

THE OHIO REFORMATORY FOR WOMEN

INMATE HANDBOOK



Revised January 2014

Warden Ronette N. Burkes

Date

Mission Statement: The ORW community will create a safe and enriching environment for all.

Vision Statement: To create a culture of growth and integrity.

INTRODUCTION

You have arrived at the Ohio Reformatory for Women (ORW) to begin serving the sentence imposed by the courts and to begin the rehabilitative process. For many of you this is your first experience being incarcerated. You should know that **you determine how you spend your time here**. ORW is known throughout the correctional system for its diverse programs, as well as exceptional, experienced correctional staff adept at handling a multitude of situations.

While you are here, you can take advantage of many opportunities to seek treatment, services and therapeutic programming opportunities, which are designed to assist you and provide valuable skills in preparation for your return to the community. The ORW Administration and Staff support you in your efforts to achieve positive growth while at the Ohio Reformatory for Women. It's a tried and true saying in prison: "you can either do the time, or let the time do you". This might be the first time in your life when a decision is absolutely up to you.

While there are many opportunities here, there are also many rules and responsibilities. The courts have mandated that you be separated from society for the duration of your sentence. Because a percentage of the women continue their anti-social behavior while here, a system of punishments and ascending privileges exists to encourage positive behavior and discourage negative behavior. The effective, orderly operation of this institution ensures the safety and security of both staff and inmates. These goals are met through established rules, regulations and procedures. Accepting personal responsibility to obey the rules, regulations and procedures will help you to move up through this system of added privileges and programs, while earning a good institutional record. This is very important when being considered for judicial release, security level decrease, the Parole Board, and other institutional reviews.

If you have any questions regarding the various departments in the institution, you can get a "kite" (the form used to contact departments) from a Corrections Officer in your living unit to send to that department. In your kite, be clear and to the point concerning your request so that staff is able to understand your concerns and can reply in an efficient manner. When your kite arrives in a department, it will be given to the person who can best answer your questions. This can be a large and bewildering place. However, it is important you take this opportunity to become independent, as much as you can be in this environment. So, work on your problem solving skills. If you can't figure something out and you need help, THEN ask your unit staff for assistance.

While here at ORW you can live in the past and dwell on the problems that brought you here, or you can fix your eye on the future and make it your own. While here, you can pursue an education, rid yourself of substance abuse and other life deadening habits, learn how to help yourself and others, and find out what kind of life is possible for you. Look around. You will see women who are sullen and angry, clutching tightly to the anger that brought them here. You will also see women who are hopeful and positive. It's up to you to decide which person you want to be. No one can make that decision but you.

The Ohio Reformatory has **zero** tolerance for the use or possession of illegal substances or intoxicants by inmates. Inmates are subject to random drug screens and random property/housing searches. Also, there is **zero** tolerance for any type of sexual conduct between inmate and inmate and staff and inmate. The highest level of sanction will be imposed for violations.

This manual is subject to change. Updates, which are issued by memorandum, are posted on housing unit bulletin boards. You are responsible for reading the unit bulletin boards and coming into compliance with all posted rules and regulations.

This manual is the property of the Ohio Reformatory for Women. This manual is issued to you for 14 days while you are housed in the reception unit. You must return this manual to the intake reception officers after 14 days, or if transferred to another unit prior to 14 days, or if transferred to another prison prior to 14 days, or if released prior to 14 days. If the manual is lost or destroyed you will be issued a conduct report and charged the replacement cost of \$2.40.

OHIO REFORMATORY FOR WOMEN INMATE HANDBOOK

SECTION	PAGE
Section 1 – General Information	5
Address, Phone Numbers and Directions	5
Administration	5
Unit Management	6
Public Defender	8
Parole Board	8
Bureau of Sentence Computation and Institution Record Office	10
Food Service	11
PREA: Prison Rape Elimination Act	11
Appropriate Supervision	14
Inmate Grievance Procedure	14
Property Claims	16
Child Support/Paternity	16
Section 2 – Program Services	16
Inmate Programs	16
Unit Programs	16
General Population Programs	18
Inmate Groups	18
Education Department	18
Personal Grooming	20
Clearview School of Cosmetology	20
Library Services and Law Library Services	20
Ohio Penal Industries Training Program (OPI)	21
Religious Services	22
Recovery Services	22
Tapestry (Therapeutic Community Program)	24
Domestic Violence	24
Community Service	24
Re-Entry	26
Application to obtain a temp ID, driver’s license, state ID, social security card, birth certificate	26
Reintegration	27
Section 3 – Health Services	28
Medical Care Services	28
Access to Sick Call Services	28
Pill Call Services	29
Medical Co-Payments	30
Dental Care Services	30
Access to Dental Care	30
Section 4 – Mental Health Care Services	31
Screenings, Appointments and Referrals	31
Suicide Prevention	31
Crisis Intervention	32
Section 5 - Inmates with Disabilities	32
ADA Accommodations	32
Section 6 – Institution Business Office	33
Inmate Funds	33

Electricity Co-payment	34
Release/Gate Money	35
Commissary	35
Stockpiling	36
Quartermaster (Clothing Storeroom)	36
Laundry	37
Indigent Kits and OTC Medications supplied by Medical Department	37
Section 7 – Inmate Correspondence	38
Kite System	38
Incoming and Outgoing Mail	38
E-messaging	39
Telephone System	39
Reception Telephone Calls	40
Section 8 – Property	41
Inmate Property Limits	41
Property Claims	42
Food and Sundry Packages	42
Section 9 – Visitation	43
Institution Specific Information	43
Reservations/Frequency of Visits/Hours of Operation	44
Reception Visiting Guidelines	44
Immediate Family Members and Required Verification	44
Parent Institution Visiting Guidelines	45
Denial of Visitor Application	45
Visitors Subject to Search	46
Special Visit	46
Professional Visit	46
Denial of Visit for Approved Visitor	46
Termination of Visit	47
Suspension of Visiting Privileges	47
Rules for Visitors	47
No Smoking Policy	48
Children’s Play Area	48
Outdoor Visitation	48
Section 10 – Institution Rules and Procedures	48
Count	48
Inmate Guidelines	49
Discipline Process	51
Discipline Sanctions	53
Section 11 – Fire and Safety Rules	57
Fire and Safety Procedures and Fire Drills	57
Fire and Tornado Evacuation Procedures	57
Yard Rules	58
Work Sites	58
Line Movement	58

THIS MANUAL IS THE PROPERTY OF THE OHIO REFORMATORY FOR WOMEN. IF LOST OR DESTROYED, YOU WILL HAVE TO PAY THE REPLACEMENT COST OF \$2.40.

SECTION 1 – GENERAL INFORMATION

Address, Phone Number, Directions

**ADDRESS FOR THE OHIO REFORMATORY FOR WOMEN:
OHIO REFORMATORY FOR WOMEN (ORW)
1479 COLLINS AVE
MARYSVILLE OHIO 43040
PHONE NUMBER: (Emergencies only) (937) 642-1065**

Directions to the Prison: The prison is fairly easy to locate once your family members arrive in Marysville. The easiest route is to exit Rt. 4 onto Collins Ave. The prison is visible to the right after this turn. (Family members need to make sure they do not bring cameras, drugs, weapons, tobacco products or alcoholic beverages!) They should follow the main entrance around to the right of the prison until they come to a parking lot. Visitors enter at the small building, known as the entrance building.

Local Transportation: Unfortunately, Marysville is a rural area lacking bus service or taxi service. However, there are several busing services specifically for loved ones of the incarcerated. Check out the unit bulletin board for information pertaining to these.

ADMINISTRATION

The administration of the Ohio Reformatory for Women is responsible for planning, organizing, and controlling the operations of the institution. The various persons in administration have certain duties, with each person being responsible for different functions or programs within the institution. An explanation of the duties of various members of the administration is given below.

Warden: The Warden is responsible for the overall operation of the institution. He/she is the person authorized by statute to confine you in this institution until you are lawfully released. Although many of the conditions and programs in the institution are a result of the vision and mission of the institution, some conditions and restrictions are by law, policies of the Ohio Department of Rehabilitation and Correction, and directives from Operation Support Center. Thus, the Warden must see that the institution and its programs are operating as well as possible within the limits placed upon it.

The Warden's duties are primarily administrative and managerial. It is possible for anyone to kite the Warden, expect a response or referral. The Warden is available to the inmates when out doing rounds in the institution. **Because of the Warden's wide-ranging responsibilities and duties, it is important that you address your concerns to the staff that are directly responsible for that area.** If the staff is not being responsive then you should let the Warden know. The Warden has many demands upon his/her time, and thus an inmate should only kite the Warden in matters of great importance and if it is felt that no one else has been responsive to your need.

Some key administrative staff that manages the prison is as follows:

Deputy Warden of Operations: This position directs both security and unit management, supervises both the Chief of Security and Unit Management Chief and serves as the site leader for implementation of unit management. The Deputy Warden of Operations has the decision-making responsibility for security, unit management, recreation, maintenance, OPI and other routine operational areas which include the Mailroom, Vaults, Visiting, The Rules Infraction Board (RIB – the inside court system), and ID. If you have questions about one of these areas, contact the department head before contacting the Deputy. If your questions are not answered by staff, then send a kite to the Deputy.

Chief of Security: The Chief of Security is the Major. This position administratively directs all security personnel and security operations in each facility. The Major directly supervises the Shift Supervisors, Captains, Lieutenants and the Locksmiths.

Deputy Warden of Special Services: The Special Services Deputy has administrative responsibility for what is known as the “service” areas at the institution. These services include Education (academic, vocational, library services and college programs) Medical Department, Mental Health, Recovery Services, Food Service and Religious Services. If you have questions about one of these areas, contact the department head before contacting the Deputy. If your questions are not answered by staff, then send a kite to the Deputy.

These areas are often associated with focusing on the well being of the inmate in terms of addressing their emotional, physical, spiritual and mental health needs.

Business Administrator 3: The Business Administrator has the responsibility for the business affairs of the institution, such as purchasing materials and equipment. He/she oversees the business areas of the institution which include the Business Office, Cashier’s Office, Commissary, Laundry, Quartermaster and Warehouse. If you have questions about one of these areas, contact the department head before contacting the Business Administrator. If your questions are not answered by staff, then send a kite to the Business Administrator.

Administrative Assistant to the Warden: The Administrative Assistant to the Warden is responsible for all the activities and programs not directly under the supervision of any specific department. He/she responds to kites and/or interviews inmates in response to kites sent to the Warden. The Administrative Assistant is the Warden’s Designee for the Rules Infraction Board appeals. He/she also handles all requests from the media and inmate interviews.

Inspector of Institutional Services: The Inspector investigates and processes the grievances submitted by inmates. If the resolution of the grievance is not within the scope of authority of the Inspector, he/she submits his/her findings and recommendations concerning the disposition of the grievance to the Warden for his/her endorsement, modification or disapproval. If the inmate is not satisfied with the resolution, the inmate may appeal to the Chief Inspector at Operation Support Center. The Inspector also facilitates the audit process.

Investigator: The Investigator directs and supervises all institution investigations dealing with drugs, employee/inmate inappropriate relationships, sexual and/or physical assaults and violation of the law by visitors, volunteers or contract employees. If you have witnessed or have been subjected to any institution violations, including drug use, possession of contraband, and physical and/or sexual abuse, you are required to contact the Investigator immediately. You can reach the Investigator by sending a kite or calling the ORW tip line at 642-2482. The tip line is a phone line that allows you to contact the investigator anonymously. You call this line just as if you were calling home. Calling the tip line will allow you to either speak with the investigator directly or you can leave a message. There are times when you may come into contact with the Investigator, without reporting an incident. For example, if someone witnesses you being sexually assaulted, they may bring it to the attention of the Investigator. At this point, the Investigator will contact you for an interview.

Institutional PREA Compliance Manager: The staff person designated by the Managing Officer at each facility to coordinate the institution’s efforts to comply with PREA standards. The PREA Compliance Manager communicates with Operation Support Center for PREA-related issues and coordinates all PREA-related policy implementation at ORW. This includes coordinating PREA training and education, implementing the PREA risk assessment and classification process, maintaining a current list of victim-support staff, and monitoring any reports of imminent abuse, sexual misconduct, or retaliation.

UNIT MANAGEMENT

A unit manager, two sergeants, two case managers, one secretary and the corrections officers staff most units. Other staff members representing centralized services may also be included in the unit team. This unit team works together to operate the unit smoothly, developing unit programs and handling unit problems independently of the larger institution while continuing to utilize the centralized services of the institution.

The unit staff is viewed as the first persons in the chain of command. Your problems and concerns should be discussed with appropriate unit staff members. The unit team will review the situation and attempt to resolve the problem in an appropriate manner. Although all problems might not be resolved to your satisfaction, it is essential that you discuss important issues with the unit staff before your situation escalates. By developing a positive attitude towards staff at the beginning of incarceration at ORW, you can open doors to effective communication and increase the exchange of ideas. Ultimately, this positive attitude should assist in reducing tension and frustration for both you and the staff.

It is the responsibility of Unit Staff to make themselves accessible to inmates during specific hours and to make rounds through the unit. Unit offices are required to post their hours by their respective entrances.

Unit staff will conduct town meetings within each housing unit on a monthly basis. Staff will inform inmates of any new policies, procedures or announcements pertinent to the unit. Town meetings will also give inmates the opportunity to discuss areas of concern within their living areas. Prior to the meetings, staff will post an announcement regarding the date and time of the meeting and afford inmates the opportunity to submit agenda items. After the meeting, the minutes will be posted for inmates' review.

Unit Management Chief: This position is also referred to as the Unit Management Administrator. This position administratively directs unit management in each facility and ensures compliance with the unit management manual and supervises the Unit Managers. The Unit Management Chief **responds to appeals regarding job classifications and security review decisions.** It is the responsibility of the Unit Management Chief to answer informal complaints about the Unit Managers and to be accessible to inmates through the kite system and regular rounds in each housing unit.

Unit Team: Group of staff consisting of the Unit Manger, Correctional Counselor, Case Manager, Corrections Officers and Unit Secretary that forms a team to effectively manage a unit consistent with the unit plan.

Unit Manager: This is a department head level position assigned to direct staff and operations within a unit acting as a "mini-warden" with responsibility for all activities/processes impacting the unit, unit staff and inmates, as prescribed by the unit plan. The Unit Manager is responsible for the overall operation of all phases of the unit. The Unit Manager is responsible for the development of the unit plan that outlines programming, classification, and minor discipline. The Unit Manager meets regularly with the other unit staff. It is the responsibility of the Unit Manager to answer informal complaints about unit staff (case managers, sergeants, and correction officers).

Case Manager (Corrections Program Specialist): Case managers are staff assigned to a unit that is part of the unit team that manages a caseload of inmates, performs classification and reclassification duties, communicates with external sources regarding inmates on their caseload, supports family contacts, develops individual program plans for inmates, delivers programs, fills in for other unit staff and may serve as acting Unit Manager in his/her absence. The Case Manager is also responsible for participating in various hearings and committees regarding the inmates on his/her caseload, including the Rules Infraction Board and the Parole Board.

Correctional Counselor (Sergeant): The person in this position comes from a security background and has experience as a correction officer. This position is part of the unit team with the primary responsibility for resolving daily inmate issues before they become significant matters/incidents/grievances, supports the security of the unit by providing support to the officers, manages a caseload of inmates matched with the caseload assignment for case managers, fills in for other unit staff and may serve as acting Unit Manager in his/her absence. This person serves on various unit committees such as classification, security review, and acts as the Hearing Officer for all unit conduct reports. Conduct reports can be handled by the sergeant at the unit level or referred to the Rules Infraction Board (RIB) to be heard by a 2 person panel. This person is primarily responsible for the safety and sanitation within the unit.

Unit Secretary: Office support staff assigned to perform clerical duties for one or more units and functions as part of the unit team.

Unit Correction Officers: These are correction officers assigned to an inmate housing unit who are members of a unit team and work to support the unit plan and execute the designated post orders. A responsibility of the officers is to ensure the rules and regulations are maintained within the unit (i.e. custody, security and control).

PUBLIC DEFENDER

The office of the Ohio Public Defender has branch offices in each of the prison reception centers in the state, including ORW, the Correctional Reception Center (CRC), and Lorain Correctional Institution (LORCI). There is no other "Legal Aid" or "Legal Services" office at ORW. The Public Defender's office is located above Sinclair College, on the third floor of the School Annex. The office is staffed by one attorney, who is usually at ORW at least three days a week. Public Defender orientation is normally held in Admissions every Thursday afternoon.

Each inmate admitted on a new institutional number is provided with a legal packet containing basic information about their case and their legal rights. Inmates who are back on old numbers will not receive legal packets, but can kite the Public Defender to request their "Time and Crime" printout.

While at ORW you can send a kite to "Public Defender" to request legal forms and to ask questions related to your criminal case. The Public Defender's Office is not able to help with civil legal matters such as lawsuits or child custody. You can also kite if you need an appointment to talk with the attorney about your criminal case. You must explain in the kite what type of assistance you are seeking. If you are unable to climb stairs, please explain in your kite, so the attorney can arrange to meet with you at an accessible location.

If you are seeking a copy of your journal entry, or if you are seeking information about the status of your criminal case, you can try writing to the clerk of court for your county. If it is an emergency, please explain in a kite to the Public Defender. Give your full name and county of conviction.

Please do not kite the Public Defender about legal kits, send a kite to the Cashier's Office. Also, if you need to use the Law Library, please kite the Law Library, not "Legal Services."

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 now conducted primarily 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. You should be prepared to discuss your placement plans with the Board. The Board also reviews your institutional conduct, to include programming when considering release suitability.

