

**NORTHEAST  
REINTEGRATION CENTER  
Inmate Handbook**



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## **Introduction**

The Northeast Reintegration Center (NERC) uses the Unit Management concept, which provides an environment that motivates you to take advantage of your period of confinement through self-improvement. Many rules and procedures you are expected to follow will be explained to you by your assigned unit staff. Most of your questions and concerns can be answered by unit staff members, who can help you or inform you of the proper procedure to follow.

The purpose of this handbook is to notify you of the different departments within the institution and to provide you with general information that should help you to adapt to the rules and procedures of this facility. You should refer to this Manual, Unit Rules, and Administrative Regulations (commonly called ARs) when you need information. Administrative Regulations and most Department Policies can be found in the Library for you to read.

**This handbook has been loaned to you while you are in orientation at Northeast Reintegration Center and is your responsibility.** Within one week of arriving at the Northeast Reintegration Center you will attend an institutional orientation session. The purpose of this orientation is to give you information regarding institution program and departments which will enhance your incarceration time. It is important to listen during each presentation, as most questions are answered at this time. If your handbook is lost or damaged because of your negligence, you shall be subject to disciplinary action and will be required to pay for the replacement of the handbook. This handbook must be returned to the Vault Officer after Orientation.

## **NERC Mission Statement**

The mission of Northeast Reintegration Center is to reduce recidivism. This will be accomplished by providing evidence-based programing, vocational training and community-based programming.

## **Unit Management Mission and Vision Statement**

The goal and mission of the Unit Management Staff at NERC is to be responsive to the concerns of staff and the needs of inmates. Our vision is to continually strive to develop and operate correctional services and programs that seek a balanced application of the concepts of accountability, responsibility and the gender responsive rehabilitation of our female inmates. Unit Management will work closely with community stakeholders in order to effect and facilitate successful reentry and reintegration of our inmates into society. NERC will set the standards of excellence in our agency in relation to the services and programs being provided by our Unit Management Staff.

## Key Staff Position Descriptions

**Warden:** Responsible for the overall operation of the facility  
Direct supervisor of the deputy warden, administrative assistant, investigator, inspector, compliance manager and personnel office

**Deputy Warden:** Responsible for supervision of all support staff  
Direct supervisor of operations staff, medical, mental health, recovery services, education, and religious services

**Business Administrator:** Responsible for overall fiscal management of the facility, Direct supervisor of food service, cashier's office, business office, and commissary

**Warden's Administrative Assistant:** Responsible for reviewing dispositions of Rules Infraction Board and hearing RIB and LC appeals  
Supervises safety & health officer and training officer

**Institution Inspector:** Responsible for overseeing the inmate complaint and grievance procedure

**Institution Investigator:** Responsible for investigating criminal activity within the facility, working with the Ohio Highway Patrol Investigator, monitoring inmate telephones, and advising the Warden on possible or actual criminal matters

**Major:** Chief Security Officer  
Responsible for supervising the shift captains, lieutenants, correctional officers and restrictive housing operations

**Unit Management Chief:** Responsible for unit operations within the facility  
Responsible for supervising unit managers, case managers, sergeants, unit assigned correctional officers and recreation services

### Unit Management Staff

The housing units at the NERC are operated under the concept of unit management. That is, institution staff is assigned to the housing unit to be available to you to quickly address any questions, problems, or concerns you may have. The unit staff is made up of the Unit Management Chief, Unit Manager, Correctional Program Specialist, Correctional Counselor, the Correction Officer and Administrative Professional. You should address questions and problems to these individuals first. The unit management staff is the front line within your housing unit to address most of your issues and concerns while you are incarcerated.

### Unit Management Chief

The Unit Management Chief (UMC) is responsible for overseeing the roles, responsibilities, and processes of Unit Management staff in a decentralized or centralized social services management format.

### **Unit Manager/Correctional Specialist**

The Unit Manager is responsible for unit operations within a specific unit, supervises the Case managers, Correctional Counselors, unit assigned Correctional Officers and Unit Secretary.

### **Case manager/Correctional Program Specialist**

The Correctional Program Specialist provides programs, performs classification and reclassification reviews, processes visit applications, supports family contact, communicates with external sources in regard to inmate status, and develops inmate programs and release plans.

### **Sergeant/Correctional Counselor:**

The Correctional Counselor provides direction in coping with the day-to-day operational concerns of living in prison. The Correctional Counselor performs regular rounds of the housing units checking on sanitation, personal appearance and hygiene; resolving concerns; investigating complaints; and enforcing unit rules and inmate discipline. The Correctional Counselor oversees property ownership, inmate identification badges, mail and packaging, commissary, state pay, inmate work assignments, yard procedures, off limit areas and fire exit procedures. The Correctional Counselor serves on various committees, (i.e. classification, security reviews), and also serves as the hearing officer for unit conduct reports.

### **Administrative Professional (AP):**

The Unit Secretary handles the clerical responsibilities for the unit staff. These duties include maintaining inmate unit files, scheduling interviews and committee meetings, and processing Parole and PRC packets.

### **Correction Officer (CO):**

The Correction Officer (often referred to as C.O. or Unit Officer) is directly responsible for the security of the unit. Assigned to the unit by the Shift Commander, the C.O. is directly supervised by the Shift Supervisor and Unit Manager. The C.O. enforces unit rules and policies and ensures that security as well as cleanliness and sanitation are maintained. See the C.O. if you are unsure of any rules or procedures.

### **Unit Management Programs**

- I Want My Life Back
- Moving On
- Money Smart
- Responsible Family Life Skills
- Roots of Success
- Thinking for a Change
- Victim Awareness
- TOPUCU
- Decision Points

# Institutional Departments and Services

## Cashier

The Cashier's Office is located in the Administration Building. This Office maintains the internal inmate accounts of the institution. All account balances carry over from the previous institution and are transferred the same day that the inmate is transferred; however, we cannot change any transactions done at another institution. Any questions regarding your personal account should be directed to the Correctional Counselor or the Cashier's Office via electronic kite on JPay. If the issue is about something done at another institution, kite that institution. ***We cannot change transactions done at another institution.***

Requests to send out funds to visitors can be made for approved visitors only, unless approved in writing by the Warden. The request to send money to a person not on your visiting list can be made through your Correctional Counselor on a completed DRC 1004 form, Personal A/C Withdrawal Check-Out Slip. The request must also include a self-addressed embossed envelope. Check-outs are processed and mailed out on a weekly basis. All requests will be processed when received. If funds are not available, the check-out slip will be marked "NSF" (Non-sufficient funds) and returned. We do not hold slips for state pay.

State pay is posted the Friday before the tenth of the month. Any pay owed from another institution is also posted at this time. Cashier does not calculate pay amounts.

Inmates with court-ordered obligations will be notified by the Warden's Collection Designee at the institution where the valid obligation is received. This process limits an inmate's spendable income to \$25.00 per month. All questions regarding court-ordered obligations should be directed by kite to the Warden's Collection Designee. Inmates with court-ordered obligations are not exempt from medical debts.

Regular money orders are no longer accepted at the institutions. Money orders can be posted to accounts by kiosk at select locations or by money orders sent to JPay. Instructions for JPay transactions are posted in all housing units and online. All questions concerning deposits should be directed to the Correctional Counselor or by kite to the Cashier's office.

Cashier's office will still accept government checks, refund checks, and pension checks, etc.

## Commissary

The units are called to shop in the order of the Unit of the Month ranking. The unit that ranks the highest for the month will shop first for the entire month. Commissary will call you to shop by hallway. It is your responsibility to listen for your hallway to be called. Inmates are not permitted to be at Commissary until their dorm and hall have been called to shop. There will be no loitering in the Commissary area when waiting to be called.

Commissary is open 4 days per week to accommodate all inmates' shopping needs. Inmates are not permitted to leave school or work to shop. **Inmates should not be near Commissary if not**

**shopping; this is considered out of place.** Commissary slip/menu will be printed out on the first day of each work week.

The spending limit is \$135. If you have more than \$135 on your books you can exceed that \$135 by buying items that are on store special. (The items on store special are underlined and italicized on your commissary slip/menu). However, if you have less than \$135 in your account, you will only be permitted to spend up to what is in your account.

A copy of the commissary slip/menu is posted in the units on the Commissary bulletin board quarterly. You must have your I.D. and your blue bag with you when you come to shop. You must turn in your own commissary slip/menu and you must remain in the Commissary line until your order has been sold to you. **It is your responsibility to check your receipt and your merchandise before you leave.** If there are any damages or discrepancies, you must report it to the Commissary Manager before you leave the area. If an inmate leaves Commissary, she forfeits the right to question her purchase. Only the current week's commissary list will be accepted.

Commissary does not issue a warranty for any item sold. All electronic purchases will be sold on a separate receipt. That receipt will be signed by the inmate and will be taken to the vault along with the item purchased.

The vault officer will engrave the inmate's name, number, and date on the item. The inmate will receive a property card when she picks the item up from the vault. Receipts will not be reprinted for any reason.

If you have an incentive for an extra shop day, you must ask your Unit Sergeant to notify the Commissary at least 24 hours prior to the day that you want to shop. If the inmate tells the Commissary she would like to shop on a day that the Commissary is not open for shopping (i.e. the day of inventory, etc.) the inmate will wait to shop until the next shopping day.

You must have the amount you are spending written on the line provided for your total. If no total is written, the inmate will be sent back to their unit and will not be allowed to shop until last call for the day. Each inmate must carry their own bag back to the unit.

If an inmate is on Commissary or LPH restriction, that inmate is permitted to spend up to \$10 each week for *personal items only*.

The Lutheran Metropolitan Ministry (LMM) inmates will receive their commissary slips/menu on the first working day of the week. All LMM inmates will turn their commissary slip/menu into the shift office Tuesday morning so that they can be picked up by commissary. All LMM inmates can shop all of the exempt items such as, but not limited to, group sales, electronics, and Fresh Favorites. Cold items, such as ice cream, will not be sold to LMM inmates due to spoilage. A list from the UMC will be provided to the LMM inmates and Commissary identifying which inmates will shop on Wednesdays and which will shop on Thursdays. Pick-up is at 7:45 am from the Commissary.

## **Salon**

Hair appointments can be scheduled with the Salon Supervisor, Monday through Friday from 8:30 a.m. to 10:00 a.m. Students will not be scheduled during school hours

Free haircuts (trims, even ends, and cuts to be in compliance with the inmate grooming policy) are offered on the last Wednesday of each month. Please kite the Salon Supervisor for an appointment. For all other services (wash and sets, flat iron, style cuts, etc.) you must have money in your personal account, pay for your services and have your cash slip when making your appointment. **Services are by appointment only; passes will be issued for all appointments.** Hair-Braiders are available in each housing unit at no cost.

## **Education Department**

The Education Department offers educational programming to inmates at NERC free of charge. All programs have open entry/open exit to accommodate student educational needs. These programs include: basic academic skills, literacy, GED preparation, special education, and career technical education opportunities to those that are eligible. Educational guidance services can be accessed as well. To access these services, please kite the school or see the School Guidance Counselor, or School Administrator.

### **Educational Programs Currently Offered:**

- ABE/Literacy (Adult Basic Education/Literacy)
- Pre-GED
- GED
- Horticulture
- Administrative Professional Support (APS)
- Advanced Job Training Program (AJT)
- Tutor Training
- Special Education
- High School Options

### **Apprenticeship Programs Currently Offered:**

- Janitor
- Cook
- Maintenance Repairer, Building
- Animal Trainer
- Landscape Management Technician
- Recovery Operator
- Material Handler

## Food Service

Food Service prepares three (3) meals per day 7 days a week. If you are planning to eat, you are to report to the dining hall with your unit. Inmates have 10 minutes to report to Correctional Food Service (CFS). A 25-minute time period will be allotted after receiving your tray to eat. The units are called to eat all meals in the order of the Unit of the Month ranking.

- Breakfast is served at approximately 6:45 a.m., immediately following a clear 6:00 a.m. institutional count.
- Lunch is served immediately following a clear 11:00 a.m. institutional count.
- Dinner is served at approximately 4:30 p.m.

Condiments can be taken into the dining room but must remain in the original containers. The condiments must be in the clear plastic carrying bag purchased from commissary.

All inmates, whether working or coming to eat, must conduct themselves in an appropriate manner. There will be no loud talking, no profanity, no horseplay and no talking across the serving line. There are no radios or playing cards permitted in CFS at any time. Please keep in mind that random searches take place upon exiting CFS. **No inmate is permitted to take food out of CFS at any time unless a valid diet card is shown.** There will be no loitering after your meal.

Special diet needs must be authorized by religious and/or medical services. Medical diet cards must be shown for medical diet/snack pick-up.

Vegetarian option request applications can be obtained from Aramark staff. Applications will be reviewed and if approved, the Vegetarian Approval card will be given to the inmate to wear on the ID badge and must be shown for the vegetarian meal option.

### Food Service Workers

Inmates that are classified to CFS will have an orientation on the Saturday after being reclassified at which time job assignments will be made. Sunday will be the first day of work. Inmates will serve a minimum of ninety days once classified to CFS. When coming to work, inmates are to report to the CFS Coordinator that is in charge of the area and sign in. Inmate workers shall turn in their I.D. badges into the CFS Coordinator or CO for count purposes. Inmates are required to see the medical department prior to classification to CFS if you have medical problems that will inhibit you from performing your assigned duties.

All inmates must be released by the CFS Coordinator in their area. Food service workers shall not loiter in the yard in their white uniforms or aprons before, during or after completing their work assignments. Food service workers shall take breaks inside the pavilion next to B Building, while wearing the food service white uniforms. All food service workers are patted down before exiting CFS and random strip searches will be completed.

The Food Service Department has a Cook Apprenticeship program and an IN2Work training program. Details and requirements can be discussed with the Food Service Manager.

## **Institution Inspector**

The Institution Inspector evaluates prison operations to make sure that rules are being followed. The Inspector also facilitates the inmate grievance procedure and investigates inmate complaints. The inspector takes action to correct problems, talks with both staff and inmates and notifies the Warden of potential institutional concerns.

The grievance procedure is a way to express concerns or problems that may come up during your time in prison. This may include complaints about living conditions, staff, inmates, rules, policies and procedures and how you are treated. There are **three** steps in the grievance procedure. Each step is outlined below. Try resolving your problems at the lowest possible step. At each step you will have the chance to voice your problem and explain what happened. Some things cannot be grieved through the grievance procedure. This is because they have their own separate appeal process. Some examples of decisions that cannot be grieved include Hearing Officer and RIB decisions, Administrative Control, Security Classification, Job Assignments, TC Placement and Adult Parole Authority decisions. The inmate grievance procedure is explained in Administrative Rule 5120-9-31 of the Ohio Administrative Code. More information may be found in Administrative Rules 5120-9-29 and 5120-9-30. These rules are available in the library.

### **Step One: Informal Complaint**

If you have a problem that cannot be resolved, kite the staff supervisor working in the area of your concern. If this does not work, you may file an Informal Complaint via the JPay system. For access, log on to your JPay account. At the “Welcome” screen, toggle down to the “Communication Center” tab and click. At the next screen, select “New”, then select from, “Informal Complaint”. Under the tab “Subject Matter”, select “Informal Complaint” and in the “Description” section, locate your area of concern by selecting from the drop-down menu and click to highlight. After you have selected your area of concern, you now have an opportunity to voice your complaint in the “Details” section. There is a character limitation of 5,000 words so be precise and to the point. Once you have typed your concern, hit send to finalize this informal complaint. If you have multiple complaints, address each complaint with an individual submission. You have 14 days from the time the incident occurred to file an informal complaint.

### **Step Two: Grievance**

A completed JPay Grievance electronic form is needed in order to file a grievance. You have 14 days from the date you receive the answer to your informal complaint to file a grievance unless the inspector waives the time limit. To file a grievance, follow the same steps as outlined in Step One above by first accessing your JPay account. Under the “Subject Matter” tab, instead of selecting “Informal Complaint,” select “Grievance.” Explain who, what, where and when. If you need assistance, ask the institutional inspector. Once received, the inspector will read your grievance and investigate it. Depending on the situation, most investigations will be completed within 14 days. If more time is needed, the inspector will notify you. When the investigation is complete, a Disposition of Grievance form will specify the inspector’s findings.

