

THE OHIO REFORMATORY FOR WOMEN INMATE HANDBOOK



Revised January 2021

Teri Baldauf 12-4-20
Warden Teri Baldauf Date

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

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

INTRODUCTION

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

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

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

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

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

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

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

This manual is the property of the Ohio Reformatory for Women. This manual is issued to you for 14 days while you are housed in the reception unit. You must return this manual to the intake reception officers after 14 days, or if transferred to another unit prior to 14 days, or if transferred to another prison prior to 14 days, or if released prior to 14 days. If the manual is lost or destroyed, you will be issued a conduct report and charged the replacement cost of \$2.90.

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SECTION 1 – GENERAL INFORMATION

Address, Phone Number, Directions:

ADDRESS FOR THE OHIO REFORMATORY FOR WOMEN:
OHIO REFORMATORY FOR WOMEN (ORW)
1479 COLLINS AVE
MARYSVILLE OHIO 43040

PHONE NUMBER: (Emergencies only) (937) 642-1065

[Please write this address down and secure in your property box]

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

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

Administrative Staff: Positions, Roles, and Duties

The administration of the Ohio Reformatory for Women is responsible for planning, organizing, and controlling the operations of the institution. The various persons in administration have certain duties, with each person being responsible for different functions or programs within the institution. An explanation of the duties of various members of the administration is given below. To resolve difficulties, the proper chain of command is as follows: correction officer, unit sergeant, case manager, unit manager. This chain should be used before notifying any other staff member.

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

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

Deputy Warden of Operations: This position directs both security and unit management, supervises both the Chief of Security and Unit Management Chief and serves as the site leader for implementation of unit management. The Deputy Warden of Operations has the decision-making responsibility for security, unit management, recreation, maintenance, and other routine operational areas which include the Mailroom, Vaults, Visiting, the Rules Infraction Board (RIB – the inside court system), and ID. If you have questions about one of these areas, contact the department head before contacting the Deputy. If your

questions are not answered by staff, then send a kite to the Deputy.

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

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

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

Administrative Assistant to the Warden: The Administrative Assistant to the Warden is responsible for all the activities and programs not directly under the supervision of any specific department. He/she responds to kites and/or interviews inmates in response to kites sent to the Warden. The Administrative Assistant is the Warden's Designee for the Rules Infraction Board appeals. He/she serves as the public information officer and also handles all requests from the media and inmate interviews. Supervises Records Office and Training Departments.

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

Investigator: The Investigator directs and supervises all institution investigations dealing with drugs, employee/inmate inappropriate relationships, sexual and/or physical assaults and violation of the law by visitors, volunteers or contract employees. If you have witnessed or have been subjected to any institution violations, including drug use, possession of contraband, and physical and/or sexual abuse, you are required to contact the Investigator immediately. You can reach the Investigator by sending a kite. There are times when you may come into contact with the Investigator, without reporting an incident. For example, if someone witnesses you being sexually assaulted, they may bring it to the attention of the Investigator. At this point, the Investigator will contact you for an interview.

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

Medical Operations Manager: The MOM oversees the operation of the Medical Department, supervise the Health Care Administrators. If you have any concerns with the Medical Department you can "kite" the Health Care Administrators before contacting the MOM.

Health Care Administrators: Supervise the medical staff (Nurses, Medical Assistants) and oversee the

day to day operation of the Medical Department.

Assistant Medical Operations Manager: Handles all the contract staff in the medical department, scheduling, and ordering of the medical supplies. AMOM handles the medical equipment and eye glass needs of the inmate population. Concerns of this can be directed towards the AMOM.

UNIT MANAGEMENT: Positions, Roles and Duties

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

The unit staff is viewed as the first persons in the chain of command. Your problems and concerns should be discussed with appropriate unit staff members. The unit team will review the situation and attempt to resolve the problem in an appropriate manner before your situation escalates. If the issue cannot be resolved by them, they will direct you in the next appropriate actions.

By developing a positive attitude towards staff at the beginning of incarceration at ORW, you can open doors to effective communication and increase the exchange of ideas. Ultimately, this positive attitude should assist in reducing tension and frustration for both you and the staff.

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

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

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

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

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

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

Unit Secretary: Office support staff assigned to perform clerical duties for one or more units and functions as part of the unit team. While the unit secretaries are part of the Unit Team, they work for the unit staff and not the inmates. Unit secretaries should only be addressed in an emergency situation only.

-Listed below are rules, areas, procedures that you will or may need while you are incarcerated. While the unit staff should be addressed first with issues these areas may be directly addressed for concerns in their areas. If you cannot get resolve remember to always refer to your unit staff.

PRISON RAPE ELIMINATION ACT (PREA): Department Policy 79-ISA-01

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

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.

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

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 staff members of the opposite gender, whether assigned to the unit or not, shall make the following announcement upon their arrival in a housing unit: "Male/Female in housing unit." If at any time the staff

member leaves and returns to the housing unit, the proceeding announcement shall be repeated. The announcement is only required when an opposite gender staff enters a housing unit where there is not already another opposite gender staff member present. If opposite gender staff remain in the unit during shift change, the announcement shall always be made at the beginning of each shift.

All inmate health service departments, Frazier Health Center and Franklin Medical Center Zone A shall only announce once at the beginning of each shift. Opposite gender medical staff are in these units at all times.

Once the facility installs the PREA buzzer at the entrance of each housing unit, it shall replace the verbal announcement with a unique, audible sound which shall be heard at the farthest point within the housing unit. The only exceptions will be from 10:00 pm to 8:00 am, 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. Take appropriate steps to preserve, protect and collect any evidence.

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

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

The victim 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.

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 with 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.

COUNT TIMES:

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

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

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

FOOD SERVICE: Department Policy 60-FSM-02

Housing units (except for admissions, ARN4, and Residential Treatment Unit) are called to meals on a rotating basis.

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

Breakfast: 5:30 AM
Lunch: Reception following a 10:30 count
Lunch: Upon completion of the 11:00 AM Count –all other housing units
Dinner: Upon completion of the 4:00 PM Count

All Diet meals and diet snacks will be served from Dining Room 1-Line 1.

All inmates are required to present their ID when entering the food service area for meals. **YOU MUST SCAN YOUR ID CARD TO RECEIVE A MEAL TRAY!**

You are not permitted to "pick" where you sit. You will remain with your unit, upon seating you have 20 minutes to eat your meal, empty your tray, and leave the area as permitted.

All food shall be consumed inside of food service. **FOOD IS NOT ALLOWED TO BE CARRIED OUT OF THE CENTRAL FOOD SERVICE AREA** except authorized/approved by medical and have an assigned snack card.

No bags shall be taken to or permitted in Food Service. Only condiments that can be hand carried such as salt, pepper, hot sauce etc. shall be permitted.

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

ORW follows the healthy heart menu, which focuses on:

- a. Consuming a variety of foods in the basic food group while keeping within energy needs.
- b. Control calorie intake to maintain a healthy weight.
- c. Increase daily intake of fruits and vegetables, whole grains, non-fat milk and milk products.

- d. Choose fat wisely for good health.
- e. Choose and prepare foods with little or no salt.

FRESH FAVORITES

- a. You may purchase your selection once a week through the commissary procedures. Not offered to Reception inmates.
- b. Orders are will be available for pick up on Thursday evenings--after the regular dinner meal units will be notified--once announced you may report to Dining Room 2- Line 4 with your receipt in hand, to pick up your order. Carry out only.

INMATE GUIDELINES:

- All inmates and all areas are subject to search at any time to control contraband.
 - (Contraband is any homemade item, items not given by the State, items not from food and/or sundry boxes, and items not purchased from Commissary (including CFS condiments). Items not in their original container or not being used for original purpose are also considered contraband.)
- Smoking and/or any tobacco/lighter items are prohibited.
- If an order date for medication has expired, the medication is considered contraband. Turn expired medication in at Special Meds.
- No chains without crosses or religious medals are permitted and are considered contraband.
- In dorm areas, you may not be more than 2 feet from your bed in any direction.
- You are not permitted to go to another inmate's bed area. This is an OUT OF PLACE violation and you will receive a ticket.
- All inmates must be awake, dressed, and have their beds made by 8:00 a.m. You may stay at your bed, but it must be made and straightened. Your beds are to be made in military style (with your state blanket on top) from 8:00 am until 5:00 pm.
- Inmates are not to hang or have anything out of the windows, in the windows, on the sills or on the windows.
- No pictures permitted on walls, lock boxes, or beds.
- Lock boxes are to be under the bed or against the wall anytime you are out of your bed area. Lock box trays are not permitted.
- Mail is handed out on 1st shift at designated times. Inmates must be properly dressed and have their IDs to obtain their mail.
- All offenders must be properly dressed at all times. Socks, shoes, panties, and bras must be worn. If you live in a dorm style housing unit you are to change your clothes in the restroom and shower area only, NOT IN THE DORM. If you live in a cell style housing unit you are to change your clothes in your cell. All buttons are to be buttoned, shoestrings tied, pants up on waist, and t-shirts and state shirts tucked in. New "smock style" state shirts do not have to be tucked in. When wearing a sweater or sweatshirt you are to wear it on top of the state blouse. The collar of your state blouse must always remain out and visible. State pants and jumpsuits cannot be tucked into socks, boots or rolled up. If you need your pants properly hemmed to the right length, then you must kite the quartermaster for authorized alterations to be made.
- No unauthorized alteration of state or personal clothing is permitted. You may NOT cut pants into shorts. You may not peg the legs or split the bottom hems. You may not alter the hip area to make them tighter, or larger, etc. All state clothing needing alterations or replacement shall be done by the clothing storeroom. Pants with pockets are no longer issued. Alterations to create pockets is not allowed and will be considered contraband. You will be charged for the replacement cost of any items

- When wearing the state uniform, inmates are permitted to wear one t-shirt (blue, or green, short-sleeve, or long-sleeve) under the state shirt. Both shirts must be tucked into your state pants at all times. If wearing the "smock style" shirt, only the t-shirt must be tucked in. No colored t-shirts shall be worn in-lieu of the required State shirt to any work site.
- You shall not wear more than one pair of pants at a time, two pairs of shorts at a time or shorts under pants or thermal bottoms under shorts.
- Inmates shall wear their state uniform while on duty at their job sites, attending institutional programs, attending all meals at CFS, pass appointments, church, church functions, school.
- CFS workers shall wear the white shirt and pant uniform issued.
- Approved group T-shirts may be worn to approved group events.
- Inmates are permitted to wear their personal clothing (t-shirts - blue or green, short-sleeve, or long-sleeve; shorts, blue or green; sweatpants – blue or green; sweatshirts – blue or green; etc.) after 4:00 p.m. Monday – Friday, and all-day Saturday and Sunday. This guideline does not apply to inmates that are Level 3 and Level 4A. *Level 3 and 4A will receive instructions from Unit Staff on any variations to dress.
- Pajamas must be worn at night in housing units.
- No slippers, shower shoes, head scarfs, or curlers are permitted in the Recreation Room. These items may only be worn while in the back bed/bathroom areas.
- Issued religious scarves are to be worn on the head only; either tied under the chin or behind the neck. Religious headscarves are not to be worn as headbands.
- Issued scarves for medical reasons are to be worn on the head only; either tied under the chin or behind the neck. Medical scarves are not to be worn as headbands. Medical cards must be kept with you ID card
- Scarves must be worn as a scarf, not as a headband and tied in the back. No rags, towels, or ripped sheets may be used as a scarf. When entering a building all hats, caps, hoods must be removed. Knit hats, du-rags, ball caps and hoods are **NOT** to be worn indoors; this includes the medical building and the food service building.
- The ID is to be worn on the left-hand collar of your state blouse. If you are wearing a coat or hooded sweatshirt the ID must be worn on the outermost garment in the same position. **The ID MUST be on your person and visible ALWAYS. The ID must always face towards staff so your name and number can be easily read.** Nothing is to be put on your ID by you. It cannot be altered in any way by you.
- Any inmate whose appearance has been altered in any way must have a new ID badge produced by the ID officer and the inmate's old ID is to be destroyed by the ID officer. The inmate is responsible for the cost of the new ID.
- Inmates are also responsible for the cost to replace their ID that has been lost, stolen or destroyed by their misuse of.
- No feet are permitted on chairs.
- No stopping in corridors, doorways and stairwells.
- No yelling into or out of the housing windows or across the yard.
- At all times, indoors and outdoors, inmates are to grant the right of way to staff members. Inmates are to move out of the way of staff members.
- There is absolutely no loitering on the sidewalks at any time. Inmates must keep walking and stay (single file) to the right side of the direction they are headed, while walking on all walkways. \
- All inmates must have a pass if they are in areas/departments that are not the inmate's job assignment (i.e. School, CFS, Maintenance, and Medical Dept.). Inmates must have a pass signed by an officer or staff member to travel inside the institution. Inmates do need to sign group pass sheets to attend scheduled recreation times or scheduled programs and religious services that are offered to the general inmate population.
- Inmates shall not be released for a pass earlier then fifteen (15) minutes before report time noted

on the pass. Inmates are required to honor all passes; any inmate failing to honor a pass can be subject to disciplinary action (conduct report).