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

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

Contact your Case Manager or the Record Office at your institution 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 calculated pursuant to Ohio Revised Code Sections 2967.13 on Parole Eligibility, 2967.19 on Deduction from Sentence for Faithful Observance of Rules; Procedures, 2967.191 on Credit for Confinement Awaiting Trial and Commitment, 2967.192 on Applicable Law by Time of Offense; Multiple Sentences, and 2967.193 on Deduction from Sentence for Participation in Certain Programs; Procedures.

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

Operation Support Center 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. Operation Support Center Board Review does not require that the members sit together to obtain the majority board member approval.

Chair Review: A required review by the Parole Board chair or one or more Parole Board members, as designated by the Parole Board chair, of specified parole board panel recommendations that includes approving the panel recommendations or rejecting the panel recommendation and referring the case to Operation Support Center Board Review.

Full Board Hearing: A parole board hearing conducted by a minimum of seven parole board members as described in Section 5149.101 of the Ohio Revised Code. These hearings are conducted when petitioned by the Office of Victim Services to oppose a proposed parole release.

Projected Release Date Review (PRD): If granted a projected release date, the Board will conduct a file review of your case shortly before the release date to determine if release to parole is still warranted. Once you are granted a parole, please note that a Parole Board Member may check your progress while under supervision. Exceptions are: Life sentences, sentences of 15 to life or any sex offenses

Post Release Control Screenings: If the crime for which you are incarcerated occurred after July 1, 1996 you may be subject to a period of supervision upon your release from your definite sentence called post release control (PRC). PRC is mandatory for inmates convicted of sex offenses, felonies of the 1st and 2nd degree, and some felonies of the 3rd degree. PRC is discretionary for some felonies of the 3rd degree and felonies of the 4th and 5th degree. Any offender receiving PRC will have an ORAS assessment completed prior to release to determine level of supervision.

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 Senate Bill 2 (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.

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

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

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

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

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

BUREAU OF SENTENCE COMPUTATION AND INSTITUTION RECORD OFFICE

All calculations for release dates/parole board first hearings are calculated at the Bureau of Sentence Computation and any questions concerning your release date, board date, calculation and/or jail time credits need to be directed to them at the following address: **770 West Broad St., Columbus, OH 43222**. You must write a letter to the Bureau of Sentence Computation. They do not accept kites. Any changes made by the Bureau of Sentence Computation will be sent to the Institution Record Office with an Update and Correction. The Record Office will notify you of any changes that affect the length of your sentence, release date, parole board date and/or condition of your release by sending you a copy of the update and correction.

FOOD SERVICE

Cottages and housing units (except for admissions and Residential Treatment Unit) are called to meals on a rotating basis.

The listed times are the beginning meal times for each meal.

Breakfast: 5:30 AM
Lunch: 9:50 AM
Dinner: Upon completion of the 4:00 PM Count

Upon seating you have 20 minutes to eat your meal, empty your tray, and leave the area as permitted. All inmates are required to present their ID when entering the food service area for meals. Inmates may also be required to scan their IDs upon the installation of scanners.

All meals served and menu guidelines meet nutritional and dietary allowance standards as set forth by the United States Department of Agriculture My Food Guide Pyramid and the Recommendations from Health Orientated Organizations. All meals/menus are monitored and reviewed by a licensed dietician. The nutrition services staff supervises special diets. Any questions regarding special diet orders should be sent in a kite to the food service department, attention Nutrition Services.

ORW follows the healthy heart menu, which focuses on;

- Consume a variety of foods in the basic food group while keeping within energy needs.
- Control calorie intake to maintain a healthy weight.
- Increase daily intake of fruits and vegetables, whole grains, non-fat milk and milk products.
- Choose fat wisely for good health.
- Choose and prepare foods with little or no salt.

PREA: Prison Rape Elimination Act

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

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

PREVENTION/DETECTION

All inmates shall be screened and assessed upon admission to the Department and for all subsequent intra-system transfers. All inmates shall be assessed for risk of sexual victimization or abusiveness within 72 hours of intake and upon transfer to another institution. These screenings shall be initiated in the PREA Risk Assessment System by medical personnel during intake medical assessments and shall be completed by unit management within the 72 hour period. No sooner than 15 days, but no later than 30 days from the inmate's arrival at any institution, the inmate shall be reassessed regarding their risk of victimization or abusiveness based upon any additional, relevant information received since that institution's intake screening of the inmate. Unit management shall complete the assessments. As a result of these screenings, inmates shall be assigned a PREA Classification.

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

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

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

SELF-PROTECTION

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

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

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

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

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

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

RESPONSE

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

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

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

TREATMENT

Medical Services Responsibilities

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

Mental Health Responsibilities

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

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

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

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

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

INVESTIGATIONS

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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

APPROPRIATE SUPERVISION (Administrative Rule 5120-9-04)

Inappropriate supervision is any continuous method of annoying or needlessly harassing an inmate or group of inmates, including but not limited to abusive language, racial slurs, and the writing of inmate conduct reports strictly as a means of harassment.

Inmates who feel they are victims of inappropriate supervision shall utilize the inmate grievance procedure in accordance with Administrative Regulation 5120-9-31. In the event an inmate feels the staff persons inappropriate behavior is illegal or may jeopardize their safety, this should be reported immediately to unit staff or area supervisor.

INMATE GRIEVANCE PROCEDURE (Administrative Rule 5121-9-31)

What is a grievance: A grievance is a complaint about a violation of an Administrative Rule or Department Policy by the institution or institutional staff that negatively affects the inmate.

What is the purpose of filing a grievance: Inmates, in writing, formally submit grievances so there is a record of what the inmate's complaint is, as well as solutions that were presented by the institution.

What is not grievable: Some things cannot be grieved because they already have a separate appeal process. Information about these processes can be located in the Administrative Rules, and Department Policies, which are available for review in the law library.

The following cannot be grieved through the Inmate Grievance Procedure because they have their own appeal process:

- Hearing Officer and Rules Infraction Board Decisions (Conduct Reports)
- Local Control
- Security Classification
- Job Assignment

In addition, complaints unrelated to institutional life cannot be grieved through the Inmate Grievance Procedure. Examples are:

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

Step One: Informal Complaint Resolution

These forms are available in your unit. Kite the Inspector if you are unable to access the forms in your unit.

You have 14 days from when the event occurred to file your Informal Complaint Resolution. The form is to be submitted to/addressed to the **direct supervisor of the staff person or the supervisor of the department most responsible for the complaint.** Fill in the blanks (name, number, date, housing assignment), write neatly, press hard, and be brief. Explain who was involved, what happened, where did it happen, when did it happen, how did it happen, and what would solve the problem. Use a new form for each problem. **After you complete the form, send the white and canary-yellow copies, in a kite, to the staff member you listed in the SUBMITTED TO box on the form.** Send the pink copy to the inspector in a kite. Keep the goldenrod copy for your records. **Informal Complaints ARE NOT to be addressed to the Institutional Inspector and Warden.** Only send one Informal Complaint Resolution for each problem. Do not send multiple Informal Complaint Resolutions on the same problem to different staff members.

Remember, Informal Complaints must be sent to the appropriate person. When you are unsure who to send the Informal Complaint to, kite the Inspector and ask or ask your unit staff, instead of automatically sending the Informal Complaint to the Warden and/or Inspector.

The staff member is to respond to your complaint within 7 days of receiving the complaint. 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 complaints need quick action, such as if you were physically harmed, or have experienced an unreported sexual assault or 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 Resolution.

Step Two: Notification of Grievance

You may file a Notification of Grievance if you are dissatisfied with the response of the Informal Complaint Resolution. **However, just because you may not agree with the response does not mean the response is wrong.** You may file a Notification of Grievance if you do not receive a response to your Informal Complaint Resolution.

A Notification of Grievance form is needed in order to file a grievance. Kite the Inspector for a Notification of Grievance form or pick up one during open office hours. Only the Inspector can give you a Notification of Grievance Form.

You have 14 days from the date you received the answer to the Informal Complaint Resolution to file a grievance unless the Inspector waives the time limit. Fill in the blanks (name, number, date, housing assignment), write neatly, and be brief. Explain who was involved, what happened, where did it happen, when did it happen, how did it happen, and what would solve the problem. Use a new form for each problem. **After you have completed the grievance form, send the Inspector, in a kite, the white and canary-yellow copies of the grievance form and attach the canary-yellow copy of the Informal Complaint Resolution Form if it was answered. Attach the goldenrod yellow copy of the Informal Complaint if it was not answered.** Keep the pink copy of the grievance form for your records.

Disposition of Grievance (the decision)

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, review Administrative Rules and Department Policies, or review other records. Most of the time, the Inspector will finish the grievance in 14 days. If the Inspector needs more time, the Inspector will send you an extension letter. When the investigation is complete the Inspector will respond to you in a Disposition of Grievance form. The Inspector will send you two copies of the Disposition of Grievance and your copies of the Informal Complaint.

Step Three: Appeal

Read the Inspector's disposition. If you believe your complaint is still not resolved or if you feel a mistake was made then you may file an Appeal to the Chief Inspector. **You have 14 days from the date of the Disposition of Grievance to file an Appeal with the Chief Inspector.** Ask the Institutional Inspector, in a kite, for an Appeal to the Chief Inspector 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 it to the canary-yellow copy of your grievance, disposition of grievance form, and canary-yellow copy of the Informal Complaint Resolution (if any). Mail the forms to the Chief Inspector. Do not send the forms in a kite. The address is on the form.

Chief Inspector's Office, 770 West Broad St., Columbus, OH, 43222

Conclusion

The Inmate Grievance Procedure is explained in Administrative Rule 5120-9-31. More information may be found in the following Administrative Rules: 5120-9-29 The Office of the Inspector of Institutional Services; 5120-9-30 The Office of the Chief Inspector; 5120-9-32 Inmate Property Claims.

The Administrative Rules and Department Policies are available for review in the law library. Department Security Policies are not available for inmates to review.

PROPERTY CLAIMS (Administrative Rule 5120-9-32)

If you believe that you have a claim against the institution for loss or damage to your personal property and the amount is not over \$300.00, then you may file a **NOTIFICATION OF GRIEVANCE** with the Inspector prior to filing with the Court of Claims of Ohio. You do not need to file an Informal Compliant Resolution form. Immediately kite the Inspector for the Notification of Grievance form. The Inspector will investigate your grievance and if your claim is determined to have merit the Warden shall make an offer to compromise the claim. Prior to filing the Notification of Grievance you need to file a **THEFT/LOSS REPORT** with your unit staff regarding lost/stolen/damaged/destroyed property. Failure to do so may result in denial of compensation for lost/stolen/damaged/destroyed property.

THE CSEA (CHILD SUPPORT ENFORCEMENT AGENCY) can provide the following:

- The CSEA can locate absent parents. (The agency can assist in finding where an absent parent is currently living, in what city, town or state.)
- The CSEA can establish paternity for your child/children. (The agency can obtain an order for the establishment of paternity- fatherhood - if you were not married to the father of the child.)
- The CSEA can enforce an existing child support order. (The CSEA can assist you in changing the amount of the child support order.)
- The CSEA can establish a medical support order.
- The CSEA can intercept Federal and State Income Tax Refunds for the collection of child support arrearages.
- The CSEA can initiate child support actions to other states for paternity and/or the establishment of child support.
- The agency can assist you in collecting support if the payer is living in another state or foreign country.
- The CSEA can withhold wages for the payment of court ordered child support. (The agency can help you get payroll deductions for current and back child support and can intercept Unemployment compensation to collect child support.)
- The CSEA can collect and disburse child support payments.

The CSEA cannot provide:

- The CSEA cannot address custody or visitation. These are separate issues that may need to be addressed by your attorney or the court. (The CSEA can guide you in the right direction.)

Did you know:

- A parent cannot receive child support payments while incarcerated, however the caretaker can receive payments if the proper process is followed.
- It is important that the caretaker of your child apply for child support services in the county that he or she resides.

YOU CAN ADDRESS THESE ISSUES WHILE YOU ARE INCARCERATED

SECTION 2 – PROGRAM SERVICES

INMATE PROGRAMS

ORW has an abundance of programs to address the needs of all inmates. These programs are offered by the units, mental health, medical, religious services, recovery services, education and recreational services. Some of the programs are listed below.

UNIT PROGRAMS

RTU (Residential Treatment Unit): If mental health deems that your mental health status requires residential treatment you will be assigned to this program which is located in ARN 3. You will have an individualized treatment plan and the goal will be to address your problems and prepare you to return to general population. Kite Mental Health regarding this program.

Literacy Unit: If you scored below the third grade level on your educational testing you will be assigned to the literacy unit. You will work with a teacher and trained tutors who will assist you in achieving your educational goals. Kite Educational Services for this program

Other residential programs are optional and designed to offer a supportive living environment. After being accepted you live in the program area until you complete it:

Tapestry (Therapeutic Community) ARN 2: Tapestry is a prison-based long-term treatment program that was formed to help drug abuse offenders. The program is highly structured and includes meetings, groups, counseling sessions, seminars, job functions and other regularly scheduled activities. Since the program is so intensive, vigorous, and demanding, clients are asked to limit their involvement in other programs and activities until later phases of the program. The program is divided into four phases of treatment with increasing privileges. Behaviors are monitored constantly throughout the day by staff and peers and behaviors are also confronted during group meetings. Overall, Tapestry globally addresses each aspect of an individual's life, which may be interrelated with her chemical dependency. For further information, kite the Tapestry Staff. Interviews will be scheduled.

Faith Based Housing: Kennedy 1 houses women of all religious backgrounds and offers several in-house groups and programs. There is an application and interview process for admission in to the dorm. Applications can be obtained from the Chaplains.

Recovery Dorm: Kennedy 1 is also home to women who wish to focus on their recovery. A partnership between unit staff and recovery services staff allow for many groups and programs to be offered in house. There is an application and interview process for admission in to the dorm. Applications can be obtained from the Recovery Services Department.

ABCS (Achieving Baby Care Success) Nursery: Are you pregnant? If you are serving 18 months or less and you are not incarcerated for a crime against a child you may be eligible to keep your baby with you in the ABCS nursery after it is born. Kite the Unit F Case Manager for information regarding this program.

IPP Community Service, IPP Education and IPP AOD (substance abuse):

The Ohio Department of Rehabilitation and Correction offers Intensive Program Prisons (IPP) to offenders meeting certain eligibility requirements. An IPP is a prison sentence reduction program that must be approved by the sentencing judge. You must be serving time for a probationable offense to be considered. You must also be cleared by ORW medical and mental health and have the approval of your sentencing judge prior to acceptance. If you meet the eligibility requirements for any of these programs, you will serve ninety days in prison and then be released onto Post Release Control. Offenders with additional needs may receive halfway house placement.

REQUIREMENTS for IPP

- You must be a Level 1 or Level 2 offender
- You must be convicted of a Felony 3, 4 or 5 non-violent offense
- You cannot be serving a mandatory prison term
- You cannot be serving a sentence for; a sex offense, offense of betraying public trust, offense causing or attempting to cause physical harm

If you are found to be statutorily eligible to apply for admittance to the IPP program, you will be passed for Orientation at Reception and an IPP staff member will give you further details regarding the THREE types

of IPP programs offered to female offenders. At that time you will be given an application and a detailed screening will be conducted and a letter will be sent to your sentencing judge for final approval. You will be notified soon after if you have been approved for the program. At that time you will be asked to sign a "TC Waiver" form as you are not permitted to be considered for Transitional Control if you are a participant in the IPP program. **If you are denied for the IPP program, you will be notified and may, at that time, sign up for Transitional Control if you meet the requirements to be considered.** The screening is completed by the adult parole authority's parole board officer and your case manager will be able to tell you if you have been screened as "eligible" at that time.

Community Stitching Post: Inmates in this program must do a minimum of thirty hours of community service per month, but most do much more. Inmate participants sew, cross stitch, crochet, knit, paint, etc. many projects needed in the community. You do not have to be skilled in any of these areas to be admitted but you must be willing to learn after you are here, and be willing to teach others. There is a waiting list for this program. However, you can still participate in community service projects regardless of your housing unit. Kite the Unit D Unit Manager for consideration.

GENERAL POPULATION PROGRAMS

Programs are rotated, therefore, not all programs are available at all times. You can obtain a comprehensive list of programming from your unit staff. Your program participation will be reviewed at least annually with your case manager and tracked through your Reentry Accountability Plan (RAP) or your Case Plan. Further, each unit provides its residents with several unit-specific meaningful activities for those offenders who may not be eligible for reentry approved program but wish to stay busy.

INMATE GROUPS

LIFE Group: This group is for women who are serving life sentences. Correspondence can be sent in the form of a kite to the "LIFE Group".

Toastmasters: Toastmasters mission is to help women learn the art of speaking, listening and thinking; vital skills that promote self-actualization, enhance leadership potential, foster human understanding and contribute to the betterment of mankind. This in turn fosters self-confidence and personal growth.

Give Group: This group is a support/service group for those inmates having served in the Armed Forces. If you have served in the military and are interested in participating in this group, send a kite to Mr. Heard, Case Manager.

EDUCATION DEPARTMENT

The Education Department, through the Ohio Central School System, provides inmates access to educational programs that grant credentials, diplomas and/or licenses recognized by employers and/or other educational entities. Academic classes on all levels from basic literacy to G.E.D. are offered at ORW. A Literacy Unit is housed in Kennedy II and serves those with a reading level through 8th grade. ABLE, Pre-GED, and GED classes are offered at Clearview School and the Annex Building. Students attend either in the morning or afternoon five days per week. Inmates without a verified high school diploma or GED must complete 2 quarters of schooling. These programs are open-entry to provide flexible scheduling that permits inmates to enter at any time and to proceed at their own learning pace. High School options are available to those of you who qualify per Department Policy 57-EDU-13.