### **Step Three: Appeal**

Read the inspector's disposition. If your complaint is still not resolved or if you feel a mistake was

made, you may then appeal to the Chief Inspector via the electronic JPay communications link. You have 14 days from the date of the disposition to appeal to the Chief Inspector.

Complete the electronic appeal form and explain why you do not agree with the inspector's decision. Stick to the facts and do not add new complaints. When you are done completing the appeal form, hit "Send." The appeal is then sent directly to the office of the Chief Inspector for further investigation. If you believe that the inspector or warden broke a rule or let someone break a rule, then you may file a direct grievance to the Chief Inspector using the JPay electronic communications link as well. You have 30 days from the date of the incident to file your grievance.

Please use the table below when submitting informal complaints.

<b>INFORMAL COMPLAINT REGARDING:</b>	<b>COMPLAINT SHOULD BE SENT TO:</b>	<b>NEXT SUPERVISOR IN LINE:</b>
Bed Moves	Unit Manager (E, F, G, H) Unit Manager (J, K, L, M)	Unit Management Chief
Captain	Major	Deputy Warden
Case manager	Unit Manager (E, F, G, H) Unit Manager (J, K, L, M)	Unit Management Chief
Clothing/Bedding (QM)	Lieutenant/Special Duty	Major
Commissary	Commissary Manager	Business Administrator
Education/Library	School Administrator	Deputy Warden
Food Service	Business Administrator	Deputy Warden
Mail/Visitation	Lieutenant	Major
Maintenance	Maintenance Supervisor	Deputy Warden/Operations
Medical/Dental	Health Care Administrator	Deputy Warden
Mental Health	Psychology Supervisor	Deputy Warden
Officer or Lieutenant	Shift Captain	Major
Recovery Services	Recovery Services	Deputy Warden
Religious Services	Chaplain	Deputy Warden
Correctional Counselor	Unit Manager (E, F, G, H) Unit Manager (J, K, L, M)	Unit Management Chief
Recreation	Unit Management Chief	Deputy Warden/Operations

## Investigator

The Investigator is responsible for all potential criminal and administrative investigations which occur within the institution involving both inmates and staff. Investigations may be related to drugs, employee/inmate relationships, and any violation of rules by inmates, staff and/or visitors. The Ohio State Highway Patrol is the prevailing law enforcement agency over the Northeast Reintegration Center and will also investigate all criminal cases.

Sexual Assaults - It is the policy of the Department of Rehabilitation and Correction to provide a safe, humane and appropriately secure environment, free from the threat of sexual assault for all inmates, by maintaining a program of prevention, detection, response, investigation and tracking. Sexual Assault is defined as any contact between the sex organ of one person and the sex organ, mouth or anus of another person or any intrusion of any part of the body of one person, or any object into the sex organ, mouth or anus of another person, by the use of force or threat of force. An inmate may report a sexual assault to **any** employee.

## Library

The Central Library and Law Library are in M Unit. The library has a variety of books, magazines, newspapers, and reentry resources. In addition, each unit houses a library that is accessible when the Central Library is closed. Library hours are posted outside the library in the foyer of M Unit and in each unit. Inmates should have no more than three (3) central or unit library books in total in their possession.

Law Library: The Law Library consists of the online Lexis Nexis computer, typewriters and legal materials. The Lexis Nexis computer is to be utilized for legal work only.

Appointments to utilize the Lexis Nexis computer can be made no more than 2 weeks in advance. Your time will be limited to 30 minutes per day. If you're 10 minutes late to your appointed time, you will forfeit that time slot. If no one is signed up after your appointed time, you may continue to work. However, if someone is waiting that hasn't had an opportunity to use the legal computer yet for the day, you will need to wrap up your work quickly so they may use the computer.

See the Copy Procedures below for cost of printing out your legal work; the same rules apply. Once you've printed out your legal work it is then immediately deleted.

Copy Procedure: Each copy is .05 cents per page. If you wish to make double-sided copies your cost is then .10 cents per page. There are no free copies. This applies to making copies for groups or for classes. See your group facilitator if you need copies. They are responsible for making your copies.

You may obtain a copy slip from the librarian. The librarian will submit your cash slip to the cashier. It takes about a week for the copy slip to be approved. You must have received back your portion of the slip from the cashier prior to making your copies. Give this slip to the librarian when making your copies.

## **Library Procedures** (continued from page 13)

The Library Procedures Manual is available at the library desk or from the librarian for review. It contains information relevant to the operation procedures of the library. The Manual also contains the following specific information:

- Eligibility to borrow materials
- Length of loan
- List of non-circulating and/or closed reference materials
- Overdue/renewal procedures
- Borrowers' financial responsibilities for lost or damaged materials
- Criteria for suspension of borrowing privileges
- Procedures to recover library materials from inmates being released, transferred or assigned to special housing units
- Unit library procedures
- Library Improvement Plan
- Priority Purchase List

ODRC policies, local policies and Administrative Rules are also available for view in the library as directed by ODRC Policy 58-LIB-01.

## **Mail**

### **Incoming**

Mail is picked up and delivered five (5) days a week, Monday through Friday. All mail, except legal mail, is opened and inspected before you receive it. **For prompt delivery of your mail, it should have your complete name and number.** All letters must have a complete name, number and return address.

Mail call is held after the yard closes at 3:40 p.m. (The actual time may vary). Mail delivered to a unit for an inmate who has been moved or transferred will be forwarded to the new unit by the housing officer. Released or transferred inmate mail will be returned to the mail room.

Legal mail is mail between the inmate and a court of law, attorney, public services law office, law school, or legal clinic. All legal mail is logged upon receipt. The inmate shall be present during the opening and inspection of all legal mail. The inmate will sign for all legal mail. Certified, registered, and special delivery correspondence will be handled as legal mail.

### **Outgoing**

The mailbox is located outside the Food Service Building. Mail is picked up Monday through Friday. Inmates in Restrictive Housing (RH) shall have their mail picked up by mail room staff. **Letters must be sealed and have a complete return address, including name, number and institution address.** Food or commissary items may not be mailed out. Outgoing mail without a complete return address may be confiscated and held 30 days to identify the sender. Incomplete

outgoing mail not identified or claimed by the sender will be destroyed. Sending obscene or threatening letters is prohibited by Administrative Regulation 5120-9-18.

Embossed envelopes must be used for outgoing letters. **Stamps or envelopes with a stamp posted on them are contraband**, except cards/envelopes purchased from Commissary.

Cash slips can be obtained at the housing officer's station and are used for overweight, oversized, and special delivery letters, as well as greeting cards, packages, and postal insurance.

Do not seal your mail/package before the cash slip is issued, as they must be inspected. Cash slips to mail money out to approved sources can also be obtained from the housing officer's station; however, a correctional counselor must sign it to authorize approval.

Regardless of your financial status, you shall receive one (1) free letter per month. Envelopes will be issued during the first week of the month during first shift. To receive your free envelope, you must sign for it, stating that you received it. This includes RH inmates. You may write to whomever you choose. The mailroom officer will place postage on these envelopes at state expense and deliver them to the United States Post Office within a time period no longer than 24 hours excluding weekends and holidays.

## **JPay**

### JPAY Stamps

All inmates will receive eight (8) free JPay stamps at the beginning of the month. If you do not use them by the end of the month that they are received, they will fall off your account. You will not be able to keep accumulating the free JPay stamps.

### JPAY Picture Printing

Once you select the JPAY pictures to be printed and the money is taken off your account, the JPAY pictures will be printed. They will be distributed with the daily inmate mail.

Do not kite maintenance in regard to any JPay issues, the Investigator handles repairing the kiosk only.

## **Packages**

You may receive packages only from Access Securepak, Union Supply, or Walkenhorsts. Packages may not exceed thirty (30) pounds. All packages must have the complete name of the sender and the complete name and number of the inmate on the outside of the package. All packages must have two itemized lists; one on the outside and one on the inside of the package. It must list the name, quantity and price of each item. Only items on the authorized lists may be received. Unacceptable items will be returned to the sender at your expense.

All NERC inmates are eligible to receive sundry, food and exempt boxes. Inmates may receive a maximum of four (4) boxes per calendar year; 2 sundry boxes and 2 food boxes.

Inmates are permitted exempt boxes (examples include: shoes, boots, CD players, radios, headphones, fans and TVs). There is no limit on exempt boxes as long as the inmate is within her possession limit of items. Books and arts and crafts items are not counted as packages.

When property is issued with property cards, the property will not be destroyed by anyone but the vault officer. If property is lost or stolen, file a property theft loss report.

Inmates who still have questions and concerns should contact their unit staff or kite the vault.

The Package Procedure is as follows:

1. Property listed on the forms may be received by the institution in packages and may be possessed by the inmates. Property not on the list, or exceeding authorized limits, will be considered contraband.
2. Personal clothing will be blue or green, solid colors only.
3. Personal clothing must be in your appropriate size.
4. All packages are limited to thirty (30) pounds gross.

The Package List and catalogs are available in the Sergeant's Office and at each housing unit officer's station.

The inmate package procedure is detailed in A.R. 5120-9-33 and DRC Policy 61-PRP-01. This information is available for review upon request from the Central Library located in M-Unit.

## Books

Books can be ordered from anywhere and sent in. The person sending them in must be an approved visitor on your visiting list. In addition, there must be an invoice sent in with the purchaser's name and address on the invoice, as well as your name and ID number. All books are subject to be screened for content before being allowed in.

## Medical Services

The Medical Services department is located in B-Building and provides all medical and nursing care 24 hours a day, 7 days a week using the electronic health record (EHR). The Medical Clinic is **not** a walk-in clinic. You must have an appointment to be present in the clinic area/lobby. **Loitering in the clinic lobby is not permitted. Disciplinary action which may include an out-of-place conduct report may be issued.** If you are experiencing a health-related emergency, notify an officer immediately. The officer will notify Medical staff of the emergency.

### Access to Care-Routine Sick Call Clinic

The Northeast Reintegration Center Medical Department provides the following routine care services for which you **must** submit a Health Service Request form:

- **Medical** (physical health concerns/complaint)
- **Dental** (oral health concerns/complaint)

- **Eye** (vision related health concerns/complaint)
- **Foot** (feet/ankle health related concerns/complaint)
- **Pharmacy** (prescription refills, medication re-orders, medication issues)

To access any routine medical services pick-up, fill-out and return a Health Services Request form. The form can be obtained from the officer station. Please fill out the form and drop it off in the white box located on the east outside wall of the B-Building. Be specific as to what your complaint/issue is. You may also write what type of medication you are taking or need refilled. Your request will be reviewed by a Registered Nurse (RN). Do NOT submit medical service request through the J-pay system. If you do you will receive a response to submit a Health Service Request and this may delay your medical treatment.

If you have a **medical or dental emergency, ask the unit officer to call Medical immediately. Do NOT submit a Health Service Request for an emergency.**

### **Chronic Care Clinics**

There is no charge for chronic care clinic visits. You will be automatically scheduled to see the doctor and/or chronic care nurse when you are due for a visit. Attendance to chronic care clinic visits is **mandatory – no exceptions.**

### **Physical Exams**

Free physical exams are made available, if you meet any of the following criteria:

- Over 50 years old (once per year)
- Ages 40 - 50 years old (once every 2 years)

Any inmate under 40 years old who wishes to have a physical must send a Health Service Request requesting a physical exam.

### **Test Results**

If you had lab work, pap/pelvic exam, or a recent appointment at FMC/OSU and would like to know your results, please fill out a Health Service Request form for an appointment to discuss your results with the physician.

### **Medical Restrictions/Medical Lay-In Slips**

The facility Medical Doctor can issue appropriate medical restrictions such as bottom-bunk or bottom range assignments. Lay ins are only issued by a nurse for 24 hours. Extended lay ins are only issued by the doctor. Previously issued restrictions from other facilities expire within 2 weeks of arriving at NERC. Long-term medical restrictions are reviewed and updated annually.

### **Medication Refills**

Upon arrival to NERC inmates currently taking medications prescribed at ORW will have those medications continued for at least 14 days upon transfer. Within that time, you will be seen by a prescriber (physician, psychiatrist, and/or nurse practitioner) to determine if the medication order

will be continued or discontinued. Once your medications have been ordered, you may pick up your medications within 2 days in the medication room between 5:30 p.m. - 6:00 p.m. Monday-Friday. All medications must be secured in your lock box.

All medication is to be taken as prescribed. Self-carry medications that are not taken as prescribed and/or life-sustaining medications that are found to have several missed doses will be confiscated and made Nurse Dispense Only. You may also be subject to discipline for violation of Rule 42: Misuse of Authorized Medication.

Inmates must report to pill pass for all life-sustaining medications. Your health is important and taking your medication as prescribed is your responsibility and should be taken seriously.

Over-the-counter medications are available at commissary for you to purchase. Tylenol, Ibuprofen (Motrin), Aleve, cold tablets, cough syrup, creams, lotions, etc. should all be purchased at the commissary.

### **Home-going/Release Medications**

Any chronic care patient that has been approved for release of any kind from NERC should submit a Health Service Request to be seen by the physician at least 2 weeks prior to your release date. This enables your chronic care prescriptions to be ordered and made available for you the day you leave the facility. You will receive a 2-week to 30-day supply of medications prior to leaving the facility.

### **Medication Administration/Pill Call**

Medication Pass/Pill Call occurs at the following times:

- A.M. (Morning) 7:45 a.m. - 9:00 a.m.
- Noon (Lunch) 12:15 p.m. - 1:30 p.m.
- P.M. (Evening) 6:00 p.m. - 8:00 p.m.
- HS (Bedtime) 8:00 p.m. - 8:50 p.m.

Please review pill call schedules posted in the housing units regarding what time you are expected to report to pill call based on the last two digits of your inmate ID #.

**Please note:** Insulin injections and diabetic checks occur immediately before all meals during the day and at bedtime in B-Building clinic (Insulin Line). You are expected to report promptly when count clears and the yard opens for Medical. Please see posted schedule in the housing unit regarding the time/days you are expected to report for insulin/diabetic checks.

### **Use of Generic Medications**

In order to ensure quality and continuity of drug distribution and cost-effective use of medications, each institution and pharmacy within the Ohio Department of Rehabilitation and Correction is to have and use a drug formulary. The drug formulary helps guide selection of the most cost-effective pharmaceutical care for patients particularly those in classes where many therapeutic alternatives exist. The formulary identifies generic and references brand names for each formulary drug, daily dosing, formulation and cost information. It is not the purpose of the drug formulary to deny or

delay a needed drug to a patient.

### **Health Prevention and Health Promotion**

It is in your best interest to wash your hands as often as you can to prevent transmission of diseases.

We encourage all inmates to take advantage of any Health Prevention/Health Promotion programs as they are offered at NERC including the annual inmate Health Fair and the annual Flu Vaccine program. All inmates are required to complete annual tuberculosis (TB) Screening.

Nutritional counseling services are available to all inmates by sending a Health Service Request form to see the doctor for a referral or by a referral from the doctor automatically to address chronic disease issues.

When using any disinfectant product, it is a mandatory precaution that all inmates wear safety goggles and plastic/rubber gloves. Only inmates wearing the proper safety equipment are to handle these chemicals. Any inmate found handling these types of chemicals and not wearing the appropriate apparel will receive a conduct report.

### **Co-pay**

All medical services initiated through a Health Services Request form will carry a \$2.00 co-pay charge **EXCEPT** dental and chronic care visits which are free of charge. All medical services initiated through emergency procedures will be free if an actual emergency exists. A \$3.00 co-pay charge will be administered if it is determined that no emergency existed. You will not be denied treatment due to lack of funds. You may contest a co-pay charge by sending a kite to the Health Care Administrator (HCA). If you are not satisfied with the decision of the HCA, you may initiate the grievance process by submitting an Informal Complaint Resolution.

