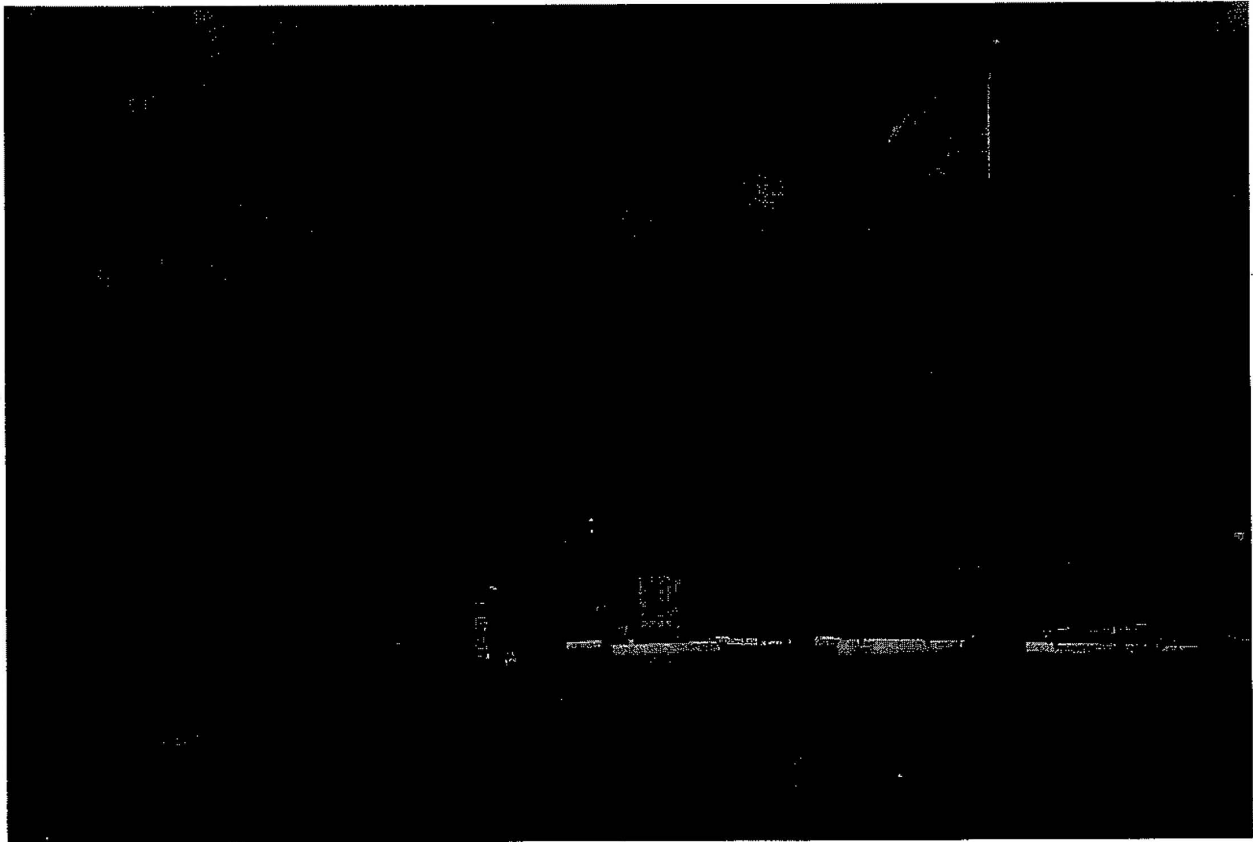


DAYTON CORRECTIONAL INSTITUTION

INMATE HANDBOOK



January 2021

TABLE OF CONTENTS

Introduction	2
Admission and Unit Orientation	2-6
Commissary	7
Cashier	7-8
Education Department	8-9
Library Services	9-10
Food Service	10
Clothing & Quartermaster	10-12
Medical Services	12-14
Dental Services	12-14
Mental Health Services	14-15
Recovery Services Department	15
Religious Services	15
Classification	15
Recreation Department	15-16
Release Preparation & Re-Entry Programs	16
Community Justice	16
Grievance Procedure & Institutional Inspector	17-20
Transfers	20
Inmate Organizations	20
Personal Appearance, Hygiene, and Grooming	20-22
Weather, Fire, and Safety	22
General Rules, Inmate Conduct, & Discipline	23-28
Visiting	28-32
KITES, Mail, Mail Order, & Packages	32-36
Personal Property & Titled Items	36-37
Telephone Calls	37-38
Parole Board	38-40
PREA (Prison Rape Elimination Act)	40-43
Program Schedule	44-46

INTRODUCTION

Welcome to the Dayton Correctional Institution (DCI). We hope you will make the most of the time that you spend here. This inmate manual serves as your reference guide about institutional life, policies, and procedures, applicable to you during your stay. You are accountable for your behavior and this manual explains what is expected of you. If you have any questions or concerns, please see a staff member for clarification.

The mission of Dayton Correctional Institution (DCI) is to protect Society; provide a safe secure and human environment for offenders, to include protecting them from victimization as well as develop a system of due process and internal legality. Establish restorative program, including but not limited to, academic and vocational education, meaningful work assignments, career plan development, and treatment programs that address inmate needs, problems and promote victim awareness/empathy. Provide the courts and parole authorities with effective evaluation tools and information for use in sentencing and release decisions; provide the necessary appropriate level of security; promote citizen safety and victim reparation: promote the philosophy of reentry that incorporates the principles associated with effective correctional programming.

This handbook was designed to inform you of the programs and services available at Dayton Correctional Institution (DCI). In addition, this handbook explains the general rules, regulations, policies, and procedures. You are required to return this handbook within fourteen (14) days of arrival to the Receiving Department. Failure to do so will result in you being charged \$5.00 for the replacement cost of this handbook.

ADMISSION AND UNIT ORIENTATION

Upon arrival to DCI, you will be given a housing unit and cell assignment. You will attend an orientation program with presentations regarding various departments, their functions, and how you can benefit from them. It is important to listen carefully to the staff members giving the presentations and ask any questions you may have. **It is your responsibility to know and follow the rules. Not knowing and/or not understanding the rules is not an excuse for disobeying the rules.** Each inmate will be given an orientation schedule and sign-off sheet. Orientation is mandatory and must be completed by all arrivals.

UNIT MISSION – The Unit Management mission is to provide quality case management and unit management services to inmates living in the unit. The unit will provide programming and services to meet your needs for reentry into the community.

UNIT DESCRIPTION - Inmate housing at DCI is comprised of four units containing two pods. Pods are designated F1, F2, M1, M2, R1, R2, T1, & T2. The units contain the general inmate population cells, inmate laundry facilities, inmate alternative libraries, multi-purpose rooms, and staff offices. The majority of inmate needs are addressed through unit staff. This manual will familiarize you with the roles and responsibilities of personnel assigned to your unit. The Unit is designed to do three things:

1. To provide a safe, secure, and sanitary environment.
2. To provide a full range of activities and programs that meet the re-entry needs of the inmate population.
3. To provide inmates with as normal an environment as possible.

With this frame of reference, you can reasonably expect to have easy access to such services as mental health programming, recovery services programming, recreation, religious services, release preparation, re-entry programming, educational, and vocational opportunities.

IT SHOULD BE NOTED THAT STAFF AND INMATES ARE NOT TO SMOKE AND CANNOT BE IN POSSESSION OF ANY TOBACCO PRODUCT.

The institution does abide by the Department's policy regarding the Americans with Disabilities Act (ADA). Therefore:

- It is the policy of the Ohio Department of Rehabilitation and Correction to address ADA 4.1.4 "Occupancy Classification." Five percent of the total housing units available department-wide will meet the accessibility standard or a minimum of one institution per security classification.
- It is the policy of the Ohio Department of Rehabilitation and Correction to house inmates in a manner that provides for their safety and security. Appropriate institution programs and activities will be accessible to disabled / handicapped inmates and provide for integration with the general population (4-4142).
- It is the policy of the Ohio Department of Rehabilitation and Correction that the inmate work plan provides for employment of inmates with disabilities/handicaps (4-4450).
- All inmate requests for accommodations under the Americans with Disabilities Act should be directed via kite to the institutional **Health & Safety Officer**. Additional ACA Standards and ODRC Policies concerning this matter are: ACA – 4-4142, 4-4143, Policy 64-DCM-02 & 68-MED-14.

UNIT STAFF POSITIONS AND ROLES - Unit Management is staffed by a Unit Management Chief, a Unit Manager, Case Managers, Sergeant/Correctional Counselors, Unit Secretaries, and Correction Officers. Unit Staff are located in each housing building. Case Managers are assigned specific caseloads; a Sergeant is also assigned to each unit. A schedule for unit staff is posted in every pod. Unit Staff are accessible to inmates during specific open office hours and are required to post their open office hours by their respective office entrances. You may also kite for assistance. If you have a problem you cannot resolve independently, your **first step** should be to contact the appropriate unit staff (refer to Unit Staff positions and roles). You are expected to see your Case Manager or Correctional Counselor for assistance in routine inquiries. Be sure to see the appropriate person, depending on the nature of your concern. **If the Case Manager or Correctional Counselor is unable to assist you, he or she may then refer you to the Unit Manager or you may see the Unit Manager on your own. If you have an emergency, you may see any Unit Staff member regardless of walk-in hours.**

UNIT MANAGEMENT CHIEF - The UMC is responsible for overseeing the roles, responsibilities and processes of unit management staff in a decentralized or centralized social services management format. The UMC shall ensure that the unit managers direct unit staff, manage unit operations twenty-four (24) hours seven (7) days a week, complete performance evaluations on all regular staff assigned to the units, and have the authority in written protocol to approve inmate bed and housing moves. The UMC may develop centralized processes within unit management, while maintaining the unit based caseload management system for managing inmate needs. The UMC, in conjunction with the responsible deputy warden and security chief, shall ensure the facility operates under the Ohio Plan. Unit management shall serve as the driving force connecting all prison services together and ensuring institutional staff address the concerns of staff and meet the needs of inmates. This shall include the completion of Unit Plans, Memorandum of Understandings (MOUs), Incident/Violence After-Action Reviews, and meetings as indicated (according to the Ohio Plan). The UMC shall ensure that at least one (1) unit staff member visits the Transitional Program Units (TPUs) at least once per week and visits shall not exceed seven (7) days in between visits. Staff shall document visits on the Employee Visit Record Log (DRC6011)

and Individual Restrictive Housing Record Sheet (DRC4118). In the absence of unit staff, the UMC shall visit Transitional Program Units (TPUs) at least once per week

UNIT MANAGER - The Unit Manager (UM) is responsible for the overall operation of all phases of the Unit including regular meetings with the Unit staff. The Unit Manager serves as department head for unit management and performs duties of UMC. There is one (1) Unit Manager responsible for F & M Units and one (1) Unit Manager responsible for R & T Units. Responsibilities of the Unit Manager consist of:

1. Unit Mission
2. Unit Organization-Chain of Command
3. Discipline
4. Energy Conservation
5. Town Hall Meetings
6. Sanitation
7. Major Problems/Concerns with Inmates
8. Problems/Concerns with Unit Staff
9. Tracking Inmate Job Assignments through Initial Classification/Reclassification
10. Tracking Post Release Control, Transitional Control, and Parole
11. Programming within the Unit
12. Ohio Plan & 3-Tier Prison System Compliance

CASE MANAGER (CORRECTIONS PROGRAM SPECIALIST) - Case Managers are responsible for managing a specific caseload of inmates. One (1) Case Manager is assigned to each Unit.

Duties include: Monitoring the progress of inmates on his/her caseload that includes review and update of reentry accountability plans, completing individualized Ohio Risk Assessment System Prison Intake Tools, completing classification documents including security instruments, and completing all appropriate reports for other institutional departments and/or outside agencies. Case Managers are also responsible for developing and implementing programs that benefit the inmate population. They also serve on institution committees to include job classification and security reviews. Case Managers perform the duties of the Unit Manager during his/her absence. Further responsibilities of Case Managers include:

1. Sentence Data
2. Release Preparation & Pre-Release Assistance
3. Special Program Needs
4. Group Counseling
5. Individual Counseling
6. Classification/Reclassification
7. Attorney Visits
8. Visiting
9. Parole Guidelines/Hearings
10. Parole Planning
11. Types of Releases - PRC, TC, Parole, 80%
12. Security Level
13. Social Services
14. Transfers
15. Orange Card/Community Service Screenings

SERGEANT (CORRECTIONAL COUNSELOR) - The Unit Correctional Counselor serves as a Mentor to the Correction Officers assigned to the Unit. The Correctional Counselor regularly tours the unit and the work assignment areas to resolve inmate complaints and offer guidance to inmates assigned to the unit. The Correctional Counselor serves as a Hearing Officer for the unit conduct reports. Conduct reports can be handled by the sergeant at the unit level or referred to the Rules Infraction Board (RIB). They also

serve on institution committees. The Correctional Counselor also takes primary responsibility for the safety and sanitation within the unit, taking necessary steps to ensure a safe and clean living environment for both inmates and staff. Other specific responsibilities of the Correctional Counselor are as follows:

1. Unit Housing Rules
2. Quartermaster/Laundry
3. Commissary
4. Personal Appearance/Dress
5. Medical services
6. Cashier
7. Recreation
8. Housing Assignments
9. Bed Moves
10. Unit Activities
11. Inmate Discipline
12. Cell Sanitation
13. Grievance Procedure
14. Mail/Package Rules and Problems
15. 2.4 Property Limits
16. Inmate Groups

UNIT SECRETARY – The Unit Secretary handles the clerical duties and provides clerical support for the unit and its staff. Coordinate Video Conferences and Orientation.