Intervention services are available from the Special Education teacher on an as needed basis. This includes child find.

Five Career Development programs are currently offered at ORW: Construction Technology (apprenticeship), Cosmetology, Horticulture, Administrative Office Technology (AOT) and Web Design. Interested candidates are placed on a waiting list for consideration for the next available class in accordance with Department Policy 57-EDU-12. Admission is based upon student interest through a request, time to complete the entire program, and a reading achievement level of 8.0 or above on the TABE or a reading achievement level of 231 or above on the CASAS. Cosmetology students must have a

verified 10th grade completion or higher on a GED. **Students may be enrolled in only one (1) career development education program during their incarceration.**

Five week Career Enhancement courses are also offered in Horticulture, AOT, Building Maintenance and Web Design. These are programs designed to serve short time offenders with sentences between 91-365 days. If open program slots become available, other applicants can fill these slots according to their length of stay. Within the 5 week courses employment readiness/release preparation is taught which includes classes on goal setting, work history and skill identification, self-management, job search, resumes and applications, interviewing, and job retention

Thirteen apprenticeship programs are available at ORW; animal trainer, boiler operator/powerhouse mechanic, building maintenance, carpenter, electrician, horticulturist, janitor, maintenance repair, optician, optician dispensing, plumber, welder and recovery operators (recycling).

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

- a) Applicants must be at least eighteen (18) years of age.
- b) Applicants must meet the minimum qualifications listed on the Inmate Job Description.
- c) Applicants must have enough time remaining on their sentence to complete at least one-half of their required training schedule hours if their apprenticeship prior to release.
- d) Applicants must be physically able to perform all work required of the craft as determined by the Institution Medical Director or designated health authority. Documentation of approval/denial shall be placed in the inmate's medical file.
- e) Applicants must sign the Apprenticeship Conditions for Program Completion Form (DRC4411) prior to admittance into an approved apprenticeship program.
- f) All inmate requests for admittance into an approved apprenticeship program shall be reviewed by the Local Apprenticeship Advisory Committee for appropriateness of the craft and institution need.

Sinclair Community College offers the following certificate programs; User Support Technician, Social Services Assistant, Entrepreneurship and Business Foundation, Re-Entry Preparation, and Supply Chain Technician.

Additionally the applicant must meet the following requirements set forth in Department Policy 57-EDU-04:

- Have attained a high school diploma or GED
- Have a reading score of 231 or above on the C level of the CASAS or an 8.0 or above on the TABE
- Have less than five years to the Parole Board Hearing or release date
- Have enough time to complete at least 1 term
- Have fewer than three separate adult incarcerations
- Have been found guilty of no more than two rule violations by the RIB within the past rolling calendar year
- Have not previously completed one two-year program or two one-year programs offered through the Ohio Penal Education Consortium

Tutor Training, is offered four times each year to interested candidates. Interested candidates must have a verified high school diploma or a GED. The inmate must obtain a score of 241 or higher on the reading and 226 or higher in math on a C level of CASAS.

Practice GED testing is offered to any inmate with scores of 240 or higher in reading and 225 or higher on a C level CASAS test, even if not enrolled.

All educational programs are offered free of cost to qualifying inmates.

PERSONAL GROOMING (Administrative Rule 5120-9-25.1)

INMATES ARE NOT PERMITTED TO MANICURE EACH OTHER'S NAILS OR EYEBROWS, STYLE OR CUT ANOTHER INMATE'S HAIR, OR TO PERFORM ANY OTHER COSMETIC PROCEDURE, EXCEPT IN AN AUTHORIZED PROGRAM, OR BY INMATES WHO HAVE BEEN AUTHORIZED BY THE INSTITUTION TO PERFORM SUCH DUTIES.

Clearview School of Cosmetology: Due to the large population at the Ohio Reformatory for Women, appointments for hair services in the School of Cosmetology are based on a first come, first serve basis. You must arrange to see the Case Manager of your unit to submit a cash slip. The cash slip must contain 2 signatures. All cash slips must state the times you are available to receive the services. Once the cash slip is processed, Cosmetology staff will schedule an appointment for you within 8 weeks from the time you receive the copy of the cash slip.

Clearview School of Cosmetology hours are: Monday through Friday: 8:00 AM - 10:45 AM and 12:15 PM - 3:15 PM. Hours are subject to change.

The services provided are: relaxer, permanent wave, soft curl, hair color, deep conditioning, blow-dry and curl, manicure w/massage or without, and pedicure w/ massage or without, and Facial w/ mask.

Haircuts are free. The costs of the other services are posted in Clearview School of Cosmetology and in the housing units. Prices are subject to increase.

100 community service hours have to be completed within a 2 month period to be permitted hair coloring.

Some hair care services are available in most living units. Please check with your Unit for additional details. Hair braiding on the unit is at the discretion of the unit.

Please be advised that in order to receive services at the Clearview School of Cosmetology you will be asked to sign a release statement that states, "And having been advised that the services shall be performed by either students, graduate students, and/or teachers of the school, in consideration of the nominal charge for such services, I hereby release the School, its students, graduate students, teacher, agents representatives, and/or employees, from any and all claims arising out of and in any way connected with the performance of these services. I hereby understand that cosmetology students, graduate students, and teachers render these services for the sole purpose of practice, learning, and that by signing this form I recognize and agree not to hold the school, and its employees or the students liable for my satisfaction of the service, or the service outcome. By not signing this form, service will not be rendered. The proprietor is not responsible for personal property. **I UNDERSTAND THAT EVEN IF I AM DISSATISFIED, MY HAIR SERVICE WILL NOT BE REDONE AND I WILL NOT RECEIVE A REFUND.**"

LIBRARY SERVICES

Library services are available daily, including evenings and weekends, when the library is fully staffed. Books are also available in the housing units.

General Reading Room (functions and services provided)

- Fiction and non-fiction books (both English and Spanish language titles)
- Newspapers from most Ohio major cities, USA Today, and one Spanish newspaper.
- Variety of magazines and related periodicals that satisfy most individual interests, in English and Spanish.
- Reference materials include the encyclopedia sets *World Book*, and *Britannica*, in addition to numerous volumes covering most available subject matter. Good selections for all students.
- The interlibrary loan programs are from the Marysville Public Library, and the State Library of Ohio,
- Video magnifier is available for those with poor vision.

- A photocopier is available for inmate use. The copies are \$.05 a page. To use the photocopier an inmate must first purchase a photocopy card from the Commissary. The photocopy cards cost \$1.00 a card or \$5.00 a card.
- There are two computers that contain reentry information, plus the job search program Ohio Means Jobs.

Law Library

- Inmate clerks assist with information and fact-finding, and explain the procedural processes of litigation and formulation of legal-oriented forms.
- Word processors, which are located in the computers that have the legal database Lexis-Nexis are available on first come, first serve basis only; for use to facilitate legal documents only.
- Computers with pre-loaded State and Federal mandated information are available for use at the computer terminals which contain legal database Lexis-Nexis.
- A photocopier is available for inmate use. The copies are \$.05 a page. To use the photocopier an inmate must first purchase a photocopy card from the Commissary. The photocopy cards cost \$1.00 a card or \$5.00 a card.

OHIO PENAL INDUSTRIES TRAINING PROGRAM

The Mission of the Ohio Penal Industries is threefold:

- The first is to provide inmates in Ohio prisons with the opportunity to develop work skills and acquire training that will translate into economic self-sufficiency upon release, thereby reducing recidivism.
- The second is to assist in the management of Ohio's prisons by keeping inmates occupied and supervised in meaningful work assignments while helping to defray the tax burden of their incarceration through productive labor.
- The third is to produce cost-efficient quality products in a timely manner for the use in institutions and agencies throughout Ohio.

Job Requirements for New Hires: OPI requires all workers to have a GED or High School Diploma before placement in a job. The education department provides a list of all inmates meeting the requirement.

Steps to obtain an OPI Job Placement:

1. Assignment of inmates to industries will be by OPI Operation Support Center Staff. They determine, as needed, a table of organization to assign shop job placements and promotions of inmates to industries.
2. The Industrial Manager and/or Penal Workshop Specialist determine what jobs need to be filled from the table of organization.
3. Currently at ORW, OPI offers jobs on the Flag line sewing various flags and banners, the mop line making mops for institutions, embroidery patches for state uniforms, and the Optical Shop (Apprenticeship program) which produces eye glasses for all state institutions. To start the above process:
 - There will be a position posting in the living areas two weeks prior to the application period.
 - Kite OPI with your request for a job position.
 - Complete and return the application to OPI noting your job preference. When a job is available the applications are reviewed and a pool of inmates are interviewed and possibly tested for the position available.
 - The Industry Manager makes a selection to fill and sends the Job Coordinator the Industrial Employment/IPRS Action Report to transfer the inmate to OPI for employment.

OPI is a business. The following benefits are provided:

Personal leave: credit can be earned to use for approved absences from work and is available after 6 months in an industry assignment and is earned on a graduated rate.

Sick Leave: Three (3) hours of sick leave is granted at the beginning of each month. This leave is to cover medical appointments including, clinic, dentist, eye doctor, and psychological services.

Longevity and overtime: pay when appropriate.

Removal from OPI: In accordance with Administrative Rule 5120-3-06, Section F, Paragraph B, an inmate can be removed from a work program within the first 30 days (or an extended probationary period if deemed necessary) if the supervisor considers the performance of the inmate to be unsatisfactory.

- An inmate can also be removed from the work program for a conviction of a job related or security related rules infraction.
- Convictions resulting in close custody status, such as Local Control, will result in immediate removal from the work program (Administrative Rule 5120-3-06, Section J).

RELIGIOUS SERVICES

The Ohio Reformatory for Women has a staff of 2 full-time chaplains, contract chaplains, Priest, Imam, Rabbi and volunteers that make up the religious services department. The Religious Services departmental mission is to facilitate services for worship, provide comprehensive spiritual guidance and pastoral counseling. Both resident chaplains handle crises, including funeral and deathbed visits.

Services: Inmates are free to subscribe to any religious belief that they choose. All participation in services is strictly voluntary. Services are held in the R&R building. Formal services, Bible and Koran studies, as well as special events are posted throughout the institution and on the Chaplain's bulletin board located in the main hallway outside of the Chapel Entrance. Some programs require a pass; you must kite the chaplains to get a pass.

Requests for Accommodations: An inmate's beliefs may sometimes result in the need for a special accommodation (such as religious clothing, books, and other apparel, for example, prayer rugs). Each request for a special accommodation needs to be reviewed. The Religious Services Department has a form for this purpose. You are to fill the form out, forward it to the Chaplain, and the Chaplain forwards it to the Warden's designee to approve or disapprove it. If the request is denied, you can appeal it to the Administrator of Religious Services.

Contact with clergy: Inmates are permitted to have one "Minister of Record" on their visiting list. The "Minister of Record" must produce proper identification in order to be added to the visiting list. You should work with your case manager to add him/her to your visiting list. The "Minister of Record" is permitted to visit two times each month.

Miscellaneous: It is inappropriate for staff and/or inmates to attempt to change someone from one religious belief to another.

The Department of Rehabilitation and Correction does not recognize special hairstyles and/or grooming for religious beliefs. All hairstyles and personal grooming must be in compliance with Administrative Rule 5120-9-25.1, Appearance and Grooming of Female Inmates.

One of the most frequently asked questions by inmates is "Can I get married while in prison?" It is the policy of ODRC to permit inmate marriages except where a legal restriction to marriage exists or where the proposed marriage presents a threat to the security or order of the institution, to the rehabilitation of the inmate, or to the protection of public safety. Further information on inmate marriages is located in Department Policy 71-SOC-03, Inmate Marriages, which is available for review in the law library.

Volunteers: Volunteers of many faiths offer a great many religious activities at ORW. These include choirs, Bible study, mentoring and much more. Visit religious services to find out how you can participate in these activities.

RECOVERY SERVICES PROGRAMS

TCU / CMR: This testing is provided to inmates upon arrival to ORW at reception. This testing provides Recovery Staff with a tool to direct them to the appropriate treatment for them while they are here at ORW. This is a valid/reliable assessment that assists us in providing a Level of Care Score for all

inmates ranging from R0-R3. This is Mandatory Testing and all reception inmates will be provided the opportunity for this service and appropriate referrals to treatment.

HEARTS (Healing, Encouraging, and Recovery through Sobriety): HEARTS is a Cognitive Behavioral Program that is designed to help incarcerated women understand chemical dependency, the consequences of drug use, the consequences of enabling others in drug use and to assist them in living a drug and crime free life. HEARTS meets 4 times a week for a total of 15 hours per week as it is an earned credit program and there will be a hold placed on you. Techniques used include, but are not limited to lectures, videos, reading and writing assignments, expressive arts, psychodynamics, and 12 steps. HEARTS is a closed group utilizing group counseling and journals.

Continuing Care: This program is a follow up program to treatment for clients who have completed the HEARTS or TAPESTRY programs. It is an ongoing support group for the inmates giving them the opportunity to share with each other the struggles and obstacles of staying sober while facing the stressors of daily life. These inmates are required to consistently attend AA, NA, or CA meetings in order to qualify for Earned Credit. Continuing Care meets twice weekly.

ABC (Anything Besides Codependency): This program is a 12 week treatment program that directly deals with the addiction of enabling others that leads people to a loss of self-identity and or criminal behavior. This program utilizes group counseling, psychotherapeutic techniques, role plays, and visualization to overcome this devastating behavior and way of life. It is a Cognitive Behaviorally based program.

WRAP (Wellness Recovery Action Plan): This program is an 8 week program that addresses both substance abuse and mental health issues. This program assists clients in understanding how and what signs and triggers to look for if they begin to decompensate from their mental illness that leads them back to drug use in order to stop the cycle of addiction. Any type of Mental Health issues is appropriate for this group and clients do not have to be on the Mental Health case load to be involved in this group. Clients will take with them an Action Plan that will assist them in maintaining sobriety and mental wellness that they will be able to utilize in the community. This plan will assist them with community resources available to help them.

24 Hour AOD Educational Program: This is a reentry approved Earned Credit Educational program that is provided to all STO offenders and to R-1 level inmates that need less intensive Recovery Programs.

AOD IPP: This program is a Sentence Reduction Program that utilizes Cognitive Behavioral Therapy to address Rational Thinking, Criminal thinking, Living with Others and Recovery Maintenance. The program is 90 days from start to finish and participants are chosen by approval of both their Sentencing Judges and the Institution.

Individual Counseling: Recovery services provide individual counseling when further issues arise from treatment programming.

AA/NA/CA Fellowship Meetings: These are regular fellowship meetings that provide support and education on staying sober and clean. These are open group meetings that are provided to all inmates in general population as well as those in programming. Meetings are held in the evenings in the R&R building four nights per week.

CODA (Codependents Anonymous Fellowship Meetings): This is a regular fellowship meeting for inmates that recognize they struggle with helping others too much and losing their self-identity. This fellowship utilizes group accountability and support to maintain health behaviors for individuals struggling with this issue. This meeting is held once a week.

Recovery Library: Materials are made available to inmates that are trying to remain sober and deal with issues that have brought them to prison. These may be checked out for two weeks.

HEP C Support Group: This group is for anyone that has been diagnosed with Hep C and wants ongoing support and information.

Recovery Life Study: This is a program that helps you apply the principles of a spiritual higher power in your life to address addiction of any form. It is provided by Volunteers through Recovery Services.

For further information on the Recovery Services programs kite the Recovery Services staff.

TAPESTRY THERAPEUTIC COMMUNITY PROGRAM

Tapestry is a prison-based long-term treatment program that was formed to help drug abuse offenders. The program is highly structured and includes meetings, groups, counseling sessions, seminars, job functions and other regularly scheduled activities. Since the program is so intensive, vigorous, and demanding, clients are asked to limit their involvement in other programs and activities until later phases of the program. The program is divided into four phases of treatment with increasing privileges. Behaviors are monitored consistently throughout the day by staff and peers and behaviors are confronted during groups and meetings. Overall, Tapestry globally addresses each aspect of an individual's life, which may be interrelated with her chemical dependency. For further information, kite the Tapestry Staff. Interviews will be scheduled.

DOMESTIC VIOLENCE

The Ohio Reformatory for Women offers two distinct domestic violence programs. These programs will focus on the problems of domestic violence through the provision of victims and perpetrators, intervention, education and programming in a residential prison setting. The collaboration includes correction professionals and facilitators from contractors currently under selection. The institution will provide support services, such as security, case management services, assistance in tracking offenders and statistical information, as needed to assist in program facilitation. The contractor will commit a full time facilitator, administrative supervision, support services and program material.

Choices Domestic Violence Course Goals:

- To help the survivor to understand the cycle of abuse within violent relationships.
- To discuss and recognize the effects the abuse has had on the survivor and her children.
- To help the survivor to learn the processes and tools of healing as a means to put the abuse behind her and move on with her life.
- The Aftercare course focuses on gaining access to feelings involved in the healing process, through creative writing and other forms of self-expression.
- Horizons Group is an aftercare program focusing on women who are incarcerated for the death of their abuser.