## **Dental Care Access**

NERC has a fully equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care. (If you will be in the DRC for a year or less, you are only eligible for emergency or urgent dental care.)

There is NO co-pay for any dental care services per DRC policy.

**Dental Emergency** – Have the housing unit officer or any other staff person contact the ER nurse phone line as soon as possible for:

- tooth pain
- uncontrolled bleeding
- broken jaw
- constant excruciating pain

**Urgent Dental Care**—Submit a Health Service Request form describing your urgent dental issue and a nurse will review for an immediate nurse sick call or dental appointment the next day for:

- tooth/mouth discomfort
- broken tooth
- broken denture
- infection in teeth/gums/tongue
- large painful cavity

**Routine Dental Care** – Submit a Health Service Request form to dental explaining your dental needs and the dental assistant will review and schedule an appointment with dental providers for:

- cavities
- problems chewing
- cleaning
- dentures – Remaining prison sentence must be greater than 3 years

## **Mental Health Services**

Northeast Reintegration Center (NERC) Mental Health Services is located in H Unit and provides the following services to all residents by a staff of Mental Health Professionals:

- Screening of all residents entering the institution and orientation to Mental Health Services.
- Response to referrals of a resident made by NERC staff and self-referral through the resident kite system.
- Evaluation for future services of a resident referred by the screening process, staff referrals, or self-referrals.
- Assessment and creation of a treatment plan for a resident needing Mental Health Services, which might include group therapy as well as individual contacts with a Mental Health liaison.
- Referral to Psychiatric Services, if necessary, for medication evaluation.
- Crisis stabilization services, residential treatment and hospitalization, if necessary.
- Arrange for transfer to specialized units based on special Mental Health needs.
- Psychological evaluations to assist with treatment within other departments.

### How to Access Mental Health Services and Programs

If a resident would like to speak with Mental Health Staff about a routine matter, send a kite to the Mental Health Department requesting to see a Mental Health Staff person. Each resident requesting services will be sent a pass and/or a response via the kite system. In emergency situations, the resident is to contact her Unit or Custody staff who will contact Mental Health Services. NERC mental health open office hour services are available during normal business days from 8:00am-10:00am and from 1:00pm-3:00pm. You may access MH services during open office hours by contacting your unit corrections officer and having them call the mental health department. Please do not walk over to H unit without being requested to come to the unit first. You are to check in with the MH secretary and wait in the waiting area for your appointment. Your assigned MH staff member will come get you for your appointment.

As part of their treatment, residents who are on the Mental Health caseload may be referred to programs and groups available through the Mental Health department. If a resident is on the caseload and would like to be part of group treatment or a program, then she should speak with their designated Mental Health Staff.

Each resident who is transferred to NERC will be sent a pass to come to Mental Health Services for a brief screening and orientation interview.

### Confidentiality Issues

The Ohio Department of Rehabilitation and Correction uses an inter-disciplinary correctional healthcare record. Mental Health falls under the umbrella of correctional healthcare and Mental Health information will be part of the overall health record. Mental Health Services may release information contained in the mental health file to correctional personnel and/or appropriate law enforcement authorities when the resident is:

- Suicidal
- Homicidal
- Presenting a clear danger of injury to self or others
- Presenting a reasonably clear risk of escape or creation of internal disorder or riot
- Receiving psychotropic medication
- Requiring movement to a special unit or cell for observation, evaluation or treatment of an acute problem
- Requiring a new program assignment for mental health, medical, or security reasons
- Readers are also urged to review the DRC5196, Mental Health Services Inmate Orientation for further limits of confidentiality. This form is given to residents at MH orientation and you can also receive a copy by requesting one from mental health staff.

The information above, when disclosed to correctional personnel, shall be used only to further the security of the institution or treatment of the resident and shall not be used otherwise. Information is also shared between Mental Health Staff, Medical, and Recovery Services staff on a need to know basis. All other persons or agencies require an Authorization for Release of MH Information signed by the resident before gaining access to the mental health file.

Any resident who believes that the Mental Health Services offered to her are not adequate may kite Mental Health Staff at NERC; submit an informal complaint to the Mental Health Administrator: Dr. Mericle, PsyD; or file an Inmate Grievance according to Administrative Rule 5120-9-31.

## **Reentry Services**

It is the policy of the Ohio Department of Rehabilitation and Correction to provide or support reentry programs that incorporate the principles associated with effective correctional programing.

Effective reentry programming shall be based upon the dynamic need areas identified on the Reentry Accountability Plan. Reentry programming shall begin at the institution and, if required, shall continue into the community during the period of supervision.

NERC offers a social service program that provides a range of resources appropriate to the needs of inmates including individual counseling, family planning, parental education, and community services.

## **Inmate Records**

Please note: NERC does not staff a Records Office

When you are transferred to NERC, your master file accompanies you. Your master file contains documents such as indictments, journal entries and jail time credit. **YOU WILL NOT BE PROVIDED COPIES OF THESE DOCUMENTS.** If you wish to obtain copies, you must write to the Clerk of Courts in the jurisdiction in which you were sentenced. Your file will be reviewed for accuracy within one week of your arrival. If there are any changes, we will notify you.

If your crime was committed PRIOR to July 1, 1996, you were sentenced under House Bill 261 (HB261).

If your crime was committed AFTER July 1, 1996, you were sentenced under Senate Bill 2 (SB2).

### **Jail Time Credit – A.R. 5120-2-04**

Jail time credit is used to reduce your expiration of definite sentence, expiration of stated term, first parole hearing and/or your maximum expiration of sentence date. The amount of jail time credit deducted from your sentence is obtained from your journal entry. If your journal entry does not indicate the specific number of days that you are to be credited, kite the Bureau of Sentence Computation (BOSC).

If you feel that you have not received all the jail time credit that you are entitled, please contact your attorney or see the library for assistance in filing for your jail credit.

If you file for jail credit, make sure you request the **TOTAL** amount of jail credit that you believe you should have. Provide dates if possible. The Bureau of Sentence Computation can only credit you with the amount of jail credit given in the *most recent* journal entry from the court. (Example: If you have 50 days of jail credit and we receive a new entry that indicates, “Defendant granted 5 days of jail credit.” We must then change your Jail Credit *from 50 to 5.*)

All responses and journal entries must be mailed directly to: Bureau of Sentence Computation  
4545 Fisher Road  
Columbus, Ohio 43228

When we receive additional jail credit for you, you will be notified.

### **Good Time\* – A.R. 5120-2-05 & A.R. 5120-2-12**

When your sentence has been computed, you will either have an EDS date or a First Hearing date.

Your sentence will be reduced by various amounts of Good Time according to when your crime was committed and the law in effect at that time. Good Time can be taken away if you violate a rule of the institution and it is recommended by the Rules Infractions Board (RIB) and/or Serious Misconduct Panel (SMP).

\* Senate Bill 2 inmates are NOT eligible for Good Time.

### **Earned Credit – A.R. 5120-2-07 & 5120-2-08**

Earned Credit is a method to reduce your expiration of definite sentence, expiration of stated term or your first parole hearing. Earned credit does NOT get applied to a maximum expiration of sentence date. Senate Bill 2 inmates can only receive a total of 1 day per month.

Earned Credit can be earned for the following areas:

- Minimum Security Status (1As & 1Bs) (HB261 ONLY)
- Education Participation
- Program Participation
- Ohio Penal Industries Participation
- Work Extension Program Participation
- House Bill 86
  - Increases earned credit from 1 to 5 days per month for certain inmates.
  - All sex inmate inmates are excluded from any earned credit eligibility.
  - Language added to exclude most Felony 1 and 2 inmates from eligibility for expanded credits.
  - Includes provision requiring GPS monitoring for the first 14 days following release for inmates who earn over 60 days of credits while incarcerated.
  - Caps overall earned credit and/or program completion credit at 8 percent.
  - Program completion credits: 5 days earned one time on second program completion only.
  - This provision of the bill is prospective (will not apply to those currently incarcerated).

See Unit Staff or Program Director for eligibility requirements.

Earned Credit is posted the first week of the month for the credit earned in the previous month.

Inmates confined in LPH or RH for any part of any given month are not eligible to receive credit for that month.

Inmates who are receiving earned credit to reduce their initial parole board date should know that for scheduling purposes, any parole board date that falls AFTER the 15<sup>th</sup> day of the month has a board date for the following month. EXAMPLE: If your parole date is 10/16/09, this would be a November 2009 board date to be heard in September 2009. Once you have seen the Parole Board for your first hearing, you are no longer eligible to receive earned credit.

## **Transitional Control**

The Parole Board can screen for Transitional Control twelve (12) months prior to your expiration of definite sentence, expiration of stated term or first hearing. The latest you can be screened is 120 days before your max date.

**Note:** When placed on TC, you do NOT have a choice as to which Halfway House you will be assigned.

If approved for TC, you may leave when you are *within 180 days* of your release date. See the Law Library for eligibility requirements and the screening schedule.

## **Judicial Release & Shock Probation (Applies to HB 261 only)**

You may apply for Judicial Release & Shock Probation through the court/judge that sentenced you. These programs are not handled by the institution. Please contact your attorney regarding eligibility requirements.

## **Warrant Checks & Detainers (Warden's Administrative Assistant)**

If we have a warrant on file for you, we will notify you. The institution does **NOT** run a warrant check until the day prior to your release.

If you are sure that you have a pending charge, you need to kite the Warden's Administrative Assistant with the following information:

- County or city of pending charges
- Offense
- Case Number

When we receive this information from you, we will send a form letter to the agency and request that they send us a copy of their warrant. We will then assist you in filing for a fast & speedy trial, if the charge is untried.

If you currently have a detainer and you feel it should be removed, you need to write to the agency and ask that they send the Bureau of Sentence Computation a letter requesting that the detainer be removed. We cannot remove a detainer without a written request from the agency that placed it.

## **Day of Release (Captain's Office)**

On the day of your release, you will be called over to M Building no later than 8:00 a.m. to begin the release process. This process should take approximately 30 minutes. Instruct the person picking you up to arrive and wait in the Visitor parking lot between 9:30 a.m. and 10:00 a.m. and inform the Control Center on the intercom that they have arrived.

**Note:** If you need a ride to the bus station, notify your Case Manager at least 2 weeks before release.

**Note:** If your release date falls on a Saturday, Sunday or a holiday, you will be processed on the last working day before your release date. You will then be released at 8:00 a.m. on your actual release date.

## **Transitional Control Releases**

On the day of your release, all your property must fit into two (2) bags. The Vault Officer will hold excessive items for up to 60 days for someone to pick up. You are not permitted to take food. Staff from the Adult Parole Authority or the Halfway House will pick you up.

**Please direct your questions to the following contacts:**

<b>If your question is regarding:</b>	<b>Contact:</b>
Sentencing/calculation	Bureau of Sentence Computation
Detainers	Unit Staff-BOSCO
Jail Credit	Attorney or Judge
Release/Board Dates	Unit Staff—Case manager
Security Reviews	Unit Staff—Case manager
Account Status	Corr. Counselor—Cashier

## **Inmate Groups**

### **Fellowship of Christian Athletes**

The purpose of this group is to inspire women through faith and sports. Focus is placed on equipping, empowering and encouraging athletes, coaches and leaders to impact and influence individuals through their devotion to a Christian lifestyle.

### **Jaycees**

The purpose of this group is to provide development opportunities that empower women to create positive change while being the leading global network of young active citizens.

### **NAACP**

The purpose of this group is to build, unify and work collectively to fulfill duties to the best of our ability. We will impact our community by setting up opportunities for free knowledge, education and bridge the gap between prisoners and the prospective communities in which our members will return. The NAACP shall support organizations outside of the prison while advocating for the civil rights of all human beings.

## **Toastmasters**

The purpose of this group is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.

## **Recreation**

Recreation offers a variety of programs covering sports, aerobics, weights, entertainment, culture, leisure, arts & crafts, community service and photography. There is a monthly calendar posted in every unit. You are encouraged to maintain good physical condition and participate in activities to make good use of your leisure time. You must be certified through the Recreation Department prior to using the weight and elliptical machines. Officers will log use of the weight equipment in logbooks provided to each unit by the recreation therapist. Movies are offered Friday nights through Tuesday afternoons. **All recreation programs are a privilege and any disagreements may result in a loss of privileges.** Photos for visitation and other events are purchased through commissary.

Jogging is permitted around the compound for an hour after count clears in the morning, afternoon and evenings. Beyond this, jogging will be restricted to the basketball court.

## **Religious Services**

Religious services are conducted by the Chaplain. The office is located in K-142. Office hours are Monday through Thursday from 2:00 p.m. - 3:30p.m. There are a number of religious services to attend and your participation is encouraged.

Religious activities include:

Women's Spirituality	Silent Choir
Bible Studies (All Books of Bible)	Muslim Study
Women of Victory	Grief and Loss
Praise Dancers	Catholic Mass
Divine Choir	Protestant Worship
Jehovah Witness Study	Gospel Choir
Music Workshops/ lessons	Buddhist Study & Practices
Prison Fellowship Bible Study	

New Beginning Spiritual Library is located in K-141. The library hours are Monday through Friday from 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. The library is closed on Saturday and Sunday.

## **Inter-faith Dorm**

K Unit is an Inter-faith Dorm named Nikos Patheos (Victorious Path of God)

Eligibility for Inter-faith dorm: No *restrictive housing* in the past six months, limited tickets in the last 6 months, and involved with personal faith and growth.

Core values: mutual respect, responsibility and accountability, and investment in one's life.  
There are four phases (four - 11-week quarters)

*Religious Education - Intro Classes*  
*Personal Responsibility/soft skills/anger management*  
*Vocational/Job Readiness/Financial*

## **Recovery Services**

Recovery Services assists offenders in beginning to recover from Substance Use Disorders (SUD). The Voluntary Program is for those who choose to begin to live a clean and sober lifestyle. The voluntary programs & support services offered at NERC are:

### **Intensive Outpatient Program (IOP)**

This is a 6 month program. Participants attend group 10 hours per week plus 2 hours weekly AA & NA attendance. This 6-month program involves a lot of lifework, looking inward, and meaningful self-disclosure. There are three phases; Treatment Readiness (TRP), Intensive Outpatient and Recovery Maintenance Program (RMP). Earned Credit approved.

### **Brief intervention program (BIP)**

is for those individuals with shorter sentences and are being released within the next 6 months. Group participants meet 4 hours per week plus 2 hours weekly AA & NA attendance. Earned Credit approved.

**Rule 39 Intervention** (an educational interactive intervention for those who may have had a positive drug test or been found in possession of drugs). Participants will be evaluated for eligibility and engagement in Recovery Services treatment programs.

**Support Meetings: Continuing Care** (as staffing and space allow)

Alcoholics Anonymous (AA)

Narcotics Anonymous (NA)

### **MAT:**

Medication assisted treatment for those with a diagnosis of either Opioid Use Disorder Diagnosis or severe Alcohol Use Disorder. Staff will provide education and screening for those requesting to be enrolled in the MAT program.

### **Narcan:**

Staff will provide education and the medical department will provide the Narcan kit upon release.

**Kite Recovery Services for placement on the waiting list for services.**

## Quartermaster

Upon arrival, you will be issued clothing and bedding. A clothing request form (DRC2672) can be obtained from the officer in each housing unit. Complete this form and place in the mailbox outside of M unit. Sign your name, number, date and item you need. Remember, you are only allowed a clothing exchange every ninety (90) days. You may report to exchange improper fitting, worn out, stained or torn clothing only after being notified by the Quartermaster. Any stolen items must be verified by a theft report in order to be replaced without cost to the inmate. Any altered clothing or damage due to negligence will be at the inmate's expense. Any changes in this procedure will be posted on the unit bulletin boards.