CORRECTION OFFICER - The Correction Officers assigned to the unit are responsible for directing the security and supervision of the inmates assigned to the unit. Correction Officers are responsible for constant observation and touring of the unit to ensure a secure, safe, and clean living environment. In addition, specific responsibilities assigned each Correction Officer in the unit are the following:

1. Counts
2. Fire Exits/Drills
3. Dining Schedule
4. Sick Call/Pill Call
5. Mail (pass out only)
6. Laundry Operations in Unit
7. Telephone
8. Member of classification hearings and/or Unit Team meetings
9. Cell Searches/Contraband
10. Off Limits Areas
11. Safety in Unit/Caustic Chemical Control
12. Security Inspections
13. Attend unit staff meetings on a rotating basis
14. Issue Kites
15. Pass procedures
16. Function as member of the Unit Staff
17. Supervise Unit Porters

TOWN HALL MEETINGS – Town Hall meetings are conducted by the Unit Staff at a minimum of quarterly but can be conducted when needed. These meetings are generally held prior to count or right after count clears to relay important information, changes, or concerns. The meetings are conducted in the dayroom or range 1 of the unit, and all inmates residing in that pod are required to attend.

SECURITY LEVEL – DCI houses inmates with security designations of Level 1, Level 2, Level 3, and Level 4. Inmates will be reviewed for their security level on an annual basis or as needed. The security level is determined by several factors including but not limited to: severity of the offense, past criminal history (including any violence), RIB convictions, and frequency of conduct reports. You are expected to conduct yourself in a manner that will help you reduce your security level to the extent allowed by the nature of the offense. Inmates are notified of your security level and offered appeal rights during your security review.

SENTENCE DATA – You can receive information regarding jail time credit, case numbers for current offense for legal motions, earned credit, out dates, and other sentence data by the appropriate Case Manager. Sentence Calculations will be conducted by the Bureau of Sentence Computation. After discussion with the Case Manager, if inmates have questions or concerns regarding their sentence calculation or release date, they must write a letter that is concise and clear to the following address:

**Sentence Computation Section
Bureau of Sentence Computation and Records Management
4545 Fisher Road
Columbus, Ohio 43228**

If inmates have questions or concerns regarding a detainer issue or other record office matter, please see the Case Manager to discuss, if inmates have further questions or concerns they may write to:

**Central Records Section
Bureau of Sentence Computation and Records Management
4545 Fisher Road
Columbus, Ohio 43228**

Inmates usually have numerous questions concerning the Pre or Post Sentence Investigations (PSI's). The Unit Staff has no control on when a PSI is received or completed. Questions regarding the PSI must be addressed in a kite to the Institution Parole Board Parole Officer located at APA.

TYPES OF RELEASES – There are several types of releases depending on which laws you were sentenced under. For the old law, you may be eligible for parole and/or EDS (expired definite sentence).

Under the new law Senate Bill 2 you may be eligible for judicial release (by the courts), transitional control (formerly furlough), EST (expired stated term) and/or post release control (PRC), Risk Reduction, 80 % court release. **NOTE:** You will be automatically screened by the Parole Board Parole Officer for transitional control, if you are eligible for transitional control. Case managers DO NOT screen for Transitional control. Once you have been approved and BCS will obtain a bed date. For questions about these types of releases, see your Case Manager.

PAROLE PREPARATION – The Case Manager will work with the inmate in advance of a parole board hearing to assist you with paperwork and information regarding parole plans and placement prior to the hearing.

PROGRAM INFORMATION – If you have questions regarding Unit Management programs being offered, you should see your assigned Case Manager. Unit Management Programs are offered frequently based upon inmate needs. You are encouraged to participate in programs that would help you. You are required to attend the Pre-Release Preparation Programming which will be offered every 3 months prior to your release. The following departments offer other programs: Education, Mental Health, Recreation, Recovery Services, and Religious Services. You should check the unit bulletin boards for current program offerings/sign-ups as well as checking with staff.

COMMISSARY

The commissary schedule is posted monthly and is subject to change. The schedule is posted on both commissary doors, housing unit bulletin boards, and shown on DCTV. Level 1 and 2 inmates shop once weekly by housing unit as detailed on the posted schedule. Level 3 and 4 inmates shop on alternating weeks, based on which side (M1 or M2) they are housed, which is also detailed on the commissary schedule. The weekly spending limit is \$100.00 for all housing units, with the exception of Marauders and Tartans 1. Inmates housed in Marauders may spend \$150.00 every-other-week. Inmates housed in the Re-Integration Unit, Tartans 1, have a weekly spending limit of \$125.00. This includes everything except Phone Time units, GTL Units, Envelopes, Greeting Cards and Electronic items. Inmates on commissary restriction and Limited Privilege Housing (LPH) may purchase hygiene items, writing materials, and over-the-counter medications. State Uniforms must always be worn in the commissary line. Each inmate must bring laundry bags to carry purchases. Inmates shall wait in single file on the yellow line outside to be called in before entering the commissary. Always verify your account balance before shopping. All account balance questions must be referred to the cashier office.

A list of Out of Stock items(food/hygiene)& discontinued items is made available inside the first commissary door. It is the Inmates responsibility to check this board before shopping & make changes accordingly. Items listed on this board will NOT be replaced. All commissary shopping lists must be prepared before entering the commissary line. Turn in your commissary shopping list at the first window with your ID. Keep your place in the single file line, and wait quietly for your order to be filled. If you notice any errors occurring as your bucket is filled DO NOT speak to the commissary workers, instead speak to the staff member at the checkout window for corrections. Sign your name and inmate number on the copy of the receipt you return, and keep the other copy as proof of purchase until all items listed have been used or discarded. Additional copies will not be provided. Verify that your order was filled correctly before leaving the commissary window. You may not leave the commissary and then return to make changes or corrections. There will be NO substitutions for any out of stock items. **ALL SALES ARE FINAL.**

CASHIER

The Cashier maintains personal and commissary accounts, processes cash slips, and court orders for payment on fines, restitution, child support, and assists with indigent inquiries. Each inmate will receive pay according to their assigned state job. Information concerning pay ranges for state jobs is located in AR 5120-3-02. If you have questions about your balance, deposits, state pay, or expenditures, contact the cashier by kite.

Approved visitors may deposit funds into inmate accounts utilizing the GTL/Offender Connect network either online or over the phone. This system is the sole responsibility of the outside vendor. Questions or concerns about the use of these machines must be directed to the vendor.

To send money out of your account you need to have a staff member witness the cash slip. Requests to send \$100.00 or more out of your account to an individual must first have the UMA's approval. Requests to send \$100.00 or more to a commercial vendor must first be approved by the Account Clerk Supervisor. Inmates may only send money to persons on their approved visiting list unless otherwise approved by the Warden.

The amount of release money (gate pay) an inmate receives from the institution is based on the number of days the inmate served in state prison. An inmate who served between 1-90 days receives \$25.00, 91-180 days receives \$40.00, 181-365 days receives \$65.00 and those who served 366 days or more receive \$75.00. Inmates who return to prison as violators or SB2 inmates who receive a Judicial Release/Suspended Sentence do not receive release money (Department Policy 78-REL-03). Inmates released to a detainer do not receive gate money nor do those released to TC.

EDUCATION DEPARTMENT

Education programs are a component of the Ohio Central School System, a state-chartered school operated under the direction of the Ohio Department of Rehabilitation and Correction. The Education Department provides an environment where inmates may develop learning skills, thereby leading to an ABE, Pre-HSE (High School Equivalency – formerly Pre-GED), HSE (High School Equivalency – formerly GED), high school diploma, career technical, apprenticeship, or advanced job training certificate. The programs are offered **FREE** to all inmate participants. The Ohio Central School System (OCSS) adheres to the statement, "Equal educational opportunities are offered without regard to race, creed, color, national origin, gender, or disability." For additional information concerning the apprenticeship programs available, please kite the education department. Level 3B inmates shall be escorted to and from education classes.

INITIAL ASSESSMENT AND PLACEMENT IN EDUCATION PROGRAMS - Mandatory education is the compulsory enrollment of all inmates who have not attained a verified high school diploma or equivalency (i.e. GED). DRC Policy 57-EDU-01, states that any inmate who has not attained a high school diploma or equivalency, **MUST** enroll in a program of the Ohio Central School System for a minimum of six (6) months. Enrollment in school is in accordance to the priority enrollment factors set forth in DRC 57-EDU-01, Initial Assessment and Placement in Educational Programs. The Education Department has established and maintains detailed waiting lists for those inmates interested or mandated to enroll in education programming. Priority enrollment are for those students under the age of 22 years of age who are identified as a student with a disability or a student who is suspected of having a disability, and those with the earliest release date. Hereafter, inmates are enrolled on a first come first serve basis.

EARNED CREDIT - Is awarded to all eligible inmates in accordance with the provisions outlined in DRC Policy 80-INC-02 Earned Credit for Productive Program Participation. Attendance and participation are monitored closely for this reason. Any unexcused absence, less than 75% attendance and/or unexcused tardiness, will affect eligibility for earned credit for the month. This procedure will be fully explained during inmate orientation for educational programs.

The School Administrator calculates earned credit according to Administrative Regulation 5120-2-06. Earned credit is calculated on the first working day of each new month, and you will receive an earned credit slip, showing your release date, soon after that. If you feel there is an error with your earned credit, you must kite the School Administrator for assistance.

EDUCATION PROGRAMS - The following education programs are available at DCI:

- **ABE** (Adult Basic Education) - for those with a reading score at or below 500 on the TABE (NRS Level 1 + 2) or 226 on the CASAS test.
- **Pre-HSE** (formerly Pre-GED) - for those with a reading score between 501-535 on the TABE (NRS level 3) or 227-239 on the CASAS test.
- **HSE** (formerly GED) - for those with a reading score of 536 or above on the TABE (NRS levels 4, 5, or 6) or 240 or above on the CASAS test.
- **Fast Track GED** - for those with a reading score of 597 or above on the TABE (NRS levels 5 or 6) or 243 or above on the CASAS and Math 239 or above on a C level CASAS test.
- **High School Options** – A program designed to allow those inmates who have enough time to complete the necessary credits to earn their high school diploma.

- **Career Technical Education** – For those inmates with a reading score of 563 or above on the TABE (NRS levels 4, 5 or 6) or 231 on the CASAS test. Programs currently available are *Administrative Professional Support*, *Culinary Arts and Heating*, *Heating, Ventilation & Air Conditioning (HVAC)*.
- **Advanced Job Training (AJT)** – For those inmates who have attained a high school diploma or HSE; have a reading score of 563 or above on the TABE (NRS levels 4, 5 or 6) or 231 on the CASAS test; and have no more than 30 consecutive Restricted Housing placement in the past 6 months. AJT is currently offering college-level courses, applicable certificates, and Associates Degrees in fields such as *Business Foundations*, *Community and Social Services*, *Retail Management*, and *Supply Chain* through Sinclair College.
- **Apprenticeship** – Inmates who have a job classification that allows accrual of related work hours may participate in the program. Apprenticeship programs include *Alteration Tailor*, *Material Handler*, *Animal Trainer*, *Maintenance Repair Worker*, *HVAC*, *Electrician*, *Janitor*, *Landscape Maintenance*, and *Plumber*.
- **Certificate Programs** – There are several programs offered by the education department in which an inmate can receive a certificate, to include OCSS/CEA Tutor and Career Enhancement (Employability Skills, APS, Culinary Arts).
- **Special Education Services** – programming available for students identified for special education services under federal law.

For questions regarding academic programs, the inmate should kite the School Counselor or School Administrator.

LIBRARY SERVICES

GENERAL LIBRARY SERVICES - The main library at DCI is located in the school and chapel area. Proper identification, attire, and conduct are required while patronizing the main library. The library provides a wide range of services and specialized collections that support the educational, vocational, rehabilitation, and recreational needs of the inmate population. These collections include: a Re-Entry Resource Center, LEXIS database and legal collection, general reference, research materials, popular books, newspapers, and magazines. The library maintains the approved vendor catalogs for food and sundry, and forms that the inmates can order from. Inter-library loan services are available for appropriate reading materials not owned by the library. DRC Policies and Administrative Regulations are also available for inmate review.

GENERAL CIRCULATION POLICY - Inmate patrons are not permitted to have more than two (2) library books in their possession at one time without special permission from the librarian. You are financially responsible for any borrowed books and materials. Inmates are expected to return all borrowed materials to the main library prior to leaving the institution. Fines and conduct reports may be issued for late returns, lost, stolen, and/or damaged books by neglect and/or maliciously damaged. Housing unit books are to be read and returned to the bookcases.

PHOTOCOPYING SERVICES - The main library provides a photocopier with priority for legal copies. Library related materials (i.e. articles from newspapers, magazines, and books) are secondary. All other requests (i.e. personal letters, photos, etc.) are low priority and users may be bumped down in the queue for higher priority. Personal materials being photocopied must be appropriate and are subject to staff screening. Photocopy cards are available for purchase at the Commissary. All photocopies and print outs are \$.05 a page.