- All inmates moving throughout the compound will sign-in and sign-out on the inmate movement sign-in/sign-out sheet located in every living unit.
- No walking on any grass except for being escorted by staff and recreational areas.
- All inmates reporting to an area on a pass must remain in the area and shall not leave until released by a Correctional Staff member/or person they are seeing.
- When the yard is open, inmates are permitted to take 1 book, 1 clear cup with coffee, soda, juice, or water in it, one (1) JPAY 4, walk-man, MP3 Player (item must be titled to the inmate). All other items will be considered contraband. Ear buds or headphones must be worn and cannot be worn by any other inmate or worn between two inmates.
- All general population inmates who go to the gym for recreation are to remain in the gym until the end of the recreation period. Inmates may only sign up for 1 recreation period at a time to allow others the opportunity to attend. If you are at recreation during your unit's pill call time period, you may report to medical when the recreation period is over.
- **No electronic devices** (JP4 Players, MP3s, etc.) shall be brought into Food Service, Medical or the Harmon Building or to any work site.
- There shall be no handbags permitted in the institution. All books and other school or recreational items shall be hand carried so that the contents are clearly visible to the Staff members. All mush faked bags shall be considered contraband and confiscated.
- No borrowing, lending, or dealing. Inmates are not allowed to give another inmate food, candy, clothing, electronics, etc. for any reason.
- Passing notes to other inmates by ways other than through the U.S. mail are a "scribe" and are not permitted.
- Every inmate in every housing unit is responsible for keeping the housing unit clean.
- ID must be turned in for the brooms, mop handles, markers, commissary books, needles and threads.
- Only the laundry aides are permitted in the laundry room at any time.
- Each inmate is responsible for having her laundry properly marked.
- State blankets and shoes are not to be washed or dried in housing unit washers or dryers.
- No hugging, horseplay, kissing, holding hands, or physical contact of any kind is permitted.
- Once lights are out in the sleeping area ALL talking will be reduced to a whisper, preferably stopped out of respect for the other inmates trying to sleep.
- Fingernails cannot be longer than your fingertips and toenails cannot be longer than your toes (additional information on hygiene is listed below).
- **Inmates are NOT allowed to touch an officer or staff member in ANY way or at any time.**

EMERGENCY SITUATIONS

During emergency situations when officers are running inmates must move out of the way.

If you are not involved in the emergency, you need to leave the area or listen to the direction given to you by responding officers. Move out of the way to the nearest wall, move off of the sidewalk, get on your bunk or out of the area. Do not be a spectator and get in the way.

PERSONAL GROOMING, HYGIENE, AND SANITATION: AR 5120.9.25.1

Inmates must be neatly and fully dressed at all times when outside their living area in the uniform of the day or appropriate attire as established by the institution.

Inmates shall be required to be neat and well groomed.

Inmates shall have the opportunity to shower no less than five times weekly and are expected to maintain a high level of personal cleanliness.

Fingernails and toenails shall not extend beyond the tips of the fingers or toes. Artificial fingernails are not permitted.

Inmates are not permitted to manicure each other's nails or eyebrows, style or cut another inmate's hair, or to perform any other cosmetic procedure, except in an authorized program, or by inmates who have been authorized by the institution to perform such duties. Hair clippings shall be considered contraband and may not be retained by any inmate.

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

Haircuts shall be provided as needed. Hair shall be kept clean. 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.

A reception inmate may receive a haircut, if necessary, for reasons of sanitation or as otherwise permitted by this rule.

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.

Sideburns, bangs, and other facial hair must be neatly trimmed. Facial hair must not protrude more than one-fourth inch from the skin.

A new photo shall be taken whenever in the judgment of the managing officer or designee any significant change in physical appearance has taken place. Re-photographing shall be at the inmate's expense if the change in appearance is occasioned by grooming changes.

Earrings are not to be worn on any part of the body, except the ears. A maximum of two pair of earrings may be worn at one time.

SANITATION:

- You are responsible for maintaining a high level of cleanliness and neatness in your cell, bed area, housing unit and/or work area.
- Floors, windows, walls, sinks, toilets, vents and all other furnishings will be kept clean. Paper objects are not to be used as waste cans. Staff assigned to the area will make daily inspections. Failure to pass inspection will result in corrective action.
- Assigned porters will be used to maintain sanitation of all areas of the building.
- Do not throw trash or other items out of windows.

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

DISCIPLINE PROCESS: Department Policy 56-DSC-01,02,03

Inmate behavior is governed by the Rules of Conduct. The Rules of Conduct are listed below.

- (1) Causing, or attempting to cause, the death of another.
- (2) Hostage taking.
- (3) Serious physical harm to another.
- (4) Physical harm to another.
- (5) Physical harm to another with a weapon.
- (6) Causing a bodily substance to come into contact with another.
- (7) Throwing any other liquid or material on or at another.
- (8) Threatening bodily harm to another.
- (9) Threatening harm to the property of another, including state property.
- (10) Extortion.
- (11) Non-consensual sexual conduct with another.
 - (a) force
 - (b) by threat of force
 - (c) by intimidation other than threat of force, or,
 - (d) by any other circumstances evidencing a lack of consent by the victim
- (12) Non-consensual sexual contact with another, whether compelled:
 - (a) force
 - (b) by threat of force,
 - (c) by intimidation other than threat of force, or,
 - (d) by any other circumstances evidencing a lack of consent by the victim
- (13) Consensual physical contact.
- (14) Seductive or obscene acts.
- (15) Rioting or encouraging others to riot.
- (16) Engaging in or encouraging a group demonstration or work stoppage.
- (17) Engaging in unauthorized group activities.
- (18) Encouraging or creating a disturbance.
- (19) Fighting - with or without weapons.
- (20) Physical resistance to a direct order.
- (21) Disobedience of a direct order.
- (22) Refusal to carry out work or other institutional assignments.
- (23) Refusal to accept an assignment or classification action.
- (24) Establishing or attempt to establish a personal relationship with an employee.
 - (a) Sending personal mail.
 - (b) Making telephone calls.
 - (c) Giving or receiving from an employee, any item or favor.

- (d) Engaging in any form of business with an employee
- (e) Engaging in, or soliciting any act of a sexual nature
- (25) Intentionally grabbing or touching a staff member or other person without the consent.
- (26) Disrespect to an officer, staff member, visitor or other inmate.
- (27) Giving false information or lying.
- (28) Forging, possessing, or presenting forged or counterfeit documents.
- (29) Escape.
- (30) Removing or escaping from physical restraints.
- (31) Attempting or planning an escape.
- (32) Tampering with locks, locking devices, window bars; tampering with walls, floors or ceilings in an effort to penetrate them.
- (33) Possession of escape materials.
- (34) Forging or possessing documents for release.
- (35) Being out of place
- (36) Possession or manufacture of a weapon.
- (37) Procuring, or attempting to procure, a weapon.
- (38) Possession of plans, instructions, or formula for the manufacture of weapons.
- (39) Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
- (40) Procuring or attempting to procure, unauthorized drugs.
- (41) Unauthorized possession of drug paraphernalia.
- (42) Misuse of authorized medication.
- (43) Refusal to submit urine sample.
- (44) Gambling or possession of gambling paraphernalia.
- (45) Dealing.
- (46) Conducting business operations with any person or entity outside the institution without specific permission from the warden.
- (47) Possession or use of money in the institution.
- (48) Stealing or embezzlement of property.
- (49) Destruction, alteration, or misuse of property.
- (50) Possession of property of another.
- (51) Possession of contraband.
- (52) Setting a fire.
- (53) Tampering with fire alarms, sprinklers.
- (54) Unauthorized use of phone & violation of mail & visiting rules.
- (55) Use of telephone or mail to threaten, harass, intimidate, or annoy another.
- (56) Use of telephone or mail in furtherance of any criminal activity.
- (57) Self-mutilation, including tattooing.
- (58) Possession of devices or material used for tattooing.
- (59) Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution.
- (60) Attempting to commit; aiding another to commit any of the above acts.
- (61) Any violation of any published institutional rules, regulations or procedures.

Conduct Report "Ticket"

When an inmate violates an institutional rule and/or Rule of conduct, the staff member witnessing the violation will issue the inmate a conduct report. The conduct report initiates the inmate disciplinary process as follows:

1. CONDUCT REPORT WRITTEN - This report includes name, number, lock assignment, job, rule violation, summary of offense, signature of reporting official and his/her days off.
2. THE CONDUCT REPORT - is reviewed by the Administrative Review Officer (ARO) - a person designated to ascertain whether a rule has been violated, the evidence supports the rule violation, and that the report is filled out properly. This is typically the unit manager or RIB Chairperson.
3. INMATE RECEIVES A COPY OF THE CONDUCT REPORT - You will be called to the Hearing Officer's (Sgt.) office to sign for a copy of the conduct report.

4. **TICKET IS HEARD BY THE HEARING OFFICER** - An officer (typically the unit sergeant) is designated to perform an informal hearing. During the hearing he/she may either decide to dispose of the violation, issue discipline if they find you guilty, or refer the conduct report to Rules Infraction Board (RIB) if the offense is of a more serious nature.

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

5. **TICKET IS HEARD BY THE RULES INFRACTION BOARD (RIB)** - The RIB panel is made up of two staff members. You will have the right to twenty-four (24) hour notice before your hearing in order to prepare a defense, unless you waive that right. You will have the right to request a reasonable number of witnesses (including the charging official) to testify at your hearing, unless you waive that right. You will be informed that if convicted, you may be considered for Restrictive Housing placement.

When appearing before the Rules Infraction Board, your testimony and the testimony of all witnesses will be electronically recorded.

6. The Rules Infraction Board may impose the following penalties:
 - Placing the inmate in Restrictive Housing or Limited Privilege Housing for a period of one (1) to one-hundred and eighty (180) days.
 - Recommend that the inmate receive a Security Review and/or transfer to another general population institution.
 - Confiscate contraband items and dispose of accordingly. Minor contraband will be destroyed, donated, or utilized by the institution for training or other official purposes. Major contraband will be turned over to law enforcement authorities.
 - Recommend to the Managing Officer that the inmate be required to make reasonable restitution, or that his/her earning be reduced by reduction of earnings pursuant to Administrative Rule 5120-3-08.
 - Order that the inmate lose earned credit that otherwise could have been awarded or may have been previously earned as authorized by section 2967.193 of the Revised Code, paragraph (R) of the Administrative Rule 5120-2-06.
 - Such other actions which may be appropriate, such as extra duty work detail and any dispositions available to the hearing officer.
7. You will then be afforded the opportunity to appeal the RIB decision to the Warden or designee. You must do this within seven (7) calendar days of receipt of the decision. The Warden or designee will respond to the appeal within fourteen (14) days from receipt.

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

SECTION 2 – MEDICAL SERVICES

Department Policy 68-MED-01-24

If you have a sudden illness or emergency, notify any employee who will notify the medical staff.
DO NOT GO TO THE CLINIC AREA WITHOUT PRIOR AUTHORIZATION!

Access to Sick Call Services:

1. All inmates will be seen at Medical regardless of their ability to pay a co-pay charge. Co-pay charges will be explained later in this section.
2. Inmates requesting medical services must fill out a Health Services Request Form (HSRF) and place the form in the medical mailbox (white mailbox with Red Cross). A mailbox is located on the sidewalk that leads straight into Correctional Food Service & in front of the Reilly Building. **DO NOT USE A KITE.**
3. Medical staff will review requests daily and will schedule inmates for clinical services on priority of medical issue.

4. Upon medical's receipt of the Health Services Request Form you will be scheduled to be seen within 2 business days at Nurses Sick Call.
 - a. Nurse's Clinic is held seven days a week, including holidays.
 - b. You are required to bring all carry medications with you to every clinic appointment.
5. Doctor's Sick Call is a scheduled appointment that is either referred by the nurse or requested by the practitioner. You will generally be scheduled to be seen within 5 business days unless otherwise instructed by the provider.
6. You will receive a pass for appointments at Nurses Sick Call and Doctors Sick Call. **Medical passes are mandatory and take precedence over all other passes.**

Pill Call Services:

1. Prescription renewals/refills
 2. If you have a medical prescription that needs to be refilled, you must put the refill slip in the medical mailbox.
 3. Request refills by sending in a Refill Slip at least 5 days BEFORE you run out of your medication, but **not earlier** than 7 days before.
 4. Pharmacy will not refill a medication if it is requested TOO EARLY!
 5. You will receive a pass for "med pickup" when your prescription is ready. These passes are **mandatory**.
 6. ORW is committed to providing the best medical care possible at the same time being good stewards of the taxpayers' dollars. This means that generic medications will be used when applicable.
 - a. 2. Carry Medications
 - b. Carry medications are any medications that you can self-administer.
 1. blood pressure medications and antibiotics.
 - c. These are solely your responsibility to get refilled/ renewed before they run out.
 - d. **IF YOU ARE CAUGHT MISUSING/ABUSING THESE MEDS THEY WILL BE**
 1. **CONFISCATED AND CHANGED TO NURSE DISPENSE ONLY!!**
 - e. 3.Special Medications (pill call)
 7. **State law requires a PHOTO ID before a nurse may administer your medication to you.** The pill call area is a **QUIET ZONE**. This means that the noise level must be kept to a minimum. Disturbances will not be tolerated.
 8. Procedure Line up according to the last **TWO (2)** digits of your inmate number
 9. Obtain a cup of water from the drinking fountain provided.
 10. Approach the med window and present your ID to the nurse
 11. Clearly state your last name and number.
 - a. The nurse **MUST BE ABLE TO SEE YOUR PICTURE ID.**
 - b. After receiving your medication- Show the nurse and officer your empty cup, your open hands, and open your mouth to show you have swallowed your medication.
- Holding or "cheeking" of medications is a rule violation -Misuse of medications will result in medication becoming nurse dispense or discontinued as determined by your health care provider.
 - Medications that are administered at Pill Call include (but are not limited to)
 1. Controlled substances
 2. Insulin and finger sticks
 3. INH
 4. HIV medications
 5. Steroids (Prednisone)
 6. Psychotropic medications (mental health medications)
 7. Breathing treatments
 8. Migraine medication
 9. Any injection not given by the treatment nurse
 10. Some seizure medication

- If you are on essential medication you must go to pill call even if you do not want to take the medications. If you are refusing your medication, you must discuss this with the nurse and sign a waiver each time. Just telling a CO is not enough. Repeated tardiness and failure to show will result in a Conduct Report. Essential medications include but are not limited to:

1. Steroids
2. Chronic Care Medications
3. Antibiotics

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

Optical and Podiatry:

Services will be made available as needed. Need is determined by the medical staff through the above sick call procedures.