Clothing exchange procedures will be conducted in the following manner:

1. Undergarments (i.e.: bras, panties, socks) will be issued when deemed necessary by the Quartermaster.
2. There will be an undergarment and shoe make-up list for inmates who do not receive these items at the time of their issuance when the needed size is not in stock.
3. State clothing (pants, shirts, coats, sweatshirts, gowns, sheets, pillowcases, towels, and washcloths) will also be issued on an annual basis. This will depend on information taken from the inmates' clothing record card and the availability of Quartermaster clothing. All clothing will be exchanged at this time.

Before damaged items are replaced, these items will be closely screened for normal wear and tear. All items damaged by alterations or malicious destruction will be replaced at the expense of the inmate. All inmates requiring an exchange of articles or in need of undergarments **must** complete a clothing request form (DRC2672) and place in the mailbox located outside of M unit. Emergency requirements must go through your Sergeant. Standard issue amounts will be: 5 pair of panties, 3 bras and 5 pairs of socks.

Standard issued items will be evaluated at the time of arrival to NERC. Any inmate who does not possess the amount of standard issued items will be given additional items at that time. All emergencies must be directed to your Sergeant.

Undergarments will be issued when feasible and upon availability when deemed necessary by the Quartermaster. Securing inmate property is the responsibility of the inmate. Lost and damaged property will be the financial responsibility of the inmate. This does not include normal wear and tear. The need will be determined by the Quartermaster.

## Telephones

Telephones are available in your unit Mondays through Thursdays from 7:00 a.m. to 11:30 p.m. and on Fridays and Sundays from 7:00 a.m. to 1:50 a.m. except during count times or as directed by staff. Calls will be limited to 30 minutes. Abuse of telephone use, including use of another inmate's account, could result in loss of telephone privileges and/or other discipline. **INMATE PHONES CAN BE MONITORED AT ANY TIME.** Inmate call lists will be limited to the first fifteen telephone numbers you call. During peak hours, inmates may be required to sign up at the C.O. station to make telephone calls. Instructions for telephone use and pin number information

will be made available in each housing unit. Emergency telephone call requests must be made through unit staff. All emergency call requests must be approved by the Unit Manager prior to the call being made. In the event you cannot contact a unit staff person, seek assistance from your unit officer who will contact the necessary staff to assist you.

Calls to social service agencies, courts and attorneys (not made by you) must be requested in writing to your case manager who will then submit the request to the Warden's designee for approval.

All inmate calls are subject to electronic monitoring. Three (3)-way calls and call forwarding are strictly prohibited, and such calls will be terminated when detected. Contact the Investigator through the kite system if you experience problems with the phone system.

### **GTL Tablets**

Upon arrival at NERC, you will be given the option to receive a GTL tablet for the duration of your time. Tablets will be issued through the Vault and within 10 days of release should be returned. See posted hours for any service that is needed.

Per the contract with GTL, if RIB finds an inmate guilty of damaging or destroying a state-issued tablet from GTL, the inmate is responsible for the tablet's replacement cost (generally \$199.00).

Tablets should not be used during count times or any other time when specifically stated by Administration, Custody or Unit Management.

### **Classification & Reclassification**

Within seven (7) calendar days of admission to the institution, you will be notified to report before the Classification Committee. At that time a job or school assignment will be designated. Annually, your security level will be reviewed by unit staff. You will also be given an explanation of the classification/reclassification procedures. Your job assignment will be for an initial period of ninety (90) days, after which time you may request a job change. Institutional need or disciplinary transfers may alter the ninety (90) daytime period. Education and psychological testing results, previous work experience and skills, medical and physical limitations, available job openings, and institutional needs will be taken into consideration when making your job assignment.

### **Inmate Jobs**

Newly arriving inmates will be in orientation status until they are re-classed the following week. Interviews will be done to determine specific job placements. A recommendation will be made, and the inmate will be scheduled for a job classification hearing with the Classification Committee. A work evaluation will be completed after the initial 30 days of any job, yearly and for special needs. An inmate must remain on an assigned job for a period no less than 90 days. After a 90-day period has been completed the inmate may request a job change (via the kite system). A job change is not guaranteed after 90 days. A work evaluation will be forwarded to the work site to be completed by the inmate's supervisor. Upon completion and receipt of the work evaluation,

the inmate may be scheduled for a job change.

Inmates assigned to work at Correctional Food Service (CFS) will be required to work 90 days before being able to be re-classed to another institution assignment. After an initial job assignment at CFS, a minimum of forty-five days will be required before any internal job reassignments are possible barring any institutional need. Other job-related responsibilities may include earning state pay, earned credit, release prep classes, pass issuance and inmate job linkage.

## **Inmate Electronic Monitoring**

Inmates assigned to an outside work crew will be issued an electronic monitoring device. The device will be applied to the ankle and shall not be removed. Do not tamper with the device in any way or attempt to remove it.

A charging cord will be issued which the inmate will be solely responsible for. It is strongly suggested that the charging cord be placed in a footlocker when not in use. The GPS device must be charged for a minimum of two (2) hours per day. The device must be charged at 75% in order to be assigned to outside work. If the device is not charged at 75% and this prevents access to the assigned job assignment, disciplinary action will be taken.

Immediately report any unintentional damage that may occur to the equipment. Do not attempt to alter any part of the electronic monitoring device or the accessories issued for use with the device. There will be up to a fifty-dollar (\$50.00) reimbursement fee for any intentional damages to the electronic monitoring device or the accessories issued with the device. Ensure that the electronic monitoring device is kept clean and in good condition.

## **Visitation**

Visitation is a privilege and meaningful contacts with family and friends are encouraged. Days and visiting hours are posted on the bulletin board within the housing units. Contact your housing officer for assistance if needed.

Approved visitors must register at <https://ohdoc.gtlvistme.com/app> in order to make visitation reservations unless otherwise stated.

Each Visitor (including children) must register on-line and receive a visitor ID number.

Inmates may bring the following items to the visit: one (1) comb or pick, one (1) wedding band, one (1) pair of prescription glasses, one (1) handkerchief and one (1) pair of earrings. These items will be noted by the shakedown officer before and after the visit. **Visitors and inmates shall not exchange any articles such as jewelry or shoes.**

### **Visiting List**

All visitors including all minor children must apply for a visit through the application process. For more details, contact your case manager.

You are responsible for the accuracy of your visiting list. Changes and/or corrections are to be made through the Case Manager. Approved visitors may visit as many times per month as they wish. **Inmates are allowed to receive a total of three (3) visitors at any one time** (This is in addition to an infant child (under 18 months old) that does not take a visitation chair). The Unit Management Chief will approve or disapprove, in advance, any group of visitors exceeding four (4) in number. See your Case manager to initiate a Special Visit Request.

Visits may be denied or terminated, with approval of the Shift Commander or designee, in the case of loud, disruptive behavior, excessive physical contact; or abusive, disrespectful, or obscene conduct. **Reasonable** kissing and embracing at the beginning and end of a visit is permitted. The Visitation Officer shall complete an Incident and/or Conduct Report, and an inmate may be subject to disciplinary action if found to be in violation of any visiting rule.

### **Visiting Guidelines**

All visitors must have a picture identification to visit. All inmates and visitors will be directed to the visiting room by the Correction Officer. Individuals should not move to another seat once they have been seated.

Money, cellular phones, food, drink and tobacco shall not be brought in by the visitor. Vending machines are available. Visitors are permitted to purchase a vending card in the entry building. It is recommended that visitors bring in small bills to use in the vending card machine. Inmates shall not handle money. Inmates may not purchase items from the vending machines, using vending cards. Visitors may purchase from institutional approved fundraisers to share with the inmate.

Infant carriers are permitted but are subject to regular search procedures. Clear plastic bags are required in place of diaper bags. They may include a reasonable number of diapers and baby wipes, three (3) plastic baby bottles, three (3) plastic food containers, and one (1) pacifier.

Children playing in the reading room must follow the rules posted for this area.

A friend may be added or deleted from your visiting list by making a written request to the Case manager. To add a friend or family member to your visiting list, a visiting application may be obtained from the Case manager or may be downloaded from the DRC website at: [www.drc.state.oh.us](http://www.drc.state.oh.us). You are responsible for sending the application to your prospective visitor. Upon its return, the Case manager will process the completed application and notify you of the final result.

Inmates may add or remove visitors by notifying their unit staff. There are no restrictions on how often an inmate may change/remove visitors. The Case manager will also notify, in writing, the inmate of the decision on the application and the reason for such. Visitors can be excluded from the visiting list in accordance with Administrative Regulation 5120-9-15.

Minor visitors, seventeen (17) years of age and younger, not accompanied by a parent or guardian, may not visit with another adult visitor. Parents (other than incarcerated parent) or guardians of a minor must first submit written notarized permission to the inmate's case manager prior to the

minor visiting with someone other than their parent or guardian. Permission will be kept in the visiting file.

### **Other Visits/Visitors**

Inmates housed in Restrictive Housing will be escorted to and from the visiting room, in handcuffs, by a Correction Officer or Correction Counselor.

Inmates in LPH will conduct visits during specific visitation times. The visit may be canceled up until the time of the visit if the inmate displays inappropriate behavior. Cancellation of the visit will be made by the Warden or his/her designee only.

Special visits are permitted and should be requested through your Case manager ten (10) days prior to the date of the visit. Special visits will only be granted for extenuating circumstances and require reservations. Special visits will be approved or disapproved by the Unit Manager. You will then be notified of the decision. Special visits are only granted once every ninety (90) days. Special visits will be approved on a case-by-case basis.

To strengthen family ties between a mother and her children, a bonding visit may be substituted in place of a regular visit once per month. A bonding visit allows all of your children under the age of eighteen (18) years to visit with one (1) approved adult visitor. To qualify for a bonding visit, you must have more than two (2) verified children under the age of eighteen (18) and have documentation processed by your Case manager.

### **Friend to Friend**

Inmates who receive few or no visits can request a Friend to Friend volunteer. An application is to be made through the unit staff.

**Inmates are not permitted to solicit any volunteer to send them packages or to put money on their account.**

### **Minister and Attorney**

A minister or attorney may visit during normal visiting hours but may not bring additional visitors with them. Spouses of a minister or an attorney are **not** permitted. A minister or attorney must show proper identification and have prior approval.

Other professional visits must be requested through unit staff.

All arrangements are to be made before the date of the visit.

The visiting schedule will be explained to you by the Visitation Officer during the institutional orientation. You must submit a kite or speak to your Case manager for bonding visit approval at least three (3) visitation working days in advance of the requested date and no more than fourteen (14) days in advance.

### **Visiting Hours**

Tuesday, Saturday & Sunday: 8:00 a.m. - 5:30 p.m.  
Monday: 9:00 a.m. - 6:30 p.m.

Visiting is closed on Wednesdays, Thursdays, Fridays and all State Holidays.

All visitors entering the institution should be reminded that conveying or attempting to convey drugs, weapons, money, cellular phones or any type of contraband into a state detention center is a violation of Ohio Law.

Visitors are expected to wear appropriate attire. The visiting supervisor has the right to deny a visit due to inappropriate clothing or behavior. **It is the inmate's responsibility to notify your visitor of the visiting dress code and rules.**

- Shoes and shirts must be worn.
- Appropriate undergarments must be worn (example: bra, slip, underwear)
- No see-through or tight-fitting clothing.
- No pants/shorts that have holes/rips in them.
- No shorts except for children under 12 years old.
- No skirts or dresses higher than the middle of the knee.
- No clothing with gang/club insignias or obscene gestures or language.
- No tank tops, tube tops, muscle shirts and no bare midriffs.
- All visitors are subject to clear the metal detector.

Transportation for visitors unable to drive to the institution for visiting purposes is available as outlined below. The Prison Reform Advocacy Center provides transportation to most institutions in the state of Ohio. The transportation service listed below is currently the only service offering transportation to this area.

New Connections Transportation Services 216-397-1253

Northeast Reintegration Center  
2675 E. 30<sup>th</sup> Street  
Cleveland, OH 44115

From the South

Take I-71 North to I-90 East. Take I-90 East 1/2 mile to I-77 South.  
Take 30th Street exit to the right.  
Institution is on the left side of the road.

From the North

Take I-77 South to the 30<sup>th</sup> Street exit to the right.  
Institution is on the left side of the road.

## Count

Counts are taken at regular times throughout the day and night. Count times for NERC:

- 2:00 a.m.
- 6:00 a.m.

11:00 a.m.  
4:00 p.m. standing count  
9:00 p.m.  
11:30 p.m.

You are required to stand by your bunk during 4:00 p.m. standing count. For all other counts, you are required to remain on your assigned bunk until count has cleared. You are required to refrain from doing anything that would make it difficult for staff to identify you during count. Your cooperation is expected, and you are to obey all orders given during count. Inmates may watch TV or listen to radios or tablets during count. Headphones must be worn at all times. The officer shouldn't hear sounds from the device. **Quiet is to be maintained during count.** Appropriate dress is expected during any and all count times. Those on "out count" must remain in the area as assigned.

## **Notification of Serious Illness or Death of a Family Member**

Whenever an inmate receives information regarding the serious illness or death of an immediate family member (including grandparents), the inmate can see the Chaplain for an emergency call. When the death concerns someone that is not a member of the immediate family (uncles, cousins, aunts, nieces, nephews) the call should be made during routine phone hours. If the family made the effort to call in the information, the Chaplain should be notified for verification. In the Chaplain's absence, verification of serious illnesses or death will be verified by the Warden's Office. All funeral and bedside visits will be arranged through the Warden's Office.

## **Next of Kin Information**

The inmate may change or add information to the Notification of Next-of-Kin form at any time, by submitting such change in writing to your Case manager, Unit Manager, or medical department. Copies of the form are located in B-Building lobby for inmates to fill out and drop in the Health Service Request box. Copies of an updated form will be forwarded as necessary for placement in your medical, unit and master files.

## **Fire and General Safety**

Fire prevention is important to all of us. NERC is a smoke-free facility and smoking is not permitted.

Fire drills will be conducted on a random basis. During a fire drill you are to leave the building immediately in a safe and orderly manner. You should know the evacuation plan for your unit and work area. The evacuation plan is located on the inmate bulletin board.

In case of fire, follow the instructions of your officer and exit the building immediately.

There are to be no items obstructing the ventilation system in the cells or items hanging from the smoke detector or sprinkler system. Additionally, inmates are prohibited from propping cell or cubicle doors open as this creates a violation of the Fire Code because the closed doors prevent the spread of fire. Disciplinary action will be taken against anyone tampering with fire equipment,

creating a fire hazard, and/or violating safety rules and regulations of the institution.

All accidents and injuries must be reported **immediately**. Protective/Safety clothing and equipment are to be worn only when working. Walk to the right on stairways, walkways, and hallways whenever possible. During any unusual circumstances not covered above, follow the directions given by staff.

Personal Protective Equipment (PPE) will be provided and should be utilized when using cleaning chemicals if indicated on the MSD Sheets. All inmates will receive orientation upon arrival to the facility. Part of this orientation will include the proper use and precautions when using the general cleaning chemicals. You should know the safety procedure for your work area and follow the supervisor's instruction on the use of protective clothing, safety glasses, shoes, etc.

## **Identification Badge**

Identification badges **will be worn at all times**, except while you are in your assigned room. The badge is to be worn on the outermost garment in the upper left, with the picture showing. If you change your outermost garment, you must then move your I.D. to your outermost garment and display it properly. Your I.D. is only to be worn on the left side, collar area. You must present your badge to any staff member upon request.

**If you change your personal appearance, you will be required to purchase a new I.D. badge.** A lost or damaged badge must be replaced at the inmate's expense of \$5.00. Stickers, tags, pins, etc. are not permitted on your identification badge at any time.

## **Inmates with Disabilities**

Title II of the Americans with Disabilities Act (ADA) requires that the state and local government entities, regardless of size, provide equal access for persons with disabilities to programs, services, and activities of the entity. Inmates will not be segregated, excluded or denied participation in any programs, service or activity offered by a correctional agency based solely on the fact that they have a disability. The Ohio Department of Rehabilitation and Correction and NERC have an assigned inmate ADA Coordinator to assist qualified inmates with accommodations for their disabilities. Refer to housing unit bulletin boards for the inmate ADA contact. If you have any concerns or needs, please kite the ADA Inmate Coordinator for assistance.