The course "Choices for Peace" is twelve week educational course consists of information on intimate partner violence and sexual assault; the effects of domestic violence/sexual trauma; identifying the specific behaviors resulting from trauma. Methods include lectures, exercises and group discussions. Skill building tools include mindfulness breathing exercises; the *O.R.I.D. Method* that has been adapted for the students; the four step, *Step Back Process*, a tool used to help students learn that using violence is a choice and how to implement the four steps to help them make non-violent, conscious decisions; skills and techniques to move from victim to survivor and begin the healing process; taking accountability/responsibility for personal behaviors, thoughts and feelings; implementing all the skills, techniques, knowledge and healing practices to create a peaceful life and to choose peace. The facilitator of this course will commit to be at ORW a minimum of 2 days per week.

COMMUNITY SERVICE

Community Service: structured work and skill building activities for offenders, which benefit state/local government agencies, cities, schools, charitable organizations and non-profit entities.

ORW offers a wide variety of community service programs and anyone can participate at any given time. You are encouraged to participate in community service programs/projects as it is a way for you to give back to the community and to help heal the harm you have caused.

The Community Stitching Post is an ORW organization which offers easy, interesting ways to give back to the community. Inmates can earn community service credit by participating in a variety of individual or group projects. “**Stitching Post**” (short for the Community Stitching Post) provides materials for all projects, and offers free lessons in needlecrafts such as knitting, crochet, cross-stitch, embroidery, needlepoint and sewing. Working on Stitching Post projects is a fun way to pass the time while earning community service hours.

The following are just a few of the numerous charities served by **The Community Stitching Post (CSP)** and the items the charities/organizations receive.

- **APPALACHIAN GROUP** – Afghans, quilts, baby and children’s wear, hats, mittens, scarves and household items.
- **CHRISTIAN ASSEMBLY** – hats, mittens, scarves, tote bags, quilts, Christmas stockings and blankets for homeless shelters.
- **CORRECTIONAL EDUCATIONAL ASSOCIATION** – quilts for fundraising auctions.
- **CRAYONS TO COMPUTERS** – puppets, tote bags and language cards for inner city school children.
- **DELAWARE COUNTY RELAY FOR LIFE (Cancer Research Support)** – quilts for fundraising auctions.
- **ISABELLE RIDGEWAY NURSING HOME** – lap blankets, bibs for the elderly, Christmas Stockings, hats and mittens.
- **KAIROS** – quilts
- **MANOR CARE NURSING HOME** – lap blankets, hats and mittens.
- **MY VERY OWN BLANKET (Ohio Foster Care Children)** – quilts, diaper bags, blankets and matching pillows, and toys.
- **OLENTANGY HIGH SCHOOL VOLLEY FOR THE CURE (Cancer Research Support)** – quilts for Susan Komen Cancer fundraising.
- **SAMMY DYER BABY BUNDLES** – burial gowns, blankets and layettes, and baby wear items.
- **VETERANS AFFAIRS** – lap robes, 1000 Christmas Stockings every Christmas for the Veterans and Service Unit Flags.
- **MEMORIAL HOSPITAL OF UNION COUNTY** – premie hats and booties for the prenatal department, chemo caps for the cancer ward, wall hangings for the waiting rooms in the X-ray department and lap robes for the Aids Task Force.
- **WARM UP AMERICA** – quilts, blankets, afghans, pillows, household items, baby layettes, children’s wear, lap robes, slippers, hats, mittens, scarves and Christmas Stockings.
- **WESTERVILLE CARE AND SHARE** – hats, mittens, blankets and baby items.
- **YWCA FAMILY CENTER FOR BATTERED WOMEN AND CHILDREN HOME** – baby layettes, hats, mittens, scarves, toys, quilts, Christmas Stockings, aprons, slippers and baby items.

Get involved at ORW with **The Community Stitching Post** and “**Help mend hearts, one stitch at a time.**”

ORW has other community service projects where inmates can work with animals. The **PAWSABILITIES** Program is made up of three different programs.

- **CIRCLE TAIL** – is a program where inmates learn to train service dogs. Each canine may eventually be matched to a disabled person. With patience and dedication, inmates in this program condition the dogs to respond to verbal commands and to display acceptable social behavior. The **Circle Tail** dogs that do not achieve service work are available for adoption.
- **PAWS** – provides a safe haven for dogs and cats owned by victims of domestic violence. Inmates in the program care for the animals until the owners relocate to a safe environment,

whereupon, they are reunited with their pets. Occasionally if the owner is no longer able to care for the pet, the animal will be available for adoption.

- **DOGGIE DAY CARE** – is a service offered to staff members' dogs. Inmates learn dog handling techniques and acquire dog bathing and grooming skills. Please note that inmates participating in Doggie Day Care do not receive community service credit.

In addition to the **PAWSABILITIES** program ORW features two other community service programs involving animals.

- **TEAM GREYHOUND DOG PROGRAM** – inmates train and nurture former Greyhound racing dogs that would otherwise be euthanized. These dogs can be adopted as pets after being fully trained, socialized and brought to good health.
- **WILDLIFE PROGRAM** – operates in conjunction with THE OHIO WILDLIFE organization. ORW inmates hand feed and rehabilitate animals that have been abandoned or injured. Springtime finds ORW Wildlife inmates extremely busy. All the furry or feathered critters are released into the wild once their rehabilitation is complete.

SEIZE the OPPORTUNITY to – LEARN, GROW and GIVE!

REENTRY & ORAS (Ohio Risk Assessment System)

The Reentry philosophy is the process of planning for your return to the community and begins with assessment and classification at the reception stage of confinement; not a few months, or weeks before release. The Reentry initiative is a holistic and systemic approach seeking to reduce the likelihood of additional criminal behavior. Beginning at your sentencing and extending beyond release, unit staff will assess, identify and link you with services specific to your needs. This will be accomplished through associations with community partners, families, justice professionals, and victims of crime.

A Reentry Accountability Plan, known as RAP or an Ohio Risk Assessment Case Plan is an individualized plan designed to identify and target offenders' risks and needs areas through appropriate programming. The development and monitoring of the RAP/Case Plan begins at reception and/or the parent institution and continues throughout the term of incarceration.

Following are goals of reentry:

- Developing your successful transition from prison to the community
- Ensuring that you are prepared to return home and that you are better off at the completion of reentry than at the time of your admission to the prison system
- Reducing recidivism (the commission of new crimes after release)
- Equipping you with marketable skills thereby enabling you to be a productive citizen
- Assisting you in returning as a responsible parent, supporting your children and families
- Providing you with effective life coping skills for successfully transitioning to the community
- Enhancing your awareness of the impact of your crime and providing you with the opportunities to make amends for the harm caused by your crime.

Application Process to obtain a temporary ID, driver's license, state ID, social security card, and birth certificate:

- Approximately 90 days prior to release, an inmate may check with the Unit Case Manager to review what documents and/or credentials will be needed for the purpose of identification, obtaining employment, or determining program eligibility. Such documents may include: Social Security Card, Birth Certificate, State of Ohio Identification Card, or State of Ohio Driver's License.
- In order for an inmate to receive a Drivers License or State of Ohio Identification Card, the inmate will need a temporary ID card from the releasing institution. The process for obtaining this ID card begins automatically, depending on an inmate's out date. A release list is generated once a

month and inmates are sent to the institutional Identification Department to have a new ID photo taken. This happens approximately 30 days prior to an inmate's release date. The ID card is given to the inmate at the time of release. The offender must present this ODRC Temporary ID card to the Bureau of Motor Vehicles in order to obtain an Ohio Driver's License or State of Ohio ID card. Issuance of such identification will be at the offender's expense.

- In order to obtain a Social Security Card, after being released, the offender must make application for a new Social Security Card in person at their local Social Security Office. A listing of local and/or regional SSA Offices is available in the institutional library, or may be obtained from the Unit Case Manager.
- If the offender needs to obtain a Birth Certificate, the information may be obtained from the institutional library or the Unit Case Manager. Once the appropriate State Application for Replacement Birth Certificate is completed, the inmate shall bring the following items to the office of the Unit Case Manager:
 - Completed Replacement Birth Certificate Application
 - Signed Cash withdrawal Slip to cover the cost of such certificate
 - A self-addressed envelope
 - An embossed envelope addressed to the State Bureau of Vital StatisticsBirth Certificates received at the institution will be kept in the inmate's master file and will be given to the offender upon release. Unit staff is also aware of the procedure for obtaining a copy of one's birth certificate and may assist the offender in that process.

REINTEGRATION

Reintegration is the process of an offender utilizing Institutional resources combined with community resources to become a restored citizen.

The Ohio Reformatory for Women is proud to be one of the first four reintegration prisons in the state of Ohio. ORW's reintegration units are located in Arn 1 and JG.

It is the mission of the Reintegration Unit to provide an environment that fosters pro-social values and behavior. We will strive to instill work ethic, family reunification and wellness with the goal of returning a restored citizen back into the community.

Inmates selected for the **Reintegration Unit** are involved in community services projects that occur both inside and outside of the prison. Some examples of these services include:

- **VANNIE MATS** – is the production of a 6 foot by 4 foot mat used by the homeless as a vapor barrier. These mats are constructed from recycled plastic grocery bags. This project is in cooperation with the Vineyard Church.
- **EMBARK NECKLACES** – is the crocheting of yarn into decorative necklaces. These necklaces are produced in connection with the Kindway Organization. These necklaces are sold and the proceeds are used to assist the formerly incarcerated reenter society in Franklin County.
- **CRAYONS TO COMPUTERS** - is a non-profit organization out of Cincinnati that supplies under privileged schools with school supplies and teaching tools. In connection with that organization ORW produces several different projects that are given away under the Crafts to Convictions heading.
- **CITY OF MARYSVILLE** – several gate passed inmates work with a crew from the City of Marysville on maintenance jobs needed throughout the city.
- **ODOT (Ohio Department of Transportation)** – several gate passed inmates work together with the Logan County ODOT to remove trash and other debris from the highway. They also clean and help maintain certain ODOT facilities.
- **UNION COUNTY HUMANE SOCIETY** – several gate passed inmates work at the humane society cleaning cages and offices, washing and grooming dogs and cats and any other needed duties.

For more information about the Reintegration Unit or to inquire about placement criteria for the unit, see your case manager or unit manager.

Remember, you determine how your time is spent!

SECTION 3 – HEALTH SERVICES

MEDICAL CARE SERVICES

Access to Sick Call Services:

- Inmates requesting medical services must fill out a Health Services Request Form (HSRF) and place the form in the medical mailbox (white mailbox with red cross). A mailbox is located on the sidewalk that leads straight into Correctional Food Service & in front of the Reilley Building. **DO NOT USE A KITE.**
- Medical staff will review requests daily and will schedule inmates for clinical services on priority of medical issue.
- Upon medical's receipt of the Health Services Request Form you will be scheduled to be seen within 2 business days at Nurses Sick Call.
- Nurse's Clinic is held seven days a week, including holidays.
- Doctor's Sick Call is a scheduled appointment that is either referred by the nurse, or requested by the practitioner. You will generally be scheduled to be seen within a week unless otherwise instructed by the provider.
- You will receive a pass for appointments at Nurses Sick Call and Doctors Sick Call. **Medical passes are mandatory and take precedence over all other passes.**
- You are **required** to bring all carry medications with you to every clinic appointment.
- If you have a sudden illness or emergency, notify any employee who will notify the medical staff. **DO NOT GO TO THE CLINIC AREA WITHOUT PRIOR AUTHORIZATION.**
- Optical and Podiatry services will be made available as needed. Need is determined by the medical staff through the clinic procedures.

Pill Call Services:

Prescription renewals/refills

- If you have a medical prescription that needs to be refilled you must put the refill slip in the medical mailbox.
- Request refills by sending in a Refill Slip at least 5 days BEFORE you run out of your medication, but not earlier than 7 days before.
- You will receive a pass for "med pickup" when your prescription is ready. These passes are **mandatory**.
- Pharmacy will not refill a medication if it is requested TOO EARLY!

Health Services Request		For Medical Use Only / Para Uso Medico Solamente	
Petición Para Servicios de Salud		Reviewed by: _____	
Date Of Request: Fecha: _____		Date Received: _____	Time Received: _____ a.m./p.m.
Inmate Name: Nombre: _____		Number: Numero: _____	Housing Unit: Unidad: _____
Request for:	<input type="checkbox"/> Medical Care Atención Médica	<input type="checkbox"/> Dental Care Atención Dental	<input type="checkbox"/> Medication Reorder Reordenar Medicación
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Medication Refill Rellenar la Medicación
Nature of problem: Descripción del problema:	_____		

<p><i>Place This Slip In Medical Request Box Or Designated Area</i> <i>Ponga en la Caja de Peticiones Medicas en Area Designada</i></p>			
DRC 5373 (Rev. 08/07)			

Carry Medications

- Carry medications are any medications that you can self administer. For example; blood pressure medications and antibiotics.
- These are solely your responsibility to get refilled/ renewed before they run out.
- **IF YOU ARE CAUGHT MISUSING/ABUSING THESE MEDS THEY WILL BE CONFISCATED AND CHANGED TO NURSE DISPENSE ONLY!!**

Special Medications (pill call)

- State law requires a **PHOTO ID** before a nurse may administer your medication to you.
- The pill call area is a **QUIET ZONE**. This means that the noise level must be kept to a minimum. **Disturbances will NOT be tolerated.**
- Procedure
 1. Line up according to the last **TWO (2)** digits of your inmate number.
 2. Obtain a cup of water from the drinking fountain provided.
 3. Approach the med window and present your ID to the nurse while clearly stating your last name and number.
 4. The nurse **MUST BE ABLE TO SEE YOUR PICTURE ID.**
 5. After receiving your medication
 - Show the nurse and officer your empty cup, your open hands, and open your mouth to show you have swallowed your medication.
 - Holding or cheeking of medications is a rule violation.
 - Misuse of medications will result in medication becoming nurse dispense or discontinued as determined by your health care provider.
- Medications that are administered at Pill Call include (but are not limited to)
 1. Controlled substances
 2. Insulin and finger sticks
 3. INH
 4. HIV medications
 5. Steroids (Prednisone)
 6. Psychotropic medications (mental health medications)
 7. Breathing treatments
 8. Migraine medication
 9. Any injection not given by the treatment nurse
 10. Some seizure medication
- IF you are on essential medication, **YOU must go to pill call EVEN IF YOU DO NOT WANT TO TAKE the medications.** If you are refusing your medication, you must discuss this with the nurse and sign a waiver each time. Telling the CO is **NOT** sufficient. Repeated tardiness and failure to show will result in a Conduct Report.

Essential medications include but are not limited to:

 1. Steroids
 2. Chronic Care Medications
 3. Antibiotics
- Do **NOT** ask the pill call nurses for over-the-counter medications that are not ordered for you (examples; Tylenol, Aspirin, Ibuprofen, Milk of Magnesium, etc.). It is your responsibility to purchase these items at the Commissary.

MEDICAL CO-PAYMENT (Department Policy 68-MED-15)

All inmates will be seen at Medical regardless of their ability to pay a co-pay charge.

Co-pay Charges

1. All medical services **INITIATED** by an inmate through a Health Services Request form will carry a \$2.00 co-pay charge. This includes request for renewal of short-term medical limitations and request for renewal of short-term medications.
2. All medical services initiated by an inmate through emergency procedures will be free if an actual emergency exists. The medical staff will determine if the situation was an actual emergency. If the situation was not an actual emergency, the inmate is charged \$3.00 co-pay.
3. Using a kite instead of a health services request form will not exempt an inmate from being charged the \$2.00 medical co-pay.

Exemptions to the co-pay charges

1. Patients who are indigent, as defined by ODRC, will not be charged the co-pay.
2. Patients will not be charged the co-pay for medication refills for long term medications.
3. Patients will not be charged the co-pay for medical services provided in an in-patient setting, including, but not limited to; ORW Infirmary, FMC long-term and short-term units, Frazier Health Center, ORW RTU.
4. Patients will not be charged the co-pay for dental services or mental health services.
5. There is no charge for diagnostic test results including blood tests and xrays.
6. There is no charge for a follow-up appointment. For example- The nurse instructs you to return to the clinic in 3-5 days if your problem persists. You are charged for the initial visit but not for the follow-up.
7. Patients will not be charged a co-pay for medical services initiated by policy-defined staff reporting requirements, including, but not limited to;
 - Sexual Assaults
 - Use of Force
 - On the job accident or injury
 - Intake/Reception physical examinations
 - Periodic physical examinations as required by Department policy
 - Chronic Care Clinics, which includes non-chronic care issues addressed during scheduled Chronic Care appointment
 - TB testing
 - Renewal of long-term medical restriction
 - Specialty Services including, but not limited to; laboratory, x-rays, mammograms, physical therapy, consultations at FMC, Frazier Health Center, and FPRC
 - Regularly scheduled Obstetric appointments

A copy of the Correctional Health Care Services Co-Payment policy (Department Policy 68-MED-15) is available in the inmate library. If you have questions about the policy, you may ask the medical staff at a visit or you may ask the Institutional Inspector.

DENTAL CARE SERVICES

Access to Dental Care:

The Ohio Reformatory for Women has a fully equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care. The Dental Policy is 68-Med-12 and can be found in the inmate Library. Per policy **ONLY** send "Health Services Request" forms for all dental related requests.

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

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

- Uncontrolled bleeding

- Broken Jaw
- Really bad constant pain
- Big swelling and or infection

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

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

Routine Dental Care – Submit ONLY “Health Services Request” to dental explaining your problem. You will be placed on a list to have an examination and have your problem looked at and treated. If you will be in ODRC a year or less, you are only eligible for urgent dental care (unless you have a chronic medical condition or severe gum problems) and is at the discretion of the treating Dentist.

- Cavities
- Problems chewing
- Cleaning
- Dentures

-Partial or complete dentures will not be fabricated at state expense for an inmate having a length of stay in ODRC of 3 years or less

-an inmate with a length of stay in ODRC of 3 years or less wanting dentures may pay for the dentures

-due to the amount of time and number of appointments needed to fabricate a denture an inmate must have nine (9) months left until her release.