Dental Care Services: Department Policy 68-MED-12

The Ohio Reformatory for Women has a fully equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care.

Access to Dental Care:

1. Inmates requesting dental services must fill out a Health Services Request Form forms for all dental related requests.
2. There is no co-pay for any dental procedure, whether performed by dental staff or a nurse.

Dental Emergency:

1. Have the dorm/housing officer or any other staff person contact Inmate Health Services (IHS) as soon as possible.
2. Dental emergencies include but are not limited to:
 - a. Uncontrolled bleeding
 - b. Broken Jaw
 - c. Extreme swelling and or infection
 - d. Excruciating constant pain

Urgent Dental Care:

1. Submit a Health Service Request (HSR) form to dental explaining your problem.
2. A pass to Dental/or Emergency Nurse IHS within a day or two.
3. Urgent Dental care includes but is not limited to:
 - a. Toothache – constant or comes and goes
 - b. Broken tooth
 - c. Broken denture
 - d. Infection
 - e. Large painful cavity

Routine Dental Care:

1. Submit a Health Services Request for to dental explaining your problem.
2. You will be placed on a list to have an examination and have your problem looked at and treated.
3. If you will be in ODRC a year or less, you are only eligible for urgent dental care (unless you have a chronic medical condition or severe gum problems) and is at the discretion of the treating Dentist.
4. Here are some of the guidelines for routine dental care.
 - a. Partial or complete dentures will not be fabricated at state expense for an inmate

- having a length of stay in ODRC of 3 years or less
- b. An inmate with a length of stay in ODRC of 3 years or less wanting dentures may pay for the dentures
- c. Due to the amount of time and number of appointments needed to fabricate a denture an inmate must have nine (9) months left until her release.
- d. All routine treatment fillings, cleanings and or extractions **MUST** be completed before fabrication of any prosthetic device will be made.
- e. Fillings and cleaning will take place after you have completed 1 full year at ODRC; this does not include jail time credit.

MEDICAL CO-PAYMENT: Department Policy 68-MED-15

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

Co-pay Charges:

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

Exemptions to the co-pay charges:

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

SECTION 3 - MENTAL HEALTH SERVICES

Department Policy 67-MNH-02-32

Screenings:

1. Mental Health services are available to all inmates at ORW no matter the results of screening.
2. Mental Health services are initiated immediately upon arrival at ORW.

3. There is no co pay for any mental health services.
4. A detailed mental health screening will be completed within 7 days of arrival.
5. A mental health professional will determine your need to be referred to mental health.
 - a. If you are referred you will be notified and/or sent a pass for mental health.
 - It is very important to honor all passes to mental health. The number of inmates on the mental health case load is large and missing and rescheduling passes slows the process for everyone.
 - If it is determined that you need medication it is very important that you take all medication as prescribed. See above for pill call services.
 - b. If you are not referred through reception mental health services are still available by the following means.
 - Kite Mental Health with the reason you wish to be seen.
 - Request services through your unit staff.
 - See a corrections officer or any staff and request Crisis intervention.

Crisis Intervention:

1. If you feel you are experiencing a mental health or personal crisis in which your mental health is deteriorating, contact Mental Health services through any staff person.
2. Crisis interventions are available 24 hours a day 7 days a week.
3. There is no co pay for crisis intervention.
4. You can see crisis for any reason. **You do not need to be suicidal!**

Suicide Prevention:

1. Suicide Prevention is everyone's responsibility.
2. If you have thoughts of hurting yourself or completing suicide you should immediately notify any prison staff member immediately.
3. The ORW staff is trained in suicide prevention and takes suicide and self-harm behaviors seriously.
4. Any inmate who behaves in a manner suggestive of potential suicide will be immediately referred to Mental Health services.
5. Any inmate that hears another inmate express an intent to hurt herself, observes an inmate making an attempt, gesture, or otherwise believes an inmate is at risk for self-harm or suicide should notify staff immediately.
6. Warning signs of suicide
 - a. No sense of purpose
 - b. Withdrawal
 - c. Sudden mood changes
 - d. Talking about wanting to die or suicide
 - e. Giving away possessions
 - f. Preoccupied with death
 - g. Increased substance abuse
 - h. Failure to take care of self

MENTAL HEALTH PROGRAMS:

The following programs are available for inmate on the mental health caseload. See your Mental Health liaison to see if you are eligible.

Adjustment to Prison

This group helps offenders with difficulty adjusting to prison. Group focuses on identifying triggers,

Anger Management

This program is designed for individuals who have anger issues. The group focuses on identifying causes of anger, reinforces anger management tools and promotes healthy

functioning.

Depression

This program is designed for offenders who are motivated to learn effective coping tools to manage their depression and/or mood swings. This group focuses on different types of depression and then promotes healthy thinking, responsibility, self-esteem, coping skills, and goal setting.

Dialectical Behavioral Therapy

This program is for offenders on the mental health caseload who are referred by a mental health professional. The group focuses on promoting self-regulation, identifying destructive behaviors and replacing destructive behaviors with positive healthy coping patterns.

Grief and Loss

This program is designed for individuals who have experienced a loss. This group focuses on identifying the stages of grief and loss, provides support and healthy coping strategies, and promotes healing and growth.

Healthy Relationships

This program is designed for offenders who are interested in developing a healthy relationship with themselves and others. The group focuses on enhancing self-esteem, recognizing appropriate boundaries and developing healthy communication skills.

Journaling

This program is designed for offenders who are interested in enhancing their coping mechanisms. The group focuses on healthy expression of feelings through journaling.

Parenting

This program reviews stages of development. Participants will gain a better understanding of the developmental stages and how to provide parenting techniques appropriate for each stage.

Postpartum

This program is designed for individuals who have recently had a baby while incarcerated. The group focuses on providing psycho education and CBT techniques to address depression.

Re-Entry

This program is designed for individuals who are preparing for release. The group focuses on identifying appropriate community resources, addressing potential barriers, and promoting healthy adjustment.

Seeking Safety

This program is designed to offer a safe and confidential space to increase knowledge of trauma impact and process traumatic events

Substance Abuse and Mental Illness Group (SAMI)

This program is designed to offer a comprehensive look at the major mental illnesses and the problem that arise when substance abuse is a co-occurring problem. Addiction problems are addressed and time is spent on improving coping skills and the development of a Relapse Prevention Plan.

Stress Management/Anxiety

This program is designed for individuals who suffer from stress management and/or anxiety. This group focuses on providing psycho education, developing relaxation skills and promoting healthy adjustment

Symptom and Illness Management

This program provides information regarding common mental health diagnoses and related symptoms. This group encourages participants to gain a better understanding of mental health

needs and develop coping tools

SECTION 4 – VISITATION \ NEXT OF KIN

Department Policy 76-VIS-01-05 and 66-ILL-03

ORW-Specific information:

1. Visiting is a privilege not a right.
2. Visiting reservations are required for all visiting sessions. A confirmation number will be given at the time of reservation and must be provided to the visiting officer when arriving for a visit.
3. **Visiting reservations will only be made for visitors through the use of the visiting phone line (1-866-286-0033) or by email at DRC.VisitationORW@odrc.state.oh.us.**
4. Visitors are limited to only visiting during one session, as specified at the time of reservation.
5. Each visitor is permitted one visit per month.
6. Visitors must be approved or tentatively approved on your visiting list.
 - a. Temporary for receptions inmates but must meet requirements below
7. Visiting is limited to a maximum of 5 visitors per inmate at one time, unless special arrangements have been made in advance.
8. The Visiting Hall is closed on all Ohio legal holidays
 - a. New Years, Martin Luther King, Presidents, Memorial, Independence, Labor, Columbus, Veterans, Thanksgiving and Christmas
9. Visiting reservations are on a "60 day rolling calendar." For example, on 2/1/2017 the visiting officer would be making reservations for 60 days from this date. This will extend the visiting to one available day, every day. This will allow family/friend the opportunity to make reservations 60 days in advance
10. Each visitor is only permitted 1 reservation for each month. Visitors are not permitted to make reservations for other visitors or family members.
11. Visiting days are Wednesday, Thursday, Friday, Saturday, and Sunday
12. Daily AM sessions are 7:00 a.m. - 10:30 a.m. (Morning Session)
Daily PM sessions are 12:00 p.m. - 3:30 p.m. (Afternoon Session)
13. Visitors must be processed in no later than 9:30 a.m. for morning visiting sessions and 2:30 p.m. for afternoon visiting sessions or your visitors will not be allowed to visit.
14. Each session will count as one visit.
15. Out of State visitors may be approved for to visit both session in one day upon approval of managing officer. See your case manager for details.
16. All visitors must register upon each visit and show proper identification.
17. Visiting directions are listed at the beginning of this handbook.

Reception Visiting Guidelines: During the initial period that an inmate is incarcerated within the Reception/Admissions area

only immediate family members may visit the ORW facility.

- a. The offender may also identify one (1) significant support person other than family to visit during the reception process

1. Immediate family is defined by policy as:

- a. Mother
- b. Father,
- c. Adoptive/foster Parents

-May be considered within this definition when it has been verified that the inmate was raised by this individual as a result of remarriage, death, desertion, or absences of a parent.

-Verification may include, but is not limited to, marriage certificates, court decrees, adoption orders, etc.

- d. Aunt
 - e. Uncle
 - f. Spouse
 - Common-law marriages will only be approved if they were recognized by a court of law as commencing prior to October 10, 1991, in accordance with Ohio Revised Code 3105.12.
 - g. Children to include stepchildren
 - h. Grandchildren
 - i. Brother/sister to include stepsiblings
 - j. Grandparents
 - k. Great-grandparents
 - l. Son, Daughter, Sister, Brother, Mother, Father-in-laws will only be considered while the binding marital relationship is intact
2. Those individuals requesting to visit an offender during Reception will complete a Visitor Application at the time of their first visit. In addition to the application form, visitors will sign the Declaration of Understanding and the General Visiting Instructions.
 3. The family member completing the Visitor Application is to provide a copy of the required verification(s):
 - a. birth certificate of any children under the age of 18,
 - b. address verification (only if different from driver's license),
 - c. a valid form of government issued photo identification.
 4. Victim(s) and co-dependent(s) will be restricted from visiting.
 5. Verification is to be presented to staff in the Entrance Building. Visitors will not be expected to present these items at every visit; however, visiting will not be permitted until such documentation is presented. See below for reasons applications may be denied.
 6. Offenders returning to DRC within two (2) years of release from incarceration shall have their prior visiting list reviewed and updated at reception by classification specialists.
 - a. This review will include verification of victims and co-defendant(s) who may be restricted from visiting.
 - b. When identified through the screening process, new victim or co-defendant visiting status must be determined on a case-by-case basis.
 - c. The individuals on the visiting list in a re-approved status shall not have to repeat the application process.
 7. ORW offers a Family and Visitor Orientation at 11:00 a.m. on Wednesday afternoons between visiting sessions. The orientation will last approximately one hour. The orientation program will describe institution services, programs and procedures as well as give information about community support services available. The program will permit the visitors to ask questions. When the visitor calls ORW to set up the initial visit, the visitor will be asked if they are interested in attending the orientation. It is not mandatory to attend the orientation in order to visit an inmate.
 8. **All visiting guidelines for parent institution inmates also apply to reception inmates.**

PARENT INSTITUTION VISITING GUIDELINES:

1. Each inmate visiting list may list up to 15 individuals, regardless of the relationship.
 - a. Your attorney of record, clergy of record, or children under the age of 18 years old are not part of the 15 visitor spots.
2. Each person on your application must be approved by an application process.
 - a. Applications can be found on our website: <https://www.drc.ohio.gov/visiting>
 - b. You may get application from your case manager to be sent at your expense.
3. A visitor is considered Tentatively Approved, when their application meets all the below:
 - a. Has been returned completed
 - b. copies of required documents and address verification provided
 - c. Your case manager has reviewed and verified all information
4. A visitor may schedule a visit when they are tentatively approved.
5. **Visitors may be denied for the following reasons:**
 - a. The visitor's presence in the institution could reasonably pose a threat to the

- institution's security or disrupt the orderly operations of the institution.
- b. The visitor has a past record of disruptive conduct.
- c. The visitor is directly related to the offender's prior criminal behavior.
- d. The visitor is under parole or probation services and does not have written permission of both the warden and the supervising officer.
- e. The visitor is a current or past Department of Rehabilitation and Correction employee, volunteer, or independent contractor and has not received written authorization from the Warden.
- f. The visitor was a victim of personal injury or harm of the offender's crime, either under the current incarceration or any previous incarcerations. The Warden or designee must grant approval for the visitor to visit.
- g. Required documentation has either been falsified and/or incomplete forms were returned for processing.
- 6. Questionable applications or verifications will be referred to administrative staff
- 7. A visitor is considered approved when
 - a. an appropriate picture identification is presented at the time of the first visit.
 - b. The visitor signs a copy of the Declaration of Understanding and the General Visiting Instructions prior to the visitor visiting the inmate for the first time.