## **Kites**

Kites can be initiated through the JPay system. Any problem or question should be addressed in the kite and it should be directed to the correct person:

Units E, F, G, H – **Unit 2** Sergeant/Case Manager/Unit Manager  
Units J, K, L, M – **Unit 1** Sergeant/Case Manager/Unit Manager

Kite the person who deals with the area in which you are having the problem and send it to only one (1) person. If you send the kite to more than one (1) person about the same problem, it could

result in a delayed response. Staff members should answer the kite within seven (7) days after they receive the kite.

## **Loitering**

There is no loitering permitted near the officer's station, service areas, (such as commissary, library, medical, etc.), the restrictive housing cells, doorways or windows, or other areas as instructed by staff. You are not permitted to loiter in any building entrance or around windows, dorm hallways, or room doors. Congregating or obstructing any passageway, stairway, or sidewalk is not permitted.

There will be no loitering around the basketball court or the walkways between buildings A or M particularly during the arrival of inmates from ORW and when inmate visitors are entering or exiting the institution. Also, no loitering is allowed around B Building during Parole Board Hearings. Yelling to visitors is prohibited.

## **Out-of-Place**

You are not permitted access to the administrative areas of the institution without proper authorization. Administrative areas include all business offices, commissary, reception areas, medical services, and any staff office. You are not permitted to be in any housing unit or room other than your own without prior authorization and without a pass. This includes the foyer area to another inmate's room. It will be considered out-of-place to cut across the grass between the buildings or across the center courtyard. You are not permitted to talk or pass items to visitors or other persons at the fence area. Inmates are not allowed to move the sitting benches for any reasons.

A red stripe is on the pavement at the entrance to all buildings. You are not permitted beyond that red stripe unless you live in that building, possess a pass for authorized business, or are attending a program. Inmates are not permitted in the Administration Building unless called by a specific department. Upon entering the Administration Building, notify the officer at the entrance desk and he/she will notify the department or person you are to see. No through traffic is permitted.

## **PASS System**

Passes are generated by individual departments. A pass will be issued according to the information provided on the pass re-cap sheet. The following information will be contained on the inmate pass: inmate name, number, lock, work site, appointment location, date and time. All passes are issued on 2<sup>nd</sup> shift. Each inmate is responsible for her own pass.

**Inside Pass Only:** Pass generated from NERC staff that has specific distribution instructions listed on the bottom

**At-Once Pass:** Pass issued by the Housing Unit Officer on an as-needed basis

**All** pass appointments are mandatory.

Inmates are required to report to the appointment location at the designated date and time. If an

inmate is issued more than one (1) pass for the same date and time, medical passes take priority with education being second in priority. It is the inmate's responsibility to ensure that the staff issuing the passes are notified of multiple passes and are required to report to each pass in order of priority.

## Television and Radios

Personal TV sets in rooms are to be turned off by 12:00 a.m., Sunday through Thursday and by 2:00 a.m. on Friday, Saturday and nights before state holidays. **The same schedule applies to lights out.** Personal television sets in rooms must be placed in a safe and secure manner. Televisions may be placed on top of the cabinet or desk and at the end of beds. Towels are permitted to be placed under televisions.

Personal TVs and radios must be used with headphones at all times. **Inmates cannot wear headphones to work, sick call, programming or in the dining room area.** Headphones are to be worn during the leisure hours only. This means anytime you are not working. If personal televisions are in need of repair, please contact your Sergeant. Your Sergeant will make arrangements to send out televisions to obtain free estimates from qualified technicians. Once you have received the estimate, it is your responsibility to ensure that you have enough money on your books to cover the cost of the repairs.

The televisions in the dayroom are for everyone's use and are to be turned off at 11:30 p.m. on weekdays and 1:30 a.m. on Fridays, Saturdays, and on nights before a state holiday. The DVD is to be operated only by designated recreation aides in each unit. Television audio in the dayroom broadcast wirelessly to any FM radio. Inmates must use their personal radio to hear the audio from these televisions. If the situation should arise where there is a disagreement as to what channel to watch, the Housing Unit Officer should send all inmates who have personal TVs out of the day room area, then take an informal vote of those remaining in the dayroom areas as to what to watch. Volume control will be monitored by the Housing Unit Officer.

## Dayroom Rules

Reading and writing materials are permitted

Approved games only (e.g., cards, chess)

No gambling

Approved personal clothing is permitted after working hours only

Sleepwear, bathrobes and shower shoes are not permitted

Do-rags, wave caps and hoods are not permitted

Slippers are permitted after 4:30 pm and on weekends

There is only **one** person permitted in the kitchenette at a time

There is only **one** person permitted in the JPay at a time

Hair braiding in the dayrooms is permitted by assigned Dorm Braiders only. There should be no blow drying of hair in the dayroom.

Eating and drinking in the dayroom is permitted (unless otherwise stated), however, each inmate eating and drinking in the dayroom is expected to throw away their own trash and keep the area neat.

### **Town Hall Meeting**

Periodic town hall meetings will be held in the housing units. The purpose of these meetings is to give you an opportunity to be informed of any changes in procedures and additional programs as they become available.

## **Dress and Grooming**

### **Clothing**

Clothing is to be kept clean, free of tears and holes, and shall not be altered in any way except for approved tailoring to meet institution standards. State-issued clothing, including polo shirts or the green NERC t-shirt must be worn Monday through Friday from the time of the breakfast meal through the end of the evening meal. State-issued clothing will be worn to all meals during the week, commissary, work assignments, visitation, religious services and studies, job assignments, sick call, ALL programs and to any institution or unit office.

Inmates are to be up and dressed in state-issued clothing from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding state holidays, with the exception of 3rd shift porters who are not included in this deadline. Inmates will dress in the shower and/or bathroom and be completely dressed before leaving the cell. All appropriate undergarments **must** be worn before leaving the cell.

Personal clothing may be worn while in your room and on weekends, holidays and after the evening meal during the week only. Inmates are not permitted to roll up their pant legs or shirt sleeves.

The collar of state shirts must be turned down and visible. **State-issued sweatshirts may only be worn over the state shirts, as long as the collar is out and showing.** Pants are not to be rolled up, pegged, cuffed or tucked into shoes, socks, or boots.

Inmates taking assigned workout classes will be allowed to wear approved personal tops and bottoms during working hours.

Inmates will be permitted to wear shorts from the first official day of summer until the first official day of fall unless otherwise stated. You will still be required to wear state uniforms in the following instances, **included but not limited to** all programming, visitation, medical, and other similar functions. Yard crew workers will also be permitted to wear shorts while working.

Inmates are not permitted to iron crease designs on any clothing. Creases are permitted as follows; one crease on the arm of the shirt and one crease on each pant leg down the center.

Clothing cannot be see-through, regardless of the reason (tightness, worn out, etc.), and will be taken as contraband by the Sergeant.

Food service/kitchen whites, yard crew green & maintenance workers light blue shirts and any other program or work t-shirts are to be worn only when working.

See the Quartermaster Section for information on clothing exchange and damaged items.

## **Laundry**

Laundry workers assigned to each housing unit will wash and dry state and personal clothing and bedding. When turning in undergarments for cleaning, please be courteous and use proper care to make sure garments are free from unnecessary stains. There is a laundry schedule posted on the laundry room door in each unit which is to be determined by the Unit Sergeant. The laundry room hours are generally from 8:00 a.m. to 8:00 p.m. seven (7) days a week. The laundry room is off-limits unless it is your job assignment, or you have received authorization from the Unit Officer. **Eating, drinking, and loitering are prohibited in the laundry room.**

An itemized clothing sheet will be filled out completely and submitted with clothing during posted times on all three (3) shifts. Returned laundry will be checked and clothing sheets signed in the presence of a laundry worker or Correctional Officer confirming the receipt of laundry items. The clothing sheets will be turned in to the assigned Correctional Officer.

Laundry workers will be permitted to wear crew t-shirts and shorts while working when the outside temperature exceeds 80 degrees.

## **Personal Hygiene**

To maintain good personal hygiene, you are encouraged to shower daily, but are required to shower at least three (3) times per week or as needed. Hair is to be kept clean and neat. Footwear is to be worn at all times when not in bed, and shower shoes should be worn in the shower area in order to prevent foot diseases, slipping and injury. Shower times are after the 6:45 a.m. count clears through 11:00 p.m. seven (7) days a week (unless working a third shift assignment).

Showers are not permitted during count times and **only one** inmate is permitted in the shower at a time.

Second and third shift workers will be permitted to shower upon returning to the unit after work.

Facial ointments and creams are not to be worn outside of the unit.

## **Earrings & Other Jewelry**

Earrings are permitted. Hoop and stud types are not to exceed one-half inch in diameter. Dangle type, those that hang from or attach to a post or wire are not to extend more than one-fourth inch below the bottom of the earlobe. A maximum of two pair of earrings may be worn at one time.

Earrings are only to be worn on the ears and not on any other part of the body (nose, eyelids, lips, etc.).

Inmates are authorized to wear jewelry items consistent with the Department of Rehabilitation and Correction Possession Limits. In addition to earrings, the following items may be worn:

- 1 (one) Medical identification bracelet
- 1 (one) Ring – no stones or gems
- 2 (two) Pairs of earrings - matching sets only
- 1 (one) Wristwatch – date and time only
- 1 (one) Necklace or neck chains - must have religious medallion or pendant attached and approval from Chaplain
- 1 (one) Medal - religious only
- 1 (one) Set of beads - religious only

Inmates may be prohibited from wearing jewelry items at their assigned work sites for safety and/or security reasons.

### **Cosmetics**

Inmates may wear a reasonable amount of make-up. Eyeliner should not exceed the eyebrow area. Staff may require an inmate to remove make-up if, in the judgment of a supervisor, a significant change in physical appearance has taken place.

### **Nails**

Inmates are required to cut their fingernails and toenails. Fingernails and toenails shall not exceed beyond the tips of the fingers and toes.

### **Hair**

Hair shall be clean, neatly trimmed. Hair shall be at least two (2) inches in length, unless there is a medical concern. Braids and dreadlocks may be worn subject to the limitations of this rule and provided that the thickness of each individual braid or dreadlock does not exceed one-half inch. The following hairstyles or facial hair are not permitted: **initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (excluding bangs or natural baldness), weaves and shaved heads**. Hair coloring is not permitted unless approved by the warden and provided by an individual properly licensed to provide such a service and/or provided as part of an authorized program. Other hairstyles not specifically listed herein may be prohibited if they are determined to be either a threat to security or contrary to other legitimate penological concerns as determined by the office of prisons. The Warden may impose restrictions or authorize exemptions to these prohibitions for documented medical or mental health reasons, in conjunction with medical or mental health treatment, or to accommodate a sincerely held religious belief.

Hair must, at all times, remain readily and thoroughly searchable for contraband. Hair that is in such condition that it cannot be readily and thoroughly searched is prohibited and shall be subject to forced cutting. For purposes of this rule, "searchable" shall mean that it can be determined,

through ordinary search procedures, whether the inmate's hair contains contraband. Ordinary search procedures include, but are not limited to, passing a hand-held metal detector over the inmate's hair and scalp to determine whether any metal objects are present and/or directing the inmate to turn her head upside-down and run her fingers vigorously through her hair.

Wigs may be worn for medical purposes only if approved by the Warden. NERC has hair braiders assigned to each unit to assist you with braiding.

## **Additional Housing Unit Guidelines & Helpful Hints**

Phone use will be limited to 30 minutes per call and will shut off automatically after that period of time. You may re-use the phone if no other inmates are waiting to use the phones. The Housing Officer assigned to the unit will ensure that the inmates vacate the phones after their time is up.

The Housing Unit Officer and Unit Correctional Counselor (Sergeant) will be responsible for the inmate porters cleaning the unit. **Only unit porters and staff** are allowed in the supply closet which is to be kept locked at all times when not in use.

IDs must be surrendered for any item that is borrowed from behind the Officer's desk. This includes, but is not limited to; any chemicals, catalogs, handbooks, recreation and exercise equipment.

Inmates are not permitted out of their rooms after 11:30 p.m., Sunday through Wednesday nights. Inmates are not permitted out of their rooms after 1:50 a.m. on weekends (Thursdays, Friday and Saturday) and state observed holidays.

Personal TV sets in rooms are to be turned off by 12:00 a.m., Sunday through Thursday and by 2:00 a.m. on Friday, Saturday and nights before state holidays.

Lights out shall follow the same times as those above for personal TVs.

The televisions in the dayroom are for everyone's use and are to be turned off at 11:30 p.m. on weekdays and 1:30 a.m. on Fridays, Saturdays, and on nights before a state holiday.

Excessive noise is not permitted. Personal TV and radios must be used with headphones at all times, including in cells.

Nothing is to be placed at the ends of the bed except (1) TV, (1) light, (1) fan, (1) religious book and (1) blanket. State-issued coats and jackets are permitted behind the door. Nothing is permitted to be taped or glued to the walls, desk, doors, dresser, bed, ceiling or lock boxes. Tape is not permitted in the housing units. Exceptions will be posted.

**Nothing** is to be placed in the cell windows.

Inmates are to keep their feet off the walls and off of the chairs. Paper bags and cardboard boxes are to be disposed of.

Inmates are permitted to place one (1) personal towel only under their television. The towel cannot be attached and must be loose so staff can inspect under the towel. Personal towels cannot be used as blankets.

Floor buffers may be used in the cells with permission of the Correction Officer and/or the Unit Sergeant.

It is the inmate's responsibility to send home excessive items that exceed the possession limit. Excessive plastic containers are considered contraband. Three (3) plastic containers plus one (1) plastic drinking cup and one (1) cup/mug per inmate is permitted. Peep holes for bathrooms cannot be covered.

Inmates will dress in the shower and/or bathroom and be completely dressed when leaving the cell. Hair rollers, pin curl clips, head wraps and hair nets are restricted to your cell only.

Inmates must be in uniform when going to Unit Offices or any institutional programs, work assignments, religious services, and visitation. Exceptions will be posted. Inmates will have their I.D. badge displayed on the upper left side of their outermost garment, picture side facing outward.

Personal clothing may be worn to CFS on weekends and holidays.

The dayroom TVs and DVD players will be controlled by the Recreation Aide **only**. Inmates that are not approved Recreation Aides are not to change the channels or volume of the TVs or touch the DVDs.

The dayroom will only be used for dayroom purposes. No radios, typewriters or musical instruments are allowed. Staff may delegate the use of this area for unit programs at any time.

Pool sticks are stored in the officer's station. Do not place anything on or sit/lean on the pool tables when tables are not in use.

All photographs are to be placed in a photo album, lockbox or drawer. Photographs shall not be kept on desks, beds, etc.

Nothing is to be on your desk except your television (a loose personal towel may be under it), books, writing materials, and personal hygiene items used daily. Nothing additional is to be placed on top of the cabinet. Placement of personal television sets in rooms shall be in a safe and secure manner.

All arts and crafts items are to be stored in your lock box or drawers while not being worked on with the following exceptions: one large quilt or afghan in progress, 2 paint canvasses in progress, community service quilting, painting or crocheting. Finished and purchased items must be mailed within seven days after completion. Items going home must be mailed through the unit.

**Absolutely no clothing is to be under the mattress.**

All shoes and lock boxes are to be placed under your bed when not in use.

Rooms are to be cleaned and organized, according to procedures, prior to 8:30 a.m. on weekdays with the exception of 3<sup>rd</sup> shift workers who are excluded from the 8:30 a.m. deadline. All bunks are to be made with the bedding sheet and blankets tucked under the mattress all the way around the bed. Rooms are to be cleaned daily. Only 3rd shift workers and medical lay ins can be sleeping under the covers between 8:30 a.m. and 4:00 p.m. Locker boxes are to be placed under beds when inmates are not in room, unless a medical restriction requires otherwise (must have order visible). Furniture is not to be moved, altered or rearranged without authorization. A copy of the authorized room layout is posted in the unit.