-All routine treatment fillings, cleanings and or extractions MUST be completed before fabrication of any prosthetic device will be made.

-Fillings and cleaning will take place after you have completed 1 full year at ODRC; this does not include jail time credit.

-Chronic Care exams will be treated on a request only basis and will be the responsibility of the inmate to make that request annually by sending a Health Service Request form.

SECTION 4 - MENTAL HEALTH CARE SERVICES

Screenings, Appointments and Referrals

Mental Health services are available to all inmates at ORW. Mental Health service is initiated upon arrival at ORW through a two-part screening process conducted by Mental Health and Medical staff. Mental Health services are directed by the Mental Health Administrator. The screenings will place the inmate into one of three categories.

- No Mental Health Service needs
- Referral for a Mental Health Evaluation
- Referral to Crisis Stabilization

Appointments are made by the Mental Health Nurse for these services, so it is very important that you keep your scheduled appointment. Inmates can be referred for Mental Health Services while at ORW at any time by kiting Mental Health, by request of Institutional Staff.

Suicide Prevention: Suicide Prevention is everyone’s responsibility. If you have thoughts of hurting yourself or committing suicide you should immediately notify any prison staff member. The ORW staff is trained in suicide prevention and takes suicide and self-harm behaviors seriously. Any inmate who behaves in a manner suggestive of potential suicide will be immediately referred to Mental Health services. Likewise, any inmate that hears another inmate express an intent to hurt herself, observes an inmate making an attempt or gesture, or otherwise believes an inmate is at risk for self-harm or suicide should notify staff immediately.

Again it is everyone's responsibility to prevent suicide. The Mental Health staff is available 7 days a week, 24 hours a day to provide such supportive care. Mental Health staff is aware that everyone needs additional support at times, especially when you are away from those you care about; and they are here to provide that level of support for you. If you are identified as a potential risk for self-harm you will be provided a safe area and treatment to assist you in working through your problems.

Remember, each and every one of us must work together to prevent suicide. If you are having any thoughts of hurting yourself or know of anyone who may hurt themselves contact staff immediately. Both Mental Health and Institutional staff are here to help.

Crisis Intervention: If you feel you are experiencing a mental health or personal crisis in which your mental health is deteriorating, contact Mental Health services through your unit staff. Crisis interventions are available 24 hours a day 7 days a week.

Mental Health Services are exempt from the medical co-pay.

SECTION 5 - INMATES WITH DISABILITIES (ADA Accommodation)

Disability under the Americans with Disabilities Act (ADA) is defined as someone who has the following: a physical or mental impairment that substantially limits one or more major life activities of the individual; has a record of such impairment; or is regarded as having impairment. Categories of disabilities include but are not limited to difficulty with hearing, major life activities, mobility and severe visual impairment. If you need assistance because of your disability, notify the Inmate ADA Coordinators. You should first make attempts through the proper medical or unit staff to resolve your issues. If they cannot help you, then ask for the "Request for Accommodations" form from the ADA Coordinators. All disabilities have to be confirmed by the medical department.

The following is routinely provided:

- Interpreters/Translators
- Visual fire alarms
- Visual notification of wake-up calls or other announcements
- Closed captioned televisions

For inmates with severe vision problems:

- Braille or large print reading material
- Readers

For inmates using wheel chairs for mobility:

- Ramps or elevators
- Handrails in showers
- Shower benches

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

How to Request a Reasonable Accommodation: You can request an accommodation by kiting the inmate ADA Coordinator. You will receive a Reasonable Accommodation Request form to be completed and returned. The request will be approved or disapproved by the ADA Coordinator then reviewed by the Warden or their designee. The decision may be appealed to the Special Needs Committee at Operation Support Center. Reasonable accommodations cannot adversely impact security or impose undue hardship on the institution.

Additional Information: The TTY/TTD Machine is available for use through the ADA Coordinator or the Lincoln Unit Staff. Send a kite to either to request its use. The ORW Library has further information on ADA and has large print books and other aids for those in need. See the Librarian for details.

Often times, the medical staff and the ADA Coordinator work together to address your needs.

SECTION 6 – INSTITUTION BUSINESS OFFICE

INMATE FUNDS

An inmate can receive money in her inmate account in two ways. The first way is through a state job. Each inmate will be assigned a state job or a position at OPI (Office of Prison Industry). Information concerning pay ranges for state jobs is located in Administrative Rule 5120-3-02.

The second way an inmate can receive money in her account is through her outside source(s). Only tentatively approved and approved visitors can place money into an inmate's personal account. An unapproved source (Administrative Rule 5120-5-02) is any person under the supervision of the Department of Rehabilitation and Correction or any other correctional agency unless approved by the Warden, any transaction the Warden has cause to believe is for an unlawful purpose, and any other source where the Warden has cause to believe the transaction is for an unlawful purpose, including, but not limited to, fraud, extortion, blackmail, dealing and gambling. Funds received from an unapproved source will not be accepted. There may be some exceptions to this rule, but they must be approved by the Warden or his/her designee as they occur.

Approved outside sources can place money in your INMATE PERSONAL ACCOUNT four different ways.

The first way is by sending a money order to JPay Services. The visitor must use one of the money order forms. The forms are in the institution, available online (<http://www.jpays.com/>) or by the customer calling JPay at 1-866-333-5729. JPay will mail the forms free of charge. The full instructions on how to use the system are on the form. The JPay customer service number is 1-800-574-5729.

The JPay instructions for the outside source are;

- Type or write in black or blue ink only
- Write clearly to avoid delays in processing your transaction
- Verify that the inmate name and ID are entered correctly on the money order deposit slip
- Do not include any letters or notes with the money order because these will be discarded
- Mail the deposit slip with the money order
- Make the money order payable to JPAY
- Mail the deposit slip and money order to JPay, PO Box 277810, Miramar, FL 33027
- Do not send money orders valued over \$200.00. Any money order over \$200.00 must have prior approval from the institution. Contact the institution for more information.
- Do not use photocopies of the deposit slips since they may not be legible or accepted
- You must be on the inmate's approved or tentatively approved visiting list to send a money order. If you are not an approved visitor, you can fill out an application at www.drc.ohio.gov and submit it to the institution where they inmate is housed. The approval process may take 30-60 days and you must receive the inmate's authorization.
- A \$1.50 service fee will be deducted from the total value of any money order before it is posted to the inmate's account.
- You must send a photocopy of your state issued ID (example, Driver's License, Military ID or Passport) with every money order. The name and date of the birth on the ID, Money Order, and official ODRC visiting list must all match.

The second way an outside source can add money to your inmate account is online at www.offenderconnect.com. Your outside source is required to be registered with OffenderConnect and the name registered with OffenderConnect must match the approved or tentatively approved name on the

inmate's visitor's list and the date of birth must also match. Your outside source can use a credit card, debit card or green dot money pak card when adding money to your account online. The person placing money in your account will need your institution ID number and locator number 86. The money will be placed in your inmate personal account. The customer service number is 1-800-231-0193.

The third way an outside source can add money to your inmate account is by calling OffenderConnect at 1-888-988-4768. Your outside source is required to be registered with OffenderConnect and the name registered with OffenderConnect must match the approved or tentatively approved name on the inmate's visitor's list and the date of birth must also match. Your outside sources can use a credit card, debit card or green dot money pak card when adding money to your account online or by telephone. The person placing money in your account will need your institution ID number and locator number 86. The money will be placed in your inmate personal account. The customer service number is 1-800-231-0193.

The fourth way an outside source can add money to your inmate account is by going to any state prison in Ohio, including Pre-Release Centers, and placing money in your account by using the Kiosk machine. At ORW the Kiosk machine is located in the Entrance Building. The company charges a \$3.00 fee per transaction. The money is usually available within 24-48 hours. The person using the Kiosk system to place money in your account will need your inmate number. The machine accepts cash, credit cards, and debit cards. The person will have to designate the money to be placed in your inmate personal account. Deposits made through the kiosk machine require your outside source to swipe their Driver's License or State ID and the name and date of birth on the swipe ID must match the approved or tentatively approved name and date of birth on the inmate's visitor list.

There are two ways money can be placed in your INMATE PHONE ACCOUNT.

The first way is through the Touch pay Kiosk machine. Your outside source can go to any state prison in Ohio, including Pre-Release Centers, and place money in your inmate phone account by using the Touch pay Kiosk machine. At ORW the Touch pay Kiosk machine is located in the Entrance Building. The company charges a \$3.00 fee per transaction. The money is usually available within 24-48 hours. The person using the Touch pay system will need your inmate number. The machine accepts cash, credit cards and debit cards. The person will have to designate the money is to be placed in your inmate phone account.

The second way to place money in your inmate phone account is through www.offenderconnect.com and 1-888-265-1238. Your outside source will need your inmate number. Debit cards and credit cards with the Visa or MasterCard logo are the only cards that will be accepted. The credit card company may charge a processing fee. The money is usually available within 24-48 hours.

An inmate can check the balance in her inmate account on the kiosk in the living unit or at the commissary by swiping her ID.

To send money out of your account you need to see your unit staff first. A transfer of funds between inmates requires the approval of both Wardens. Both institution Cashier offices must receive a copy of the approvals and a copy must be submitted with cash slip and envelope.

Electricity Co-Pay

In accordance with Rule 5120-5-14 of the Ohio Administrative Code "Electricity usage co-payment, an electronic appliance fee of \$1.00 per month will be charged to each inmate who utilizes electricity to operate or to charge an electronic appliance beginning September 2011. "Electronic appliance" is defined as a devise that utilizes electricity to operate or to charge for which an inmate is issued a personal property title by an institution. Electric co-pay doesn't stop when inmate is in segregation (Arn-4).

Release/Gate Money

The amount of release money (gate money) an inmate receives from the institution is based on the number of days the inmate served in state prison. Release money is prorated beginning the first day of incarceration. An inmate who served between 1-90 days receives \$25.00, an inmate who served between 91-180 days receives \$40.00, an inmate who served between 181-365 days receives \$65.00, and an inmate who served 366 days or more receives \$75.00. Inmates who returned to prison as violators or are released to detainers do not receive release money (Department Policy 78-REL-03).

COMMISSARY

The Commissary is a store for inmates. Your purchases are deducted from your account. A Commissary price list is available in every living unit. Prices change on a regular basis therefore; prices are subject to change without notice. For better service before entering the line, a "shopping list" would be very helpful in eliminating mistakes.

There are procedures to follow when shopping at the Commissary. Most are in place to keep the lines moving smoothly and others are in place to keep you and your purchases safe from others.

The commissary carries foods that qualify as Heart Healthy. Some examples of these foods include, but are not limited to; a variety of vegetables, sugar free drink mixes, Carnation Instant Breakfast, sugar free candy, sugar free cookies, sugar free gum, light popcorn, unsalted peanuts and unsalted saltines.

THE PROCEDURES ARE AS FOLLOWS

- Be prepared before going to the commissary with a blue shopping bag
- Know the items you wish to purchase (from the posted lists)
- Know approximately how much money you have to spend
- Wear your ID as instructed (No ID, no shopping)
- Pay attention as your order is filled and scanned
- Do not bring anyone to Commissary to help you carry your purchases

RULES FOR SHOPPING AT THE COMMISSARY

1. Shopping at the ORW Commissary is a **PRIVILEGE (NOT A RIGHT)**.
2. Each inmate is permitted to shop twice a month. You must have at least a balance of \$1.00 to shop. A monthly schedule is sent to all housing units for posting denoting Commissary Hours for Open Shopping. Normal business hours are 8:15 – 3:45.
3. Inmates coming to Commissary may not leave until dismissed by Commissary Staff. Any inmate who leaves and returns will be considered **Out of Place** and may receive a conduct report.
4. If an inmate goes AWL or on Transportation on her shop day she may shop when she returns to ORW.
5. Inmates from ARN 4 (segregation) and Death Row are required to place bag orders, which must be pre-approved by an Officer from the Living Unit. They must include the inmates **name, number, housing unit, and staff signature**. Bag orders must be filled out neatly and have an "S" in place at the top of the form if you want a substitution for the exact product you request. **THIS MEANS YOU ARE REQUESTING A SUBSTITUTION.**
6. Limits may be placed on certain items depending on availability of stock from vendors. Prices are subject to change without notice.
7. Upon entering the Commissary, inmates must remain silent and stay single file to scan their ID for their available spending balance. **IT IS STRICTLY FORBIDDEN TO SCAN ANOTHER INMATE'S ID. NO TALKING IN THE MAZE AT ALL.** Inmates must have proper ID, their commissary bag, and be in proper

uniform to shop. **NO BAG, NO SHOPPING.** You are permitted to bring your white laundry bag in addition to your blue commissary bag.

8. At the end of the line merchandise will be placed on the counter in plain view of the inmate. If an item is incorrect the inmate is to notify the staff member so the error can be corrected. Inmates are to make sure they receive what was requested from each booth. **Items may be removed at checkout; however, items will not be added or exchanged at checkout.**

9. Inmates **MUST** watch their orders being scanned. Once an order has been scanned and the sales slip prints out all orders, will stand as is. After an inmate signs her receipt she will be given her bag. **ONCE AN INMATE LEAVES THE COMMISSARY NO SHORTAGE CLAIMS WILL BE HONORED.** Bags that have left the area are not the responsibility of the Commissary staff. **When an inmate signs her receipt, she is verifying the order is correct.**

10. If an inmate has a question concerning her account she must kite the Cashier's Office. The Commissary has no record of this information.

11. Always speak clearly so your order can be heard. Nothing more will be added to the crate once it is pushed forward. Do not go back to a booth once your order has moved and do not ask the clerks to add more items.

12. **"HELPERS" ARE NOT ALLOWED TO ASSIST WITH CARRYING BAGS.** If your bag will be too heavy to carry, you must limit your selections to the items that are REALLY NECESSARY and that you can lift.

Inmates placed on Commissary Restriction will only be permitted to spend the designated amount on personal items until the restriction expires. These personal items include;

- **Writing materials**
- **Soap**
- **Deodorant**
- **Toothpaste**
- **Toothbrush**
- **Shampoo/Conditioner**
- **Comb**
- **Laundry detergent**

STOCKPILING

You must not "stockpile" commissary items. Buy only what you need for the two weeks. When you stockpile commissary items, some may spoil, be stolen, or present the impression that you are running a "store" of your own. Commissary food items are considered contraband after 30 days with the exception of condiments, spices, coffee/tea.

QUARTERMASTER (Clothing Storeroom)

The clothing storeroom is the place where you will receive your state-issued clothing, bedding, towels, etc. You are responsible for their upkeep, cleanliness and replacement as needed. When you leave ORW, you will be required to return all state issued items. You will be charged for any item that is damaged or is missing.

State Issued Items: You will be dressed out at the clothing storeroom the next business day after your arrival at ORW. All personals brought with you count against your total. The basic state items issued are: three bras, five panties, five pairs of socks, three pairs of pants, three blouses, one hooded sweatshirt, one robe, one gown, and one pair of shoes if needed. One winter coat, hat and gloves are issued September 15 through April 30. You will receive two blankets (you are only permitted to have a total of two blankets; if you have a personal blanket you can only have one state blanket), one commissary bag,

one laundry bag, two sheets, one pillowcase, two towels, two washcloths, hygiene kit, and a pair of shower shoes in reception the day you are admitted to the institution.

You will be issued a lock for your lockbox at the clothing storeroom. You will be charged the current price for the lock and the lock is yours to keep.

Replacing Items: If something happens to your state issued items through normal wear, send a kite to the clothing storeroom to get the items replaced. Undergarments are replaced once every six months. Bras will not be exchanged once they have had the tags removed, have been washed, or have been worn. Be sure to check the size of your panties as they cannot be exchanged once you leave the clothing storeroom. You must turn in your current garments to receive replacement garments; this keeps you within the clothing amount limitations. Linens are exchanged once a year. When you are in need of a clothing exchange, send a kite to the clothing storeroom. You will be sent a pass to come to the storeroom. Any inmates going to the clothing storeroom without a pass will be issued a conduct report for being out of place. Also, do not approach staff to correct clothing issues, always send a kite first. You must have your ID anytime you come into the clothing storeroom. If you need to replace a button on your blouse, there are buttons, needles, and thread in most cottages to make the necessary repairs yourself. See a Correctional Officer.

Lost or Damaged Items: State issued items listed above are not to be altered in any way, either by cutting, sewing, marking, etc. If you damage or lose any state issued item, you may receive a conduct report (ticket) and be charged for that item. **You are responsible for the state clothing issued to you until you leave ORW.** If any item(s) are missing, file a theft/loss report. If no theft/loss report is on file in the clothing storeroom, you will be charged for the missing items. Do not have staff contact the storeroom for you, you need to kite the clothing storeroom with any clothing issues you have.

LAUNDRY — PERSONAL/STATE

Personal Clothing: Washers & dryers are provided in the housing units. Each housing unit maintains a posted schedule with assigned days and times that you may have your personal and state laundry (state provided clothing except for those listed below) cleaned by the laundry aides on duty. You must provide laundry detergent.

State issued items: Coats, hoodies, sheets, blankets, and pillowcase will be sent to the centralized laundry to be cleaned according to an established schedule which is sent to each unit by the laundry area.

INDIGENT KITS and OTC Medications Supplied by Medical Department

There are two types of indigent kits; a hygiene kit and a legal kit. The hygiene kit contains ADA toothbrush, ADA toothpaste, ADA dental floss, comb/pick, razor, deodorant and sanitary napkins (Department Policy 61-PRP-02). The legal kit contains two large manila envelopes, one pen, forty sheets of copy paper, five sheets of carbon paper and one writing tablet (Department Policy 59-LEG-01).