TPU AND HOUSING UNIT LIBRARY SERVICES - The library maintains a collection of books that are periodically rotated between each of the housing units. Patrons are on the "honor system" to return books selected from these unit collections to the bookshelves and adhere to the general circulation policy. TPU inmates may request a book from the librarian or the pod officer from this collection. TPU inmates must send a kite to the librarian with a request for obtaining legal materials, and motions requiring immediate attention. TPU inmates on extended restrictive housing may kite the librarian for a book request. Only paperback books are permitted in TPU.

LAW LIBRARY SERVICES - Legal materials and related services are located in the Main Library. The department now utilizes the LEXIS Online Legal Database System on computer workstations. A word processor program and legal forms are available on the computer workstations for print out. Required law books and related materials must remain in the Main Library and are not permitted to be checked out.

Pursuant to **ODRC Policy 59-LEG-01 Inmate Access to Court and Counsel.**

No inmate law clerk, library assistant, or any other inmate shall, in any manner, trade, exchange or deal his/her assistance with legal matters to another inmate. The institution shall prominently display a notice in the law library, and in either the inmate handbook, or orientation materials, which states: "It is a violation of institutional rules for inmates to require payment of any kind for providing legal assistance. No inmate shall be required to pay or deal for legal services. If you or someone you know has been asked to pay or deal for legal assistance, please notify your unit manager or the law librarian."

LEGAL SERVICE TO INDIGENT INMATES

1. An indigent inmate shall receive a free legal kit containing, at a minimum, the items listed in Appendix B from the Law Library. The inmate shall direct his/her request to the librarian, or other staff person designated by the managing officer, who shall confirm the inmate's indigent status with the Cashier's Office and maintain a log of free kits issued utilizing Indigent Kit Log (DRC1005). An inmate may make such request once every thirty (30) days.

2. An indigent inmate is also entitled to free first-class mail to courts of law only. To be eligible for free first-class mailing, an indigent inmate must address the mail to the "Clerk of Court" and must also identify the specific court by name above the address. Mail addressed to an individual other than the court's Clerk of Court or that does not identify the specific court name is not entitled to free first-class mail, and shall be returned to the indigent inmate with an indication to the inmate that the mail, as addressed, is not entitled to free postage because it is not addressed to the Clerk of Court, does not identify the name of the court, or both, as the case may be. The free mail to courts of law for indigent inmates is in addition to the one (1) free stamped envelope per month available to all inmates.

For questions regarding the library, kite the librarian.

FOOD SERVICE

The Food Service Department prepares three meals each weekday. You will be called to the dining hall on a rotating schedule and by housing unit. You are to go eat when your housing unit has been called unless you have a medical pass. You go to meals before you go to work or school.

You must wear your state uniform and I.D. badge to all meals. Once the housing unit has been called, you must report to the dining hall immediately. ONE condiment can be taken to the dining hall. You can NOT take any food or fruit out of the dining hall. Upon entering the food service dining hall, you have a reasonable amount of time to eat your meal, empty your tray, and leave the area as permitted. Special diet needs must be authorized by the medical and/or religious services departments.

CLOTHING & QUARTERMASTER

The quartermaster maintains all state issued clothing and bedding items pursuant to ODRC Policy 61-PRP-02. The state uniforms (shirts, pants, sweat jacket, winter coat, hat, and gloves) may be exchanged every twelve (12) months on a "one for one" basis. This includes: state bedding (sheets, pillow case, and blankets). State issued whites (panties, bras, and socks) and towels/wash cloths may be exchanged every six (6) months on a "one for one" basis. Be sure to check the size of your bras and panties as they cannot be exchanged once you leave the quartermaster area. You must turn in old garments to receive new garments, this keeps you within the clothing amount limitations. You must send a kite to the

quartermaster with the specific request for items. If the request is approved, the quartermaster will issue a pass for you to exchange your items.

Clothing shall NOT be altered in any way except for approved tailoring to meet institutional standards, deemed necessary by quartermaster. You are responsible for your clothing items and will be charged for any item that is damaged or missing.

State issued pants/skirts, state issued shirt, state shoes, T-shirt, socks, panties, bra, and belt is considered the state uniform of the day. The state uniform must be worn during "official business"; meeting with staff, when on a pass, at work, at school, in programs, on visits, at religious services, at meals, at commissary, all institution or dorm offices, in the administration building, and in infirmary. **YOU MUST BE FULLY DRESSED PRIOR TO LEAVING YOUR HOUSING UNIT.**

- **All inmates will be required to wear their state issued uniform to work or programs.**
- **No head wraps, durags, or scarves are to be worn in the dayroom area from 8:00am-4:00pm (Monday through Friday) or outside on the compound at any time. (unless approved through medical or religious services)**
- **No slippers, flip flops, sandals, shower shoes are to be worn in the dayroom area from 8:00am-4:00pm(Monday through Friday). They are not to be worn outside on compound at any time. (Unless approved through medical)**

Socks, shoes, panties and bras must be worn outside housing unit. You may be bare-foot if playing sand volleyball.

Shirts: Shirts must be worn (**except during leisure or physical activities on the recreation yard, gym or exercise room**) with the collar out and down at all times. No more than the top button or snap may be undone. State issued sweatshirts may be worn over the state shirt, as long as the collar is showing. State I.D. must be worn on the outer most garments and on the left upper chest area with picture facing outward.

Pants: Pants must be pulled up and worn at your waist at all times (**NO SAGGING**). Your pants must be zipped and fastened and your belt must be buckled. Pant legs may not be rolled up, pegged, or tucked into your socks. **DO NOT ALTER ANY CLOTHING.**

Shoes/Socks: State issued shoes or gym shoes may be worn outdoors. Socks are to be worn at all meals, to visits, and while working. Shower shoes, thongs, or slippers **MAY NOT** be worn outside the housing unit.

Nightclothes: Appropriate nightclothes (pajamas or night gown) must be worn when sleeping. Nightclothes and robes are not to be worn outside of your room. Sleep wear pants are not permitted outside of your cell.

Headwear: Knit hats, baseball caps, stocking hats, and hoods may be worn outside the buildings only. Skullcaps may only be worn in your cell area. **AT NO TIME ARE SKULL CAPS OR HATS TO BE WORN DURING SCHOOL OR PROGRAMS OR IN HOUSING UNITS.** Scarves must be worn as a scarf, not as a headband and tied in the back. No rags may be used as a scarf. No scarfs or rags can be worn outside of cell from 8:00am to 4:00pm Monday through Friday.

Sunglasses: Sunglasses may not be worn indoors without authorization from the medical department.

Recreation: You may wear your state blue pants and white T-shirt during recreation hours, or wear regular recreation clothing including sweatshirts/pants, T-shirts, shorts, and gym shoes. You may be bare-foot if playing sand volley ball.

LAUNDRY - Each housing unit is equipped with a laundry area for personal clothing. See your Unit Officer for personal laundry hours of operation and use. Personal clothing will be laundered in the units by an assigned laundry attendant. You are required to supply your own laundry detergent for your personal clothing. Detergent for personal items is available in the commissary. At no time is chipped hand soap to be used in the washing machines because they are not designed for that type of soap. Laundry attendants are the only inmates permitted in the laundry room.

Your state issued clothing and sheets will be laundered twice a week by the Laundry Department. DCI housing units will have posted times on the housing unit bulletin boards for inmates to take their state issued clothing and bedding to the Laundry Department. Laundry detergent is provided by the institution for state issued items. Laundry days are determined by range and/or housing unit. Your blankets will be laundered on a monthly basis by the Laundry Department.

MEDICAL AND DENTAL SERVICES

The Medical Department operates several different clinics. It is a high traffic area and serves many patients. Please be respectful, we will be with you as soon as we can. Cursing and causing disruption is not acceptable. Your cooperation is necessary and appreciated.

INFIRMARY MISSION: To improve health of our patients through education and clinically proven medical care.

INFIRMARY HEALTH SERVICES – An Infirmary Health Service information sheet and a Mental Health pamphlet will be provided upon your arrival to the Infirmary during your intake process. Your health history will be reviewed at that time. If there are any urgent medical concerns during intake, the nurse will schedule you with the Advanced Level Provider.

To request an appointment with the primary doctor (medical staff), you must first sign up for nurse sick call using a Health Service Request which is available in each housing unit and at the infirmary deposit box located in the chow hall. Do not use a 'kite' to request to be seen. You must use a Health Service Request form. Each housing unit Officer should have some available, they are also placed in the chow hall in the box marked Medical. To be seen in a specialty clinic such as the gynecologist, eye or foot doctor; you must **first** be seen by the primary care provider to be referred to the specialty clinic.

All medical appointments and passes for appointments, treatments and pill call are important. If you are scheduled to be seen and do not show up, you will be considered out of place and will receive a ticket. You may/will have to be rescheduled. If you have a class or visit the same time you have your appointment, we can reschedule you if you let us know ahead of time. If you are scheduled for an appointment or procedure at FMC or OSU, you will be asked sign a notification of medical appointment form. If you sign the agreement to go and then you refuse the appointment the day of, a conduct report will be written per policy 68-MED-14 and you may be sanctioned by RIB.

SICK CALL - The Infirmary Health Services offers Nurses Sick Call at least five days a week: For routine health concerns or to sign up for sick call complete a Health Services Request Form (HSR). The HSR forms are located on the wall near the exit of the Inmate Dining Hall at DCI. Upon completion of the form, place the form in the mailbox labeled "Medical". Please, take only one at a time as needed, not the whole stack of them. Inmates must place the HSR's into mailbox located in the dining hall not the housing unit or infirmary. A nurse will collect the HSR requests daily and will schedule you for a sick call appointment. Do

not use a kite for this: a kite goes to the mailroom and not directly to the health clinics. Use of a kite may delay you being seen by a nurse or dental staff.

For emergencies, you need to notify **ANY STAFF MEMBER** immediately. They will notify the infirmary of your emergency and medical staff will triage the call and determine the appropriate response.

MEDICATIONS - Most over the counter medications can be purchased in the commissary if you desire to have something on hand for self-medication (Tylenol, etc.). Prescription medications are ordered by the physician and grouped into two types.

1. Carry medications-May be kept with you. This medication must be kept in its original container and must be a current order. Medications not meeting these criteria will be considered contraband and be confiscated.
2. Pill Call - Nurse dispensed or "pill call" medications-Given by a nurse at pill call. The pill call window will be open three times a day, in the morning, mid-day, and early evening. The specific times will be posted or announced by the dorm officers. You must show your picture ID to the nurse before receiving medication. You are expected to report to Infirmary Health Services for pill call. Do not come to pill call with gum or any drinks. Pill call at DCI serves many patients and sometimes can be lengthy. Your patience and cooperation is expected.

PHYSICAL EXAMINATIONS - Physical exams (PE) are available for offenders over 40 years of age. Annual PAP Smears and annual physical examinations; the frequency is based on your age. During your birthday month you will be automatically called up for the physical according to policy. Fill out a Health Service request for an 'over 40' and 'over 50' physical if you have not been contacted during your birth month.

CO-PAYMENT - Co-pay will be charged in accordance with the Administrative Regulations and DRC policy 68-Med-15. All medical services initiated by an inmate through emergency procedures will be free if an actual emergency exists that requires being housed in the infirmary or sent to an outside facility. A \$3.00 co-pay will be charged if it is determined that no true emergency exists. You will be charged \$2.00 co-pay for routine nurse sick call appointments. Inmates will not be charged for medical services initiated by policy defined staff reporting requirements such as but not limited to sexual assaults, use of force, and accidents reports. Medical care may not be denied due to the inability of the inmate to pay. To contest the charging of a co-pay fee, send a kite to the Health Care Administrator.

Co-pay exempted services include:

- Intake physicals and visits for treatment of chronic disease (i.e. High Blood Pressure, Seizure, Diabetes Mellitus, HIV, Hepatitis C, General Med)
- Mental health crisis and interventions
- Required physical exams
- Laboratory Testing ordered by the Advanced Level Provider for Chronic Care Clinics or visits
- Preventive Health Education
- Obstetric Care
- Care provided at Corrections Medical Center, Ohio State University Hospital, and Local Hospital
- Dental procedures, whether performed by dental staff or a nurse.

Information regarding inmate co-pay is available in the main Library.

INMATE ORIENTATION TO DENTAL CARE ACCESS - Dayton Correctional Institution has a fully equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care. (If you will be in the DRC a year or less, you are only eligible for emergency or urgent dental

care.) If you are late for your appointment, you may be rescheduled. (your appointment may be forfeited and you will need to request services again). The Dental schedule is a tight one, it is imperative that you are there on time.

DENTAL EMERGENCY – Have the housing officer or any other staff person contact Inmate Health Services (IHS) as soon as possible.

- Uncontrolled bleeding
- Broken Jaw
- Constant pain
- Big swelling and or infection

URGENT DENTAL CARE – Submit a Health Service Request (HSR) form to dental explaining your problem - watch for a pass to IHS within a day or two.

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

ROUTINE DENTAL CARE – Submit an HSR to dental explaining your problem. You will be placed on a list to have an examination and have your problem looked at and treated.

- Cavities
- Problems chewing
- Cleaning
- Dentures – Must have 3 years or more to serve

KITES/INFIRMARY COMPLAINTS - All kites are to be placed in the mailbox. All kites should be sent to the appropriate staff member. Kites can be obtained in each housing unit. Informal Complaints will be completed on the Kiosk in each housing unit, addressed to the appropriate supervisor.

