISITING:** (Reference Attachment Privilege Level Overview)

**Visiting Schedule for Approved Visitors (by reservation only):** The visiting schedule for OSP offenders will be as follows:

Visiting Days:	Wednesdays through Sundays
Visiting Hours:	8:30 A.M. to 2:30 P.M.

Reservations can be made by:

- Calling the Ohio State Penitentiary at (330) 743-0700 extension 2111 from 7:15 A.M. to 2:45 P.M. **Wednesday - Sunday.**
- After a visit at the Visiting Office desk.
- Email OSP Visitation at [DRC.Visitation@odrc.state.oh.us](mailto:DRC.Visitation@odrc.state.oh.us) to set up a visit.

Appointment times for visits will be taken to start on the hour or the half-hour. Visits will take place during your visitor's schedule times only. If your visitor is late they may visit till the end of their schedule time. If you the inmate choose to go back to your cell if the visitor is late the visit is considered cancelled, and you will not be brought back to visitation. All visits will be conducted in no contact booths in the visiting room. Inmates may kite the Visitation Supervisor if they wish to learn if an approved visitor has made an appointment.

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

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**Directions and Transportation:**

Ohio State Penitentiary  
878 Coitsville-Hubbard Rd.  
Youngstown, OH 44505

From Columbus: Take I-71 North to I-76. Take I-76 East to I-80 East. Take I-80 East to Hubbard (exit 234A). Take Route 7 South to Route 616 South. Prison is on the right, three miles down 616 South.

Directions can also be accessed on the internet on the ODRC website at: [www.drc.ohio.gov/Public/osp.htm](http://www.drc.ohio.gov/Public/osp.htm)

Local Transportation Information:

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

Visitation also has flyers for additional transportation options.

Visiting Regulations:

Visitors over 18 must present picture identification (valid driver's license, state issued identification card, welfare identification, military identification, etc.) in order to visit. All visitors' property will be searched, and the visitor must clear the metal detector *before* entering the visiting area.

- All visitors under 18 years of age must be related to the offender being visited, or accompanied by an approved visitor who is the child's parent, legal guardian or guardian. Documentation naming custodial parent or legal guardian must be presented in the form of a birth certificate or custodial court order at the first visit. If a custodial parent or legal guardian does not accompany the child, written notarized permission must be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list that may bring the child to visit and permission for the child to be searched.
- From the approved visiting list, a total of three (3) visitors, including walking children, will be permitted to visit at a given time. Anything outside the three will require meeting the "special visit" guidelines.
- If a visitor is on probation or parole, the visitor must have written permission from the visitor's probation/parole officer and from the Warden of this institution before visiting.
- Visits will be terminated if the visitor leaves the visiting room.
- Parents are responsible for the conduct and safety of their children.
- There will be no breast feeding of infants and only bottled milked will be allowed.
- Visitors are not allowed to be on the asphalt perimeter road.
- Visitors may purchase a vending machine card, which costs two dollars. There is a five dollar minimum that must be put on the card. All money brought into the institution must be put on the vending card (maximum of twenty dollars). Money is not permitted in the visiting room. Visitors will not be permitted to leave the visitation area to add more money to the card – this must be done prior to the visit.
- Visitors may bring the following items to the visit room:
  - Car keys (no excessive items; i.e., alarms, garage door openers, pictures, flashlights, etc.), personal locker key, legal documents to be signed (with prior approval and must be returned with visitors), photo identification, and one wristwatch or pocket watch.
  - Visitors may bring the following items to the visit room in a clear bag (if necessary): Three (3) plastic baby bottles (no glass); three (3) plastic containers of baby food (no glass); a reasonable amount of diapers and baby wipes; tampons/feminine napkins (reasonable amount), sufficient prescription medication for length of visit. Medication is to be secured by the visitation officer and held at officer's desk.
  - Until after the visit all unauthorized items including purses and like items shall be left in the visitor's automobile or stored in lockers provided. The Institution is not responsible for items left in lockers. Lockers left locked shall be opened by institution personnel and emptied at the end of the day.

Dress Code for Visitors: Information on how to dress for visitation is on the ODRC website for your visitors, and is provided by the visitation office at OSP. Clothing not appropriate to be worn by visitors and shall result in a denial of the visitor to enter the institution. The Visiting Supervisor reserves the right to deny visiting for inappropriate attire. Any attire not listed on the website which is clearly provocative or disruptive to the visiting process shall result in a visiting restriction for that day. Inappropriate dress applies to JPAY Kiosk visits as well.

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

Modifications to Visiting List: Requests for additions or changes to visiting lists must be made by the offender through the Case Manager. The Case Manager will send an application to the visiting applicant at the request of an offender. All completed applications will be screened according to DRC policy 76-VIS-01. Names and addresses of approved visitors will not be changed without documentation; i.e., a copy of marriage certificate for name changes, or a copy of the portion of a bill showing the approved visitor's name with the new address. Level 4A inmates may access visitation list on JPay Kiosk.

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

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


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

Property: An offender may request to send out a bulk amount of paperwork/property on a visit. The offender must request approval in writing from unit staff listing the property to exit the institution. The offender must sign to have the property released and the visitor must sign for its receipt. Any property sent home or with a visitor may not be mailed back into the institution (i.e. clothing, TV, etc.).