You have to purchase over the counter (OTC) medications at the commissary. However, the medical department will provide you with OTC medications if you are indigent.

Definition of indigent: an inmate is considered indigent, if during the 30 days immediately preceding the request, the inmate has earned or received less than \$12.00 and, if the inmate's account balance has not exceeded \$12.00 any time during the 30 days immediately preceding the request (Department Policy 59-LEG-01).

Therefore, there are two requirements in order to qualify for the indigent kits and OTC medications;

- must have served 30 days in state prison and
- must have **less than** \$12.00 in inmate account during the past 30 days from the date of the request for the kit(s).

You are to kite the Cashier's Office only to request the indigent kits. Kiting any other department to request the indigent kits will delay approval of the indigent kits. In the kite you must list if you are requesting a hygiene kit or legal kit. If you are requesting both kits only send one kite and in the kite state you are requesting the hygiene kit and the legal kit. The Cashier's Office will review your inmate account and determine if you are indigent. If you are indigent the quartermaster/clothing storeroom will be notified and the kits will be sent to your housing unit. After you have served 30 days in state prison you can request the hygiene kit weekly and the legal kit monthly.

You are to kite the Cashier's Office only to request OTC medications. Kiting any other department will delay approval. The Cashier's Office will review your inmate account and determine if you are indigent. If you are indigent the medical department will be notified that they can supply you with OTC medications.

You have to kite the Cashier's Office each time you need to request an indigent kit or OTC medications. You have to be approved as indigent each time.

SECTION 7 – INMATE CORRESPONDENCE

KITES

The term "kite" is used to refer to the form for official written communication with institution staff members. The Correction Officer in your unit is responsible for issuing kites. If you have a question or problem, you should send a kite to the proper person or department. **If you request a personal interview with a staff member, you are to mention this in the kite and include the reason(s) for your request.** On the back of the kite is a list of departments. If you are unsure where to send your kite, ask your unit staff.

In the kite explain your problem or issue clearly and briefly. This will help in answering your kite quickly and effectively. **Always send your kite to only one person.** By sending many kites to different people, you actually lose time in receiving an answer. You also cause extra work to be done by the institution staff members, which slows down the response to your kite. A staff member has 7 business days to respond to a kite.

INCOMING AND OUTGOING MAIL

The mailroom processes all inmate mail entering and leaving the institution. All incoming mail is opened and inspected for contraband. Legal mail will be opened in the presence of the inmate as defined in Administrative Rule 5120-9-17.

In order for the inmate to receive her mail in a timely manner, it is necessary that the mail be appropriately addressed. The inmate should advise all correspondents to address the mail in the following manner:

**INMATE NAME — INMATE INSTITUTION NUMBER
LIVING UNIT — DORM
1479 COLLINS AVE
MARYSVILLE, OHIO 43040**

The sender should be instructed to include a return address so that undeliverable mail may be returned.

All outgoing mail must also include the inmate's name and number, living unit, and complete return address. Any outgoing mail not properly identified may be opened and read.

Any fees for mail sent out with registered or certified status will be assessed by the mailroom staff, and the inmate will be required to sign the appropriate authorization for payment.

The mailroom will **NOT** accept postage due mail and/or C.O.D. deliveries.

Any problems with, or questions about mailroom services, should be addressed by kite and directed to the mailroom supervisor.

The institution provides mailboxes located in front of CFS. The mail is taken to the mailroom daily for processing, and is sent out five days per week. Incoming mail is delivered to the units daily. The first shift correction officers hand out the mail in the living units. Exceptions are Saturday, Sunday and Holidays.

Inmates can receive the following items in a first class letter (Policy 61-PRP-01):

- Up to 3 photographs (on photo paper or regular copy paper)
 - no pictures copied onto card stock
 - no nude pictures
 - no Polaroid pictures
 - no pictures larger than 5" X 7"
- Up to 3 embossed envelopes
- Up to 5 newspaper clippings (no larger than 8 ½" X 11")
- Up to 5 pamphlets or brochures (simple, single page, no larger than 8 ½" X 11") bi-fold or tri-fold
- Up to 5 single pages of blank stationary or copied material (one sided pages no larger than 8 ½" X 11") (This includes materials copied from the internet).

Any other items sent in a first class letter are contraband, and you will be notified with a contraband form, which will be inserted in the envelope. The contraband form lets you decide the disposition of the contraband. You can either return the contraband to the sender at your expense or destroy the contraband. This is accomplished after you fill out the form and return it to the mailroom staff in a kite. **If you do not respond through the kite system** these items can and will be destroyed after 10 days per Administrative Rule 5120-9-17.

Inmates may receive printed materials (any publication, document or record including, but not limited to the following; newspapers, magazines, pamphlets, books, photographs, drawings, and pre-recorded magnetic audiotapes) in reasonable quantities, but only directly from a publisher or distributor. Inmates may receive printed materials from other sources only with the prior approval of the warden or designee. Printed material is excludable if it is deemed to be detrimental to, or pose a threat to the rehabilitation of inmates; the security of the institution, or the good order or discipline of the institution. If any part of the publication or other printed material is determined to be excludable, then the entire publication or other printed material shall be excluded (Administrative Rule 5120-9-19).

E-messaging – is a method of receiving and transmitting inmate mail electronically through a third party vendor approved by the Director/Designee (Department Policy 75-MAL-01).

- The e-mail account is set up through J-Pay by the inmates' family member/friend at www.JPAY.com or by calling 1-800-574-5727. Packages range from \$1.00 to \$12.00 per month (debit card or credit card required).
- E-mails are then printed out and delivered to the inmate through the institutional mail system.
- Inmate responses to the E-message (sent in a kite to the mailroom) are scanned and sent back to the family member/friend through J-PAY at no cost to the inmate.
- Inmate responses are limited to 1 sheet (front only) on lined space provided.
- If the inmate is transferred to another institution the E-message will be forwarded to that institution the same way postage mail is forwarded.

One (1) "FREE ENVELOPE" will be distributed to each inmate the first Saturday of every month. If an inmate is indigent they are allowed a second envelope to mail to a court of law **only** (Department Policy 59-LEG-01). Please note, the free letter must be placed in the outgoing mail no later than the following Wednesday by 8:00 AM in order for the letter to be processed.

TELEPHONE

The phone number for ORW is 1-937-642-1065. Questions and/or concerns about the inmate telephone system are to be sent to the Investigator. Do not kite any other department.

The use of the telephone is a privilege and not a right. The privilege can be taken away for any documented abuse or violation. All inmate phone calls are collect call or pre-paid only. You are limited to a 15 minute phone call. **All phone calls are subject to electronic monitoring and recording.**

All inmates have access to the phone system, except for inmates in disciplinary control, security control, or local control status.

Inmates may not receive **incoming** telephone calls unless the warden or designee has previously approved an incoming phone call for emergency situations and/or special circumstances.

Telephone procedures and schedules vary from unit to unit and are posted in your living area.

RECEPTION TELEPHONE CALLS

In many cases you are transported to the Ohio Reformatory for Women (ORW) without the opportunity to notify your family. Therefore, we understand the importance of that initial contact by phone to your families to let them know you are now at ORW.

As part of their receipt process into the institution inmates are issued a PIN (personal identification number) by Global Tel*Link in order to use the phone. The issuance of the PIN could take up to two days as information such as your date of birth, and name is entered into the computer. This information is then sent to Global Tel*Link, and Global Tel*Link in turn enters the information into their computer and then you are able to use the telephone.

The first time you use the phone you will be prompted to record your name. This allows the person you are calling to know it is you. If for any reason your name is not recorded properly, you may kite the Investigator who will make adjustments so you can record your name again.

There are two methods to pay for phone calls.

- **PRE-PAID:** The inmate may purchase phone time from the commissary in \$5.00 increments. Inmate family/friends may also go to any state prison in Ohio, including Pre-Release Centers, and place money on the inmate's phone account by using the Kiosk machine. They can also call 1-888-265-1238 or go to www.offenderconnect.com and place money on your phone account.
- **ACCOUNT:** If the party you are calling is paying for the collect call, they must have an account set up with Global Tel*Link. In addition to the person's long distance carrier they must set up an account with Global Tel*Link in order to receive phone calls from you. If that is the case, the institution does not have the ability to help and the person you are calling must call **1-800-231-0193** to make arrangements with Global Tel* Link to accept your calls.

It is our policy to allow you to make a collect phone call within 5 days of your arrival. After your PIN is entered in the computer, you can make phone calls. The calls can last up to 15 minutes. The phone system automatically ends the phone call at 15 minutes.

Phone System Directions

Allowed Number List

ODRC is now using an Allowed Number List in the phone system. To place a call, the number **MUST** be in YOUR Allowed Number List. You must **MANUALLY** add those phone numbers you wish to call to your Allowed Number list by dialing **#44** and following the prompts to add phone numbers to the list. An automated phone message will be sent to each phone number you enter asking the owner of the phone to accept or deny calls from you. You will **not be able to complete** calls to these numbers until the **owner of the phone responds to this automated message. Once the number is approved the inmate can call the number if it is a pre-paid call. If it is collect call, the party must also set up an account with Global Tel*Link through the customer service number.** Each inmate is limited to 15 phone numbers. After you have entered 15 phone numbers you cannot enter any additional numbers

unless you delete phone numbers. You must dial #44 to remove a phone number in order to add a phone number. We cannot provide call lists; you must maintain your own list.

Important Phone System numbers for your **family & friends**:

Place money on commissary account – 1-888-988-4768

Place money on phone account – 1-888-265-1238

GTL Customer Service – 1-800-231-0193

www.offenderconnect.com

To get a new PIN# issued or re-record your name dial - *1995#

THE TELEPHONES ARE A PRIVILEGE WHICH SHALL NOT BE ABUSED

The following is a list of calls which are prohibited:

- Harassing or threatening calls
- Calls which are detrimental to the security of the institution
- Calls that are a violation of law
- 3-way calls
- Calls that facilitate a violation of the Administrative Regulations or ODRC Policies, or the Ohio Revised Code
- Calls for the purpose of organizing, financing, or soliciting funds
- Inmates using “PIN” numbers assigned to other inmates
- Calls to 1-800 numbers are not permitted

SECTION 8 – PROPERTY

INMATE PROPERTY LIMITS

Inmates may possess up to 2.4 cubic feet of combined state and personal property. This means an inmate’s property is to be kept secure in their individual lockboxes. Per the Warden, the following items do not have to be locked in the lockboxes; permitted shoes, large appliances (televisions), alarm clocks, coats/jackets, bedding (both personal and state issued sheets and blankets), soap powder, school and library books, musical instruments, individual photos, community service projects in progress, one arts and crafts project in progress with receipt, and most recent commissary purchase with receipt. **However, please be advised, if you choose not to secure your property in your 2.4 lockbox and the items are stolen, ORW is not responsible for replacement or reimbursement of your personal items.** State items will be reissued to you, but you will be charged for the replacement of the items.

Inmates shall not trade, sell, barter, loan, or give away any item of their state or personal property at any time. Inmates shall not make or facilitate commissary or vendor purchases for other inmates (Department Policy 61-PRP-01). Doing so is a violation of the inmate rules of conduct and you may receive a conduct report as well as restrictions regarding personal property may be placed on you.

The following is the possession limits for personal items (titled items, religious items, clothing items, other), Department Policy 61-PRP-01. You are in possession of contraband if you are found in possession of the items above the permitted number.

ITEM AND LIMIT	ITEM AND LIMIT	ITEM AND LIMIT	ITEM AND LIMIT
Cassette Player 1	Typewriter ribbon 6	Pajama set 1	Towels 5
Compact Disc Player 1	Cards/board games 3	Panties 14	Thermal bottom 3
Headphones 1	Religious Chain w/medallion 1	Pantyhose/tights 7	Thermal top 3
Television & remote 1	Dashiki 1	Raincoat 1	T-shirt 6
Typewriter 1	Prayer Robe 1	Robe 1	Washcloths 5
MP3 Player (8 GB) 1	Prayer Rug 1	Sweatpants 2	Cassette Tapes 15
MP3 Player (4 GB) 1	Religious Beads 1	Sweatshirts 2	Compact Discs 10
Hand Held Gaming Device 1	Religious headgear 1	Shoes-dress 1	Clock 1
Plug & Play Device 1	Belt 1	Shoes – gym 1	Feminine Hygiene Powder 1

Earrings-Post Only	2	Blanket	1	Shoes – house	1	Mugs/glasses	2
Eye glasses	2	Braziers	7	Shoes – shower	1	Soap bars	8
Ring/wedding band	1	Gloves	1	Shoes – sport	1	Soap Dish	2
Watch	1	Handkerchief	12	Shoes – work boot	1	Shampoo	2
Watch battery/band	1	Hat baseball	1	Shorts – gym	3	Toothbrush	2
Address book	1	Hat stocking	1	Socks/footies	7	Toothpaste	2
Stamped Envelopes	25	JP4	1				

The following personal items are permitted in reasonable amounts; art supplies, books, letters/papers, pencils, pens, photo album, assorted pictures, tablets, religious books, barrettes, hair ties, hairbrushes, combs, cosmetics, conditioner, curlers, deodorant, emery boards, hair grease, lotion, mirror, nail clippers, disposable razor, sanitary napkins, scissors, shaving cream, and tampons (Department Policy 61-PRP-01).

The following items are only permitted by special permission; musical instrument, contact lenses, prescription sunglasses and medical ID bracelet (Department Policy 61-PRP-01).

The following items are grandfathered items; radio, scarves, slips and sweaters. Grandfathered items are item(s) of personal property an inmate was authorized to possess before April 1, 2000 and which they have been permitted to retain after the effective date of this policy (Department Policy 61-PRP-01).

Further information on property limits is located in Department Policy 61-PRP-01.

PROPERTY CLAIMS (Administrative Rule 5120-9-32)

If you believe that you have a claim against the institution for loss or damage to your personal property and the amount is not over \$300.00, then you are to file a **NOTIFICATION OF GRIEVANCE** with the Inspector prior to filing with the Court of Claims of Ohio. You do not need to file an Informal Compliant Resolution form. Immediately kite the Inspector for the Notification of Grievance form. The Inspector will investigate your grievance and if your claim is determined to have merit the Warden shall make an offer to compromise the claim. Prior to filing the Notification of Grievance form you need to file a **THEFT/LOSS REPORT** with your unit staff regarding lost/stolen/damaged/destroyed property. Failure to do so may result in denial of compensation for lost/stolen/damaged/destroyed property.

FOOD AND SUNDRY PACKAGES

All sundry boxes and food boxes from family/friends/others (outside sources) must be ordered through the approved vendors; Access SecurePak or Union Supply Direct. Outside sources may order through Access via the website at www.ohiopackages.com. Questions should be directed to 1-800-546-6283. Outside sources may order through Union Supply Direct via the website at www.ohinmatepackage.com. Questions can be directed to 1-855-247-6094.

The package vault will process sundry boxes and food boxes mailed into the institution. Food and non-food items cannot be contained in the same package. The security level of an inmate determines how many boxes an inmate may receive within a 12 month calendar year, January through December.

SECURITY LEVEL	NUMBER OF PACKAGES	LIMITATIONS
Level 1	4	Maximum of two (2) food boxes only
Level 2	3	Maximum of two (2) food boxes only
Level 3	3	Maximum of one (1) food box only
Level 4A	2	Maximum of one (1) food box only
Level 4B & 5	0	No packages permitted
Death Row	3	Maximum of two (2) food boxes only

The following items shall not be considered a package when purchased from the approved vendor separately from other items (Department Policy 61-PRP-01).

ITEM	VALUE LIMIT	POSSESSION LIMIT
Headphones/Ear Bud/Ear Plug (clear plastic only, maximum 6 foot cord length)	\$25.00	1
Radio/Radio Cassette, Walkman style (clear plastic case only, clear plastic ear bud, ear plug, non-recording, battery operated)	\$50.00	1
CD player, Walkman style (clear plastic case only, clear plastic ear bud, ear plug, non-recording, battery operated)	\$75.00	1
Television (clear case only, LCD, cable ready, color, ear phone jack, clear plastic ear bud and remote included (no battery operation)	\$250.00	1
Television remote	\$12.00	1
*MP3 Player (8 GB, clear plastic case only, clear ear buds included_	\$135.00	1
*MP3 Player (4 GB, clear plastic case only, clear ear buds included)	\$115.00	1
Hand held gaming device (Tetris, Sudoku, Poker Word, Clear Tunes 50 N 1 Model)	\$20.00	2
Plug and Play Device	\$35.00	1
Coaxial cable (maximum 6 foot length)	\$5.00	1
Digital television signal convertor box (clear case)	\$75.00	1
Typewriter (manual or electric, clear plastic case only, one line correction memory, no other memory capability, no password capability)	\$250.00	1
Dress shoes (black or brown, no patent leather or suede, 1 inch heel limit, no platforms, no steel/metal shank)	\$80.00	1
Work boots (written approval of managing officer only, black or blown, no steel toes, no steel/metal shanks, height no more than 8 inches as measured from the floor	\$80.00	1 with Written Approval
Tennis shoes (predominantly black or white)	\$75.00	1
Sports shoe (turf or multi-purpose as approved by institution, predominantly black or white		
Chain (Necklace) with religious medallion (2 inch maximum size of medallion)	\$60.00	1
Prayer robe (white)	\$40.00	1
Prayer beads (wood, no red)	\$5.00	1
Prayer Rug (solid or multicolored, no solid red, maximum size of 44 inches by 26 inches)	\$20.00	1
Japa Mala Beads (wood, no red)	\$11.00	1
Skull cap (Yarmulke) (white, cloth)	\$5.00	1

* May only purchase/receive one MP3 player, either the 8 GB or the 4 GB, but not both.