MENTAL HEALTH SERVICES

If you need crisis counseling or mental health services, you may kite Mental Health Services for assistance or seek Custody personnel or your Case Manager to obtain an Inmate Pass should you believe there is an urgent need to meet with a counselor. The Mental Health Referral Process may be accessed by contacting Mental Health Staff who are available from 8 a.m. until 4:00 p.m., Monday through Friday. The modular for Mental Health Services Department is located near medical service Infirmary found by lower B Building at DCI.

If you have a crisis and feel upset or distressed, crisis intervention services are available for Walk in response by a mental health professional Four (4) hours daily, Monday – Friday between 8:00 A.M. and 10:00 A.M. and during afternoons between 1:00 P.M. and 3 P.M. for at least a 4-hour period so inmates can access mental health services.

If you have an emergency such as an ill family member or death of a loved one, you may seek immediate assistance from the Case Manager or another Unit Staff member and may be referred for follow up with the Psychologist and/or Chaplain.

RECOVERY SERVICES DEPARTMENT

The Recovery Services Department facilitates Drug and Alcohol Education and Treatment Programming based on Cognitive Behavioral Treatment with monthly earned credit awarded for most programming. All programming is voluntary and offered to any inmate who has a self-reported or documented history of substance abuse. The six month long Intensive Outpatient Program is divided into three sections, Treatment Readiness (30 days), Intensive (90 Days) , and Maintenance (60 days) with ongoing continuous aftercare for an approximately total of 200 plus hours of treatment. Other programming includes: Brief Intervention (BIP), Rule 39 for substance use rule violators, a Recovery Unit (LOTUS) that is a recovery living environment for approximately 110 individuals, NA/ AA Meetings, and Codependency (CODA). Participants are invited in to programming based upon a mandatory screening score and or a Kite request with verified evidence of need. Most participants are eligible for linkage care in to the community (Community Transition Program), Vivitrol (for Opioid and Alcohol diagnosed users) 30 day preventative injection and a Narcan kit prior to release.

RELIGIOUS SERVICES

The Chaplain offers assistance in all spiritual and religious matters including counseling and religious services. A schedule of religious services and activities are posted on the bulletin boards in the housing units and Chapel. The Chaplain will also assist eligible inmates in scheduling bedside and funeral video visits with family members when necessary. The Chaplain will process all questions or concerns for the Imam and Catholic contractors through Jpay kites.

The Chaplain and Imam can be located in the Education Building at DCI.

JOB CLASSIFICATION - Unit Staff maintain all inmate work records and place inmates in appropriate institution job assignments based on education and institution need. Staff will make job recommendations to the Initial Classification and Reclassification Committees who inform inmates of their job assignments. You will receive your initial job assignment within seven (7) days of your arrival. A request for a job change may be made but not guaranteed after ninety (90) days after initial job classification. You will appear before the Reclassification Committee for any changes to your job assignment. You will be given a 48-hour notice prior to your hearing, and the decisions made by the committee can be appealed. Jobs in institutional sensitive areas will be rotated after one year.

RECREATION DEPARTMENT

HOUSING UNIT INDOOR RECREATION – The Unit Sergeants oversees the indoor recreational activities. Unit Sergeants will provide board games and order supplies for their perspective unit. An inmate recreation worker is assigned in each housing unit, and assists the housing unit officer in distributing the indoor recreational equipment. You must leave your I.D. badge with the housing unit officer when you check out equipment. The inmate checking out the recreational equipment is responsible for any lost or damaged equipment. Televisions are also located in each housing unit and are available for indoor recreational use when they are not being used for programming. The Recreation Department supports the indoor activities in the housing units by offering special tournaments, programs, equipment, leisurely activities and stationary exercise equipment.

GYMNASIUM INDOOR RECREATION - DCI also offers a full court indoor gym and workout facility complete with resistance training machines and two stationary cardio exercise equipment. During open gym hours when no program is in progress the Recreation Department provides various board games, and playing cards for inmates to check out and be productive while inside the gym. Inmates must leave their I.D. badge with the recreation inmate equipment worker when checking equipment and games. The inmate checking out the recreational equipment is responsible for any lost or damaged equipment.

YARD OUTDOOR RECREATION – Outdoor activities, programming, and supplies are the responsibility of the recreation department. An outdoor softball field, walking/running track, outdoor and a basketball court are available to be used during open yard times or during approved times. Outdoor flag football, volleyball, soccer, corn hole, and whiffle ball are available. Sport and exercise equipment can be checked out by inmate to use on the yard. The same conditions apply for the use of outdoor recreation equipment as they do for the use of indoor recreation equipment.

SPECIAL PROGRAMING RECREATION - The recreation director and recreation staff organizes various sports leagues, tournaments, fitness challenges, Arts & Craft classes and special events during different times of the year. Inmates can kite the recreation director or recreation staff members about starting special programs for the inmate population. Sign-up sheets for special programs are posted on the bulletin boards in the housing units and/or DCTV. The recreation schedule will be posted in the units and gym bulletin board. Specials programs will change the daily schedule of open hours in the gym.

RELEASE PREPARATION AND RE-ENTRY PROGRAMS

Transform lives, confident, and hope-filled, ready to use their training and Personal Transformation Plan, goals, and resources to exceed their needs in order to successfully become contributing members of society.

To create an environment in the Reintegration Unit which stimulates personal change, by initiating the development and implementation of teaching, training, and equipping focused on transformative best practices and processes, combined with connections to needed community resources.

We develop, maintain a Release Preparation program every 3 months that is comprised Community partners and recovery services along with Unit staff to provide workshops designed to support the successful reintegration of inmates to the community, assist with developing a reentry plan and teach basic life skills.

- Continuing education
- Community involvement
- Identifying personal goals
- Living arrangements
- Employment
- Healthcare
- Substance abuse treatment
- Financial planning

COMMUNITY JUSTICE

Community Justice is a way of viewing, understanding, and responding to crime and the effects it has on victims, communities, and inmates. Crime is recognized as harm done to a person(s) and/or community and the aim of justice is to promote understanding, accountability, and healing. Inmates are held personally responsible to their victim(s) and/or community for making amends, and to the extent it is possible, helping to repair the damage and injuries they caused. DCI supports the Department's community justice initiative and encourages all inmates to become actively involved in making amends to their victim(s). See your Case Manager for information on how you can participate in community justice projects.

GRIEVANCE PROCEDURE & INSTITUTIONAL INSPECTOR

The Inspector of Institutional Services investigates and processes inmate grievances, and takes appropriate actions within the scope of his/her authority. Where appropriate, the Inspector makes recommendations to the Warden to affect a grievance resolution. The Inspector also monitors the application and enforcement of institutional and departmental rules, and regulations to ensure that inmates are protected from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. Any questions regarding the grievance procedure should be directed to the Inspector of Institutional Services.

1. WHAT IS A GRIEVANCE? - A grievance is a complaint about any policy rule, practice, or act by the Department of Rehabilitation and Correction or its employee which directly affects the inmate grievant, and which is presented for resolution through the process outlined below.

2. WHAT IS THE PURPOSE OF THE INMATE GRIEVANCE PROCEDURE? - The grievance procedure is a method of formally presenting complaints to the Department of Rehabilitation and Correction when an inmate has been unsuccessful in attempting to resolve a complaint through normal channels. The procedure is designed to provide a broad range of remedies, including changes in institutional policies and practices, and disciplinary action against employees and inmates who willfully violate institutional rules.

3. WHAT IS NOT "GRIEVABLE"? - The grievance procedure is not designed to act as an additional or substitute appeal process in connection with the Rules Infraction Board or Institution Hearing Officer proceedings. A complaint relating to a specific disciplinary decision will not be considered in the grievance process.

A separate appeal process is available in this area. In addition, complaints unrelated to institutional life i.e. legislative action, policies and decisions of the Adult Parole Authority, judicial proceedings, and sentencing are not considered grievances. Further, no claim involving subject matter exclusively within the jurisdiction of the courts or other agencies will be considered.

4. GUARANTEE AGAINST REPRISALS - The Department of Rehabilitation and Correction is committed to maintain a safe, secure, and humane environment for inmates and staff, and recognizes that an effective grievance procedure goes hand-in-hand with this commitment. As an inmate, you are encouraged to use the grievance procedure in order to resolve complaints, which cannot be effectively resolved by unit staff. You are protected in several ways from any form of reprisals.

FIRST, any and all records of your participation in the grievance procedure are confidential and are not available to the Parole Board, unless the record establishes that you deliberately lied to seriously injure someone.

SECOND, all employees are prohibited from discriminating against you, from insulting you, or from taking any action against you, for the good faith use of the grievance procedure.

FINALLY, only the Inspector, with the approval of the Chief Inspector or designee, can initiate disciplinary action against you for intentionally falsifying information in an Informal Complaint, a Grievance, or Grievance Appeal. You may also be subject to disciplinary action for disrespectful, threatening, or otherwise inappropriate comments made in an Informal Complaint, Grievance, or Grievance Appeal. In short, you are protected for use of the grievance procedure unless you lie or deliberately make a false statement with the intent of seriously injuring another person.

5. ADDITIONAL INFORMATION - The inmate grievance procedure is stated in Rule 5120-9-31 of the Ohio Administrative Code. Related information may also be found in Rules 5120-9-30, with other rules, are available in the institution law library.

USING THE GRIEVANCE PROCEDURE - The Inmate Grievance Procedure shall be comprised of three (3) consecutive steps fully described below. Whenever feasible, your complaints should be resolved at the lowest step possible. The inmate grievance procedure has gone electronic and you will have to utilize the JPay Kiosk to complete the steps of the process. The inmate grievance procedure shall be reasonably available to inmates regardless of their disciplinary status or classification.

1. Step One: Informal Complaint Resolution (ICR)

- The ICR is the first formal step in the Inmate Grievance Procedure. You may access the ICR on the Kiosk in your assigned housing unit. The ICR can be found under the **Communications** tab. The ICR must be filed within fourteen (14) days of the incident giving rise/cause to the complaint.
- Once logged onto the Kiosk, you will be limited to fifteen (15) minutes to complete your ICR with a limit of 6000 characters.
- Once you have summarized your complaint, you will hit send and the ICR will be routed electronically to the supervisor of the staff member or department giving rise/cause to the complaint.
- Once received, the supervisor has seven (7) calendar days to investigate the complaint and issue an electronic response. An extension of four (4) days may be given should the supervisor find additional time is needed to investigate your claim.

2. Notification of Grievance (NOG)

- The NOG is the second formal step in the Inmate Grievance Procedure. You may access the NOG on the Kiosk in your assigned housing unit. It can be found under the **Communications** tab.
- You may file a NOG if:
 - You find the complaint has not been resolved;
 - The ICR step has been waived by the IIS;
 - You have not received a response to the ICR within seven (7) calendar days and the extension was not granted.
- Your NOG shall be filed within fourteen (14) days of the received ICR response. However, the Inspector may also waive the time limit.
- Once you have summarized your grievance, you will hit send and the NOG will be electronically routed to the Inspector.
- Once received, the Inspector will investigate the NOG and has fourteen (14) days to render a disposition electronically or send a notice of extension.

3. Appeal to the Chief Inspector (Appeal)

- The Appeal to the Chief Inspector is the third step in the Inmate Grievance Procedure. You may file an Appeal if you are dissatisfied with the disposition of the grievance from the Inspector.
- You may access the Appeal to the Chief Inspector on the Kiosk in your assigned housing unit. It can be found under the **Communications** tab.
- Appeals must be filed within fourteen (14) calendar days of the receipt of NOG disposition. Time limits may be waived by the Chief Inspector/designee for good cause.
- The Chief Inspector/designee shall investigate the appeal and provide an electronic response within thirty (30) calendar days of the receipt of the Appeal.

- The Chief Inspector/designee may extend the time in which to respond to the Appeal for good cause, with notice given to the inmate.
- Appeals regarding medical diagnosis or a specific course of treatment shall be investigated and responded by a health care professional assigned to the Chief Inspector's Office.
- The Chief Inspector/designee shall either affirm, modify, or reverse the decision of the Inspector.
- All decisions rendered by the Chief Inspector/designee are final.

Grievances Against the Managing Officer (Warden) or Institutional Inspector

AR 5120-9-31 (M) states in part you have the ability to file a grievance against the warden or the Inspector. AR 5120-9-30 (The Officer of the Chief Inspector) give the Chief Inspector the authority and responsibility to respond to grievances against the managing officers and/or institutional inspectors.

- Grievances regarding the managing officer or inspector must be filed directly with the Office of the Chief Inspector.
- You can access a Direct Grievance under the **Communications** tab on the Kiosk in your assigned housing unit.
- Direct Grievances regarding the managing officer or inspector must be filed within thirty (30) calendar days of the event giving rise/cause to the complaint.
- Direct Grievances against the managing officer or inspector must show the managing officer or inspector were personally and knowingly involved in a violation of law, rule, or policy or personally and knowingly condone such a violation.
- The chief inspector/designee shall render a decision electronically within thirty (30) calendar days of receipt of the grievance.
- The chief inspector/ designee may, for good cause, extend the time in which to respond to the grievance with notice to the inmate.
- The decision of the Chief Inspector/designee is final.

***** The Direct Grievance tab on the kiosk is only to be used for matters regarding the managing officer/inspector. If your complaint is deemed not to meet the criteria listed above, you will forfeit your opportunity to file the complaint correctly through the inmate grievance procedure. Per AR 5120-9-31 your time limits will have been exceeded.***

Kite versus ICR

The inmate grievance procedure is for you to submit an issue that is surrounding a policy/procedure violation as described in AR 5120-9-31. General items are required to be addressed in the form of a kite and processed through the institutional mail process.