**There is to be no loitering at or in the officer's station.**

Shoes are to be worn at all times, except in bed. Socks or footies must be worn with shoes. Shower shoes are not to be worn outside of your room. Slippers may not be worn to any program, CFS or job assignments or outside of the room. Appropriate nightclothes must be worn when sleeping. Nightclothes and robes are not to be worn outside of your room.

Personal items are not to be taken to and from job assignments.

No selling, borrowing, lending or exchanging of personal and state property between inmates. Inmates cannot give another inmate food, candy, etc.

Nothing is to be posted on the unit bulletin board, doors or walls without the permission of the unit manager or designee, who will initial it.

Inmates are not permitted to manicure each other's nails or eyebrows or cut another inmate's hair (including washing & styling) or to perform any other cosmetic procedure except in an authorized program. Inmates are permitted to braid each other's hair. Each housing unit has assigned hair braiders who are not to be paid in any way by inmates for their services.

**Helpful Hints**

- Obey all institutional rules and regulations
- Keep your property cards
- Keep your property secured at all times
- Do not leave your property in the care of other inmates
- Keep approved visitation kites
- Watch unit bulletin boards for updates, changes and new information
- Maintain a positive attitude and manner
- Show respect for yourself and others
- Do not sell and trade items

**Unauthorized Relationships**

It is the goal of the NERC to provide a safe and secure atmosphere in which inmates can

complete the remainder of their sentences. It is important for staff and inmates to maintain a professional relationship. If you are ever offered gifts from staff (i.e. gum, perfume, etc.), address, telephone numbers, or are given any other personal information concerning staff, contact the Institution Inspector, Investigator, Warden's Administrative Assistant, Deputy Wardens, or Warden. If you are ever threatened, coerced or approached by any staff member in any way that is inappropriate, report it immediately to the Institution Inspector, Investigator, Warden's Administrative Assistant, Deputy Wardens or Warden.

Any touching, hugging, kissing between staff and inmates is prohibited. Any suspected inappropriate sexual activity between staff and inmates will be investigated. Under no circumstances is an inmate to become sexually or personally involved with a staff member. According to the Ohio Revised Code, when there is sexual contact between an inmate and a staff person (even if the inmate is a willing participant), a felony has been committed by the staff person. NERC has a **zero-tolerance** policy for sexual assaults of any nature. ALL cases will be reported to the Ohio State Patrol for prosecution. Sexual assaults should be reported to staff as soon as possible.

A Tipster Hotline is also available should you want to remain anonymous. Your family can call 1-866-238-0028 or 1-614-995-3584 to report sexual assaults. Tips may also be left on NERC's Investigator Tip Line by dialing \*9001.

If none of the above-mentioned staff members are available at the time of your complaint, inmates with immediate concerns are to report to any supervisor and/or staff.

Examples of unauthorized relationships include, but are not limited to:

- Inmates and staff
- Staff and the family of inmates
- Exchange of personal letters, pictures, phone calls or information with staff members or staff member's family
- Engaging in any other unauthorized personal or business relationship(s) with staff members or staff members family
- Visiting any staff member or staff members family upon release
- Residing with any staff member upon release
- Committing any sexual act with any staff member
- Engaging in any other sexual conduct or contact with any staff member or staff members family
- Aiding and abetting any unauthorized relationship between inmates and staff

Inmates under suspicion shall be required to report any knowledge or suspicion of an unauthorized relationship. The information shall be communicated with any supervisory staff available.

## **Inmate Searches and Contraband Disposition**

All inmates and their property which include living areas are subject to search at any time by any DRC employee. Strip searches will always be conducted by an employee of the same gender as

the inmate (female). Male employees can and will perform pat-down searches of inmates when the situation dictates it is necessary; however, male employees will, in non-emergency situations, request a female employee to conduct pat-down searches of inmates.

1. Inmates may receive personal property from sources approved by the Director/designee. Sources may include institutional commissaries and approved vendors. A copy of all documents that itemize inmate property shall be maintained in the inmate property file. The inmate shall retain a copy of the inmate property record. Anytime an inmate's property is inventoried (i.e. transferred, restrictive housing placement, release), the inmate shall sign and retain a copy of the inmate property record and a copy shall be forwarded to the inmate property file.

2. Information on the amount of personal property allowed will be provided to inmates during inmate orientation. In general, all institutions will permit or exclude personal property consistent with Administrative Rule 5120-9-33, Packages and Property Restrictions, and the property limits set forth on the Inmate Property Record - Disposition and Receipt - Male (DRC2055) or Female (DRC2369).

However, each Managing Officer may request permission to include or exclude certain items of personal property based on the security, safety, space, control or other need of a particular institution or individual. Such a request shall be made in writing to the Director's designee or the appropriate Regional Director. Approval of such requests shall be communicated in writing to the Chief Inspector and posted in the housing areas of the appropriate facilities.

3. Inmates may possess up to 2.8 cubic feet of combined state and personal property, excluding large titled items, state-issued bedding, coats, jackets, permitted shoes and any other property specifically exempted pursuant to Department Policy 59-LEG-01, Inmate Access to Court and Counsel. The Managing Officer shall determine whether commissary items shall also be excludable from the 2.4 requirement. This determination shall be communicated to both staff and inmates. The Managing Officer shall also have the authority to establish institutional rules governing the storage of inmate legal materials.

The institution shall make available to all inmates a means of securing 2.8 cubic feet of property.

4. Individual possession limits for any property, as indicated in section D (2) of this policy and on the inmate Property Record - Disposition and Receipt - Male (DRC2055) or Female (DRC2369), shall be the total amount of combined state and personal property that an inmate may possess.

5. Any property which exceeds the limits stated in VI (A)(3) or (4) above, or is otherwise deemed contraband as defined in the DRC Dictionary will be disposed of in accordance with Administrative Rule 5120-9-55, Contraband, utilizing the Inmate Contraband Slip (DRC4219) and Contraband Control Slip (DRC4086). With the exception of any property excluded pursuant to VI (A) (2), above, personal property legitimately possessed prior to April 1, 2000 may be

retained until such time as said property becomes unusable. The inmate must still conform to the 2.8 cubic feet property restriction.

6. 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. Upon an inmate’s release or other departure from an institution, the inmate may, with the Managing Officer’s written approval, donate personal property to the institution. In all cases, the inmate must sign a statement documenting the property being donated, to the institution it is being donated, and the effective dates of the donation. Such document and the inmate’s signature must be witnessed and signed by a staff member. The Managing Officer or Designee shall then sign indicating approval or disapproval of the donation. If approved, the institution may then utilize the property in any manner they deem appropriate. This may include loaning the property to another inmate. Any property where ownership is being transferred from an inmate to the institution shall be properly re-titled, stipulating ownership of the item to the institution and shall include the date of the transfer, who the original owner was, and the initial value listed on the original receipt or title. Property donated to the institution and subsequently loaned to an inmate remains the property of the institution and shall remain at the institution upon the inmate’s release or transfer.

7. Inmates may be required to provide proof of ownership for any item of their personal property at any time.

8. A Certificate of Ownership (DRC4063) or other appropriate certificate as approved by the Regional Director will be issued for certain items of personal property. Whenever possible, the inmate/owner's institutional number will be permanently affixed to such titled items.

9. An inmate may choose to send their personal property such as birth certificate, driver’s license/state identification, social security card etc., outside the institution or it may be stored in an inmate’s record office file and returned to the inmate upon release.

### **Possession Limits**

Inmates at NERC are authorized to possess the following state-issued items and articles of clothing.

<b>ITEM</b>	<b>POSSESSION LIMIT</b>
Blanket/ Bedspread	2
Boots	1 pair - Food service, Yard Crew, and Maintenance Snow Crew only
Brassiere	7
Coveralls	1pair Snow Crew and Yard Crew Maintenance only

Gloves	1 pair Snow Crew, Yard Crew, Maintenance only
Food Service Whites - Pants	2
Food Service Whites - Blouse	2
Jacket - Spring	1
Jacket - Winter	1
Laundry Bag	1
Pants	2
Panties	14
Pillowcase	1
Nightgown	2
Robe	1
Sheets	2
Shoes – Regular	1 pair
Shoes – Athletic (Tennis)	1 pair
Shoes – Shower	1 pair
Socks	7 pair
State Issued Uniform: Tops	3 (4 for Maintenance and Lutheran Metropolitan Ministry)
State Issued Uniform: Bottoms (Combination) of pants, skirts, shorts)	3 (4 for Maintenance and Lutheran Metropolitan Ministry)
Towel	3
Washcloth	3

ITEM	POSSESSION LIMIT	VALUE LIMIT
Baseball Cap	1	\$10
Bath Robe	1	\$25
Belt-1½” black/brown leather with belt buckle no larger than 2”x 2”	1	\$15
Blanket-fire retardant, twin, green or blue, no electric	1	\$35

Cards/Board Games-table type, non-gambling, no dice	3	\$10 each
Cassette Tapes-commercially recorded in original wrapper	15	\$15 each
Clock- wind up only	1	\$15
Embossed Envelopes	25	
Earrings-female only per REG 5120-9-251 (Posts only)	2 pair	\$10
Gloves – black or brown jersey	1	\$10
Gym Shorts	3	\$10
Handkerchiefs – white, 15” x 15”	12	\$1
House Slippers –brown, black, grey, white	1	\$25
Medical ID/Bracelet- written APPROVAL of HCA	Reasonable	\$15
Mugs and Glasses – clear plastic, non-insulated	1 each	\$3
Pajamas	2	\$20
Raincoat- clear plastic, may have hood		\$20
Religious Items-Written Approval of Chaplain required		
Chain w/Medallion	1	\$20
Beads	1	\$20
Religious Headgear (1) Fez, Hijab, Rarboosh, Yarmulke or Kufi (White only)	1	\$20
Dashiki	1	\$20
Prayer Robe	1	\$20
Prayer Rug - 27” x 54”	1	\$20
<b>ITEM</b>	<b>POSSESSION LIMIT</b>	<b>VALUE LIMIT</b>
Shower Shoes – Brown or Black Only	1	\$15
Socks – White Cotton	7	\$4
Stock Hat – Toboggan, no ski mask	1	\$10
Sweatpants	2	\$15

Sweatshirt	2	\$15
T-Shirts –Crew Neck Only, cannot be tight fitting	6	\$5
Thermal Underwear – set, white, no padded or quilted	3	\$25
Towels – bath size only; blue or green only	5	\$15
Typewriter Ribbons	6	\$10
Undershirt- male/ Brassieres- female White	7	\$3 / \$5
Panties – female White	7	\$5
Wash Cloth – blue or green only	5	\$5
Wedding Band – no stones or gems	1	\$100
Wristwatch – date and time only	1	\$75
Typewriter Ribbons	6	\$10
Brassieres- female White	7	\$5
Panties – female White	14	\$5
Wash Cloth – blue or green only	5	\$5
Wedding Band – no stones or gems	1	\$100
Wristwatch – date and time only	1	\$75
Fan	1	\$20
Television	1	\$212

ITEM	POSSESSION LIMIT	MAXIMUM PACKAGE SIZE
Beans	6 cans	8 oz.
Beef Tamales - Enchiladas	2 cans	15 oz.
Bread Products – Bread, bagels, pita, etc. No fruit, nut or raisin	4 pkgs.	16 oz.
Candy Bars	24 bars	3 oz.
Candy – see through bags, no foil wrapped, no hollow type	2 pkgs.	16 oz.
Cheese – sliced or brick – No pressurized cans, no metal or glass	4 pounds	2 lb.
Chili – All types, canned	6 cans	16 oz.
Chips – All types including pretzels & snack mix, bagged or canned	72 oz./can/bag	N/A
Cocoa – water mixed type only, envelopes or container	12 envelopes/ 2 pkg.	N/A
Coffee - Instant	20 oz.	N/A
Condiments – Catsup, mayo, mustard, relish, salt/black pepper	24 oz.	N/A
Cookies – see through pkgs.	4 pkgs.	20 oz.
Crackers – All types – must be in inner liner	4 pkgs.	16 oz.
Drink Mix – Pre-sweetened only	80 oz.	N/A
Instant Breakfast	4 pkgs.	12 oz.
Meat – Any type– No bones	10 cans	16 oz.
Meat – Dried slice	4 pkgs.	12 oz.

ITEM	POSSESSION LIMIT	MAXIMUM PACKAGE SIZE
Non-Dairy Creamer – Must be sealed plastic jar	3 jars	12 oz.
Nuts – Any type, plastic bag only. No shells	1 pound	8 oz.
Olives – Any style. Metal can only	2 cans	8 oz.
Pastries – Any type fruit pies or donuts. Individually wrapped, single serving. No foil wrapping or metal pans	15 pkgs.	5 oz.
Peanut Butter – Factory packed, creamy only	4 pounds	N/A
Pickles – Factory plastic wrapped	1 package	16 oz.
Pudding – Ready to eat only, cups/containers	8 cups or containers	5 oz.
Seafood – Any style, canned. No shells	10 cans	16 oz.
Sausage – Pre-cooked, factory wrapped	2 pounds	N/A
Soup – Dried envelopes only	8 pkgs.	N/A
Spreads and Dips – Any type, margarine, salsa, canned or in original plastic container	10 cans	6 oz.
Stew – Any type	4 cans	16 oz.
Sugar – Cubes only	2 boxes	16 oz.
Tea – Instant	24 oz.	N/A

## Discipline

Institution rules are designed to make you responsible for your own behavior and assist you in becoming a productive member of the community upon your release. Behavior which disrupts operations or threatens security, or the safety of others will not be tolerated. You must obey institution rules, and it is your responsibility to know them. Rules of conduct are explained below. Should you violate a rule of conduct, you may receive a conduct report (a ticket), and your case may be heard by the Rules Infraction Board (RIB) or Serious Misconduct Panel (SMP).

The **Serious Misconduct Panel (SMP)** is authorized to conduct all misconduct hearings for offenses that would qualify for placement in extended restricted housing (ERH). The SMP makes decisions on culpability and makes recommendations for appropriate housing assignments based upon the results of the hearing. The panel must consist of two (2) individuals who are not employed in the same prison where the behavior leading to the recommendation for ERH placement occurred.

The **Rules Infraction System** enforces institution and department rules that are designed to maintain security and discipline. By administering the rules in a fair and impartial manner, rules infraction personnel aid in establishing respect for the rules and the staff.

The inmate disciplinary process begins with the charging officer providing a written conduct report which cites the rule violation(s). The hearing officer will ascertain if rules have been violated and that the inmate charged has violated the rule. The hearing officer will then determine if there are sufficient facts to support the charge(s). If the ticket is accepted, it is then heard. The hearing officer's duties are to review rule violations to determine whether they should be dismissed or forwarded to RIB or SMP to determine the guilt or innocence of the rule violations.

In order to perform his/her duties, the hearing officer must interview the inmate. At the beginning of the interview, the hearing officer must inform the inmate of the charge and the supporting evidence. The hearing officer shall ask the inmate to plead guilty or not guilty. If the inmate pleads guilty, the hearing officer will ask the inmate's version of the facts before imposing the penalty. If the inmate pleads not guilty, the hearing officer shall notify the inmate that she has the right to make a statement in her defense. The hearing officer may consult with other staff deemed appropriate to reach a decision. A guilty finding must be supported by some evidence that the inmate committed the violation. The hearing officer determines the guilt or the innocence of the inmate.