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

- 1. A visitor refused to show appropriate and bona fide identification, such as a driver's license
- 2. A visitor appears to be under the influence of an intoxicating substance.
- 3. A visitor is in possession of contraband that is prohibited by ODRC policy and/or state law.
- 4. A visitor is inappropriately dressed as defined by the Warden or designee.
- 5. Any circumstances that presents a threat to the security of the institution, staff, visitor and/or offenders.
- 6. There is insufficient space for visiting (termination of earlier visits will occur before denying a visit due to lack of space or prior reservations were not secured, when required).

Special considerations for visitors under the age of 18:

- 1. All visitors under 18 years of age must be related to the offender being visited or accompanied by an approved visitor who is the child's parent, legal guardian or guardian, as defined in Department Policy.
- 2. Documentation naming the child's custodial parent or guardian must be presented in the form of a birth certificate or custodial court order at the first visit. This documentation will be maintained on file by the institution for future references.
- 3. In cases where the offender's child visits and a custodial parent or legal guardian does not accompany the child, a notarized Authorization for Minor Child Visitation Form must be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list allowing the visitor to bring the child to visit and permission for the child to be searched.
 - a. This form can be found on <https://www.drc.ohio.gov/visiting> or see your case manager
- 4. This notarized Authorization for Minor Child Visitation Form may be mailed in or delivered at the time of the first visit, with the letter being maintained on file by the institution.
 - a. If the letter is not notarized, the child is not to enter the institution.
 - b. This form must be updated at least annually. Any changes to the list must be in writing and notarized.
 - c. A case manager or visiting staff shall note the receipt of the appropriate form in the visiting notes screens.
- 5. An incarcerated parent **cannot serve as the authorizing signature** on the authorization for minor child visitation form.

Procedures and Rules of visitation:

- 1. Any individual entering the grounds of ORW is subject to be searched if there is reason to suspect that contraband or other illegal items are being brought into the institution. Refusal to

- be searched is considered grounds to be denied visiting privileges. (The search may include a strip search.)
2. Visitors after being processed shall turn all pockets inside out and raise their pant legs above the top of their socks before walking through the metal detector. The pants legs shall remain above the tops of the socks until the visitor has cleared the metal detector and the visitor has been examined by the officer. This is to ensure a visitor has not concealed contraband in their socks.
 - a. Visitors will be required to clear the metal detector.
 - b. Visitors who fail to clear the metal detector after the third attempt must be wanded by custody staff prior to entering the institution to ensure they have no metal on their person.
 - c. Inmate visitors who have a medical condition which prevents them from clearing the metal detector must be wanded by custody staff prior to entering the institution.
 3. **Ohio law prohibits conveying into an institution any deadly weapons, ammunition, drugs of abuse, or any intoxicating liquor. Individuals who violate this law are subject to arrest.**
 4. Upon signing the Visitor's Log in the Entrance Building, each visitor acknowledges they have read the Visiting Hall Rules. Each visitor also agrees to abide by these rules.
 5. Any non-visiting drivers of a visitor must leave institutional grounds once they drop off the visitor. They may not remain in their car or entrance building to wait, sleep, etc. They may return on grounds at the expected time of the visit is expected to end. There is a phone in the entrance building sally port area for the visitor to use so they may call their ride to come pick them up.
 6. No money, money orders, or cashier checks for inmate accounts may be left at the Entrance Building.
 7. No packages, appliances, or any items are allowed to be given to an inmate by any visitor or any staff for a visitor.
 8. Appropriate dress is expected of all visitors. ORW reserves the right to deny visiting privileges to individuals not properly dressed. Below clothing is not permitted
 - a. Tank tops, spaghetti strap blouses or dresses (shoulders must not be exposed),
 - b. see-through clothing,
 - c. midriff/halter tops, back outs,
 - d. skirts and shorts above the knee
 - e. form fitting clothing (i.e. leggings, spandex, leotards, etc.)
 - f. Any clothing with HOLES will not be permitted.
 - g. Clothing with gang/club insignia or obscene gestures and/or language is also prohibited.
 9. Visitors are not permitted to wear any type of watches.
 10. No cameras are permitted on the grounds of ORW. No pictures may be taken of the facility. A photographer will be on duty in the Visiting Hall to take pictures. Prices are posted in the entrance building.
 11. A debit machine is located in the entrance building. Visitors are permitted to place up to \$100.00 on a debit card that can be used in the vending machines. The debit machine does not accept \$1.00 bills. It does accept \$5, \$10, and \$20 denominations. No money, to include bill and change will be permitted into the visiting hall. **Change will not be given, and money will not be refunded.**
 12. Life sustaining medications (ex. heart medication) are permitted in the visiting hall. No syringes will be permitted in the Visiting Hall. Diabetics shall be permitted to return to the Entrance Building for medication providing a declaration was made to Entrance Building staff prior to entering the visiting area.
 13. Visitors must secure all other items, purses, wallets, billfolds, cell phones, pagers, or other valuables in their vehicle.
 14. Certain baby items are permitted into the visiting hall
 - a. a reasonable amount of diapers and baby wipes.
 - b. 3 plastic bottles (pre-made),
 - c. plastic spoons.

- d. Pacifier
 - e. baby food (no glass containers) must be brought in a clear plastic bag.
 - f. Powder, lotions, and toys are not permitted into the visiting hall.
15. No sexual physical contact of any kind is permitted.
 16. **Smoking** is not permitted anywhere on grounds of the Ohio Reformatory for Women. **THIS INCLUDES THE PARKING LOT.**
 17. Inmates and their visitors are responsible for cleaning/clearing off tables before the visit is completed. All trash must be placed in proper containers.

Children's play area: The Visiting Hall has a designated area available for children's activities. A color television, video equipment and tapes/DVDs with an assortment of age appropriate cartoons, etc. are available for family viewing.

18. Children are not to operate the TV or video equipment.
19. The institution is not responsible for any injuries.
20. Parents are responsible for supervising their children.
21. Children are to be seated while viewing programs, cartoons, movies, etc.

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

22. The temperature must be 60 degrees or above.
23. The entire group (inmate and her visitors) must remain outdoors. If one person wants to be moved inside, the visit will be terminated (except for weather conditions).
24. Food items may be taken to the outdoor area.
25. Children in the group must be under adult supervision at all times.
26. No running or leaving the fenced-in area is permitted.
27. No standing or sitting on tops of tables. No sitting on the ground.
28. No one is permitted to leave the fenced-in area.
29. Shoes and socks must be worn at all times.
30. No sunbathing.

Visiting for Restrictive Housing inmates:

1. Inmates in Restrictive Housing status are permitted to have visits in the visiting hall ONLY on Wednesday, Thursday, and Friday.
 - a. NO CHILDREN are allowed at these visits
 - b. Only 2 ADULT visitors.
2. Inmates in Limited Privilege Housing are permitted to have regular visits provided that visiting restrictions are not a sanction of their discipline.

Termination of a visit:

1. The Warden or designee, upon the recommendation of the supervisor in charge of the visiting area, may terminate a visit.
2. Reasons for the termination of a visit shall include, but not be limited to:
 - a. Inappropriate conduct
 - b. A violation of visiting rules

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

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

suspension is warranted

Special Visits/Professional Visits:

A visit that has been approved by the managing officer/designee for someone who may not be an approved visitor, but where significant reasons indicate such a visit would be beneficial to the offender and would not present a security concern to the institution.

1. When special circumstances are present the Warden or designee may grant a special or professional visit
2. Special visits may not be authorized more than once every 90 days
3. Circumstances that would warrant a special visit:
 - a. Clergy
 - b. Persons significant to the inmate for purposes of crisis intervention
 - c. Visitors who do not visit on a regular basis (e.g.: out of state visitors, at the Warden's discretion)
 - Inmate must request this visit through their case manager.
 - Out of state special visitors may be permitted to visit for 1 full day with approval of the Warden or designee
 - As stated above these visits are only permitted every 90 days
 - Half day visits in between the special visit will not be allowed.
 - Two all day visits every 180 days may be permitted. These visitors would receive an all day visit once every quarter or two all day visits bi-annually.
4. Professional visits may be scheduled as requested or as needed
5. All professional visits are granted at the discretion of the Warden
5. Individuals that may be considered for professional visit:
 - a. Parole or probation advisor and those acting on behalf of a court of law
 - b. Psychiatrists or other mental health professionals
 - c. Law enforcement, judges and other official visitors
 - e. Social Service Professionals
 - f. Other individuals the Warden may see fit that are not listed above.

Next of Kin: Department Policy 66-ILL-03

1. A notification of **Next of Kin** Form (DRC5328) will be completed by each inmate upon arrival at the Department's reception center during the medical intake evaluation process.
 - a. The person you identify as next of kin does not need to be an approved visitor but will not be allowed to visit until they are approved.
 - b. You may change your next of kin at any time in writing to your unit staff.
 - c. Your next of kin will be reviewed annually with you by your unit staff.
2. Health Care Administrators or designee, Mental Health Administrators or designee, Nursing Supervisors, Advanced Level Providers, and Authorized Independently Licensed Mental Health Professionals shall be entitled to communicate with the next of kin upon inquiries from the next of kin regarding the inmate's medical and/or mental health condition.
3. Staff shall be entitled to communicate any information to the next of kin that is responsive to the inquiries of the next of kin or that would assist in the diagnosis or treatment of the inmate, with the exception of an inmate's HIV status, which requires a specific and separate signed Authorized for Release of Confidential Healthcare Information form (DRC5371) from the inmate.
4. **Medical records will not be released to the next of kin.**

SECTION 5 – INMATE CORRESPONDENCE

KITES:

The term "kite" is used to refer to official written communication with institution staff members.

Ohio Reformatory for Women will be utilizing an Electronic Kite process through JPay (similar to the Informal Complaint and Grievance Process). Utilize the JPay devices or the Unit's Kiosk to complete this process. Paper kites will only be available through the Unit Administrative Professionals to use if there is an area you may need to contact that is not in the electronic system.

1. If you have a question or problem, you should send a kite to the proper person or department.
2. Make sure you address your question/problem to the appropriate staff person or department to expedite a response. There is a drop-down menu list of departments.
3. If you request a personal interview with a staff member, you are to mention this in the kite and include the reason(s) for your request.
4. In the kite explain your problem or **issue clearly and briefly**. This will help in answering your kite quickly and effectively. Long drawn out kites may not get the response you need.
5. Send one kite per issue to only the person or department it pertains to. Sending many kites to different people, you actually lose time in receiving an answer. You also cause extra work to be done by the institution staff members, which slows down the response to your kite.
6. A staff member has 7 business days to respond to a kite.
7. A kite is the only type of written correspondence you may have with a staff person.
8. Letters, notes, scribes are not permitted and could be considered trying to establish a relationship.

INCOMING/OUTGOING MAIL: Department Policy 75-MAL-01

1. The mailroom processes all inmate mail entering and leaving the institution. All incoming mail is opened and inspected for contraband.
2. Legal mail will be opened in the presence of the inmate
3. The mailroom will not accept postage due mail and/or C.O.D. deliveries
4. For you to receive mail in a timely manner, it is necessary that the mail be appropriately addressed. You should advise all correspondents to address the mail in the following manner:

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

5. Correspondents should be instructed to include a return address so that undeliverable mail may be returned.
6. All outgoing mail must also include your name, number, living unit, and complete return address. Any outgoing mail not properly identified may be opened and read.
7. Any fees for mail sent out with registered or certified status will be assessed by the mailroom staff, and the inmate will be required to sign the appropriate authorization for payment.
8. Outgoing mailboxes located in front of CFS.
9. Mail is picked up Monday thru Friday for processing and is sent out.
10. Incoming mail is delivered to the units Tuesday thru Saturday, and is handed out by first shift correction officers. Exceptions are Holidays.