Administrative Rule 5120-9-31 (Inmate Grievance Procedure) indicates in part – (K) -... inmate complaints should be resolved at the lowest step possible. The term "kite" is used to refer to a written form used in institutional communication between offenders and staff. A kite should be used when an offender is seeking information, sending a message, or requesting an answer to a question/concern.

Kites are to be used for routine problem solving. Kites will be in electronic form through Jpay. Paper kites will still be provided to Restrictive Housing and level 4 inmates. The offender will need to select the direct supervisor, complete all information required on the front of the kite. Briefly state the message, or need for information/assistance. It. Response time is seven (7) calendar days under normal conditions (DRC

50-PAM-02). Do not send multiple kites to numerous departments concerning the same matter. This will delay the appropriate response.

TRANSFERS

If you would like to request a transfer, you must first see your Case Manager, specifying the reason for the request and to which institution you wish to transfer. If you are requesting a transfer due to a visit hardship, your family must write a letter to your Case Manager explaining why traveling to the institution is difficult. If the difficulty is due to a medical condition, then the family member's doctor must submit a letter, directly to your Case Manager, which explains why the medical condition makes it difficult for the family member to travel. Once your Case Manager receives the required documentation, it will be forwarded to the Unit Manager. The Unit Manager will then submit her recommendation to the Deputy Warden of Operations who will make his recommendation to the Warden. The Warden will approve or disapprove the transfer at the institution level. If the Warden approves the transfer at his level, your transfer request will be sent to the Bureau of Classification. The Bureau will make the final decision to either approve or disapprove the transfer request. This process generally takes 30 to 90 days to complete and is based upon bed availability. The unit team shall use the Reintegration Unit Screening Form (DRC3207) to determine eligibility. Although an inmate currently at a facility may be admitted to a reintegration unit with up to six years left on a sentence, only an inmate who is within two years of release may be transferred from one institution to another for the purposes of a reintegration unit admission.

INMATE ORGANIZATIONS

DCI offers several inmate organizations facilitated by various staff members. Information on these groups may be obtained by consulting Unit Staff. Inmate Groups meet regularly to coordinate internal and external community service activities and helps the institution administration in meeting the social, cultural, and leisure needs of the inmate population. If interested in becoming a member of any inmate group, see a Unit Staff member. Inmate groups may conduct food sales on a rotating basis. Purchases of group sales are made through the Commissary. Questions regarding group sales should be directed to the staff advisors responsible for that particular inmate group. Inmates, who can't obtain resolution to their questions, should kite the Account Clerk Supervisor.

7steps	- Sgt. Baker
C.A.A	- Sgt. Wilson
I.C.A.C	- Sgt. Imhoff
Life Group	-Sgt. Mcnelly
G.R.O.W	- Sgt. Wurst
E.R.A	- Sgt. Liggins

PERSONAL APPEARANCE, HYGIENE, AND GROOMING

PERSONAL HYGIENE - To maintain good personal hygiene, you are encouraged to shower daily. You are required to shower at least two times per week, and as directed. Showers are available daily from the clearing of the 6:20 a.m. count to lockdown or count times.

Fingernails and toenails shall not extend beyond the tips of the fingers or toes. No artificial nails are 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.

You are encouraged to use deodorant and brush your teeth regularly. Excessive use of perfumes, body lotions, oils, and hair oils is prohibited.

Inmates may wear a reasonable amount of make-up. Eyeliner will not exceed the eyebrow area.

Inmates are permitted to wear earrings. Hoop and stud types are not to exceed one-half inch in diameter. Dangle type, those that hang from or attach to a post or wire are not to extend more than one-fourth inch below the bottom of the ear lobe. 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.

Facial ointments and creams are not to be worn outside of your assigned cell area.

HAIR - Hair shall be kept clean, neatly trimmed at all times and shall not extend below the middle back area in length. Hair length will be at least two inches in length, unless there is a documented medical concern. Braids may be worn subject to the limitations of this rule. Hair may not be worn in braids at any time you are being transported outside of the institution. The following are hair styles and facial hair that are prohibited: initials, symbols, dye, multiple parts, hair greatly longer in one area than another (excluding natural baldness), weaves, dreadlocks and shaved heads. Hair coloring is not permitted unless approved by the warden. If approved by the warden, an inmate may wear a wig for medical reasons or in conjunction with medical treatment. 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.

No styling, braiding, cutting, combing or brushing each other's hair, unless you are designated as a hair care worker. Hair curlers may be worn only in your cell area.

BEAUTY SHOP - The inmate beauty shop is located next to the Commissary at DCI. The schedule and hours are posted on the housing unit bulletin boards and DCTV. You are expected to keep your hair clean and at a length determined by departmental policy. Basic free haircuts are available every six (6) weeks. You may receive your first free hair cut when orientation is completed. Cutting of hair is prohibited except in the beauty shop.

A new photograph shall be taken whenever, in the judgment of staff, any significant change in physical appearance occurs. Re-photographing will be at your expense if the change in appearance is from grooming changes.

CELL APPEARANCE - The following standards apply to all inmates:

1. You are responsible for the sanitation of your cell area. Cleaning supplies are available from the housing building officer. **Your bed must be made by 8:00am. You may sleep on a made bed.**
2. Clothing is to be placed in the dresser drawer, footlocker or hung in the clothing unit. You will be provided a wall hook to hang your towels/clothing on. Your shoes must be placed under your bed and lined up in an orderly fashion. Prayer rugs must be stored away when not in use. One laundry bag containing dirty clothing is permitted under your bed.
3. The only items permitted on top of your desk or dresser unit are as follows: radio, alarm clock, T.V. and fan. All remaining items must be stored in your footlocker, with the exception of musical instruments and typewriters. Pictures/postings are not permitted to be displayed on the walls or door. Pictures/postings must be displayed on dresser or inside of lid to locker box. Your property must conform to the "2.4 cubic foot limit." Any property that does not conform to the 2.4 cubic feet property limit must be sent home or disposed of. **ONLY Tartans One (Reintegration) and Orange Badge inmates will be permitted to have a property limit of 4.8.**
4. You are not to place any items on your window ledge or hang any items from the window bars. Any such items found will be confiscated as contraband.
5. One bar of soap per inmate is permitted on the sink. All other hygiene items must be stored in your locker box or dresser unit.

6. No nude or sexually explicit pictures are to be visible in your cell area. No pictures or other items are to be taped to the walls, windows, mirrors, etc.
7. Beds will be aligned along the inner walls at DCI. Only dog cells are permitted to have beds aligned under windows.

You are expected to maintain high levels of sanitation in your living areas. DCI maintains high levels of sanitation and inmates are expected to keep their pod as well as their cell in compliance on a daily basis. The areas that need daily cleaning include but are not limited to: the shower area and floor, waste cans, cell floors, beds (made), windows free of dust on bars or clutter on window ledge (**nothing is to hang or obstruct the view of inmate windows**); free of clutter in cell area, etc. Other items include keeping vents clean, keeping baseboards clean (especially in the corners), and keeping desk/wardrobe unit clean and organized.

Concerns or questions regarding cell sanitation, chemical use and/or proper equipment use including safety concerns should be addressed to the Sergeant/Correctional Counselor and/or Correction Officer. **To support the Energy Conservation Plan, inmates are to turn off lights, radio, T.V., fan, etc. when not in use or when exiting your cell area.** Failure to do so could result in disciplinary action. Inmates are provided a microwave oven in the dayroom for heating food items and are not to use hot water in their cells or irons for such purpose.

PERSONAL POSSESSIONS - You are responsible for securing your property in your footlocker. A combination pad lock should be purchased upon your arrival at the commissary, and you need to keep your footlocker locked at all times. Possession of any item that belongs to anyone else is considered contraband. It will be confiscated and disciplinary action may be taken. All personal possessions with the exception of musical instruments, typewriters, radios, current schoolbooks and current legal materials must fit inside the locker box (2.4 cubic feet). You are not to deal, loan or borrow any item from any other inmate at any time. If any of your property is lost or stolen, notify the housing unit officer. The officer will search the area and complete an "Inmate Property Loss/Theft Report." The Officer will forward this form to the Unit Manager who will assign to Sergeant for possible further investigation. For possession limit questions/concerns, see your Sergeant. If both inmates in a cell own a TV, only one TV will be out and used. Only one six-outlet power block can be used do to the low amperage in each cell.

WEATHER, FIRE, AND SAFETY

Fire prevention is important to everyone. Fire drills will be conducted on a random basis and you are to leave the building immediately in a safe and orderly manner. You should know the evacuation plan for your housing unit and work area. You should know the safety procedures for your work area and follow instructions regarding the use of protective clothing, safety goggles, safety equipment etc. Fire plans for the housing units are posted in plain view. If a fire begins in the housing buildings, immediately evacuate the units using the front doors. If this is not possible, evacuate the area by using the fire exit doors at the end of each wing/range. Once outside the unit, assemble in a safe location as instructed so the housing building officer can account for you. Once everyone is accounted for, you will be escorted to another appropriate area. There are to be no items obstructing the ventilation system in the housing units, nor should any items be hung from the smoke detectors or sprinkler system. Disciplinary action will be taken against anyone who tampers with fire equipment, creates a fire hazard and/or violates safety rules and regulations of the institution. The Correction Officer, Unit Staff and/or Shift Supervisors tour the living areas regularly to ensure the area is safe and secure. Weekly inspections are conducted to ensure that safety concerns and sanitation concerns do not go unattended. If you see that a safety or sanitation concern exists, you should report it as soon as possible to the Correction Officer, Unit Staff member, Shift Supervisor and/or the Health and Safety Officer. During weather emergencies you are to follow the instruction of the Correction Officer and/or Institutional staff member. Inmates will move to a designated area in a quiet and orderly fashion and will remain quiet until instructed to return to your living area.

I.D. BADGES - You are required to wear your I.D. badge whenever you are outside of your cell. You must wear your badge on the upper left side of your chest, on the outer most garment with the picture facing out. Change of appearance, damage, loss or destruction of your I.D. badge will also result in having to purchase a new badge. **ID BADGES MUAT BE WORN AT ALL TIMES.** Times will be posted in your unit, when you can go to Receiving to receive a new ID badge if yours is lost or stolen. You must get a pass from the officer and bring a signed cash slip. It will cost 5.00 dollars for replacement.

COUNTS – Institutional count is taken at regular times throughout the day and night. You are expected to be in your cell during all count times unless you are assigned to out count. Count times are posted on the housing unit bulletin boards. When count is called by the officer, you are to immediately go to your cell (or designated area if on "out count") and remain there until count is cleared by the officer. You must be plainly visible during count times. The 3:30 p.m. count is a standing count which requires all inmates to be standing by their bed during count time. **ALL INMATES ARE REQUIRED TO STAND FOR THE 3:30PM COUNT.** There is **NO INMATE MOVEMENT** until count is cleared by the officer. Daily Count times are at 2:30 a.m., 6:00 a.m., 10:45 a.m., 3:30 p.m., 9:00 p.m. and 11:00 p.m. as posted in the Unit. Any additional formal counts may be called at any time and you are to follow the same procedures.

NOTIFICATION OF SEARCHES & CONTRABAND CONTROL – At any time, a staff member may conduct searches of inmates, their property, the physical plant of the institution, vehicles, visitors, employees and other persons, other areas and items as needed to detect, control, and remove contraband from the institution, to prevent its entrance into the institution and to provide for its disposition. Your cell is also subject to search at any time and you do not need to be present when your cell area is searched. If contraband is found in a cell where two inmates reside, then both inmates may be held accountable for the contraband. You are not permitted to have any contraband in your possession. Contraband is considered any item you have not been given permission to have in your possession. Contraband includes but is not limited to: drugs, weapons, clothing items not permitted or over the possession limit, homemade or altered items, etc.

RANDOM DRUG TESTING – The institution does not tolerate the use or possession of illegal drugs or other intoxicants. From time to time, you will be tested to determine if you have used illegal substances recently. If you test positive, or if illegal drugs, drug paraphernalia or other intoxicants are found in your possession, you will be subject to disciplinary action.

You may be placed in restricted housing, placed on Limited privilege housing, referred to a mandatory substance abuse program, recommended for transfer, have visits suspended or have other various sanctions placed on you per DRC policy 70-RCV-03 Inmate Drug Testing.

SECURITY & CELL INSPECTIONS – The housing unit officer will conduct daily cell shakedowns on random cells to ensure contraband is not being kept in an inmate's possession. At times the Unit Staff and/or shift supervisors will conduct an entire pod shakedown to ensure property levels are in good order and cells are free of contraband. The housing building officer will conduct a daily cell inspection to ensure that inmate's cells are in good order and maintain compliance with American Correction Association (ACA) standards. If your cell is not in compliance, then you will be told to bring your cell into compliance by the Correction Officer. Cell Inspections will also occur by the Unit Staff and/or shift supervisors at various times to ensure cell sanitation is maintained at an appropriate level and no safety concerns or hazards exist.

PHYSICAL CONTACT – At no time are you allowed to make physical contact with an inmate, staff member or visitor out of anger, attempt to do bodily harm and/or sexual gratification. Ethical standards are to be observed at all times. The Institution v Investigator will investigate all complaints of Inmate on Inmate Sexual Assault pursuant to **ODRC Policy 79-ISA-01**. An informational pamphlet covering the grievance procedure and Inmate on Inmate Sexual Assault is issued to each inmate upon reception.