If the inmate is charged with the violation, the hearing officer determines whether there is probable cause that the inmate has committed the violation. If probable cause is found, the hearing officer may:

- Refer the rule infraction to RIB or SMP;
- Place inmate in Limited Privilege Housing (LPH);
- Dispose of the infraction or;
- Refer the inmate for treatment, counseling, or other programming or;
- Impose any disposition set forth in AR 5120-9-07 such as;

- Recommend a change in housing or job assignment
- Issue a warning or reprimand
- Recommend to the warden that the inmate be required to make restitution
- Recommend to the warden that the contraband be disposed of in a manner consistent with section 5120-9-55 of the Administrative Code
- Restrict privileges or assign up to four hours of extra work duty for each rule violation

Dispositions shall be submitted to the RIB or SMP chair for an administrative review to determine substantial compliance with applicable policies, procedures, and to determine that the disposition was proportionate to the conduct charged.

Upon this review, the RIB or SMP chair may approve the disposition, modify it, or return it to the hearing officer with instructions to refer the matter to the RIB or SMP for formal disposition. If it is determined that the infraction should be referred to the RIB or SMP, the inmate is permitted to request a reasonable number of witnesses to testify on her behalf at the RIB or SMP hearing. The number of witnesses deemed reasonable will vary with the facts of each case. The hearing officer must provide the inmate with a Witness Request form. On these forms, the names of requested witnesses are submitted as well as the nature of their expected testimony.

When the inmate is referred to RIB or SMP, the hearing officer shall review the Inmate Rights form with the inmate and explain the inmate's rights before the board as well as the potential penalties that could be imposed. An inmate has a right to have twenty-four (24) hours to prepare for the hearing from the time she receives a copy of the conduct report. In an SMP hearing inmates must be notified by the assigned hearing officer that they have at least twenty-four (24) hours to prepare for their SMP hearing. The inmate shall be advised of and may request from the hearing officer a seven (7) calendar day extension from the date of service of the conduct report to prepare for the hearing. The inmate may waive the seven (7) day extension.

An inmate has the right to call a reasonable amount of witnesses to support her story. If the presence of a witness causes a security threat to the accused, other inmates or staff, or the presence of the witness disturbs the orderly operation of the institution, the request for the presence of the inmate may be denied. The RIB or SMP is a fact-finding body, which determines whether a rule of conduct has been violated. The board consists of two members. All RIB or SMP proceedings are documented in writing and by digital recorder. Each inmate appearing before RIB or SMP shall be notified of the charge(s) and of the nature of the evidence against her. The inmate will be asked how she pleads to the charges. After the plea is taken, the inmate shall have the opportunity to give her version of the events. Witnesses requested by the inmate and approved by the RIB or SMP chairperson shall have the opportunity to testify. The inmate may ask questions of each witness; however, he/she shall not address the witness directly. Questions shall be posed to the chairperson, who in turn will question the witness.

After considering testimony and evidence, the board will make a decision regarding guilt or innocence. If the inmate is found guilty, the board takes another vote to decide what disposition to impose. The RIB or SMP shall notify the inmate of its findings at the hearing. If the inmate is found guilty, the board shall inform the inmate that she may appeal the decision to the Warden or

Warden's Designee within fifteen (15) days after receiving a copy of the disposition form. An inmate may appeal the decision of the SMP by submitting the form designated for that purpose to DRC's Division of Legal Services within fifteen (15) calendar days from the inmate's receipt of the SMP's disposition.

### **Inmate Rules of Conduct 5120-9-06**

#### Rules 1-7 Assault and Related Acts

1. Causing, or attempting to cause, the death of another.
2. Hostage taking, including any physical restraint of another.
3. Causing, or attempting to cause, serious physical harm to another.
4. Causing, or attempting to cause, physical harm to another.
5. Causing, or attempting to cause, physical harm to another with a weapon.
6. Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
7. Throwing any other liquid or material on or at another.

#### Rules 8-10 Threats

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

#### Rules 11-14 Sexual Misconduct

11. Non-consensual sexual conduct with another, whether compelled:
  - a. By force,
  - b. By threat of force,
  - c. By intimidation other than threat of force, or,
  - d. By any other circumstances evidencing a lack of consent by the victim.
12. Non-consensual sexual contact with another, whether compelled:
  - a. By force
  - b. By threat of force
  - c. By intimidation other than threat or force
  - d. By any other circumstances evidencing a lack of consent by the victim
13. Consensual physical contact for the purpose of sexually arousing or gratifying either person.
14. Seductive or obscene acts, including indecent exposure or masturbation; including, but not limited, to any word, action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person.

#### Rules 15-19 Riot, Disturbances and Unauthorized Group Activity

15. Rioting or encouraging others to riot.
16. Engaging in or encouraging a group demonstration or work stoppage.

17. Engaging in unauthorized group activities as set forth in paragraph (B) of rule 5120-9-37 of the Administrative Code.
18. Encouraging or creating a disturbance.
19. Fighting – with or without weapons, including instigation or, or perpetuating fighting.

#### Rules 20-23 Resistance to Authority

20. Physical resistance to a direct order.
21. Disobedience of a direct order.
22. Refusal to carry out a work or other institutional assignment.
23. Refusal to accept an assignment or classification action

#### Rules 24—26 Unauthorized Relationships and Disrespect

24. Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
  - a. Sending personal mail to an employee at his or her residence or another address not associated with the Department of Rehabilitation and 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. Soliciting sexual conduct, sexual contact or any act of a sexual nature with an employee.
  - f. For purposes of this rule "employee" includes any employee of the department and any contractor, employee of a contractor, or volunteer.
25. Intentionally grabbing or touching a staff member or other person without the consent of such person in a way likely to harass, annoy or impede the movement of such person.
26. Disrespect to an officer, staff member, visitor or other inmate.

#### Rules 27 and 28 Lying and Falsification

27. Giving false information or lying to departmental employees
28. Forging, possessing, or presenting forged or counterfeit documents

#### Rules 29 – 35 Escape and Related Conduct

29. Escape from institution or outside custody (e.g. transport vehicle, department transport officer, other court officer or law enforcement officer, outside work crew, etc.). As used in this rule, escape means that the inmate has exited a building in which he was confined; crossed a secure institutional perimeter or walked away from or broken away from custody while outside the facility.
30. Removing or escaping from physical restraints (handcuffs, leg irons, etc.) or any confined area within an institution (cell, recreation area, strip cell; vehicle, etc.)

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

#### Rules 36 – 38 Weapons

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

#### Rules 39-43 Drugs and Other Related Matters

39. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
40. Procuring or attempting to procure, unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into a correctional facility.
41. Unauthorized possession of drug paraphernalia.
42. Misuse of authorized medication.
43. Refusal to submit urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions.

#### Rules 44 – 47 Gambling, Dealing and Other Related Offenses

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

#### Rules 48 – 51 Property and Contraband

48. Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.
49. Destruction, alteration, or misuse of property.

50. Possession of property of another.
51. Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given.

#### Rules 52 and 53 Fire Violations

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

#### Rules 54 – 56 Telephone, Mail and Visiting

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

#### Rules 57 and 58 Tattooing and self-mutilation

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

#### Rules 59 – 61 General Provisions

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

#### Definitions

The following definitions shall be used in the application of these rules:

“Physical harm to persons” means any injury, illness or other physiological impairment, regardless of its gravity or duration.

“Serious physical harm to persons” means any of the following:

- Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment.
- Any physical harm that carries a substantial risk of death;
- Any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;
- Any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement;
- Any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.

“Sexual conduct” means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

“Sexual contact” means any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

“Possession” means either actual or constructive possession and may be inferred from any facts or circumstances that indicate possession, control or ownership of the item, or of the container or area in which the item was found.

“Unauthorized Drugs” for the purposes of this rule, refers to any drug not authorized by institutional or departmental policy including any controlled substance, any prescription drug possessed without a valid prescription, or any medications held in excess of possession limits.

“Extortion” as used in this rule, means acting with purpose to obtain anything of benefit or value, or to compel, coerce, or induce another to violate a rule or commit any unlawful act.

### **Limited Privilege Housing (LPH)**

- The imposition of Limited Privilege Housing shall be an approved sanction for inmates convicted of a rule violation that does not warrant placement in Restrictive Housing (RH).
- Limited Privilege Housing placement/sanctions can be imposed by the hearing officer, shift commander, unit manager, and RIB or SMP chairperson.
- The RIB or SMP chairperson can impose an LPH sanction not to exceed ninety (90) days. Progressive discipline will be imposed for multiple rule violations.
- For Rule #39 sanctions only, the initial placement shall be thirty (30) days (1st offense). If found guilty of a rule violation during the initial placement, then an additional thirty (30) days can be added to equal sixty (60) days. The maximum number of days an inmate can be placed in LPH at a time is ninety (90) days dependent on successive rule violations in LPH. No LPH sanctions shall exceed ninety (90) days at a time.

### **Elements of Limited Privilege Housing Sanction:**

- The LPH inmate’s picture with name, number, lock, and dates of LPH will be maintained at the officer’s desk. LPH inmate’s picture with name and number will be placed on the inside of each cell door will their corresponding bunk letter.
- Inmates in LPH status shall receive a mandatory 2.4 cu. ft. pack-up and shall be authorized to keep the following items in their cell.

#### **Personal Hygiene Items:**

- Toothbrush (1)

- Toothpaste (1)
  - Soap (1)
  - Comb/Brush (1)
  - Deodorant (1)
  - Shampoo
  - Conditioner (1)
  - Hair Oil (1)
  - Feminine Hygiene Products (1)
  - Nightgown (1)
  - Bras (7)
  - Panties (7)
  - Pair State Socks (7)
  - Towel (2), Washcloth (3)
  - Shoes (1)
  - Shower Shoes (1)
  - State Coat (1)
  - Razor (1)
  - State Blankets (2)
  - State Sheets (2)
  - Dental floss (1)
  - Playing cards (1)
  - Newspaper (current) (1)
  - Magazine (current) (1)
  - Wedding band (1)
  - Religious medallion (1)
  - Bible/Koran (1)
  - Unit Library Paperback Books (2)
  - Winter clothes (1)
  - Drinking cup (1)
  - Alarm clock (1)
  - Educational tablet (1)
  - Photos (RA)
  - State Pillowcase and Pillow (1)
  - Legal Books / Materials (2)
  - Writing Tablet (1)
  - Pens (2), Pencils (2)
  - Jumpsuits (2)
  - Laundry Bag (1)
  - KOP (carry medications- as prescribed)
  - Over-the-counter medications (1)
- All other personal property, including titled items, shall be packed-up and secured in the M-unit vault until the inmate completes LPH sanctions.
  - LPH inmates shall have no access to the central library. Inmates may have access to the unit library and be permitted two (2) paperback books. No hardback books are permitted. No access to library newspapers and magazines are permitted.

- LPH status shall consist of alternative dress, loss of earned credit time, loss of audio equipment, loss of sundry and food packages, and commissary restriction.
- LPH inmates shall only be authorized to purchase hygiene and legal items and shall shop last after their unit has completed shopping.
- LPH inmates shall remain in their cells after the completion of their out-of-cell time unless they have been authorized movement outside of the unit per the individual Movement Plan which is posted at the unit officer's station.
- LPH inmates shall move as a group. Inmates are required to sign in and out of the unit on the Inmate Activity form located at the officer's desk prior to leaving the unit. Upon return to the unit, inmates shall sign in with the unit officer.
- ALL LPH inmates shall be pat searched prior to entering their cells returning from outside movement.
- Religious and legal services shall be requested and approved through the kite system.
- LPH inmates shall wear the assigned jumpsuit at all times including visits.
- LPH visits shall be limited to one (2) hour period on Tuesdays during the morning session only. The visit time starts once the inmate enters the visiting room.
- LPH inmates shall not be permitted to have other inmate visitors in their cell area. No inmates shall be permitted in the LPH cell area unless assigned to that specific cell.
- Inmates who are placed in LPH for rules 8, 10, 13, 14, 19 and 25 shall not be housed together or adjacent to another LPH inmate involved in the same rule infraction(s).
- LPH inmates shall receive laundry services two (2) times per week on 1st shift only.
- Recreation shall be offered to LPH for one (2) hour session immediately after breakfast daily and confined to the basketball court.
- LPH inmates shall be offered one (1) ten (10) minute phone call daily and one (1) hour out-of-cell time after the 1600 count time. Inmates have the right to refuse recreation and out of cell time.
- Recreation times are subject to change at any time by the appointing authority.
- LPH inmates shall have a signed pass to attend all programs. The passes that will be honored include medical, mental health, education, Re-Entry approved programs, staff-led programs, and one (1) religious program per week, which will be staff-led and with no outside guests involved. Inmate-led programs are not authorized, except for Roots of Success which is a Re-Entry approved program.

### **Restrictive Housing (RH)**

- The imposition of Restrictive Housing shall be an approved sanction for inmates convicted or accused of a rule violation that warrants placement.
- Restrictive Housing placement can be imposed by Deputy Warden, shift commander, unit manager, investigator, RIB or SMP chairperson.
- The RIB or SMP chairperson can impose an RH sanction not to exceed 29 days.

### **These privileges and program opportunities are considered minimum requirements for RH**

#### Personal Hygiene Items:

- Toothbrush (1)
- Toothpaste (1)

- Soap (1)
  - Comb/Brush (1)
  - Deodorant (1)
  - Shampoo
  - Conditioner (1)
  - Hair Oil (1)
  - Feminine Hygiene Products (1)
  - Nightgown (1)
  - Bras (3)
  - Panties (7)
  - Pair State Socks (5)
  - Towel (2), Washcloth (3)
  - Shower Shoes (1)
  - State Blankets (2)
  - State Sheets (2)
  - Dental floss (1)
  - Playing cards (1)
  - Newspaper (current) (1)
  - Magazine (current) (1)
  - Wedding band (1)
  - Religious medallion (1)
  - Bible/Koran (1)
  - Library Book (1)
  - Photos (RA)
  - State Pillowcase and Pillow (1)
  - Legal Books / Materials (2)
  - Writing Tablet (1)
  - Over-the-counter medications (1)
  - security ink pen (1)
- Mail and kite privileges
  - Access to reading materials including extra educational or religious material as approved by program staff.
  - Contact library for legal material. Library Staff shall make (1) one round per week to provide legal and general reading materials.
  - Access to cleaning articles for cell sanitation.
  - Institution coveralls or clothing, underwear, and footwear.
  - Laundry, barbering and hair care services and the issuance and exchange of clothing, bedding and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the senior correctional supervisor.
  - Opportunities for visitation unless there are substantial reasons for withholding such privileges. Inmates in RH for pre-hearing detention or investigation shall have the same access to visitation as general population inmates unless security or safety considerations dictate otherwise. Inmates in RH as a result of a RIB disposition, SMP disposition, or security increase shall be limited to one (1) visit per visitor per month, during weekdays,

with a two (2) hour limit.

- A minimum of one (1) hour of exercise per day outside of their cells no less than five (5) days per week
- The opportunity to shower and shave no less than five (5) times per week.
- Access to current Administrative Rules, also known as “ARs,” 5120-9 series and access to authorized DRC policies.
- Inmates in RH pending transfer shall be allowed to make commissary purchases once per month with a \$20.00 limit and limited to items described as stationary supplies and personal hygiene articles.
- Inmates in RH pending transfer shall not be permitted to receive sundry, food, or exempt packages, nor shall they be permitted to make mail order purchases.
- Inmates in RH shall be allowed telephone privileges to access the judicial process and family emergencies unless safety or security considerations dictate otherwise.
- Inmates confined in RH shall have access to programs and services to include, but not limited to, educational, commissary, library, social, and counseling services, religious guidance, and recreational programs.

## **Prison Rape Elimination Act (PREA)**

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 may be reported to **ANY STAFF** Member:

- Verbally to ANY STAFF MEMBER
- In writing to ANY STAFF MEMBER
- Operation Support Center (614) 995-3584 (No cost to call from inmate phone)
- Outside Agency Hot Line \*89 (No cost to call from inmate phone)
- Inmates in Restrictive Housing may also anonymously report sexual misconduct or retaliation by writing to:

Division of Quality – Chief Inspector’s Office  
Ohio Department of Youth Services

4545 Fisher Road, Suite D  
Columbus, Ohio 43228

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

A Sexual Abuse or Sexual Harassment complaint may be submitted at any time; however, a timely complaint is essential to providing services and proper investigation. The Inmate Grievance procedure is NOT the administrative process to report allegations of Sexual Abuse or Sexual Harassment. However, any Inmate Grievance (Including ICR, NOG, and related Appeal Forms) filed regarding a complaint of Sexual Abuse or Sexual Harassment shall immediately be reported to the Institution Investigator for proper handling in accordance with ODRC Policy 79-ISA-02 (Prison Sexual Misconduct Reporting, Response, Investigation, and Prevention of Retaliation). There will be NO retaliation for reporting incidents of sexual abuse or harassment.