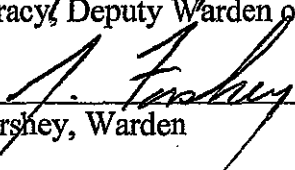
VOTING RIGHTS: Information on how to restore your voting rights is available through the Reentry Resource in our main library or through your case manager as you near release.

#### 2014 OSP Inmate Handbook Revised 2-07-2014

Approved:

  
B. McDonough, Unit Management Chief

  
C. Bracy, Deputy Warden of Operations

  
J. Forshey, Warden





Prison Rape Elimination Act

Fighting Back Through Awareness

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.



*Prison Rape Elimination Act*

*Fighting Back Through Awareness*

## 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.

**OHIO STATE PENITENTIARY  
PRIVILEGE LEVEL OVERVIEW  
02-03-2013**

Privilege	Level 4A	Level 4AT	Level 4B	Level 5A	Level 5A Long term	Level 5B	Special Management
<b>Commissary Spending Limit</b>	\$100.00	100.00	\$90.00	\$70.00	\$70.00	\$50.00	Approved Items Only \$7.50
<b>Phone Calls</b>  All calls are fifteen (15) minute in duration	Unrestricted number of calls during out of cell time. Seven (7) days Per week.	Unrestricted number of calls during out of cell time. Seven (7) days Per week.	One (1) fifteen (15) Minute Calls Per Week	Two (2) Fifteen (15) Minute Calls Per Month	Up to one (1) hour per day allowed for calls.	One (1) Fifteen (15) Minute Call Per Month	One (1) Fifteen Minute Call Per Month after 30 days in SMU
<b>Pod Porter Phone Calls</b>	Level 5 pod porter's only gets one additional call per month. Level 5 only						
<b>Special Phone Calls</b>	All levels Arranged by Unit staff: Current Case Attorney of Record or a confirmed Serious Illness or Death Notification call at Warden's discretion.						
<b>Recreation</b>  Handbook: Outdoor recreation is one (1) hour for all levels.	Seven (7) days per week for up to 5 hours. Total Congregate up to eight (8) inmates	One (1) hour and forty-five (45) minutes per day Seven (7) days per week  Congregate up to four (4) inmates	One (1) Hour and Forty-five (45) minutes, five (5) days per week. No congregate	One (1) Hour Periods, Five (5) Days per Week.  No congregate	One (1) Hour and Forty Five (45) Minutes Periods, seven (7) days per week.  No congregate	One (1) Hour, Five (5) Days Per Week,  No congregate	One (1) Hour, Five (5) Days Per Week,  No Congregate
<b>Shower</b>	Two (2) Fifteen (15) Minute Periods, seven (7) days per week	Fifteen (15) minutes, Five (5) days per week to be included in the 1 hour and 45 minute recreation	Fifteen (15) minutes, Five (5) days per week to be included in the 1 hour and 45 minute recreation	Fifteen (15) minutes, Five (5) days per week to be included in the 1 hour and 45 minute recreation	Fifteen (15) minutes, Five (5) days per week to be included in the 1 hour and 45 minute recreation	Fifteen (15) minutes, Five (5) days per week to be included in the 1 hour and 45 minute recreation	Fifteen (15) minutes, Five (5) days per week to be included in the 1 hour and 45 minute recreation
<b>Shaving</b>	Ten (10) Minutes periods, five (5) days per week	Ten (10) Minutes periods, five (5) days per week	Ten (10) Minutes periods, Five (5) days per week	Ten (10) Minutes periods, five (5) days per week	Ten (10) Minutes periods, seven (7) days per week	Ten (10) Minutes periods, three (3) days per week	Ten (10) Minutes periods, three (3) days per week
<b>Visits</b>	Three (3) visits per month per visitor for up to four hours Full contact or non-contact visits	Three (3) visits per month per visitor for up to four hours. Non-contact	Two (2) four (4) hour visits per month per visitor Non-contact	Two (2) per month three 3 hours and thirty(30) minutes Non-contact	Three (3) visits per month, per approved visitor at up to five (5) hours per visit semi contact or full contact. Full day if available	2 per month Two (2) hours and thirty (30) minutes Non-contact	DC One (1) two (2) hour visit for each visitor, limit two (2) visitors per visit Wednesday through Friday  SC same as security level Saturday & Sundays  All Non-contact  Level change from SC to DC or LC will have their Saturday or Sunday scheduled visit cancelled.
<b>Library Softback only</b>	Six (6) books per week	Six (6) books per week	Five (5) books per week	Four (4) books per week	Four (4) books per week	Three (3) books per week	Three (3) total all books
<b>Access Securepak or Union Supply</b>	Up to two (2) total packages per year (maximum one food box)	Up to two (2) total packages per year (maximum one food box)	Specific items TV, shoes, CD FM radio players ear buds, head phones	NONE	Up to three (3) total packages per year with a (Maximum two food boxes)	NONE	NONE

## **PRISON RAPE ELIMINATION ACT**

### **MEDICAL AND MENTAL HEALTH FOLLOW-UP**

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

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

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