OFF LIMIT/OUT OF PLACE AREAS – You are not permitted to be in another inmate's cell other than your assigned cell. You are never to be in an office without a staff member present. If you are unsure if an area may be off limits, then you are to get permission from a staff member prior to entering that area. This includes housing units in which you do not live. In addition, the quartermaster, receiving, and mailroom area is out of place at all times unless you receive a pass or are told by a staff member to report to one of the areas.

GENERAL RULES, INMATE CONDUCT & DISCIPLINE

You are expected to abide by all rules and regulations, policies and procedures of the institution. Behavior that disrupts operations or threatens the safety/security of others will not be tolerated. Failure to abide by the rules and regulations or procedures may result in disciplinary action being taken. If you are found guilty of a violation, discipline will be progressive, based upon how severe your violation is, and how many conduct reports you have received. The hearing officer hears all rule violations and may refer conduct reports to the Rules Infraction Board (2 member panel that reviews the evidence, interviews inmate charged as well as relevant witnesses).

GENERAL RULES

1. You are not to loiter or congregate on the sidewalks or ramps, in any building entrance or around any windows. There is no loitering in the entrance area between the two housing unit wings, walkways leading to and from the housing units, around staff offices or windows and around cell doors. **THERE IS NO TALKING, GESTURING OR COMMUNICATION OF ANY KIND WITH PEOPLE OUTSIDE THE FENCE BOUNDARIES.**
2. Cell doors are to remain closed at all times. The cell doors are fire rated, thus expensive to replace, therefore you are not to prop the cell door open by the hinge because the cell door may become damaged and you will be responsible for having the door fixed or replaced at your expense. Cell furniture is not to be moved or altered in any way.
3. You are not permitted to loiter or sit on any stairs. You may not sit on the floor.
4. You must be fully covered when going to and from the shower. Shirt and pants/shorts, or a robe, must be worn, to include shower shoes, due to slips, trips and falls.
5. Kitchen whites are only to be worn to work, while at work, and on the way back from work.
6. You are not permitted in the laundry room unless you are a laundry attendant.
7. The iron and ironing boards may only be used in the day room or on range 2.
8. Regardless of your job assignment and off days, when asked to perform a task by staff you are to comply.
9. You may play musical instruments only in designated areas.
10. No hair ties are to be worn on wrists or ankles.
11. All passes are mandatory and therefore must be honored. If you are given two or more passes for the same time, contact those who issued the passes to make arrangements to accommodate each event.
12. Passing notes to other inmates by ways other than through the U.S. mail are considered to be a scribe and are illegal.
13. **Horse playing, kissing, holding hands, and embracing (hugging) are prohibited.**

The institution is committed to practicing progressive discipline. Behavior that disrupts the orderly operation or threatens the safety/security of others will not be tolerated. If you violate a rule of conduct, you may receive a conduct report (ticket). The Hearing Officer will impose discipline, and if it is warranted, he/she may refer your case to the Rules Infraction Board (RIB) where more severe sanctions may be imposed.

One personally owned wedding band, one personally owned religious medallion and one religious headgear will be permitted in segregation. Regardless of their special management status, inmates will **NOT** be permitted any smoking materials, smoking products, or matches. Regardless of their special management

status, inmates will **NOT** be permitted to receive Sundry or Food packages, nor will they be permitted to make mail order purchases. **Abuse of cell privileges shall be dealt with in accordance with Administrative Rule 5120-9-11.**

ODRC INMATE RULES OF CONDUCT (5120-9-06)

RULES 1 – 7 ASSAULT AND RELATED ACTS

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

RULES 8 – 10 THREATS

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

RULES 11 – 14 SEXUAL MISCONDUCT

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

RULES 15 – 19 RIOT, DISTURBANCES AND UNAUTHORIZED GROUP ACTIVITY

- (15) Rioting or encouraging others to riot.
- (16) Engaging in or encouraging a group demonstration or work stoppage.
- (17) Engaging in unauthorized group activities as set forth in paragraph (B) of rule 5120-9-37 of the Administrative Code.
- (18) Encouraging or creating a disturbance.
- (19) Fighting - with or without weapons, including instigation of, or perpetuating fighting.

RULES 20 – 23 RESISTANCE TO AUTHORITY

- (20) Physical resistance to a direct order.

- (21) Disobedience of a direct order.
- (22) Refusal to carry out work or other institutional assignments.
- (23) Refusal to accept an assignment or classification action.

RULES 24 – 26 UNAUTHORIZED RELATIONSHIPS AND DISRESPECT

- (24) Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
 - (a) Sending personal mail to an employee at his or her residence or another address not associated with the department of rehabilitation and correction,
 - (b) Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the department of rehabilitation and correction,
 - (c) Giving to, or receiving from an employee, any item, favor, or service,
 - (d) Engaging in any form of business with an employee; including buying, selling, or trading any item or service,
 - (e) For purposes of this rule "employee" includes any employee of the department and any contractor, employee of a contractor, or volunteer.
- (25) Intentionally grabbing, or touching a staff member or other person without the consent of such person in a way likely to harass, annoy or impede the movement of such person.
- (26) Disrespect to an officer, staff member, visitor or other inmate.

RULES 27- 28 LYING AND FALSIFICATION

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

RULES 29 – 35 ESCAPE AND RELATED CONDUCT RULES

- (29) Escape from institution or outside custody (e.g. transport vehicle, department transport officer, other court officer or law enforcement officer, outside work crew, etc.) As used in this rule, escape means that the inmate has exited a building in which he was confined; crossed a secure institutional perimeter; or walked away from or broken away from custody while outside the facility.
- (30) Removing or escaping from physical restraints (handcuffs, leg irons, etc.) or any confined area within an institution (cell, recreation area, strip cell, vehicle, etc.)
- (31) Attempting or planning an escape.
- (32) Tampering with locks, or locking devices, window bars; tampering with walls, floors or ceilings in an effort to penetrate them.
- (33) Possession of escape materials; including keys or lock picking devices (may include maps, tools, ropes, material for concealing identity or making dummies, etc.)
- (34) Forging, possessing, or obtaining forged or falsified documents which purport to effect release or reduction in sentence.
- (35) Being out of place.

RULES 36 – 38 WEAPONS

- (36) Possession or manufacture of a weapon, ammunition, explosive or incendiary device.
- (37) Procuring, or attempting to procure, a weapon, ammunition, explosive or incendiary device; aiding, soliciting or collaborating with another person to procure a weapon, ammunition, explosive or incendiary device or to introduce or convey a weapon, ammunition, explosive or incendiary device into a correctional facility.

- (38) Possession of plans, instructions, or formula for making weapons or any explosive or incendiary device.

RULES 39 – 43 DRUGS AND OTHER RELATED MATTERS

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

RULES 44 – 47 GAMBLING, DEALING AND OTHER RELATED OFFENSES

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

RULES 48 – 51 PROPERTY AND CONTRABAND

- (48) Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.
- (49) Destruction, alteration, or misuse of property.
- (50) Possession of property of another.
- (51) Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given.

RULES 52 - 53 FIRE VIOLATIONS

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

RULES 54 – 56 TELEPHONE, MAIL AND VISITING

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

RULES 57 - 58 TATTOOING AND SELF-MUTILATION

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

RULES 59 - 61 GENERAL PROVISIONS

- (59) Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other inmates, or to the acting inmate.

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

DEFINITIONS FOR RULE VIOLATIONS- The following definitions shall be used in the application of these rules.

PHYSICAL HARM TO PERSONS - any injury, illness or other physiological impairment, regardless of its gravity or duration.

SERIOUS PHYSICAL HARM TO PERSONS: any of the following:

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

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

SEXUAL CONTACT - any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

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

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

EXTORTION - as used in these rules means acting with purpose to obtain anything of benefit or value, or to compel, coerce, or induce another to violate a rule or commit any unlawful act.

VISITING

INMATE VISITOR APPLICATION PROCESS - To establish you're approved visiting list, you need to see your Case Manager who will send a visit application to each person you want on your list that is 18 years old or older. The inmate must provide the Case Manager with a self addressed stamped envelope for the application to be sent out in. Address the envelope to the person that you are requesting to be placed on your approved visiting list. Put your name, number and return address in the return address spot on the envelope. **DO NOT SEAL THE ENVELOPE.** You may use one envelope for two application forms. The visiting application will be mailed along with other information to the person that you are requesting to be placed on your approved visiting list. They need to complete the application, provide the requested documentation and mail the information back to the Case Manager. Upon receipt the application will be

processed. Each person must return the visitor application form with the required documentation in order to be placed on your list.

Visitation forms have been placed on the ODRC internet site for public use. That website is www.drc.ohio.gov these forms may be printed, completed and mailed into your Case Manager only for processing. We will continue the practice that permits inmates to initiate the request for a visitor change, but we will also honor and process visitor applications received through the mail from potential visitors that have printed them from the internet. In all such cases, the Case Manager must discuss the visitor addition with the inmate and ensure that the inmate wants this person added to his/her visiting list. It is the inmate's responsibility to notify potential visitors of their visitation status.

In order for you to receive visits your visitors must complete a visitor application form prior to visiting. This is according to DRC policy 76-VIS-01. If your visitors completed a visiting application form while you were at a different institution, and the visitors are listed as "approved" in the DOTS Portal system, then they WILL be permitted to visit you without having to complete another visiting application form. With the exception of attorneys and official visitors, each potential visitor must complete a Visiting Application (DRC2096). Each inmate may have Fifteen (15) approved visitors on their visitation list, regardless of the relationship, excluding any listed attorney of record, clergy of record or children under the age of eighteen years old. Inmates who have more than fifteen visitors on their visiting list with the effective date of this policy shall have all their visitors grandfathered. **The application will not be received from the inmate, it must be mailed into the institution from the potential visitor.**

Visitation applications 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
- b. Visitor has past record of disruptive conduct
- c. Visitor is directly related to inmate's prior criminal behavior
- d. Visitor will not have a positive effect on the inmate
- e. Visitor is under supervision and does not have proper permission to visit
- f. Visitor is current or past DRC employee & does not have proper permission to visit
- g. Visitor was a victim of the inmate's crime
- h. Required documentation has been falsified

IMMEDIATE FAMILY MEMBERS ARE THE FOLLOWING PEOPLE ONLY: Mother, Father, Aunt, Uncle, Husband, Wife, Children, Stepchildren, Grandchildren, Brother, Sister, Stepsiblings, Half-Siblings, Grandfather, Grandmother, and Great-Grandparents. Son-In-Law, Daughter-In-Law, Sister-In-Law, Brother-In-Law, Mother-In-Law, and Father-In-Law will only be considered immediate family while the binding marital relationship is intact. Step-Parents, Adoptive Parents and/or 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.). 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 O.R.C. 3105.12. When someone other than the legal guardian of a minor child (under the age of 18) wishes to bring that child to visit, an Authorization for Minor Child Visitation Form (DRC 4371) must be completed.

GUARDIAN - An approved visitor who has been given notarized permission to accompany a child on a visit. (Refer to DRC Form 4371-Authorization for Minor Child Visitation). This permission can only be granted by the custodial parent or legal guardian and must specify the name of the visitor(s) accompanying the child, and permission for the child to be searched. The child's birth certificate must also be provided. Inmates may request that the mother/father of their children be added to the visiting list. They are required to follow the same application process as any other visitor and count towards the fifteen-person visiting

list limitation. The mother/father of children provision is made to facilitate family ties between the inmate parent and her children. The visitor is permitted to visit without the child or children.

- a. In some cases, an incarcerated parent may not be listed on the child's birth certificate. It is the inmate and/or custodial parent's responsibility to provide verification of paternity.
- b. The inmate may provide a receipt of the "acknowledgement of paternity" form through Vital Statistics or a child support enforcement collection order may serve as verification of relationship.

E-mail Address for Reservations: [REDACTED] All reservations can be made here by approved visitors.

Visitation Schedule:

Wednesday -Sunday. First Session 12:30pm - 3:30pm, arrive no earlier than 12:00pm. Arrive no later than 2:00pm. Visitors are NOT admitted into the Visitation Hall between 1:25pm and 2:15pm Wednesday thru Sunday, please plan accordingly. Second Session 4:30pm - 7:30pm, arrive no earlier than 4:00pm. Arrive no later than 6:00pm. Visitors must be an approved visitor to visit and must complete an orientation session prior to first visit.

Transitional Programing (TPU) Inmates Visitation Guidelines:

Short-Term Restrictive Housing (STRH): All inmates that are in STRH will be permitted to have NON-CONTACT visits on Sundays only, not to exceed three (3) hours.

Restrictive Housing (RH), Extended Restrictive Housing (ERH): RH inmates will be permitted to have NON-CONTACT visits Wednesday-Friday not to exceed two (2) hours.

Visitor Guidelines: Visitors must be in accordance with the dress code, failure to do so could result in being denied your visit. Diaper bags and infant carriers are permitted. Clear plastic bags are preferred in place of diaper bags. Diaper bags may include; A reasonable amount of diapers and baby wipes, three plastic baby bottles, three plastic containers of unopened baby food, one pacifier. Dress code and other information can be found at www.drc.ohio.gov.