Inmates assigned to IPP (Intensive Prison Program) and STO (Short Term Offenders) are not eligible to receive packages.

Package rules are covered and explained in Department Policy 61-PRP-01 and Administrative Rule 5120-9-33. Food box items are considered contraband after 90 days with the exception of condiments, spices, coffee/tea.

SECTION 9 – VISITATION

Institution-Specific Visiting Information

- Visitors are limited to only visiting during one session, as specified at the time of reservation. Half-day visits will be enforced to permit other visiting reservations to be honored.
- Each visitor is permitted one visit per month.

Offenders returning to DRC within two (2) years of release from incarceration shall have their prior visiting list reviewed and updated at reception by classification specialists. This review will include verification of victims and co-defendant(s) who may be restricted from visiting. When identified through the screening process, new victim or co-defendant visiting status must be determined on a case-by-case basis. The individuals on the visiting list in a re-approved status shall not have to repeat the application process.

ORW offers a Family and Visitor Orientation at 11:00 a.m. on Wednesday afternoons between visiting sessions. The orientation will last approximately one hour. The orientation program will describe institution services, programs and procedures as well as give information about community support services available. The program will permit the visitors to ask questions. When the visitor calls ORW to set up the initial visit, the visitor will be asked if they are interested in attending the orientation. It is not mandatory to attend the orientation in order to visit an inmate(s).

All visiting guidelines for parent institution inmates also apply to reception inmates.

PARENT INSTITUTION VISITING GUIDELINES

Each inmate visiting list may list up to 15 individuals, regardless of the relationship. The inmate's attorney of record, clergy of record, or children under the age of 18 years old are not part of the 15 visitor spots.

All visitors under 18 years of age must be related to the offender being visited or accompanied by an approved visitor who is the child's parent, legal guardian or guardian, as defined in Department Policy 76-VIS-01. Documentation naming the child's custodial parent or guardian must be presented in the form of a birth certificate or custodial court order at the first visit. This documentation will be maintained on file by the institution for future references.

a. In cases where the offender's child visits and a custodial parent or legal guardian does not accompany the child, a notarized Authorization for Minor Child Visitation Form must be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list allowing the visitor to bring the child to visit and permission for the child to be searched.

b. This notarized Authorization for Minor Child Visitation Form may be mailed in or delivered at the time of the first visit, with the letter being maintained on file by the institution. If the letter is not notarized, the child is not to enter the institution. This form must be updated at least annually. Any changes to the list must be in writing and notarized. Case managers or visiting staff shall note the receipt of the appropriate form in the visiting notes screens.

c. An incarcerated parent **cannot serve as the authorizing signature** on the authorization for minor child visitation form.

A visitor is considered approved, when a VISITOR APPLICATION, has been completed, copies of required documents and address verification provided, and appropriate picture identification is presented at the time of the interview/visit. Each visitor must sign a copy of the Declaration of Understanding and the General Visiting Instructions prior to the visitor visiting the inmate for the first time. All visitors must register upon each visit and show proper identification. Questionable applications or verifications will be referred to administrative staff.

Visitation applications may be denied for the following reasons:

- The visitor's presence in the institution could reasonably pose a threat to the institution's security, or disrupt the orderly operations of the institution.
- The visitor has a past record of disruptive conduct.
- The visitor is directly related to the offender's prior criminal behavior.
- The visitor is under parole or probation services, and does not have written permission of both the warden and the supervising officer.
- The visitor is a current or past Department of Rehabilitation and Correction employee, volunteer, or independent contractor and has not received written authorization from the Warden.

- The visitor was a victim of personal injury or harm of the offender's crime, either under the current incarceration or any previous incarcerations. The Warden or designee must grant approval for the visitor to visit.
- Required documentation has either been falsified and/or incomplete forms were returned for processing.

Visitors Subject to Search: Any individual entering the grounds of ORW is subject to be searched if there is reason to suspect that contraband or other illegal items are being brought into the institution. Refusal to be searched is considered grounds to be denied visiting privileges. (The search may include a strip search.)

- Inmate visitors shall turn all pockets inside out and raise their pant legs above the top of their socks before walking through the metal detector. The pants legs shall remain above the tops of the socks until the visitor has cleared the metal detector and the visitor has been examined by the officer. This is to ensure a visitor has not concealed contraband in their socks.
- ALL inmate visitors will be required to clear the metal detector. Visitors who fail to clear the metal detector after the third attempt must be wanded by custody staff prior to entering the institution to ensure they have no metal on their person.
- Inmate visitors who have a medical condition which prevents them from clearing the metal detector must be wanded by custody staff prior to entering the institution.

Contraband Law: Ohio law prohibits conveying into an institution any deadly weapons, ammunition, drugs of abuse, or any intoxicating liquor. Individuals who violate this law are subject to arrest.

Visitor's Log: Upon signing the Visitor's Log in the Entrance Building, each visitor acknowledges reading the Visiting Hall Rules. Each visitor also agrees to abide by these rules.

Special Visits: When special circumstances are present the Warden or designee may grant a special or professional visit. These visits may not be authorized more than once every three-month period. Professional contact visits may be scheduled as requested or as needed. Out of state special visitors may be permitted to visit for 1 full day with approval of the Warden or designee, however full day visits may only be permitted every 90 days. An inmate may request permission for the following special visits through their case/unit manager:

- One all day visit every 90 days. No ½ days from that visitor in between dates.
- Two all day visits every 180 days. No ½ days from that visitor in between dates.

This would mean those particular visitors would only receive one full day visit every QUARTER or Two full day visits BI-ANUALLY. Visitors who chose these two options would not be permitted to schedule a regular ½ day visit any other time during the year.

Circumstances that may warrant a special visit:

- Visitors who do not visit on a regular basis (at the Warden's discretion)
- Clergy
- Persons significant to the inmate for purposes of crisis intervention

Circumstances that may warrant a professional visit:

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

An approved visitor may be denied access to visit for reasons including, but not limited to:

- A visitor refused to show appropriate and bona fide identification, such as a driver's license.
- A visitor refuses to submit to a search.
- A visitor appears to be under the influence of an intoxicating substance.

- There is insufficient space for visiting (termination of earlier visits are to occur before denying a visit due to lack of space) or prior reservations were not secured, when required.
- Possession of contraband that is prohibited by ODRC policy and/or state law.
- Inappropriate dress, as defined by the Warden or designee.
- Any circumstances that presents a threat to the security of the institution, staff, visitor and/or offenders.

Termination of a visit

- Only the Warden or designee, upon the recommendation of the supervisor in charge of the visiting area, may terminate a visit.
- Reasons for the termination of a visit shall include, but not be limited to, inappropriate conduct or a violation of visiting rules.

Visiting privileges may be suspended for reasons including, by not limited to:

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

Visiting for segregation inmates:

- Inmates in Security Control status are permitted to have visits in the visiting hall under the same rules and restrictions as general population inmates.
- Inmates in Disciplinary Control or Local Control status will have no non-contact visits in Arn 4. No minor children will be permitted to visit. A limit of 2 adults exists due to facility restrictions. Visits in segregation are not to exceed 2 hours.

Rules for Visitors

No money, money orders, or cashier checks for inmate accounts may be left at the Entrance Building. No packages or appliances will be accepted from visitors for inmates.

Appropriate dress is expected of all visitors. ORW reserves the right to deny visiting privileges to individuals not properly dressed. Tank tops, spaghetti strap blouses or dresses, see-through clothing, midriff/halter tops, back outs, skirts above the knee and form fitting clothing (i.e. spandex, leotards, etc.) will not be permitted. Clothing with gang/club insignia or obscene gestures and/or language is also prohibited. Visitors are not permitted to wear watches.

No cameras are permitted on the grounds of ORW. No pictures may be taken of the facility. A photographer will be on duty in the Visiting Hall to take pictures. Prices are posted in the entrance building.

A debit machine is located in the entrance building. Visitors are permitted to place up to \$50.00 on a debit card that can be used in the vending machines. No money (bills and change) will be permitted into the visiting hall.

Certain baby items are permitted into the visiting hall; a reasonable amount of diapers and baby wipes, 3 plastic bottles, plastic spoons, pacifier, baby food (no glass containers), and a change of clothes for the baby. Diaper bags are permitted. Powder, lotions, and toys are not permitted into the visiting hall.

Life sustaining medications (ex. heart medication) are permitted in the visiting hall. No syringes will be permitted in the Visiting Hall. Diabetics shall be permitted to return to the Entrance Building for medication providing a declaration was made to Entrance Building staff prior to entering the visiting area.

Visitors must secure all other items, purses, wallets, billfolds, cell phones, pagers, or other valuables in their vehicle.

Non-smoking policy: Smoking is not permitted anywhere on grounds of the Ohio Reformatory for Women. **THIS INCLUDES THE PARKING LOT.**

Children's play area: The visiting hall has a designated area available for children's activities. A color television, video equipment and tapes/DVDs with an assortment of age appropriate cartoons, etc. are available for family viewing. Children are not to operate the TV or video equipment. The institution is not responsible for any injuries. Parents are responsible for supervising their children. Children are to be seated while viewing programs, cartoons, movies, etc.

Outdoor Visiting: A designated outdoor area may be available for visiting during the months of May through September. Availability is based on weather conditions and staff supervision.

Criteria for Outdoor Visiting:

- The temperature must be 60 degrees or above.
- The entire group (inmate and her visitors) must remain outdoors. If one person wants to be moved inside, the visit will be terminated (except for weather conditions).
- Food items may be taken to the outdoor area.
- Children in the group must be under adult supervision at all times. No running or leaving the fenced-in area is permitted.
- No standing or sitting on tops of tables. No sitting on the ground.
- No one is permitted to leave the fenced-in area. Shoes and socks must be worn at all times.
- No sunbathing.
- Inmates and their visitors are responsible for cleaning/clearing off tables before the visit is completed. All trash must be placed in proper containers.

**ADDRESS FOR THE OHIO REFORMATORY FOR WOMEN:
OHIO REFORMATORY FOR WOMEN (ORW)
1479 COLLINS AVE
MARYSVILLE OHIO 43040
PHONE NUMBER: (Emergencies only) (937) 642-1065**

Directions to the Prison: The prison is fairly easy to locate once your family members arrive in Marysville. The easiest route is to exit Rt. 4 onto Collins Ave. The prison is visible to the right after this turn. (Family members need to make sure they do not bring cameras, drugs, weapons or alcoholic beverages!) They should follow the main entrance around to the right of the prison until they come to a parking lot. Visitors enter at the small building, known as the entrance building.

Local Transportation: Unfortunately, Marysville is a rural area lacking bus service or taxi service. However, there are several busing services specifically for loved ones of the incarcerated. Check out the unit or visiting hall bulletin boards for information pertaining to these.

SECTION 10 – INSTITUTION RULES AND PROCEDURES

COUNT TIMES

It is the policy of the department to systematically and physically count inmates several times a day. The correction officer or supervisor of an area does this. You will become very familiar with the "count" procedure as it will involve you. Count is conducted several times during the day. The hours are:

12:00 AM (midnight)
4:00 AM
11:00 AM
4:00 PM Standing Count (**sitting** upright)
9:00 PM

During count times, all movement will **STOP**. All inmates are to be on their beds and the **NO talking** rule is in effect during count. The only exception is the 4:00 PM count, which is a standing count. Inmates are to stand or sit upright until the officer announces that they may get back on their beds. The correction officer will go through the dorm and physically count each inmate. At no time during the count are you to distract the officers while count is going on. You must remain on your beds until the officer calls "**CLEAR COUNT**".

INMATE GUIDELINES

- All inmates and all areas are subject to search at any time to control contraband.
- **Contraband is any homemade item, items not given by the State, items not from food and/or sundry boxes, and items not purchased from Commissary (including CFS condiments). Items not in their original container or not being used for original purpose are also considered contraband.**
- All inmates must be awake, dressed, and have their beds made by 7:30 a.m. You may stay at your bed but it must be made and straightened when you leave it. Your beds are to be completely made in military style at **ALL TIMES** with the state blanket on top.
- You must be properly dressed at all times. Socks, shoes, panties, and bras must be worn. If you live in a dorm style housing unit you are to change your clothes in the restroom and shower area only, **NOT IN THE DORM**. If you live in a cell style housing unit you are to change your clothes in your cell. All buttons are to be buttoned, shoestrings tied, pants up on waist, and t-shirts and state shirts tucked in. New "smock style" state shirts do not have to be tucked in.
- When wearing a sweater or sweatshirt you are to wear it on top of the state blouse. The collar of your state blouse must remain out and visible at all times.
- When wearing the state uniform, inmates are permitted to wear t-shirts (white, blue, or green, short-sleeve, or long-sleeve) under the state shirt. Both shirts must be tucked into the state pants at all times. If wearing the "smock style" shirt, only the t-shirt must be tucked in.
- **No colored t-shirts shall be worn in-lieu of the required State shirt to any work site. The State issued blue shirt shall be required on all work sites and work details.**
- Inmates are permitted to wear their personal clothing (t-shirts - white, blue, or green, short-sleeve, or long-sleeve; shorts – blue or green; sweatpants – blue or green; sweatshirts – blue or green; etc.) after 4:00 p.m. Monday – Friday, and all day Saturday and Sunday. This guideline does not apply to inmates that are Level 3 and Level 4A, inmates in Intensive Prison Program, inmates in Short Term Offender Program, inmates on duty at their job sites, inmates attending institutional programs, inmates attending meals and inmates attending passes.
- The ID is to be worn on the left hand collar of your state blouse. If you are wearing a coat or hooded sweatshirt the ID must be worn on the outermost garment. **The ID MUST be on your person and visible at ALL TIMES. The ID must face towards staff at all times so your name and number can be easily read.**
- State pants and jumpsuits cannot be tucked into socks or boots.
- Pajamas or night gowns must be worn at night in housing units.
- Scarves must be worn as a scarf, not as a headband and tied in the back. No rags may be used as a scarf.
- No alteration of state or personal clothing is permitted. You may **NOT** cut pants into shorts.
- No slippers or shower shoes are permitted in the Recreation Room.
- Nothing is to be put on your ID by you. It cannot be altered in any way by you.

- No feet are permitted on chairs.
- **No stopping in corridors, doorways and stairwells. No loitering on the sidewalks.**
- **At all times, indoors and outdoors, inmates are to grant the right of way to staff members. Inmates are to move out of the way of staff members.**
- When the yard is open, inmates are permitted to take 1 book, 1 clear cup with coffee, soda, juice, or water in it, 1 walkman (or MP3 Player) (must be titled to the inmate) with 1 CD or 1 tape. All other items will be considered contraband. Ear buds or headphones must be worn and cannot be worn by any other inmate or worn between two inmates.
- Cleaning supplies will be handed out on Saturday mornings. Disinfectant may only be issued in bucket filled with water.
- No borrowing, lending, or dealing. Inmates **CANNOT** give another inmate food, candy, clothing, electronics, etc. for any reason.
- ID must be turned in for the brooms, mop handles, markers, commissary books, needles and threads.
- Only the laundry aides are permitted in the laundry room at any time.
- No styling, braiding, cutting, combing, or brushing each other's hair, unless you are designated as a cottage hair care worker. INMATES ARE NOT PERMITTED TO MANICURE EACH OTHER'S NAILS OR EYEBROWS, STYLE OR CUT ANOTHER INMATE'S HAIR, OR TO PERFORM ANY OTHER COSMETIC PROCEDURE, EXCEPT IN AN AUTHORIZED PROGRAM, OR BY INMATES WHO HAVE BEEN AUTHORIZED BY THE INSTITUTION TO PERFORM SUCH DUTIES.
- Fingernails cannot be longer than your fingertips and toenails cannot be longer than your toes.
- Inmates must have a pass signed by an officer or staff member to travel inside the institution and be signed out properly. You must sign in and out of the housing unit when traveling on a pass.
- **Inmates CANNOT touch an officer or staff member in ANY way.**
- Passing notes to other inmates by ways other than through the U.S. mail are considered to be a "scribe" and are illegal.
- Inmates are not to hang anything out of the windows, in the windows, or on the windows.
- All food shall be consumed inside of Food Service. No one shall be permitted to take food out of Food Service except authorized/approved by medical snack card snacks.
- No bags shall be taken to or permitted in Food Service. Only condiments that can be hand carried such as salt, pepper, hot sauce etc. shall be permitted.
- No electronic devices (JP4 Players, MP3s, etc) shall be brought to Food Service, Medical or the Harmon Building or to any work site.
- There shall be no handbags permitted in the institution. All books and other school or recreational items shall be hand carried so that the contents are clearly visible to the Staff members. All mushfaked bags shall be considered contraband and confiscated.
- If an order date for medication has expired, the medication is considered contraband. Turn expired medication in at Special Meds.
- No yelling out the window or across the line.
- No cutting across the grass.
- You are not permitted to go to another inmate's bed area. This is an OUT OF PLACE violation and you will receive a ticket.
- No hugging, horseplay, kissing, holding hands, or physical contact of any kind is permitted.
- No chains without crosses or religious medals are permitted.
- No pictures permitted on walls, lock boxes, or beds.
- Nothing is permitted on windowsills, it is not a refrigerator.