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

a. 5 photographs

- no nude, partial nude: nudity is defined as "any photograph of an adult, child, or infant who is nude or partial nude above or below the waist and is displaying breasts, buttocks, or genitals"
- no shirtless photos to include children
- no hand signs
- no Polaroid's (no larger than 5 X7)
- no pictures copied from home printer

b. Newspaper clippings -(5) (no larger than 8 ½" X 11")

c. Blank stationary or copied material- (5) pages, no larger than 8 ½" X 11")
(This includes materials copied from the internet) WHITE PAPER ONLY.

d. Greeting cards- must be single fold only (multi-fold, musical and/or "pop out" cards are prohibited)

e. Postage stamps, laminated stickers, etc. are prohibited

f. No glue, glitter, coloring. INCLUDING CHILDRENS ARTWORK OR COLORED PAGES

12. Any other items sent in a first-class letter are contraband.

a. If any contraband items are found in your mail you will be notified with a contraband form attached to your mail.

b. The contraband form lets you decide the disposition of the contraband.

-You can either return the contraband to the sender at your expense

-Have the contraband destroyed.

c. If you don not return the form to the mailroom by kite within 10 days the contraband items may be destroyed per Administrative Rule 5120-9-17.

d. Envelopes, to include stamped envelopes are considered contraband.

13. When you receive your mail you will get a photocopy of the envelope the mail came in with the approved mail. The original envelope will be discarded by the mailroom.

14. Postage and embossed envelopes shall be available for sale at the commissary and Through ODRC approved vendors.

a. Envelopes ordered through an approved vendor will not count towards and inmate's package limits.

15. Inmates may send one (1) letter each month at state expense to maintain community Ties. See your unit staff for how to receive a free envelope.

a. If an inmate is indigent, they are allowed a second envelope to mail to a court of law only (Department Policy 59-LEG-01).

b. The free letter must be placed in the outgoing mail no later than the following Wednesday at 8:00 AM from when the inmate received the free envelope

c. Inmates may not accumulate free envelopes

-Envelopes must be used the week they are distributed.

Printed Materials

1. Inmates may receive printed materials: any publication, document or record including, but not limited to the following;

- a. newspapers
- b. magazines
- c. pamphlets
- d. books
- e. photographs
- f. drawings

1. All printed materials items must be sent directly from a publisher or distributor.

2. Inmates may receive printed materials from other sources only with the prior approval of the warden or designee.

3. Printed material is excludable if it is deemed to be detrimental to or pose a threat to the rehabilitation of inmates; the security of the institution, or the good order or discipline of the

institution.

4. If any part of the publication or other printed material is determined to be excludable, then the entire publication or other printed material shall be excluded (Administrative Rule 5120-9-19).

E-messaging:

A method of receiving and transmitting inmate mail electronically through a "third-party" vendor approved by the Director/Designee (Department Policy 75-MAL-01). The e-mail account is set up through J-Pay by the inmates' family member/friend at:

www.JPAY.com or by calling 1-800-574-5727.

Packages are available and debit card or credit card required.

E-messaging is subject to the same guidelines as incoming/outgoing mail; inmate email is subject to monitoring and/ or copying.

Any attachment that is non-video shall follow the same guidelines for 1st Class Mail contents per 61-PRP-01.

Any video attachment shall follow the following guidelines:

- o Minor children should not participate in video grams unless the person initiating the visit has complied with the visiting policy 76-VSL-01 paragraph (see Special considerations for visitors under the age of 18)
- o At no time shall a minor initiate a video gram.
- o appropriate dress as outlined in visiting section
- o There shall be no displays of:
 - nudity, pornography, sexual acts, sexual poses.
 - violence, drug use, gang signs, weapons
 - general gang activity (including clothing) or any other illegal activity during a video gram.

Such violations shall result in a suspension of an inmate's video gram privilege. The suspension may be temporary or permanent depending on the nature of the violation and Managing Officer's discretion.

Video gram rules include restriction on inappropriate clothing including overly revealing clothing, form fitting clothing, and clothing that display offensive, illegal or gang-related messages.

Video grams are monitored and recorded. Visits may be terminated for any violation of the rules listed herein. In addition, restrictions/suspensions may be issued which affect not only video visits/ video grams but also visiting in person (including the ability to send money).

TELEPHONE:

1. The use of the telephone is a privilege and not a right.
 - a. This privilege can be taken away for any documented abuse or violation
2. ORW phones are handled by a third-party company Global Tel*Link or GTL
 - a. Questions and/or concerns about the inmate telephone system are to be directed to Global Tel*Link through the automated process and/or their customer Service Center.
 - b. Do not kite any other department.
3. Phone calls can be made from the wall phone or from the GTL Inmate Communications Device ICD

- a. The ICD is given to the inmate after they complete their orientation at Reception.
 - b. This device is the property of GTL and if purposefully damaged by the inmate, the inmate will be charged the cost of the device.
 - c. Inmates are also able to listen to music and movies (purchased) through the device as well.
 - d. ICD Coordinator can be contacted with any issues with the device via kite or open hours.
4. All inmate phone calls will be Collect calls or pre-paid only.
5. Phone calls are limited to a 15-minutes.
6. **All phone calls are subject to electronic monitoring and recording.**
7. All inmates have access to the phone system unless discipline has been issued to remove phone privileges.
8. Inmates may not receive incoming telephone calls unless the warden or designee has previously approved an incoming phone call for emergency situations and/or special circumstances.
9. Telephone procedures and schedules vary from unit to unit and are posted in your living area.
10. The following is a list of calls which are prohibited:
 - a. Harassing or threatening calls
 - b. Calls which are detrimental to the security of the institution
 - c. Calls that are a violation of law
 - d. 3-way calls
 - e. Calls that facilitate a violation of the Administrative Regulations or ODRC Policies, or the Ohio Revised Code
 - f. Calls for the purpose of organizing, financing, or soliciting funds
 - g. Inmates using "PIN" numbers assigned to other inmates
 - h. Calls to 1-800 numbers are not permitted
11. Inmates are not permitted to share a telephone call

RECEPTION TELEPHONE CALLS

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

As part of their receipt process into the institution inmates are issued a PIN (personal identification number) by Global Tel*Link in order to use the phone. Inmates are required to complete their voice bio as soon as able.

The first time you use the phone you will be prompted to record your name. This allows the person you are calling to know it is you. If for any reason your name is not recorded properly, you may contact GTL by dialing *1995 and leaving a detailed voicemail. ORW Site ID :86

There are two methods to pay for phone calls.

PRE-PAID: The inmate may purchase phone time from the commissary in \$1.00 increments. Inmate family/friends may also go to any state prison in Ohio, including Pre-Release Centers, and place money on the inmate's phone account by using the Kiosk machine. They can also call 1-888-265-1238 or go to www.connectnetwork.com and place money on your phone account.

ACCOUNT: If the party you are calling is paying for the collect call, they must have an account set up with Global Tel*Link. In addition to the person's long-distance carrier they must set up an account with Global Tel*Link in order to receive phone calls from you. If that is the case, the institution does not have the ability to help and the person you are calling must call **1-800-231-0193** to make arrangements with Global Tel* Link to accept your calls.

It is our policy to allow you to make a collect phone call within 5 days of your arrival. After your PIN is

entered in the computer, you can make phone calls. The calls can last up to 15 minutes. The phone system automatically ends the phone call at 15 minutes.

Phone System Directions

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

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

Place money on trust fund/commissary account – 1-888-988-4768

Place money on phone account/ PIN Debit – 1-888-265-1238

GTL Customer Service – 1.877.650.4249 or odrccustomerhelp@gtl.net

www.connectnetwork.com

Any inmate issues with GTL service or phones can be addressed by contacting GTL at - *1995

It is important to keep your PIN's and passwords private. You are not permitted to share or make calls for an inmate. Beware of inmates lurking over your shoulder who intend to steal your information.

SECTION 6 – Program Services

INMATE PROGRAMS

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

UNIT PROGRAMS

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

Literacy Unit: If you scored below the 3rd grade level on your educational test you will be assigned to the literacy unit. You will work with a teacher and trained tutors who will assist you in achieving your educational goals. Kite Educational Services for this program

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

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

Military Preparation Program: Hale dorm offers a four (4) month military styled program that incorporates discipline, Drill and ceremony, and programming. Inmates can earn up to 24 different certificates at graduation with letter of recommendation to be sent to their judges up completion. Recruits must pass three (3) different phases and a physical fitness test prior to graduating.

Domestic Violence Programming: To apply for the class kite the Domestic Violence Outreach Coordinator, Reilley Building. Class descriptions and program details can be found over in the Reilley Building. Applicants will be passed for an interview. Class days and times will be discussed during the interview.

Treatment Transfer, HEARTS: Kennedy 1 is also home to women who wish to focus on their recovery. Kennedy 1 houses both the Treatment Transfer Program and offenders participating in the Hearts Program. This is a partnership between unit staff and recovery services staff allow for many groups and programs to be offered in house. Offender will be screened for the Treatment Transfer Program while they are in admissions. If in the Hearts program, then they will be screened and recommended for living in the Recovery Dorm that is Kennedy 1.

HOPE House (Nursery): Are you pregnant? You have options. If you are serving 36 months or less and are not incarcerated for or have a history of a crime against a child or a violent crime, you may be eligible to keep your baby with you in the HOPE House. There are disqualifiers from this program. Kite the Nursery Social Worker for information. (ORC 5120-9-57; *Prison nursery program and infants born during confinement*; Section (C) (3) "she has never been convicted of a violent crime or any type of child abuse, or child endangerment.")

Toastmasters: ORW must be your parent institution. Two years or more on current sentence. No Conduct reports in the past six (6) months. Must attend five (5) open meetings. Contact Toastmasters Advisor via kite.

****Other residential programs are optional and designed to offer a supportive living environment. After being accepted you live in the program area for the duration until the successful completion of the program.**

GENERAL POPULATION PROGRAMS

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

RE- ENTRY APPROVED PROGRAMS

The Ohio Department of Rehabilitation and Correction has authorized the following programs as being instrumental to the successful Re-Entry back into the community. Contact your Case Manager to be placed on a waiting list for any of the following programs:

ANGER CONTROL

DECISION POINTS

THINKING FOR A CHANGE:

A cognitive behavioral program that addresses how ones' thoughts affect attitudes and actions.

RESPONSIBLE FAMILY LIFE SKILLS:

This program addresses ones' responsibility within the family dynamics, as well as parenting skills.

VICTIM AWARENESS:

Provides an overview of what the affect crime has on individuals, but society as a whole.

MONEY SMARTS:

Money management skills and banking information.

If you are interested in a group or program other than Re-Entry Approved Programs, utilize the electronic kite system to contact the department or individual.

INMATE GROUPS

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

TIME Group: This group is for women who are serving a minimum sentence of 10 years or more but not life. Correspondence can be sent in the form of a kite addressed to the "TIME Group"

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

GIVE Group: This group is a support/service group for those inmates having served in the Armed Forces. If you have served in the military and are interested in participating in this group, please kite the Group Advisor.

Definition of Unauthorized Groups:

All inmates shall not engage, whether individually or in concert with others, in: Forming, organizing, promoting, encouraging, recruiting for, or participation in, etc., an unauthorized group; Possessing, creating, reproducing, using or circulation, etc., any material related to an unauthorized group. Communicating support of association with or involvement in any unauthorized group. The form of communication may be verbal (written or spoken) as through codes, jargon, etc., or non-verbal communication as through hand signs, symbols, displays, drawings, graffiti distinctive clothing, hair styles, colors, ornaments, etc. Participation in criminal activities or disruptive activities such as disturbances, riots, fostering racial or religious hatred, or union activities. ODRC has zero tolerance for violence and unauthorized group activities. Violating institutional rules or directives or state or federal laws.

Security Threat Groups

ORW is committed to maintaining a safe and secure environment for both inmates and staff. To do so, we find it necessary to prohibit certain behavior that could lead to violence or involvement in "gang activity".

- Engaging in unauthorized group activities or association with a group that has not been approved by the Warden is a violation of DRC rules that can lead to additional charges under the Ohio Revised Code, Gang Law.

Be responsible for your own actions and do not allow another person to influence your decisions.

EDUCATION DEPARTMENT

The Education Department, through the Ohio Central School System, provides inmates access to educational programs that grant credentials, diplomas and/or licenses recognized by employers and/or other educational entities. Academic classes on all levels from basic literacy to High School Equivalency are offered at ORW. A Literacy Unit is housed in Kennedy II and serves those with a reading level through 8th grade. ABLE, Pre-GED, and GED classes are offered at Clearview School and the Annex Building. Students attend either in

the morning or afternoon five days per week. Inmates without a verified high school diploma or GED must complete 2 quarters of schooling. These programs are open admission to provide flexible scheduling that permits inmates to enter at any time and to proceed at their own learning pace. High School options are available to those of you who qualify per Department Policy 57-EDU-13.

Intervention services are available from the Intervention Specialist on an as needed basis. This includes Child Find pursuant to 57-EDU-11.

Five Career Development Programs: Construction Technology, Cosmetology, Horticulture, Administrative Support Services (APS) and Web Design. Interested candidates are placed on a waiting list for consideration for the next available class in accordance with Department Policy 57-EDU-12. Admission is based upon student interest through request, time to complete the entire program, and a reading achievement level of 8.0 or above on the TABE or a reading achievement level of 231 or above on the CASAS. Cosmetology students must have a verified 10th grade completion or higher on a High School Equivalency. **Students may be enrolled in only one (1) career development education program during their incarceration.**

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

Seven Apprenticeship programs are available at ORW.