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

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

Within seven (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 the end of the 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 seventy-two (72) hours of intake and upon transfer to another institution. These screenings shall be initiated in the PREA Risk Assessment by medical personnel during intake medical assessments and shall be completed by unit management with the seventy-two (72) hour period. No sooner than fifteen (15) days, but no longer than thirty (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 last 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 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 sixty (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.

## **OPPOSITE GENDER ANNOUNCEMENTS**

All employees, contractors and volunteers of the opposite-gender, whether assigned to the unit or not, shall make the unit aware an opposite gender individual is entering the unit. This will be achieved with the use of the PREA buzzer. For contractors and volunteers of the opposite gender, escorting staff shall activate the buzzer when those individuals enter the unit. The announcement is only required when an opposite-gender employee, contractor or volunteer enters a housing unit where there is not already another opposite-gender employee present. The announcement shall always be made at the beginning of each shift. The only exceptions will be from 10:00pm to 8:00am at which time the verbal announcement "Male in housing unit" shall be made instead of the use of the PREA buzzer.

All inmate health service departments, Frazier Health Center and Franklin Medical Center Zone A, shall only announce once at the beginning of each shift. No additional announcements shall be required as the inmate handbook shall inform inmates that opposite gender medical staff are in these units at all times. The only exceptions will be from 10:00pm to 8:00am at which time the verbal announcement shall be made instead of the use of the PREA buzzer.

## **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 you have an interest in a sexual relationship. Placing yourself in debt to another inmate may 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 the alleged victim and abuser.

2. Request the alleged victim not take any actions that could destroy physical evidence.
3. Ensure the alleged abuser does not take any actions that could destroy physical evidence.
4. Take appropriate steps to preserve, protect and collect any evidence from the crime scene.

The institution shall 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**

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

The victim shall 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. Telephone calls to outside support services shall be provided in as confidential a manner as possible.

NERC shall maintain a Memorandum of Understanding with the Cleveland Rape Crisis Center. The Cleveland Rape Crisis Center shall provide confidential emotional support services related to sexual assault/abuse. NERC's OCM shall ensure that PREA information is readily available. This information shall include reporting posters that include the hotline number and emotional support posters that show partnership with the Cleveland Rape Crisis Center. These posters shall be posted in all housing units, restricted housing cells, receiving and discharge areas, medical, mental health and the inmate library. Third-Party reporting (for family and friends) shall be posted in all visitation and front entry areas.

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.

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

If the assessment indicates the inmate is at risk or has experienced prior sexual victimization, whether it occurred in an institution setting or in the community, staff shall offer a follow-up meeting with a medical or mental health practitioner within fourteen (14) calendar days of the intake screening. This may be accomplished by the inmate requesting the service at the time of the assessment or by forwarding a kite to the medical or mental health departments. If the assessment indicates the inmate is at risk or had previously perpetrated sexual abuse, whether it occurred in an institution setting or in the community, staff shall offer a follow-up meeting with a mental health practitioner within fourteen (14) calendar days of the intake screening. This can be accomplished by the inmate requesting the service at the time of the assessment or by forwarding a kite to the mental health departments.

## **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 misconduct shall be issued by the institution investigator within ninety (90) calendar days of the initial filing. If ninety (90) calendar days is not sufficient to make an appropriate decision, the institution investigator may extend the decision up to seventy (70) calendar days. The inmate shall be notified in writing of such extension and provide a date by which a decision shall 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.

## **Definitions**

**Abuser** - A high risk inmate who has been found guilty of committing one (1) or more instances of sexual abuse in an institutional setting.

**Agency PREA Coordinator** - The staff member designated by the Director to oversee the agency efforts to comply with PREA standards in all facilities. The agency PREA coordinator shall be the Operation Support Center liaison for the Institution Operational Compliance Managers (OCMs).

**Extended Restrictive Housing (ERH)** – Housing that separates an inmate from the general population and restricts the inmate to their cell twenty-two (22) hours or more per day for a period of thirty (30) days or longer.

**Indecent Exposure** - Any display by a staff member, contractor, or volunteer of his/her uncovered genitalia, buttocks, or breast in the presence of an inmate.

**Institution Operational Compliance Manager** - The staff person designated by the managing officer at each facility to coordinate the institution's efforts to comply with PREA standards.

**LGBTI** - An acronym for a group of sexual minorities including lesbian, gay, bisexual, transgender, and intersex individuals.

**PREA Accommodation Strategy (PAS)** - A strategy plan prepared by the unit management chief (UMC) or in his/her absence, the acting unit management chief (UMC) for an inmate's housing, bed, work, education and program assignments based upon the PREA classification determined by the PREA Risk Assessment System, the needs of the individual inmate, the structure/security level of the facility, and the correctional judgment of the staff member.

**PREA Accommodation Strategy Team (PAST)** - A team, consisting of the institution operational compliance manager (OCM), unit management chief (UMC), medical and mental health staff, and other staff as necessary, established to complete a PREA accommodation strategy in accordance with DRC policy 79-ISA-04, PREA Risk Assessments and Accommodation Strategies, for all transgender and intersex inmates. The team shall be chaired by the institution OCM.

**PREA Classifications** - For purposes of tracking risk of sexual abuse, all inmates shall be designated as either an abuser, victim, potential abuser, victim, or no classification based upon screening results from the PREA Risk Assessment System.

**PREA Risk Assessment System** - A computer system designed to assist the institutions assessing risk of sexual abuse for an individual inmate and to assist in tracking and sharing information about PREA classifications and LGBTI inmates. The electronic PREA risk assessment forms shall be utilized until the automated system becomes available.

**Recent Sexual Abuse** - Oral sexual abuse that has occurred within twenty-four (24) hours; vaginal or anal abuse that has occurred within ninety-six (96) hours.

**Sexual Abuse** - Any behavior or act of a sexual nature, or any attempt, threat or request for same, directed toward an inmate by an employee, contractor, or volunteer, which may include one or more of: 1) sexual conduct, 2) sexual contact, 3) voyeurism, or 4) indecent exposure; OR any behavior or act of a sexual nature, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse, directed toward an inmate by another inmate which may include one or more of: (1) sexual conduct or (2) sexual contact.

**Sexual Conduct** - Vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and without relation to official duties, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

**Sexual Contact** - Any touching of an erogenous zone of another including without limitation the thigh, genitals, buttocks, pubic region, or if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

**Sexual Harassment** - (1) Repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate toward another, OR (2) repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

**Sexual Misconduct** - Any behavior or act of a sexual nature directed toward an inmate by an employee, contractor, or volunteer or other inmate which may be sexual harassment, sexual abuse or a combination of both as defined in this policy.

**Substantiated Allegation** - An allegation that was investigated and determined to have occurred.

**Unfounded Allegation** - An allegation that was investigated and determined not to have occurred.

**Unsubstantiated Allegation** - An allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

**Victim** - A high risk inmate who has been the victim of sexual abuse in an institutional setting, which has been confirmed by disciplinary records of the abuser and/or inmate on inmate assault records

**Victim Support Person** - A designated employee that has been specially trained to support a victim of sexual abuse which may include: (1) Accompanying the victim to the hospital; (2) Supporting the victim through the forensic medical examination and investigatory interview; and/or (3) Providing emotional support, crisis intervention information, and referrals.

**Voyeurism** - An invasion of privacy of an inmate by a staff member, contractor, or volunteer for reasons unrelated to official duties such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of any inmate performing bodily functions.

## **Parole Board**

The Parole Board has three levels of staff that perform its duties. The most familiar function is its monthly release consideration hearings conducted by the Parole Board Members. These monthly hearings are conducted via videoconferencing. Parole Board Hearing Officers complete Post Release Control (PRC) Assessments and conduct field violation hearings on inmates who are alleged to have violated one or more terms of release. There are also Parole Board Parole Officers assigned to each institution who assist with multiple parole board activities including hearing preparation, transitional control screenings and clemency and commutation investigations. 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 via institutional mail forwarded by the Parole Board Parole Officer. You should be prepared to discuss your placement plans with the Board. The Board also reviews your institutional conduct, to include programming when considering release suitability.

There is a designated day each month wherein inmates' families, representatives and/or supporters can meet with a Parole Board Member or other Parole Board staff to exchange information prior to an inmate's release consideration hearing referred to as an Inmate Conference Day. To schedule a meeting, the interested party should contact the Parole Board at 614-752-1200 or toll-free at 1-888-344-1441 two months prior to the institutional hearing to schedule their conference. Inmate Conference Day meetings are held at various Adult Parole Authority offices across the state. Inmates are not present during the inmate Conference Day meetings. Out of state supporters can request a phone conference in lieu of appearing in person. Letters of support may also be forwarded directly to:

Parole Board  
4545 Fisher Road  
Columbus, OH 43228

Contact your case manager if you have not received written notice of your hearing and you believe you should be scheduled for a release consideration hearing during the given month.

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

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

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

**Central Office Board Review (COBR)** - The mechanism by which the Parole Board considers certain cases referred by the hearing panel that require approval of a final decision by a majority of parole board members.

**Full Board Hearing** - A parole board hearing conducted by the parole board as described in section 5149.101 of the revised code.

Any inmate granted a release date and who is seeking an out-of-state placement upon release from the institution should be aware that out-of-state placements can take significantly longer to process than in-state placements and can ultimately be disapproved by the potential receiving state. Inmates should also develop alternative release plans to the out-of-state placements and should

discuss their placement plans with their Case managers well in advance of their release dates to ensure ample time is available to submit their requests via Interstate Compact.

### **Post Release Control Screenings**

If the crime for which you are incarcerated occurred on or 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 3rd degree offenses of violence. PRC is discretionary for all other felonies of the 3rd, 4th and 5th degree.

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

### **Special Conditions of Release**

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 inmate 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 affect whether or not a special condition will be mandated while under supervision.

### **Transitional Control Program**

Transitional Control involves completing the end of your sentence at a halfway house while participating in a full-time employment or education program. Parole Board staff will review your case to determine whether or not participation in the program will be recommended. A file review will be completed on all inmates serving an eligible SB2 sentence. This is done four to twelve months prior to your scheduled release date. The maximum amount of time you can participate in the program is 180 days.

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 if serving an aggregate sentence of two years or less. Notice to the sentencing court is not required for an inmate who has an aggregate sentence of 2 years and one day or more. If you are serving a sentence for a felony 1, 2 or 3 offense of violence, notice will also be provided to the registered victim(s) of your offense(s). The recommendation for transfer into the transitional control program by the Parole Board is discretionary and not automatic and is not subject to appeal.

### **Violation Sanction Process Hearings**

Violation hearings are conducted in the community at local jails or in APA Offices, or at a designated DRC Reception Center when violations of supervision occur, and the supervising officer is requesting that an inmate be returned to prison for the violations. At these hearings, a

Parole Board Hearing Officer or Board Member will determine by a preponderance of the evidence if the violations occurred and whether or not a return to prison is appropriate.

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

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

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

## **Release Procedures**

Releases are to report to the vault area in your state uniform with all clothing and bedding items that were issued by the institution including your inmate handbook and state fans. All items that were issued by the institution will be checked. Any items that are missing or damaged will be paid for at the time of release.

### **Giving away or trading property at the time of your release is not permitted.**

You will change into your own clothing for release. Inmates who do not have personal clothing will be provided with state issued clothing. Personal property will be shaken down to ensure that the releases are taking only their personal property.

Any personal documents (i.e. birth certificate, social security card) will be given to you upon your release.

You will be escorted to medical for medication pick-up and signing of the Release of Information for future use if needed. The Cashier Office will issue going-home funds (if entitled), personal account, and state pay up to the date of release.

Parolees and furloughs will receive their Certificate of Release. Definite sentence releases are given a Restoration of Civil Rights for which they must sign. Your identification badge will be confiscated.

Releases that have family or friends waiting should notify them to arrive between 9:30 a.m.-10:00 a.m. and ring the buzzer at the pedestrian gate. After ringing the buzzer, let the control officer

know they are here to pick up an inmate and state the inmate's name and number. Releases that do not have anyone picking them up or any other means of transportation will be transported to the Greyhound Bus Station in Cleveland, Ohio. If transportation home presents a problem, contact your Case manager at least two weeks in advance so that arrangements can be made before your release date.

## **Apology Letters**

Restorative Justice is a way of viewing, understanding and responding to crime and the effect it has on victims, communities and inmates. Crime is recognized as harm done to a person(s). The aim of justice is to promote understanding, accountability and healing. Inmates are held personally responsible to their victim(s) for making amends and to the extent possible, in helping to repair the damage they have caused.

Apology Letters can be written by an inmate as an attempt to communicate accountability, remorse, acknowledgement of the pain caused by the offense(s) committed. Under no circumstances should inmates send apology letters directly to the victim(s) of their offense(s) or through a third party i.e. attorney, parole board or family member.

At any time during their incarceration or supervision, an inmate can send an apology letter to the Office of Victim Services (OVS). An inmate does not have to be enrolled in the Victim Awareness program in order to write and submit an apology letter. Generally, most apology letters are received from the Victim Awareness Facilitators after the inmate has completed the Victim Awareness program. However, OVS will accept apology letters directly from the inmate at any time. Apology letters can be sent to: The Office of Victim Services, 4545 Fisher Road, Suite D, Columbus, Ohio 43228.

Please note: These are factors for the Inmate to consider before submitting an Apology Letter: When writing an apology letter keep in mind that a sincere apology letter shows that you regret the harm caused and accept responsibility for your crime(s). In addition, when writing an apology letter, you should consider the following:

- A. Writing an apology letter is a voluntary act.
- B. The benefits realized are related to personal insight, healing and growth. This applies regardless of whether the victim(s) receives the letter or are aware that the letter is on file.
- C. You should ask yourself if you are truly sorry for the harm caused or merely regret having been caught.
- D. If you are feeling sorry for yourself or expecting something in return from the victim i.e. forgiveness, then you may not be ready to write an apology letter.
- E. You should not expect forgiveness. Forgiveness is a deeply personal choice to be made by the victim at a time when and if they are ready.
- F. You should accept personal responsibility for your actions without offering excuses.
- G. The letter should be addressed to the direct victim(s), i.e. "To Jane Doe," "Jane Doe's Family," "The Victim's Family," "The Employees of Macy's," etc.

- H. Do not send apology letters that are addressed to your parents, children, the parole board, facilitators, attorneys, etc. unless they are the direct victim(s) of your crime.
- I. The apology letter should not contain the notation of a “cc” to your attorney, the parole board, prosecuting attorney’s offices etc. The crime occurred against the direct victim(s) and not outside entities, so it is most appropriate that the apology letter be written and provided directly to the person(s) harmed.

Upon receipt of an apology letter, OVS will contact the victim(s) to see if they would like to accept a letter of apology from the inmate. The victim(s) must be registered in order to be notified that OVS has received an apology letter from the inmate. Once OVS has the letter, the inmate is no longer the owner of the letter and will not be informed when an apology letter is requested by the victim or sent to the victim.

\*\*Please note, an apology letter is not a method to obtain future contact with the victim, such as special or approved visiting into a correctional institution and/or lifting of the special condition of “no contact” as a condition of an inmate’s supervision.

If a victim is interested in receiving or checking to see if an apology letter is on file from the inmate in their case, they can complete a notification form or contact the Office of Victim Services at any time. Additionally, before any hearings in which the victims/survivors may be participating in, they will be notified if an apology letter is on file and they will have the ability to receive it at that time, if they wish.