- Lock boxes are **NOT** to be in the aisles of the dorm. Lock boxes are to be under the bed or against the wall anytime you are out of your bed area. Lock box trays are to be kept inside the lock box.
- State blankets and shoes are not to be washed or dried in housing unit washers or dryers.
- Mail is handed out on 1st shift **ONLY**. Inmates must be properly dressed and have their IDs to obtain their mail.
- You must sign in and out when traveling on a pass.
- Knit hats, du-rags, ball caps and hoods are **NOT** to be worn indoors; this includes the medical building and the food service building.
- Smoking is not permitted.
- You CANNOT wear more than one pair of pants at a time, two pairs of shorts at a time or shorts under pants, or pregnant dresses over pants. However, for the inmates wearing the pregnant jumpers they are permitted to wear a pair of pants under the pregnant jumper when the temperature is 40 degrees or lower.
- To resolve difficulties the proper chain of command is as follows; correction officer, unit sergeant, case manager, unit manager.
- Each inmate is responsible for having her laundry properly marked.
- Absolutely no talking in dorm areas after lights out.
- In dorm areas, you may not be more than 2 feet from your bed in any direction.
- Every inmate in every housing unit is responsible for keeping the housing unit clean.
- Issued religious scarves are to be worn on the head only; either tied under the chin or behind the neck. Religious headscarves are not to be worn as headbands.
- Issued scarves for medical reasons are to be worn on the head only; either tied under the chin or behind the neck. Medical scarves are not to be worn as headbands.

In addition to the ORW Rules, each housing unit has a set of rules that will be given to the inmate and explained to the inmate during housing unit orientation.

DISCIPLINE PROCESS - Inmate behavior is governed by the Rules of Conduct.

Rules of Conduct

- (1) Causing, or attempting to cause, the death of another.
- (2) Hostage taking.
- (3) Serious physical harm to another.
- (4) Physical harm to another.
- (5) Physical harm to another with a weapon.
- (6) 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.
- (9) Threatening harm to the property of another, including state property.
- (10) Extortion.
- (11) Non-consensual sexual conduct with another.
- (13) Consensual physical contact.
- (14) Seductive or obscene acts.
- (15) Rioting or encouraging others to riot.
- (16) Engaging in or encouraging a group demonstration or work stoppage.
- (17) Engaging in unauthorized group activities.
- (18) Encouraging or creating a disturbance.
- (19) Fighting - with or without weapons.
- (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 attempt to establish a personal relationship with an employee.
 - (a) Sending personal mail.
 - (b) Making telephone calls.
 - (c) Giving or receiving from an employee, any item or favor.
 - (d) Engaging in any form of business with an employee
 - (e) Engaging in, or soliciting any act of a sexual nature
- (25) Intentionally grabbing, or touching a staff member or other person without the consent.
- (26) Disrespect to an officer, staff member, visitor or other inmate.
- (27) Giving false information or lying.
- (28) Forging, possessing, or presenting forged or counterfeit documents.
- (29) Escape.
- (30) Removing or escaping from physical restraints.
- (31) Attempting or planning an escape.
- (32) Tampering with locks, locking devices, window bars; tampering with walls, floors or ceilings in an effort to penetrate them.
- (33) Possession of escape materials.
- (34) Forging or possessing documents for release.
- (35) Being out of place
- (36) Possession or manufacture of a weapon.
- (37) Procuring, or attempting to procure, a weapon.
- (38) Possession of plans, instructions, or formula for the manufacture of weapons.
- (39) Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
- (40) Procuring or attempting to procure, unauthorized drugs.
- (41) Unauthorized possession of drug paraphernalia.
- (42) Misuse of authorized medication.
- (43) Refusal to submit urine sample.
- (44) Gambling or possession of gambling paraphernalia.
- (45) Dealing.
- (46) Conducting business operations with any person or entity outside the institution without specific permission from the warden.
- (47) Possession or use of money in the institution.
- (48) Stealing or embezzlement of property.
- (49) Destruction, alteration, or misuse of property.
- (50) Possession of property of another.
- (51) Possession of contraband.
- (52) Setting a fire.
- (53) Tampering with fire alarms, sprinklers.
- (54) Unauthorized use of phone & violation of mail & 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.
- (60) Attempting to commit; aiding another to commit any of the above acts.
- (61) Any violation of any published institutional rules, regulations or procedures.

Conduct Report "Ticket"

When an inmate violates an institutional rule, the staff member witnessing the violation will issue the inmate a conduct report. The conduct report initiates the inmate disciplinary process as follows;

- 1) CONDUCT REPORT WRITTEN - This report includes name, number, lock assignment, job, rule violation, summary of offense, signature of reporting official and his/her days off.

- 2) THE CONDUCT REPORT - is reviewed by the Administrative Review Officer (ARO) - a person designated to ascertain whether a rule has been violated, the evidence supports the rule violation, and that the report is filled out properly. This is typically the unit manager or RIB Chairperson.
- 3) INMATE RECEIVES A COPY OF THE CONDUCT REPORT - You will be called to the Hearing Officer's office to sign for a copy of the conduct report.
- 4) TICKET IS HEARD BY THE HEARING OFFICER - An officer (typically the unit sergeant) is designated to perform an informal hearing. During the hearing he/she may either decide or dispose of the violation or refer it to Rules Infraction Board (RIB).

Penalties the Hearing Officer may assess:

DISCIPLINE SANCTIONS

Key to Abbreviations

V.R.	Verbal Reprimand
C.R.	Cell Restriction
D.R.	Day Room Restriction
R.R.	Recreation Restriction
R.	Restitution
T.R.	Telephone Restriction
Y.R.	Yard Restriction
V.B.R.	Vendor Box Restriction
S.	Separations
L.G.T.	Loss of Good Time
D/C 1-15	Disciplinary Control (1 - 15 Days)
R.L.C.	Recommend Local Control
R. 4B	Recommend 4B status
L.E.C.	Loss of Earned Credit under Senate Bill 2 (up to maximum of earned credit received)

The below chart simply provides examples of the sanctions that can be imposed. It is not a fixed disciplinary grid.

INMATE RULES OF CONDUCT

SANCTIONED PENALTY

1. Causing, or Attempting to cause the death of another	D/C 1-15, RLC, R4B, LGT
2. Hostage taking, including any physical restraint of another	D/C 1-15, RLC, R4B, LGT
3. Causing or attempting to cause, serious physical harm to another	D/C 1-15, RLC, R4B, LGT
4. Causing or attempting to cause, physical harm to another	D/C 1-15, RLC, R4B, LGT
5. Causing, or attempting to cause, physical harm to another with a weapon.	D/C 1-15, RLC, R4B, LGT
6. Throwing, expelling, or otherwise causing a bodily substance to come into contact with another	D/C 1-15, R, RLC, R4B, LGT
7. Throwing any other liquid or material on or at another	D/C 1-15, R, RLC, R4B, LGT
8. Threatening bodily harm to another (with or without a weapon)	VR, CR, DR, RR, PR, D/C 1-15, RLC, R4B, LGT
9. Threatening harm to the property of another, including state property	VR, D/C 1-15, LGT
10. Extortion by threat of violence or other means	D/C 1-15, RLC, R4B, LGT
11. Non-consensual sexual conduct with	D/C 1-15, R, RLC, R4B, LGT

another, whether compelled by:

- a. 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

D/C 1-15, R, RLC, R4B, LGT

12. Non-consensual sexual contact with another, whether compelled:

- a. 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

D/C 1-15, R, S, RLC, R4B, LGT

13. Consensual physical contact for the purpose of sexually arousing or gratifying either person

VR, CR, DR, RR, R, D/C 1-15, RLC, R4B

14. Seductive or obscene acts, including, but not limited to, any word, action, gesture, or other behavior that is sexual in nature and would be offensive to a reasonable person

D/C 1-15, RLC, R4B, LGT

15. Rioting or encouraging other to riot

D/C 1-15, RLC, R4B, LGT

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

D/C 1-15, RLC, R4B, LGT

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

VR, D/C 1-15, RLC, LGT

18. Encouraging or creating a disturbance

D/C 1-15, R, S, RLC, R4B, LGT

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

D/C 1-15, RLC, LGT

20. Physical resistance to a direct order

VR, R, D/C 1-15, LGT

21. Disobedience of a direct order

VR, CR, DR, RR, R, D/C 1-5, RLC, LGT

22. Refusal to carry out work or other institutional assignment

VR, CR, R, D/C 1-5, RLC, LGT

23. Refusal to accept an assignment or classification

D/C 1-15, RLC, R4B, LGT

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 sexual nature with an employee

f. for purpose of this rule "employee" includes

any employee of the department and any contractor, employee of a contractor, or volunteer	
25. Intentionally grabbing, 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	D/C 1-15, RLC, R4B, LGT
26. Disrespect to an officer, staff member, visitor or other person	VR, TR, D/C 1-15, LGT
27. Giving false information or lying to departmental employees	VR, D/C 1-15, RLC, LGT
28. Forging, possessing, or presenting forged or counterfeit documents	VR, D/C 1-15, RLC, LGT
29. Escape from institution or outside custody (e.g. transport vehicle, department transport officer, other court officer or law enforcement officer, outside work crew, etc.) as used in this rule, escape means that the inmate has exited a building in which he was confined; crossed a secure institutional perimeter, or walked away from or broken away from custody while outside the facility	D/C 1-15, RLC, R4B, LGT
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.)	D/C 1-15, RLC, R4B, LGT
31. Attempting or planning an escape	D/C 1-15, RLC, R4B, LGT
32. Tampering with locks, or locking devices, window bars; tampering with walls, floors or ceilings in an effort to penetrate them.	D/C 1-15, R, RLC, R4B, LGT
33. Possession of escape materials, including keys or lock picking devices (may include maps, tools, ropes, material for concealing identity or making dummies, etc.)	DC 1-15, RLC, R4B, LGT
34. Forging, possessing, or obtaining forged, or falsified documents which purport to effect release or reduction in sentence	DC 1-15, RLC, R4B, LGT
35. Being out of place	VR, R, DC 1-15, RLC, R4B, LGT
36. Possession or manufacture of a weapon, ammunition, explosive or incendiary device	DC 1-15, RLC, R4B, LGT
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	DC 1-15, RLC, R4B, LGT
38. Possession of plans, instructions or formula for making weapons or any explosive or incendiary device	DC 1-15, RLC, R4B, LGT
39. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance	DC 1-15, RLC, R4B, LGT
40. Procuring or attempting to procure,	DC 1-15, RLC, R4B, LGT

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	DC 1-15, RLC, R4B, LGT
42. Misuse of authorized medication	VR, DC 1-15, RLC, LGT
43. Refusal to submit urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions	DC 1-15, RLC, R4B, LGT
44. Gambling or possession of gambling paraphernalia	VR, DC 1-15, RLC, LGT
45. Dealing, conducting, facilitating, or participating in any transaction, occurring in whole or in part, within an institution, or involving an inmate, staff member or another for which payment of any kind is made, promised, or expected	VR, DC 1-15, RLC, LGT
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	VR, DC 1-15, RLC, LGT
47. Possession or use of money in the institution	DC 1-15, RLC, LGT
48. Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property	VR, R, DC 1-15, RLC, LGT
49. Destruction, alteration, or misuse of property	VR, R, VBR, DC 1-15, LGT
50. Possession of property of another	VR, R, VBR, DC 1-15, RLC, R4B, LGT
51. Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given	VR, R, DC 1-15, RLC, R4B, LGT
52. Setting a fire; any unauthorized burning	DC 1-15, RLC, R4B, LGT
53. Tampering with fire alarms, sprinklers, or other fire suppression equipment	DC 1-15, RLC, R4B, LGT
54. Unauthorized use of the telephone or violation of mail and visiting rules	VR, VBR, TR, DC 1-15, RLC, R4B, LGT
55. Use of telephone or mail to threaten, harass, intimidate, or annoy another	TR, DC 1-15, RLC, R4B, LGT
56. Use of telephone or mail in furtherance of any criminal activity	TR, DC 1-15, RLC, R4B, LGT
57. Self-mutilation, including tattooing	VR, R, DC 1-15, RLC, LGT
58. Possession of devices or material used for tattooing	VR, DC 1-15, RLC, R4B, LGT
59. Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other inmates, or to the acting inmate	DC 1-15, RLC, R4B, LGT
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	VR, DC 1-15, RLC, R4B, LGT
61. Any violation of any published institutional	VR, DC 1-15, RLC, R4B, LGT

rules, regulations or procedures

If the Hearing Officer refers the conduct report to RIB, you will appear before the Rules Infraction Board (RIB).

- 5) TICKET IS HEARD BY THE RULES INFRACTION BOARD (RIB) - The RIB panel is made up of two staff members. You will have the right to twenty-four (24) hours notice before your hearing in order to prepare a defense, unless you waive that right. You will have the right to request a reasonable number of witnesses (including the charging official) to testify at your hearing, unless you waive that right. You will be informed that if convicted, you may be considered for Local Control placement.
- 6) When appearing before the Rules Infraction Board, your testimony and the testimony of all witnesses will be electronically recorded.
- 7) The Rules Infraction Board may impose the following penalties:
 - Placing the inmate in Disciplinary Control for a period of one to fifteen days (it is the panel's discretion to offer SC credit or not);
 - Refer the inmate to the Re-Classification Committee, the Managing Officer or other placement committees with appropriate recommendations;
 - Confiscate contraband items and dispose of accordingly. Minor contraband will be destroyed, donated, or utilized by the institution for training or other official purposes. Major contraband will be turned over to law enforcement authorities.
 - Recommend to the Managing Officer that the inmate be required to make reasonable restitution, or that his/her earning be reduced by reduction of earnings pursuant to Administrative Rule 5120-3-02;
 - Depending on the seriousness of the violation, the RIB committee may recommend a Hearing to consider placement in Local Control in accordance with Administrative Rule 5120-9-131;
 - Such other actions which may be appropriate
8. You will then be afforded the opportunity to appeal the RIB decision to the Warden or designee. You must do this within fifteen (15) days of receipt of the decision. The Warden or designee will respond to the appeal within 30 days from receipt. You may further appeal the decision of the Warden or designee to the Director within fifteen (15) days after receipt of the Warden's or designee's decision. The Director or the Director's designee will act upon the appeal in writing within thirty (30) days.

Keep in mind that if you commit an offense that violates the security of the institution, you will be placed in Security Control (SC), and then the disciplinary process will begin.

These rules and procedures are reviewed annually and updated as necessary.

SECTION 11 - FIRE AND SAFETY RULES

It is important that all inmates and staff are familiar with fire and safety procedures. The fire escape routes for your living area are clearly posted throughout the living units. **Be familiar with the fire and tornado evacuation procedures in the living areas and work sites.**

Fire drills will be conducted throughout the year. Inmates will leave the building in a safe and orderly manner to designated areas. Everyone is to remain calm, alert, and quiet for accountability.

Disciplinary action will be taken against anyone found tampering with the fire equipment (extinguishers, sprinklers, and smoke detectors) and/or creating a fire or hazard. Criminal charges may also be pursued.

Fire extinguishers are located in all areas. These are to be used only in the event of a fire by those persons trained to use them.

A **tornado drill** will be conducted annually in each living unit. Inmates will be expected to follow tornado procedures as posted on evacuation maps.

Newspapers and magazines must not accumulate in the housing areas or work sites. Discard outdated items. Do not use combustible items (cardboard boxes, plastic and paper bags, etc.) as makeshift trash cans. Non-combustible containers/trash cans are in each housing unit.

Cells and dorms will be cleaned. Approved trash receptacles will be emptied daily. Inmates are to wear proper protective equipment such as gloves and goggles.

Do not tamper with electrical outlets. If a problem arises, notify the correctional officer. If you are found to have tampered with an electrical outlet, disciplinary action will follow. Do not plug power strips into one another (daisy wheel). Do not break off a ground plug (3 prong) to fit into a 2 prong outlet. These are violations of the Ohio Fire Code. The inspecting Fire Marshall will issue citations if these violations are found and your improperly used and/or tampered with items will be confiscated.

Yard Rules: When the yard is open, inmates are permitted to take 1 book, 1 clear cup with coffee, soda, juice, or water in it, 1 walkman (or MP3 Player) (must be titled to the inmate) with 1 CD or 1 tape. All other items will be considered contraband. Ear buds or headphones must be worn and cannot be worn by any other inmate or worn between two inmates. State clothing is the uniform of the day while on the walk jog/recreation yard Monday-Friday before 4:00 p.m. Personal clothing is permitted to be worn by inmates on the walk jog/recreation yard area after 4:00 p.m. Monday-Friday and anytime during the weekend. The designated recreation yard areas are the "walk/jog" area and the ball field. Inmates recreating should do so in these areas only. Loitering is not permitted on the stairwells or walkways leading to housing units or other buildings.

Work Sites: Only the following items are to be taken to your work site or school activities; one drinking cup/beverage container with tea bag(s), coffee mix, or drink mix; two sanitary napkins; state clothing to include coat/hoodie during inclement weather. No extra clothing of any kind is permitted. No food/commissary items are to be taken to any work sites. Inmates called at their work sites to shop at the commissary, must return all items to their housing unit before returning to the work site. State clothing must be worn to your work site at all times (no exceptions).

Line Movement: During movement to and from work/school/food service and for appointments and passes, the following rules apply; you must use the sidewalks when available. If a sidewalk is not available then use the road only as necessary. Do not walk on the grass except for recreation yards and the ball field. Shirts shall be tucked in, with the inmate ID displayed in the upper left breast area on the outermost garment. The new "smock" type shirt is not required to be tucked in. The picture on the inmate ID must be facing outward when worn. Inmates on pass are not permitted to loiter anywhere on the yard when moving to and from areas in the institution. Inmates are to grant the right of way to staff members. Inmates are to move out of the way of staff members.