Information Needed to Schedule a Visit: 1. Adult visitors full first and last name and number of minors. 2. Inmates last name and inmate number. 3. Date requested. 4. Session requested. For children 17 and under **DO NOT GIVE NAME** please list as a "minor". We have provided an example format for reservation requests, it is highlighted yellow. For faster processing, please format your reservation request to match this example.

Jane Smith + 2 minors

Smith #12345

1/2/2019

12:30 session

You must wear your state uniform while on a visit. You may only wear a white T-shirt underneath your uniform.

Adult Documentation Needed to Visit: Current government issued identification (Driver's license, State I.D., Military I.D. or Passport. Visitors who cannot clear/pass the metal detector will not be permitted entrance into Visitation. Visitors with surgical implants (I.E. Hip\Knee, Pacemaker, Pins\Screws etc.) must bring documentation EVERY VISIT from their physician stating they have a surgical device implanted.

Minor child Documentation Needed to Visit: 1. Legal Guardian\Custody documents 2. Authorization for Minor Child Visitation form DRC4371 3. Birth Certificate. Minor child documentation will need to be shown **EVERY VISIT**. Authorization for Minor Child Visitation form DRC4371 expires annually (every 365 day's). Handwritten permission notes that are notarized will not be accepted. **Visitors will not be permitted entrance without the correct and required documentation.** DRC forms and Visitation policy can be found at www.drc.ohio.gov/visiting under **Visiting Information**.

General Visitation Information: Visitors are no longer permitted to take cash into the Visiting Hall. Visitors must now purchase a **Cash Card** from the Kiosk located in the entry building. Once purchased a maximum of \$50 dollars can be loaded to the reloadable, reusable card. A \$5 dollar bill is required for the first purchase. Exact amounts only, no change is given. Non-approved items (I.E. wallets, purses, cell phones, electronics, excess money) or any other items not approved to be in the Institution needs to be left in your vehicle or stored in lockers located in the Entry Building. Visitation reservations must be scheduled by e-mail at least 7 days in advance but not exceed 30 days. E-mails will be replied to within 72 hours of receipt. To qualify for an all day visit you must live more than 3 hours from the Institution. The number of monthly visits Visitors are permitted is determined by Inmates security status. Visitors must have an "Approved" visitor status to visit and make a reservation request. We are closed on Monday's & Tuesday's also Federal Holiday's: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day & Christmas Day.

Accommodation - Inmates are allowed one accommodation a month

(4-7 VISITORS)

SPECIAL VISIT - The Warden or designee may grant special visits or professional contact visits, when special circumstances are present. Such special visits may be approved for hours other than those regularly scheduled for visitation, as scheduling and space permits. Special visits may not be authorized more than once per inmate every three-month period. However, out-of-state special visitors may be permitted to visit for three (3) consecutive days with the approval of the Warden/designee. Circumstances that may warrant a Special Visit include the following:

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

Circumstances that may warrant a Professional/Official visit include the following:

- a. Parole or probation advisors 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 granted at the discretion of the Warden
- d. Social Services Professionals

LOCAL TRANSPORTATION - The Regional Transit Authority (RTA) provides local transportation. Schedules are posted in the entrance buildings for viewing. The yellow pages are also available

Directions and Address to DCI

Dayton Correctional Institution

P.O. Box 17249
4104 Germantown
Dayton, OH 45418
937-263-0060

From the SOUTH:

Merge onto I-75 N toward DAYTON.
Take EXIT 47 toward MORaine/ KETTERING
Merge onto S DIXIE HWY.
Turn SLIGHT LEFT onto SPRINGBORO PIKE/ OH-741.
Turn SHARP LEFT onto MAIN ST/ SELLARS RD. Continue to follow MAIN ST.
Turn RIGHT to stay on MAIN ST.
MAIN ST becomes S GETTYSBURG AVE.
Turn LEFT onto GERMANTOWN ST/ OH-4. Continue to follow OH-4.
End at 4104 Germantown Pike Dayton, OH 45418-2118

From the NORTH:

Merge onto I-75 S via the ramp on the LEFT toward DAYTON.
Merge onto US-35 W via EXIT 52B toward EATON.
Take the GETTYSBURG AVE exit.
Turn LEFT onto S GETTYSBURG AVE.
Turn RIGHT onto GERMANTOWN ST/OH-4. Continue to follow OH-4.
End at 4104 Germantown Pike Dayton, OH 45418-21

KITES AND MAIL

Mail is picked up and delivered five days per week, Monday through Friday excluding holidays. All mail except for legal mail is opened and inspected for contraband before it is distributed. Legal mail is opened in your presence and checked for contraband. You will be required to sign a Legal Mail log, indicating that you have received your legal mail.

You will be required to show your I.D. badge in order to receive your mail. Legal mail will be distributed within twenty-four (24) hours, excluding holidays and weekends, to ensure that you have enough time to reply or respond if applicable. Regular mail is distributed by the 3rd shift housing unit officer in unit. You must present your I.D. in order to receive your mail. All mail incoming or outgoing must include your name and number and the sender's name and address to ensure prompt delivery. Mail sent to other institutions must bear the name of the sending and receiving institution. Outgoing mail is to be placed in the mail box located outside of the food service area.

Envelopes must be sealed and have a complete return address, including your name and inmate number, and the institutional address. Embossed envelopes must be used for outgoing mail. The only exception is for cards from the commissary and mail that is overweight, oversized or special delivery where additional postage is required. In these cases, see a member of the unit staff for a cash slip.

STATE ENVELOPES – You will receive a free envelope monthly for your use. They are mailed at the institution's expense. Free envelopes are passed out the second Tuesday of each month by the housing unit officer. The free envelope must be mailed by 8:30 a.m. the next morning, Wednesday. You must address the envelope properly and use only one free envelope a month. Inmates attempting to send more than one free envelope per month may receive discipline and lose the free envelope privilege.

MONEY ORDERS – Inmates may receive money orders from family, friends and others, who are on the inmates approved visiting list, not to exceed \$200.00. All money orders are processed through JPay. Information and requirements for JPay can be obtained from Unit Staff.

KITES – Kites are to be used for routine problem solving. Kites will be in electronic form through Jpay. Paper kites will still be provided to Restrictive Housing and level 4 inmates. The offender will need to select the direct supervisor, complete all information required on the front of the kite. Briefly state the message, or need for information/assistance. It. Response time is seven (7) calendar days under normal conditions (DRC 50-PAM-02). Do not send multiple kites to numerous departments concerning the same matter. This will delay the appropriate response. The Unit Staff conduct open office hours daily and inmates having questions are encouraged to see the appropriate Unit Staff member in lieu of kiting which will save time for both the inmate and staff member as well as increase staff/inmate business interaction.

MAIL ORDER –Printed materials, such as books, magazines and newspapers, must be purchased through mail order. Homemade or bootleg tapes are considered contraband. All mail order purchases must be through an approved mail order source/vendor and must be paid for at the time of mailing. See a member of the unit staff for a cash slip to pay for these items. The Publication Screening Committee will screen publications (including music) in accordance with AR 5120-9-19. If it is determined that the publication is not allowed in the institution, you will receive written notification of the decision which will include an opportunity for appeal or disposition of the publication.

PACKAGES

1. All inmate packages must be from a DRC approved vendor
2. Packages may be ordered by inmates. Family members, friends and others (regardless of their inclusion on the inmate's approved visitation list) may order food and/or sundry packages, subject to the limitations of 5120-9-33 Packages & Property Restrictions, from the approved vendor or vendors, for the benefit of a designated inmate.
3. **Inmates may not order packages for other inmates**
4. Package information is available in the main library, visiting room and from the unit staff.
5. Magazines and books - must be mail ordered from the publisher or bookstore.

ELIGIBILITY TO RECEIVE PACKAGES - Most inmates are eligible to order and receive packages from vendors.

Inmates who have been sent to outside hospitals or who are assigned to disciplinary control or local control are ineligible to order or receive packages.

Consistent with Administrative Rule 5120-9-33, Packages and Property Restrictions, the following are the number of packages an inmate may receive only from the approved vendors:

SECURITY LEVEL NUMBER OF PACKAGES LIMITATIONS

Inmate Security Level and Housing Locations	Total Number of Packages Per Year	Maximum Number of Food Packages Per Year*	Special Consideration if Approved by:
Level 1	4	2	
Level 2	3	2	
Level 3	3	1	

Level 4A	2	1	
ERH	see 55-SPC-02	See 55-SPC-02	managing officer
Death Row	3	2	
Non-cadre inmates assigned to reception centers, inmates in Intensive Prison Programs, and inmates serving less than 90 days assigned to CRC, LORCI, or ORW	0	0	
Inmates in TPU as a result of a finding of guilt by the RIB or SMP	0	0	
Inmates temporarily assigned to a medical center or inmates sent to outside hospitals	0	0	
Long-term placements at FMC and PCI's Frazier Health Center	Consistent with the provisions of AR 5120-9-33, Packages and Property Restrictions, as they relate to inmate's designated security level.	Consistent with the provisions of AR 5120-9-33, Packages and Property Restrictions, as they relate to inmate's designated security level.	managing officer

Institutions whose physical construction facilitates the housing of inmates with different security designations shall permit inmates to receive packages according to their individual security level.

ORDERING PACKAGES FROM APPROVED VENDORS - Specific information regarding the approved vendors, available items and how to make a purchase from a vendor will be provided to inmates at their current institution. Information concerning making purchases from the approved vendors will be provided to inmate family members, friends and others in the institution visiting room, through the ODRC website www.ohiopackages.com and upon request from the vendor. Items may only be ordered from the current DRC approved vendor catalog. Purchases by an inmate, inmate family member, friend or other from an approved vendor are a business transaction strictly between the ordering individual and the approved vendor.

Inmates may receive the designated number of packages from the approved vendors consistent with the limitations set forth above. **Food and non-food items cannot be contained in the same package.** Inmate Personal Property 61-PRP-01 effective December 13, 2012, the following items shall not be considered a package when purchased from an approved vendor separately from any other items.

ITEM	VALUE LIMIT	POSSESSION LIMIT
Chain (necklace) with religious medallion (2" max size of medallion)	\$60.00	1
Coaxial Cable (max 6' in length)	\$5.00	1
Digital Television Signal Converter Box (clear case only)	\$75.00	1
Dress Shoes (black or brown, no patent leather or suede, 1" heel limit, no platforms, no steel/metal shank)	\$80.00	1

Handheld Gaming Device (i.e., Clear Tunes 50 N'1 Model HG-503, Sudoku, Word)	\$20.00	1
Headphones/Ear Buds/Ear Plugs (Clear plastic only, max 6' cord length)	\$31.00	1
Japa Mala Beads (wood, no red)	\$11.00	1
*JP4/5 Player (8GB, clear plastic case only, clear ear buds included)	\$75.00	1
Musical Keyboard (clear silicone only)	\$100.00	1
Plug and Play Device	\$35.00	1
Prayer Beads (wood, no red)	\$5.00	1
Prayer Robe (white)	\$40.00	1
Prayer Rug (solid or multicolored, no solid red; max size 44" x 26")	\$20.00	1
Radio/Radio Cassette (Walkman style; clear plastic case only, non-recording, battery operated, clear plastic ear buds/plugs)	\$50.00	1
Skull Cap (Yarmulke, Kufi; white or beige cloth)	\$5.00	2
Sports Shoe (turf or multi-purpose as approved by institution, predominantly black or white)	\$75.00	1
Television (clear case only, LCD, cable ready, color screen, earphone jack, clear plastic ear buds and remote included (no battery operation)	\$250.00	1
Television Remote	\$12.00	1
Tennis Shoes (predominantly black or white)	\$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

*May also possess JP4 player with either previously authorized MP3 player. Inmates may possess both a JPay tablet AND a GTL tablet.

** With managing officer's approval, ERH inmates may order/possess one (1) CD player. Exemption supports violence reduction and safety by offering a management tool for Ohio's most violent and disruptive inmates.

Two copies of a list itemizing the contents of the package with values for each item shall accompany the package from the approved vendor. The inmate recipient will be required to sign the list of contents prior to receiving the package.

PROCESSING PACKAGES - Institutions shall maintain a record of packages received by each inmate and shall ensure that the total allowable number of packages is not exceeded. Such record shall include the date the package was received, package type (i.e., food, sundry or exempt), the recipient's name and number, the date the package was distributed, and identification of the issuing staff member. Excluding weekends and holidays or emergency situations, incoming and outgoing packages shall not be held for more than seventy-two (72)

hours. Copies of the package invoice shall be maintained in the inmate's electronic file. Inmates shall be given a copy of the list upon receipt of the package.

If an inmate is sent a package from an unapproved source or refuses to accept a package from the approved vendor, then the inmate shall have the option of returning the package to the vendor at the inmate's expense or having the package destroyed. If the inmate chooses to return the package, the package shall not count against the inmate's permitted package total. If the inmate chooses to have the package destroyed or refuses to make disposition on the package, the package shall count against the inmate's permitted total.

If an approved vendor sends a package to an inmate who is not eligible to receive a package, then the package shall be returned to the vendor at the vendor's expense. No disciplinary action shall be taken against the inmate. The package shall not count against the inmate's permitted package total.

If an approved vendor sends a package to an inmate who is Out-to-Court and/or AWL then the package shall be returned to the vendor at the vendor's expense. The package shall not count against the inmate's permitted package total. The inmate may reorder the items when he/she returns to the institution.