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

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

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

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

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

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

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

Pursuant to AR 5120:9.25. Inmates are not permitted to manicure each other's nails or eyebrows, style or cut another inmate's hair, or to perform any other cosmetic procedure, except in an authorized program, or by inmates who have been authorized by the institution to perform such duties.

Hours: Monday, Thursday, and Friday: 8:00am - 10:30am and 12:45pm - 3:15pm. Tuesday and Wednesday 12:45 pm -3:15 pm and 5:00 pm -7:30pm. Hours are subject to change

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

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

Release Statement for Services: Please be advised that in order to receive services you will be asked to sign a release statement that states, "And having been advised that the services shall be performed by either students, graduate students, and/or teachers of the school, in consideration of the nominal charge for such services, I hereby release the School, its students, graduate students, teacher, agents representatives, and/or employees, from any and all claims arising out of and in any way connected with the performance of these services. I hereby understand that cosmetology students, graduate students, and teachers render these services for the sole purpose of practice, learning, and that by signing this form I recognize and agree not to hold the school, and its employees or the students liable for my satisfaction of the service, or the service outcome. By not signing this form, service will not be rendered. The proprietor is not responsible for personal property.

I UNDERSTAND THAT EVEN IF I AM DISSATISFIED, MY HAIR SERVICE WILL NOT BE REDONE AND I WILL NOT RECEIVE A REFUND."

LIBRARY SERVICES

Library services are available Sunday-Thursday based on the posted schedule. The schedule is subject to change at any notice. Books are also available in the housing units, referenced as unit libraries.

There are a variety of newspapers and magazines available for use during scheduled library time. The library is always looking for new book, newspaper, and magazine suggestions, and can be dropped in the suggestion box in the library or by kite.

To kite both the Library and Law Library, they are under LIBRARY. Please do not use the Library under education as the Librarian will not receive those kites.

LIBRARY ETIQUETTE

- You MUST be in your States.
- Your badge must be in view at all times.
- Library hours are listed in units and on the front window of the R+R.
- When coming in during your cottage/unit time, you must take a number hanging from the library door. If there are no numbers, you must wait until someone comes out and get a number from them.
- Please line up in the hallway on the same side as the library. Be respectful of groups in the R+R by being quiet.
- Once inside, you must sign in.
- Once you have checked out, and are ready to leave, please put your number back on the door handle.
- Please look at the printed sign posted on the door; it will state which cottage/unit is allowed in at that time. If it is not your time and you are in the library, it will be considered out of place and a conduct report will be issued.

Copies

- Legal work printed from the legal computers are paid by cash slip at the Librarian's desk. Legal Prints are \$0.05 per page. Legal documents typed are not printed same day. Printing takes an average of 48 hours.
- Any copies on the photocopier are \$0.05 per page and need a copy card for purchase. Copies are made during your unit time. Copy cards can be purchased from commissary.

Law Library

- Law library is pass only and will be with your unit time.
- Any legal book work, needing documentation, or copies (including regular copies), must be done during your cottage/unit time.
- If needing computer time kite the librarian.
 - Computers are pre-loaded with State and Federal mandated information within the legal database Lexis Nexis.
- You must have your pass with you.
- There is a sign in and sign out sheet for the law library on the legal side
- You can only work on your legal work only! If you need assistance, speak with the librarian.
 - Assigned legal clerks assist with information, fact-finding, and explain the procedural processes of litigation and legal-oriented forms.
- If you are caught working on someone else's legal information, a conduct report will be written in accordance with 59-LEG-01.

Book Holds

- For book holds and Inter-Library Loans, when the book is available, you will receive a pass.
- You must bring your pass with you to pick up the book. If you do not, then you will not receive the book.

Book Returns

- When a book is checked out, the person checking out the book is responsible for that book.
- There are several ways to make sure books are returned in a timely fashion.
 - The white drop box located directly outside the R+R. This box is for Library books only. Mental Health and Chapel books may not be returned to this box. The library will not be responsible for other books returned here. This box is checked once a day.
 - During your library hours, you may come in and place books on the cart, directly inside the door on the right. Please do not touch any books on this cart once you place your books on the cart as this helps from getting books mixed up.

Books

- # of Books allowed to check out
 - MCC – 1
 - LPH – 1 to 2 (depending on how many in LPH)

▪ GP - 3

- Please respect the books.
- There are issues of pages and covers being torn out. Conduct reports with fines will be written for damaged books.
- There are issues of books being stolen.
 - This makes it difficult to fulfill holds and order new books.

Inter-Library Loans (ILL)

- Inter-Library Loans are books brought in from the local Marysville Public Library.
- ILL requests are taken on specific Sundays of each month. A schedule is posted outside the library.
- An Institutional Interlibrary Loan Agreement form must be signed to check out the book.
- Books must be returned in person and handed to the Librarian.
- Any damage to the book will result in a conduct report, cost of the book replacement, and will no longer be allowed ILL privileges.

Overdue books

- Overdue notices will be sent in the form of a notice each week.
- You must return the book with the overdue notice.
 - You can hand in your book with the notice or drop it into the drop box with the notice placed in the book.
- You will have 7 days from the date on the notice to return the book.
- If the book is not returned in 7 days a conduct report will be written and a fine of \$5 for paperbacks, and \$10 for hardbacks will be included.

If the book is still not returned another 7 days after that, another conduct report for stolen property will be written and the cost of the book will be requested.

OHIO PENAL INDUSTRIES TRAINING PROGRAM

The Mission of the Ohio Penal Industries is threefold:

First is to provide inmates in Ohio prisons with the opportunity to develop work skills and acquire training that will translate into economic self-sufficiency upon release, thereby reducing recidivism.

Second is to assist in the management of Ohio's prisons by keeping inmates occupied and supervised in meaningful work assignments while helping to defray the tax burden of their incarceration through productive labor.

Third is to produce cost-efficient quality products in a timely manner for the use in institutions and agencies throughout Ohio.

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

Steps to obtain an OPI Job Placement:

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

6. The Industry Manager makes a selection to fill and sends the Job Coordinator the Industrial Employment/IPRS Action Report to transfer the inmate to OPI for employment.

OPI is a business. The following benefits are provided:

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

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

Longevity and overtime: pay when appropriate.

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

An inmate can also be removed from the work program for a conviction of a job related or security related rules infraction.

Convictions resulting in close custody status, such as Local Control, will result in immediate removal from the work program (Administrative Rule 5120-3-06, Section J).

RELIGIOUS SERVICES

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

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

Marriage Seminar:

Two times a year Religious Services offers a marriage seminar which focuses on restoring marriages and family relationships through a spiritual perspective. Offenders and their spouses come together and learn how the scripture describes the foundation of marriage and family bonding. Honesty and open communication is a primary component of this day-long seminar. The ultimate goal is to restore families, despite the current circumstances of those incarcerated.

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

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

Miscellaneous: It is inappropriate for staff and/or inmates to attempt to change someone's views of religious belief to another.

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

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

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

RECOVERY SERVICES

PROGRAMS:

TCU Screen: Every individual who is admitted to ORW will be given the TCU (Self-Reported Drug and Alcohol) screen while in the Reception process. This screen determines the individual's level of drug and alcohol use while in the community and helps determine the level of services a person would benefit from while incarcerated. Individuals must score at a level R2 or R2 in order to be eligible to participate in the Recovery Programs while incarcerated.

Brief Intervention Program (BIP): This is an earned credit program for those who have less than six (6) months left on their sentence. BIP is a six (6) week program for a total of thirty-six (36) program hours. The program utilizes evidence based Cognitive Behavior Therapy to address strategies to assist individuals as they work to make positive changes in their criminal thinking, behavior and patterns of substance abuse.

Non-Intensive SAMI Program: Recovery Services and Mental Health offer a program for those who have a dual diagnosis of mental illness and substance abuse. Those screened for the Non-Intensive SAMI Treatment group are individuals with mental health issues and substance abuse issues who may find it difficult to successfully complete Treatment Readiness Program, Brief Intervention Program or Intensive Outpatient Program. This is an open treatment successfully completing the group. This is not an earned credit program, but a certificate is provided to those individuals who are successful in completing all twelve (12) sessions.

Intensive Outpatient Program: The Intensive Outpatient Program (IOP) is an earned-credit approved program for those individuals who have six (6) months or longer on their sentence. Each phase of IOP utilizes evidence based Cognitive Behavior Therapy to address substance abuse and its consequences in ones' life. Individuals must have a R2 or R3 TCU score to be considered for this program. The duration of the program is approximately 6 months and consist of three (3) phases. Each phase must be completed successfully in order to move onto the next phase of treatment. All three (3) phases must be completed in order to be considered successful in completing the IOP program.

Phase #1- Treatment Readiness Program: The program is a precursor to intensive outpatient treatment and prepares offenders for treatment of attitudes, thinking errors and behaviors that contribute to addiction. This program utilizes evidence based Cognitive Behavior Therapy to address the consequences of drug use and motivation to change attitudes, thinking and behavior. The program is 4 weeks in length. This is an Earned Credit Program. Participants must have a Recovery Services Level of R2 or R3.

Phase #2- HEARTS - Healing, Encouraging, and Recovery through Sobriety): The program is a Cognitive Behavioral Therapy treatment program that is designed to help participants understand the thinking process that contributes to substance use disorders, develop rational thinking skills and assist them in living a drug and crime free life. HEARTS is 12 weeks in length. This is an Earned Credit Program. Participants must have a Recovery Services Level of R2 or R3.

Phase #3- Recovery Maintenance Program: The program is an 8 week follow up program for clients who have completed HEARTS. This is a Cognitive Behavioral Therapy treatment program that is designed to help participants understand relapse and the skills required to maintain

recovery. This is an Earned Credit Program. Participants must have a Recovery Services Level of R2 or R3.

Continuing Care Services: This is ongoing support provided to participants who have completed Treatment Readiness, Intensive Outpatient and Recovery Maintenance Programs to help them practice maintenance of what they have learned in treatment programming. This is an Earned Credit Program.

Alcoholics Anonymous/Narcotics Anonymous Fellowship Meetings: These are regular support group meetings that provide support and education based on twelve step principles. These are open group meetings and are available to all inmates in general population as well as those in formalized programming.

Treatment Transfer (TTP): TTP is a classification made through DRC classification department. Recovery Service has a small part within this program. For some individuals who are classified into the TTP, Recovery Services will offer the four (4) week Treatment Readiness Program. Once the individual successfully completes this program, they are eligible to be placed in a halfway house. At the halfway house the individual will continue with their recovery treatment. Other individuals classified as TTP will go directly to a halfway house after Recovery Services completes an assessment and will continue treatment.

MAT Program: Offenders who meet the DRC MAT Program criteria are eligible to receive the Vivitrol injection prior to release from prison. The Vivitrol injection is a tool used in recovery for those who are diagnosed with an opioid and/or alcohol disorder. Vivitrol medication helps to reduce the cravings of opioids and alcohol. Vivitrol medication along with participation in recovery treatment programs have been proven effective in assisting individuals in their recovery. Narcan is offered to offenders through the MAT program. Eligible offenders who are diagnosed with an opioid disorder can receive a Narcan kit upon their release.

AA/NA Meets for the General Population: These are regular support and educational group meetings based on the twelve step principles for those in the general population. These meetings are not earned credit approved.

TAPESTRY THERAPEUTIC COMMUNITY PROGRAM

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

DOMESTIC VIOLENCE

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

Turning Point- Domestic Violence Course Goals:

To help the survivor to understand the cycle of abuse within violent relationships.

To discuss and recognize the effects the abuse has had on the survivor and her children.

To help the survivor to learn the processes and tools of healing as a means to put the abuse behind her and move on with her life.

The Aftercare course focuses on gaining access to feelings involved in the healing process, through creative writing and other forms of self-expression.

Horizons Group is an aftercare program focusing on women who are incarcerated for the death of their abuser.

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

COMMUNITY SERVICE

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

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

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

CORRECTIONAL EDUCATIONAL ASSOCIATION – quilts for fundraising auctions.

KAIROS – quilts

LIFELINE—quilt / knit shawls.

VETERANS AFFAIRS – lap robes, 1000 Christmas Stockings every Christmas for the Veterans and Service Unit Flags.

MEMORIAL HOSPITAL OF UNION COUNTY – premie hats and booties for the prenatal department, chemo caps for the cancer ward, wall hangings for the waiting rooms in the X-ray department and lap robes for the Aids Task Force.

WARM UP AMERICA – quilts, blankets, afghans, pillows, household items, baby layettes, children's wear, lap robes, slippers, hats, mittens, scarves and Christmas Stockings.

WESTERVILLE CARE AND SHARE – hats, mittens, blankets and baby items.

YWCA FAMILY CENTER FOR BATTERED WOMEN AND CHILDREN HOME – baby layettes, hats, mittens, scarves, toys, quilts, Christmas Stockings, aprons, slippers and baby items.

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

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

CIRCLE TAIL – is a program where inmates learn to train service dogs. Each canine may eventually be matched to a disabled person. With patience and dedication, inmates in this program condition the dogs to respond to verbal commands and to display acceptable social behavior.

The **Circle Tail** dogs that do not achieve service work are available for adoption.

UCHS/PAWS – provides a safe haven for dogs and cats owned by victims of domestic violence. Inmates in the program care for the animals until the owners relocate to a safe environment, where upon, they are reunited with their pets. Occasionally if the owner is no longer able to care for the pet, the animal will be available for adoption. When the spots for these animals are not being used for this purpose, UCHS fills them with hard to adopt dogs to give dogs skills that make them more adoptable.

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

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

SEIZE the OPPORTUNITY to – LEARN, GROW and GIVE!

REENTRY & ORAS (Ohio Risk Assessment System)

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

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

Following are goals of reentry:

- Developing your successful transition from prison to the community
- Ensuring that you are prepared to return home and that you are better off at the completion of

Re-entry than at the time of your admission to the prison system

- Reducing recidivism (the commission of new crimes after release)
- Equipping you with marketable skills thereby enabling you to be a productive citizen
- Assisting you in returning as a responsible parent, supporting your children and families
- Providing you with effective life coping skills for successfully transitioning to the community
- Enhancing your awareness of the impact of your crime and providing you with the opportunities to

make amends for the harm caused by your crime.

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

Approximately 90 days prior to release, an inmate may check with the Unit Case Manager to review what documents and/or credentials will be needed for the purpose of identification, obtaining employment, or determining program eligibility. Such documents may include: Social Security Card, Birth Certificate, State of Ohio Identification Card, or State of Ohio Driver's License.

In order for an inmate to receive a Driver's License or State of Ohio Identification Card, the inmate will need a temporary ID card from the releasing institution. The process for obtaining this ID card begins automatically, depending on an inmate's out date. A release list is generated once a month and inmates are sent to the institutional Identification Department to have a new ID photo taken. This happens approximately 30 days prior to an inmate's release date. The ID card is given to the inmate at the time of release. The offender must present this ODR Temporary ID card to the Bureau of Motor Vehicles in order to obtain an Ohio Driver's License or State of Ohio ID card. Issuance of such identification will be at the offender's expense.

In order to obtain a Social Security Card, after being released, the offender must make application for a new Social Security Card in person at their local Social Security Office. A listing of local and/or regional SSA Offices is available in the institutional library or may be obtained from the Unit Case Manager.

If the offender needs to obtain a Birth Certificate, the information may be obtained from the institutional library or the Unit Case Manager. Once the appropriate State Application for Replacement Birth Certificate is completed, the inmate shall bring the following items to the office of the Unit Case Manager:

- Completed Replacement Birth Certificate Application

- Signed Cash Withdrawal Slip to cover the cost of such certificate

- A self-addressed envelope

- An embossed envelope addressed to the State Bureau of Vital Statistics

- Birth Certificates received at the institution will be kept in the inmate's master file and will be given to the offender upon release. Unit staff is also aware of the procedure for obtaining a copy of one's birth certificate and may assist the Offender in that process.

VOTING RIGHTS

Individuals incarcerated for a felony conviction are ineligible to vote. Voting rights are automatically restored upon release from prison, and people on parole or probation can vote. Ex-offenders should re-register to vote.

REINTEGRATION

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

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

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

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

EMBARK NECKLACES – is the crocheting of yarn into decorative necklaces. These necklaces are produced in connection with the Kind-Way Organization. These necklaces are sold, and the proceeds are used to assist the formerly incarcerated reenter society in Franklin County.

ODOT (Ohio Department of Transportation) – several Gate-Passed inmates work together with the Logan County ODOT to remove trash and other debris from the highway. They also clean and help maintain certain ODOT facilities.

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

Remember, you determine how your time is spent!

SECTION 7 - INMATES WITH DISABILITIES

ADA Accommodation

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

The following is routinely provided:

Interpreters/Translators

Visual fire alarms

Visual notification of wake-up calls or other announcements

Closed captioned televisions

For inmates with severe vision problems:

Braille or large print reading material

Readers

For inmates using wheelchairs for mobility:

Ramps or elevators

Handrails in showers

Shower benches

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

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

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

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

SECTION 8 – INSTITUTION BUSINESS OFFICE

INMATE FUNDS

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

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

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

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

The JPay instructions for the outside source are,

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

The second way an outside source can add money to your inmate account is online at www.connectnetwork.com. Your outside source is required to be registered with Connect Network and the name registered with Connect Network must match the approved or tentatively approved name on the inmate's visitor's list and the date of birth must also match. The person placing money in your account will need your institution ID number and locator number/ site ID number which is 86. The money will be placed in your inmate personal account. The customer service number is 1-877-650-4249.

The third way an outside source can add money to your inmate account is by calling Connect Network at 1-800-483-8314 or 1-888-988-4768. Your outside source is required to be registered with Connect Network and the name registered with Connect Network must match the approved or tentatively approved name on the inmate's visitor's list and the date of birth must also match. The person placing money in your account will need your institution ID number and locator number 86. The money will be placed in your inmate personal account. The customer service number is 1-877-650-4249.

Money can be placed in your INMATE PHONE ACCOUNT through 1-888-265-1238. Your outside source will need your inmate number. Debit cards and credit cards with the Visa or MasterCard logo are

the only cards that will be accepted. The credit card company may charge a processing fee. The money is usually available within 24-48 hours

An inmate can check the balance in her inmate account accessing your JPay account.

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

Release/Gate Money

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

If an inmate is being released to detainer or will be in some sort of supervised housing (halfway house, jail, CBCF, treatment center, etc.), they are not eligible for the \$25 to \$75 in release pay. Inmates already out of the institution (such as out to court & judicially released) are also not eligible for the \$25 to \$75 in release pay.

COMMISSARY

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

There are procedures to follow when shopping at the Commissary. Most are in place to keep the lines moving smoothly and others are in place to keep you and your purchases safe from others. The commissary carries foods that qualify as Heart Healthy. Some examples of these foods include, but are not limited to; a variety of vegetables, sugar free drink mixes, Carnation Instant Breakfast, sugar free candy, sugar free cookies, sugar free gum, light popcorn, unsalted peanuts and unsalted crackers.

THE PROCEDURES ARE AS FOLLOWS

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

RULES FOR SHOPPING AT THE COMMISSARY

1. Shopping at the ORW Commissary is a **PRIVILEGE (NOT A RIGHT)**. If you have any questions or concerns, assistance needed with commissary issue your **UNIT STAFF** shall assist you!
2. Each inmate is permitted to shop twice a month. You must have at least a balance of \$1.00 to shop. A monthly schedule is sent to all housing units for posting denoting Commissary Hours for Open Shopping. Normal business hours are 8:15 am – 3:45 pm.
3. Inmates coming to Commissary may not leave until dismissed by Commissary Staff. Any inmate who leaves and returns will be considered **Out of Place** and may receive a conduct report.

4. If an inmate goes AWL or on Transportation on her shop day she may shop when she returns to ORW.
5. Inmates from ARN 4 and Death Row are required to place bag orders, which must be pre-approved by an Officer from the Living Unit. They must include the inmates **name, number, housing unit, and staff signature**. Bag orders must be filled out neatly and have an "S" in place at the top of the form if you want a substitution for the exact product you request. **THIS MEANS YOU ARE REQUESTING A SUBSTITUTION.**
6. Limits may be placed on certain items depending on availability of stock from vendors. Prices are subject to change without notice.
7. Upon entering the Commissary, inmates must remain silent and stay single file to scan their ID for their available spending balance. **IT IS STRICTLY FORBIDDEN TO SCAN ANOTHER INMATE'S ID. NO TALKING IN THE LINE AT ALL.** Inmates must have proper ID, their commissary bag, and be in proper uniform to shop. **NO BAG, NO SHOPPING.** You are permitted to bring your white laundry bag in addition to your blue commissary bag.
8. At the end of the line merchandise will be placed on the counter in plain view of the inmate. If an item is incorrect the inmate is to notify the staff member so the error can be corrected. Inmates are to make sure they receive what was requested from each booth. **Items may be removed at checkout; however, items will not be added or exchanged at checkout.**
9. Inmates **MUST** watch their orders being scanned. Once an order has been scanned and the sales slip prints out all orders, will stand as is final. After an inmate signs her receipt, she will be given her bag. **ONCE AN INMATE LEAVES THE COMMISSARY NO SHORTAGE CLAIMS WILL BE HONORED.** Bags that have left the area are not the responsibility of the Commissary staff. **When an inmate signs her receipt, she is verifying the order is correct.**
10. If an inmate has a question concerning her account, she must kite the Cashier's Office. The Commissary has no record of this information.
11. Always speak clearly so your order can be heard. Nothing more will be added to the crate once it is pushed forward. Do not go back to a booth once your order has moved and do not ask the clerks to add more items.
12. **"HELPERS" ARE NOT ALLOWED TO ASSIST WITH CARRYING BAGS.** If your bag will be too heavy to carry, you must limit your selections to the items that are REALLY NECESSARY and that you can lift.

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

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

STOCKPILING

You must not "stockpile" commissary items. Buy only what you need for the two weeks. When you

stockpile commissary items, some may spoil, be stolen, or present the impression that you are running a "store" of your own. Commissary food items are considered contraband after 30 days with the exception of condiments, spices, coffee/tea.

QUARTERMASTER (Clothing Storeroom)

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

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

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

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

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

LAUNDRY PERSONAL/STATE

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

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

You are expected to maintain a high level of cleanliness which includes washing state and personal clothing on assigned days and turning bedding and large items in to Big Laundry as scheduled.

INDIGENT KITS and OTC Medications Supplied by Medical Department

There are two types of indigent kits: a hygiene kit and a legal kit.

The hygiene kit contains ADA toothbrush, ADA toothpaste, ADA dental floss, comb/pick, razor, deodorant and sanitary napkins (Department Policy 61-PRP-02).

The legal kit contains two large manila envelopes, one pen, forty sheets of copy paper, five sheets of carbon paper and one writing tablet (Department Policy 59-LEG-01).

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

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

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

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

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

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

SECTION 9 – PROPERTY

INMATE PROPERTY LIMITS

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

STATE ISSUE PROPERTY (ITEMS PROVIDED)

A. Legal documents and papers (RA); **B.** Family pictures (not to exceed 10) (no albums);
C. Prescription glasses (two pair of glasses or one pair of glasses and/or contact lens and case);
D. Dentures/Denture Cream (1 each); **E.** Address book or list of addresses of relatives, friends, and other correspondents (1); **F.** Wedding band, no stones or gems (\$100 value limit) (1); **G.** Watch (date and time only) (\$75 value limit) (1); **H.** Pens (transparent pens, no pull-apart, no felt tips) (5); **I.** Writing paper (reasonable amount);
J. Religious material (e.g., bible), other religious items, as permitted by ODRC Policy 72-REG-01, Institution Religious Services, and approved by the chaplain. Possession limits of permitted religious materials will be limited to: i. Religious headgear (1) ii. Dashiki (1) iii. Prayer robe (1) iv. Prayer rug (1) v. Chain with religious medallion (1) vi. Religious beads (1);
K. Tennis shoes (no air pockets – predominately black or white) (\$75 value limit) (1);
L. Dress shoes (black or dark brown only, 1" heel, no platforms, no suede or patent leather, no steel/metal shank) (\$75 value limit) (1);
M. T-shirts (clean or new, solid color only, blue/green/white, may be long sleeved) (6);
N. Undershirts (male only – white/blue/green) (7); **O.** Undershorts (male only – white/blue/green) (7);
P. Socks (clean or new, white, black, brown or green) (7); **Q.** Comb or pick (plastic only, not to exceed 4 inches) (1); **R.** Towels (solid colors, blue or green only) (5); **S.** Washcloths (solid colors, blue or green only) (5); **T.** Handkerchiefs (white 15" x 15") (12); **U.** Shower shoes (any color rubber only) (1);
V. Bras (female only - white or black only) (7); **W.** Panties (female only - solid or print, white/black/blue/green, no bikinis or thongs) (14); **X.** Bracelet (medical only); **Y.** Contact lens solution (unopened); **Z.** Earrings (AR 5120-9-25.1) (2 pr); aa. Pencils (5).

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

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

ITEM AND LIMIT	ITEM AND LIMIT	ITEM AND LIMIT	ITEM AND LIMIT
Coaxial Cable (max 6') 1	Typewriter ribbon 6	Pajama set 1	Towels 5
Compact Disc Player 1	Cards/board games 3	Panties 14	Thermal bottom 3
Headphones 1	Religious Chain w/medallion 1	Pantyhose/tights 7	Thermal top 3
Television & remote 1	Dashiki 1	Raincoat 1	T-shirt 6
Typewriter 1	Prayer Robe 1	Robe 1	Washcloths 5
MP3 Player (8 GB) 1	Prayer Rug 1	Sweatpants 2	Cassettes 15
MP3 Player (4 GB) 1	Religious Beads 1	Sweatshirts 2	Compact Discs 10
Hand Held Gaming Device 1	Religious headgear 1	Shoes-dress 1	Clock 1
Plug & Play Device 1	Belt 1	Shoes – gym 1	Feminine Hygiene Powder 1
Earrings-Post Only 2	Blanket (personal) 2	Shoes – house 1	Mugs/glasses 3
Eye glasses 2	Braziers 7	Shoes – shower 1	Soap bars 8
Ring/wedding band 1	Gloves 1	Shoes – sport 1	Soap Dish 2
Watch 1	Handkerchief 12	Socks / footies 7	Shampoo 2
Watch battery/band 1	Hat baseball 1	Shorts – gym 3	Toothbrush 2
Address book 1	Hat stocking 1		Toothpaste 2
Stamped Envelopes 25	JP4 1		

The following personal items are permitted in reasonable amounts; art supplies, books, letters/papers,

pencils, pens, photo album, assorted pictures, tablets, religious books, barrettes, hair ties, hairbrushes, combs, cosmetics, conditioner, curlers, deodorant, emery boards, hair grease, lotion, mirror, nail clippers, disposable razor, sanitary napkins, scissors, shaving cream, and tampons (Department Policy 61-PRP-01).

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

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

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

FOOD AND SUNDRY PACKAGES

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

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

SECURITY LEVEL	NUMBER OF PACKAGES	LIMITATIONS
Level 1	4	Maximum of two (2) food boxes only
Level 2	3	Maximum of two (2) food boxes only
Level 3	3	Maximum of one (1) food box only
Level 4A	2	Maximum of one (1) food box only
ERH	See 53-CLS-04	See 53-CLS-04
Death Row	3	Maximum of two (2) food boxes only

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

ITEM	VALUE LIMIT	POSSESSION LIMIT
Headphones/Ear Bud/Ear Plug (clear plastic only, maximum 6 foot cord length)	\$30.00	1
Radio/Radio Cassette, Walkman style (clear plastic case only, clear plastic ear bud, ear plug, non-recording, battery operated)	\$50.00	1
Television (clear case only, LCD, cable ready, color, ear phone jack, clear plastic ear bud and remote included (no battery operation)	\$250.00	1
Television remote	\$12.00	1
*JP4 Player (8GB, clear plastic case only, clear ear buds included)	\$75.00	1
Hand held gaming device (Sudoku, Word, Clear Tunes 50 N 1 Model HG-503)	\$20.00	2
Plug and Play Device	\$35.00	1
Coaxial cable (maximum 6' length)	\$5.00	1
Digital television signal convertor box (clear case)	\$75.00	1

Typewriter (manual or electric, clear plastic case only, one line correction memory, no other memory capability, no password capability)	\$250.00	1
Dress shoes (black or brown, no patent leather or suede, 1 inch heel limit, no platforms, no steel/metal shank)	\$80.00	1
Tennis shoes (predominantly black or white)	\$75.00	1
Sports shoe (turf or multi-purpose as approved by institution, predominantly black or white)	\$75.00	1
Chain (Necklace) with religious medallion (2 inch maximum size of medallion)	\$60.00	1
Prayer robe (white)	\$40.00	1
Prayer beads (wood, no red)	\$5.00	1
Prayer Rug (solid or multicolored, no solid red, maximum size of 44 inches by 26 inches)	\$20.00	1
Japa Mala Beads (wood, no red)	\$11.00	1
Skull cap (Yarmulke) (white cloth) (Muslim scarf)	\$5.00	1
**Compact Disk (CD) player (clear plastic case only, clear plastic ear bud, ear plug) non-recording, batter operated (ERH only)		1 Written Approval

* May also possess JP4 player with either previously authorized MP3 player

**With Managing Officer's approval, ERH inmates may order/possess one (1) CD Player.

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

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

PROPERTY CLAIMS (Administrative Rule 5120-9-32)

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

SECTION 10 - FIRE AND SAFETY RULES

FIRE / TORNADO / EVACUATION and SAFETY PROCEDURES

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

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

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

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

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

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

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

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

Yard Rules: When the yard is open, inmates are permitted to take 1 book, **1 clear cup** with coffee, soda, juice, or water in it, 1 walkman, MP3 or JP4 Player (must be titled to the inmate) with 1 CD or 1 tape. All other items will be considered contraband. Ear buds or headphones must be worn and cannot be worn by any other inmate or worn between two inmates. State clothing is the uniform of the day while on the walk jog/recreation yard Monday-Friday before 4:00 p.m. Personal clothing is permitted to be worn by inmates on the walk jog/recreation yard area after 4:00 p.m. Monday-Friday and anytime during the weekend. The designated recreation yard areas are the "walk/jog" area and the ball field. Inmates recreating should do so in these areas only. Loitering is not permitted on the stairwells or walkways leading to housing units or other buildings. If you are signed out to the yard you shall remain in the designated yard area, when yard closes for any reason you shall return to your housing unit. All inmates are prohibited from being in a housing unit's yard area unless the inmate resides in the housing unit.

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

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

All inmate movement will be on the right side of the sidewalk in the direction they are walking. Inmates not under staff escort shall walk in a single line so as not to prevent staff from going to or from any area. At no time will inmates walk on the roadways.

Only medical and CFS traffic should be allowed on the walkway from the mailboxes to the CFS/Infirmary building. All religious services, recreation dept. and education inmate movement shall walk around using sidewalk entering by the ball field.

All inmates shall be escorted by a staff member after yards have been closed. Inmates should be escorted in groups whenever possible.

Inmate may only sign out to one destination at a time.

All inmates must have a pass if they are in areas/departments that are not the inmate's job assignment (i.e. School, CFS, Pill Call, etc.) Inmates do need to sign group pass sheets to attend scheduled recreation times or scheduled programs and religious services that are offered to the general inmate population. Staff over the areas of Rec., R&R, and Religious Services are responsible for providing group sign up passes to the housing units for offenders to sign.

All inmates reporting to an area on a pass must remain in the area and shall not leave until released by a Correctional Staff member. This includes group passes.

NO INMATES SHALL ENTER THE HARMON/ADMINISTRATION BUILDING WITHOUT A COMPUTER/ WRITTEN PASS OR STAFF ESCORT!!

SECTION 11 - Other Important Information

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

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

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

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

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

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

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

Step One: Informal Complaint Resolution

All Informals are to be completed online through the JPay Kiosk. Each Housing unit has Kiosk located in their dayrooms for offender access.

You have 14 days from when the event occurred to file your Informal Complaint Resolution. The form is to be submitted to/addressed to the **direct supervisor of the staff person or the supervisor of the department most responsible for the complaint.** Explain who was involved, what happened,

where did it happen, when did it happen, how did it happen, and what would solve the problem. Use a new form for each problem. **Informal Complaints ARE NOT to be addressed to the Institutional Inspector and Warden.** Only send one Informal Complaint Resolution for each problem. Do not send multiple Informal Complaint Resolutions on the same problem to different staff members.

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

The staff member is to respond to your complaint within 7 days of receiving the complaint. You should receive their answer through the JPay Kiosk. If you do not receive an answer within 7 to 10 days, then you should contact the Institutional Inspector. If your complaint is not resolved, you may file a grievance.

Some complaints need quick action, such as if you were physically harmed, or have experienced an unreported sexual assault or use of force. If this should occur, let a supervisor know and then tell the Inspector. If you experience inappropriate supervision or retaliation, contact the Inspector directly. The Inspector may tell you to file a grievance instead of starting with an Informal Complaint Resolution.

Step Two: Notification of Grievance

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

A Notification of Grievance can be completed through the JPay Kiosk.

You have 14 days from the date you received the answer to the Informal Complaint Resolution to file a grievance unless the Inspector waives the time limit. Explain who was involved, what happened, where did it happen, when did it happen, how did it happen, and what would solve the problem. Use a new form for each problem.

Disposition of Grievance (the decision)

The Inspector will read your grievance form. The Inspector will then investigate the grievance. The Inspector **may** need to talk to you or other people, review Administrative Rules and Department Policies, or review other records. Most of the time, the Inspector will finish the grievance in 14 days. If the Inspector needs more time, the Inspector will send you an extension letter. When the investigation is complete the Inspector will respond to you in a Disposition of Grievance form. This will be available for your review through the JPay Kiosk.

Step Three: Appeal

Read the Inspector's disposition. If you believe your complaint is still not resolved or if you feel a mistake was made, then you may file an Appeal to the Chief Inspector. **You have 14 days from the date of the Disposition of Grievance to file an Appeal with the Chief Inspector.** An Appeal with the Chief Inspector can be filed through the JPay Kiosk by clicking on appeal

Read the instructions on the form. Explain why you do not agree with the Inspector's decision. Stick to the facts. **Do not add new complaints.** If you need to contact the Chief Inspectors Office, the address is listed below:

Chief Inspector's Office, 4545 Fisher Rd., Columbus, OH, 43228

Conclusion

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

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

APPROPRIATE SUPERVISION (Administrative Rule 5120-9-04)

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

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

PUBLIC DEFENDER

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

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

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

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

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

PAROLE BOARD:

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

RELEASE CONSIDERATION HEARINGS: Inmates who are serving indefinite sentences where release is subject to the discretion of the Parole Board will be scheduled for a hearing when statutorily eligible. Release onto parole supervision prior to the expiration of an inmate's maximum sentence is not automatic

and is solely within the discretion of the Parole Board. You will be notified in writing of your first legal eligibility date for a parole hearing within 90 days of your admission or re-admission to the institution. You will receive notice of any scheduled hearing date 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 offenders' families, representatives and/or supporters can meet with a Parole Board Member or other Parole Board staff to exchange information prior to an offender's release consideration hearing. To schedule a meeting, the interested party should contact the Parole Board at 614-752-1200 or toll-free at 1-888-344-1441. Letters of support may also be forwarded to the Parole Board at 4545 Fisher Rd. Suite D, Columbus, Ohio 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 different types of hearings and/or reviews that occur including, but not limited to:

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

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

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

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 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 degree and felonies of the 4th and 5th degree.

A Parole Board Hearing Officer will determine if you will be supervised on PRC upon the completion of your sentence. Generally, PRC screenings are conducted 4 to 6 months prior to your release. You will receive notice of the results of this screening. The Parole Board Hearing Officer may also impose special conditions such as substance abuse programming and the payment of restitution.

SPECIAL CONDITIONS: Special conditions of release (either parole or PRC) are imposed by the Parole Board and must be adhered to while under supervision. These special conditions include, but are not limited to: mental health screening and programming if indicated, sex offender screening and programming if indicated, and substance abuse screening and programming if indicated. Please note that if you participate in and successfully complete programming while incarcerated, 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 approximately twelve (12) months prior to your scheduled release date and the maximum amount of time you can participate in the program is 180 days. You can still be considered for transfer into this program up to 120 days prior to your scheduled release date.

If you are an eligible SB2 inmate and are recommended for the program, a notice will be forwarded to the Judge(s) who sentenced you for the crimes for which you are currently incarcerated if serving less than two years and one day of an aggregate sentence. Notice to the sentencing court is not required for an offender who has an aggregate sentence of 2 years and one day or more. Notice will also be provided to the victim(s) of your offense(s) as required by law. The recommendation for transfer into the transitional control program by the Parole Board is discretionary and not automatic and is not subject to appeal.

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

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

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

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

BUREAU OF SENTENCE COMPUTATION AND INSTITUTION RECORD OFFICE:

All calculations for release dates/parole board first hearings are calculated at the Bureau of Sentence Computation and any questions concerning your release date, board date, calculation and/or jail time credits need to be directed to them at the following address: **4545 Fisher Rd., Columbus, OH 43228**. You must write a letter to the Bureau of Sentence Computation. They do not accept faxes. Any changes made by the Bureau of Sentence Computation will be sent to the Institution Record Office with an Update and Correction. The Record Office will notify you of any changes that affect the length of your sentence, release date, parole board date and/or condition of your release by sending you a copy of the update and correction.

CSEA (CHILD SUPPORT ENFORCEMENT AGENCY):

The CSEA can locate absent parents. This agency can assist in finding where an absent parent is currently living, in what city, town or state. They can establish paternity for your child/children. (The agency can obtain an order for the establishment of paternity- fatherhood - if you were not married to the father of the child.) They can enforce an existing child support order. (The CSEA can assist you in changing the amount of the child support order.) They can establish a medical support order. They can intercept Federal and State Income Tax Refunds for the collection of child support arrearages. They can initiate child support actions to other states for paternity and/or the establishment of child support. The

agency can assist you in collecting support if the payer is living in another state or foreign country. They can withhold wages for the payment of court ordered child support. (The agency can help you get payroll deductions for current and back child support and can intercept unemployment compensation to collect child support.) They can also collect and disburse child support payments.

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

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

APOLOGY LETTERS

Restorative Justice is a way of viewing, understanding and responding to crime and the effect it has on victims, communities and offenders. Crime is recognized as harm done to a person(s). The aim of justice is to promote understanding, accountability and healing. Offenders 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 offender as an attempt to communicate accountability, remorse, acknowledgement of the pain caused by the offense(s) committed. Under no circumstances should offenders 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 offender can send an apology letter to the Office of Victim Services (OVS). An offender **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 offender has completed the Victim Awareness program. However, OVS will accept apology letters directly from the offender 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 Offender 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 offender. The victim(s) must be registered in order to be notified that OVS has received an apology letter from the offender. Once OVS has the letter, the offender 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 offender's supervision.***

If a victim is interested in receiving or checking to see if an apology letter is on file from the offender 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.