OTHER PROPERTY - In addition to the provisions of **AR 5120-9-33**, the limitations listed below will apply to the following types of property:

RELIGIOUS ITEMS - Requests to possess personal property of a religious nature must be made in accordance with **DRC Policy 79-REG-02** Religious Accommodations. Items received pursuant to **DRC Policy 72-REG-02** will not be considered a package. Religious medallions, crosses, etc, MUST be approved by the Chaplain and/or Imam.

PRINTED MATERIAL - Inmates are permitted to receive and possess a reasonable number of printed materials pursuant to the provisions of **AR 5120-9-19** and **DRC Policy 75-MAL-02**, Printed Material. Receipt of such items will not be considered as a package. Legal Materials: Inmates are permitted to receive and possess a reasonable amount of legal materials pursuant to **DRC Policy 59-LEG-01**, Inmate Access to Courts and Counsel.

1ST CLASS MAIL ENCLOSURES - Inmates may receive the following in a first class letter:

Five pages written/typed correspondence on plain white paper (no larger than 8 ½" x 11). Correspondence must be in blue or black ink only (no crayon or colored markers);

- Five photographs (no larger than 8 ½" x 11"), no nudes, or partial nudity no Polaroid;
- Five newspaper clippings (no larger than 8 ½" x 11");
- Five pamphlets or brochures (simple, single page, no larger than 8 ½" x 11"); bi fold or tri fold;
- Five pages of blank stationary or copied material, no larger than 8 ½" x 11" (including materials copied from the internet);
- Color greeting cards are permitted if they are commercially manufactured and have not been tampered. Greeting cards must be single fold only (multi-fold, musical and/or "pop out" cards are prohibited);
- Postage stamps, laminated stickers, glue, glitter, lipstick or perfume, etc. are prohibited.

PERSONAL PROPERTY & TITLED ITEMS

Any item purchased through the commissary or received in the mail that requires a title will be engraved and titled prior to you receiving the property. If the item was purchased through the commissary, you will receive the title and the property approximately one week after you have purchased the item. Until you receive the title, keep your pink commissary slip as proof of purchase. Titled items are not to be loaned, borrowed, rented or sold at any time. When you are released or transferred to another institution, your

titled items must be accounted for. See your Correctional Counselor to dispose of a titled item or to donate a titled item to the institution. You are not permitted to have any contraband in your possession or out of its original container. Contraband is considered any item you have not been given permission to have in your possession. Contraband includes but is not limited to: drugs, weapons, clothing items not allowed or over the possession limit, homemade, etc.

TELEPHONE CALLS

Each housing unit has telephones to allow you to make calls to family and friends. You are permitted to use the telephones located inside the housing area in which you reside. **NO THREE WAY CALLS ARE PERMITTED.**

INMATE TELEPHONE SYSTEM - Failure to follow these exact procedures may result in unsuccessful phone call attempts.

Instructions on How to Contact GTL Via Voicemail:

Dial *1995 to access the GTL Voice Mail Service

Leave the following information on the voice mail:

- 1. Last Name**
- 2. First Name**
- 3. Inmate Number**
- 4. Institution you are currently incarcerated at**
- 5. State Your Issue**

Always speak clearly and slowly. Allow 2 weeks before attempting this process again if you have not received a response. GTL will send the Investigator a response. The investigator will print off the GTL response and provide it to you.

For problems or concerns with the inmate phone system, you can contact GTL by voice mail.

All calls are subject to being monitored and you are to use your designated PIN number when using the phones. Phone calls are limited to 15 minutes in length, subject to change at anytime. **There is no eating or drinking in the telephone area and please keep your feet off of the walls under the inmate telephones. No chairs are to be used on any phone. (Unless a medical condition has been approved through medical)** If telephones are out of order and there is a need for an emergency phone call, contact your Unit Staff for verification. Inmates in segregation may request an emergency phone call by contacting a Unit Staff member. Inmates in segregation may make phone calls for verified family emergencies and for attorney assistance through the Case Managers. If the phone call is approved to be placed, the arrangement will be made to accommodate escorting the inmate to the designated area for the phone call. The use of the telephone is a privilege. Do not abuse it. All phones are subject to monitoring and recording. If you experience problems with the inmate telephone system, kite the Institutional Investigator for review and correction.

For additional information concerning inmate access to the telephone system, refer to **ODRC Policies 76-VIS-02.**

GTL now offers a Prepaid Calling Program. For additional information concerning the GTL program, tell your family to call GTL Automated Customer Service Center at 1-800-231-0193 to open a GTL prepaid account. The contact number for GTL is 614-219-7191.

Money may be added to an inmate's personal account or GTL Telephone Debit Account by utilizing the Kiosk equipment located in the lobbies of DCI and MEPRC. The money is available to the inmate the next

business day following the deposit. Cash, credit or debit card is accepted and the inmate's ID is required. The institution has no way to track phone time purchases on the kiosk equipment.

To add money to an inmate's personal account only call 1-877-868-5358 or go online to www.ODRCpayments.com

Tablet Times of Activation: The times listed below are the times that have been established for the tablets phone options. There will be a period of two (2) hours between phone calls. Inmate phone calls will remain at 15 minutes per call.

7:30 AM until 3:15 PM

4:30 PM until 10:30 PM

Due to Covid-19, calls are one (1) hour between phone calls.

Tablet Maintenance: From time to time there may be issues that need addressed by the GTL Technician. These issues are Connectivity Issues, Cracked or otherwise destroyed Tablets. The GTL Technician will be on grounds once (1) a week. The process for having the GTL Technician conduct maintenance on your Tablet is as follows:

1. Send kite to GTL-Repair. Be sure to state what you think is wrong with your tablet in the kite.
2. The GTL Technician will review your kite and determine if he must take a look at your tablet.
3. Investigator Case will collect the tablets once a week that the GTL Tech would like to see.
4. After the GTL Tech reviews your tablet and makes necessary corrections, Investigator Case will then return your tablet.

GTL Voice Mail Service: Having the GTL Technician on grounds of the Dayton Correctional Institution does not circumvent the GTL Voice Mail Service. All issues involving Voice Verification, PIN Requests, Account Issues or phone number issues must still be addressed with the GTL Voice Mail Service. Again, this process is as follows.

1. Dial *1995 to access the GTL Voice Mail Service
2. Leave the following information on the voice mail:
 - A. Last Name
 - B. First Name
 - C. Inmate Number
 - D. Institution you are currently incarcerated
 - E. Ask your question/ Explain your issue.
3. GTL will send the Investigator their response to your issue via email. (GTL has three days to respond)
4. The Investigator will then print off the email and place it in the inmate mail and you will receive it the next day.

*Always speak clearly and slowly while on the voice mail.

*Allow two (2) weeks to pass if requesting a new PIN number. The investigator may not be here to print the GTL response in a manner you believe to be timely. If there is a new PIN number in process to you and you are impatient and request another new PIN number, GTL will deactivate the one that is in process and you will never get a PIN number that is operational.

Tablet Restrictions: The following restrictions has been implemented for Tablet use.

1. You are not permitted to take your tablet outside of the unit. (Tablets are not to be taken or used on the opposite side of the unit)
2. There is no sharing of the tablet. (If you have one ear bud in your ear and another inmate has the other ear bud in their ear, that is sharing).

Release: When you are being released from the Dayton Correctional Intuition, you will be required to surrender your GTL tablet when you are in receiving to get your release ID taken.

Transfer: When you are being transferred to another institution, you will be required to surrender your GTL Tablet when you are in receiving packing for transfer.

PAROLE BOARD:

The Parole Board has three levels of staff that performs its duties. The most familiar function is its monthly release consideration hearings conducted by the Parole Board Members. These monthly hearings are conducted via video-conferencing. Parole Board Hearing Officers complete Post Release Control (PRC) Assessments and conduct field violation Hearings on offenders who are alleged to have violated one or more 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 Road Suite D, Columbus, Ohio 43228.

There is a designated day each month, at each DRC institution, where prison staff, to include contract staff, can meet with a parole board staff member to exchange information prior to an offender's release consideration hearing. To schedule a meeting, the interested staff member should contact the Parole Board via email at DRCStaffConference@odrc.state.oh.us.

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 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 participation in the program will be recommended. A file review will be completed on all inmates serving an eligible SB2 sentence. This is done approximately 10 months prior to your scheduled release date and the maximum amount of time you can participate in the program is 180 days. You can still be considered for transfer into this program up to 120 days prior to your scheduled release date.

If you are an eligible SB2 inmate and are recommended for the program, a notice will be forwarded to the Judge(s) who sentenced you for the crimes for which you are currently incarcerated 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 has recommended 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 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 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.

APPENDIX A (52-RCP-10)

Prison Rape Elimination Act Information for Inmate Handbook

PRISON RAPE ELIMINATION ACT (PREA)

It is the policy of the Ohio Department of Rehabilitation and Correction to provide a safe, humane and appropriately secure environment, free from the threat of sexual misconduct for all inmates by maintaining a program of prevention, detection, response, investigation and tracking. The Department shall maintain a zero tolerance for sexual misconduct in its institutions and in any facilities with which it contracts for the confinement of inmates.

Sexual misconduct among inmates and by staff towards inmates is strictly prohibited. All allegations of sexual misconduct and/or sexual harassment shall be administratively and/or criminally investigated.

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

Incidents or suspicions of sexual abuse, sexual harassment and retaliation may be reported to ANY STAFF Member:

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

Division of Quality – Chief Inspector's Office Ohio Department of Youth Services
4545 Fisher Road, Suite D Columbus, Ohio 43228

Inmates shall be given the opportunity to remain anonymous upon request to the outside agency. A Sexual Abuse or Sexual Harassment complaint may be submitted at any time, however, a timely complaint is essential to providing services and proper investigation. The Inmate Grievance procedure is not the administrative process to report allegations of Sexual Abuse or Sexual Harassment. However, any Inmate Grievance (Including ICR, NOG, and related Appeal Forms) filed regarding a complaint of Sexual Abuse or Sexual Harassment shall immediately be reported to the Institution Investigator for proper handling in accordance with ODRC Policy 79-ISA-02 (Prison Sexual Misconduct Reporting, Response, Investigation, and Prevention of Retaliation).

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

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

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

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.

Reviewed By:

Shelbie Smith
Shelbie Smith

Date: 11-23-2020

PROGRAM SCHEDULE

RELIGIOUS SERVICES

PROGRAM	DAY	TIME
Protestant Worship Service General Population	Sunday	8:00am – 10:00am
Life Builders-Gary Croft Program	Sunday (2 nd & 4 th)	1:00pm – 3:00pm
Protestant Worship Service General Population	Sunday	6:00pm 8:00pm
Anger Management/Non-violent Communication book	Monday	8:00am- 10:30am
Catholic Instruction	Monday	12:30am- 3:00pm
Praise/Mime Dance Rehearsal	Monday	4:00pm- 6:00pm
Baptism Bible Study	Monday	4:30pm- 5:30pm
Crossroads Anywhere	Monday	6:00pm- 8:00pm
Financial Peace	Monday	6:30pm- 8:00pm
Interdenominational Scripture/Community Service	Tuesday	7:45am- 9:00am
Kairos Council Member Meeting	Tuesday	11:30am-12:30p
Jehovah Witness'	Tuesday	12:30pm-1:55pm
Recovery Services	Tuesday	2:00pm-3:00pm
Scars & Bars (Faith based- music Hip Hop)	Tuesday	4:00pm-6:45pm
Mindful Meditation	Tuesday	6:00pm-7:30pm
Son Reign Ministry	Tuesday (1 st & 3 rd)	7:00pm-8:00pm
Healing Hearts/Anger Management	Wednesday	7:30am-10:30am
Dynamics of Anger	Wednesday	12:30pm- 1:30pm
Catholic Mass/The Heart of it: Faith, Emotions & Healing	Wednesday	1:35pm- 3:00pm
Worship Arts – Praise/Mime Dance Rehearsal	Wednesday	4:00pm- 6:00pm
Living & Growing through grief	Wednesday (1 st & 3 rd)	6:00pm- 8:00pm
Building Personal & Professional Success	Wednesday (1 st & 3 rd)	6:00pm- 8:00pm
Hustlin-4-Jesus	Wednesday (2 nd & 4 th)	6:00pm – 8:00pm
Orientation	Thursday	8:00am-10:00am
Living The Steps, & Workbook – Chaplain Moseley	Thursday	12:00pm-3:00pm
Choir Rehearsal	Thursday	4:00pm-5:45pm
Asatru Study Group	Thursday	4:30pm – 6:00pm
Kairos 1 st Thurs Reunion, 2 nd 3 rd & 4 th Thurs prayer & share	Thursday	6:00pm-7:00pm
Talking to God – Prayer Bible Study	Thursday	7:00pm – 8:00pm
Lifer's Group	Friday	9:00am – 10:00am
Circle of the Word: Love your enemy	Friday (2 nd & 4 th)	8:00am – 10:00am
Taleem/Jumah – Muslim Services	Friday	1:00pm- 3:00pm
Stop Domestic Violence	Friday	6:00pm – 8:00pm
Epiphany	Saturday (2 nd & 4 th)	1:30pm- 3:00pm
Hope Through Harmony Dr. Roma (Choir)	Saturday	8:00am-10:30am
Dynamics of Anger	Saturday	11:30am – 12:45pm
Discovering your identity	Saturday	1:00pm-3:00pm

UNIT MANAGEMENT

PROGRAM	DAY	TIME
Powernet (GEM Leadership)	Mon	5:30pm
	Wed	1:00pm
APA Workshop	Mon (Monthly)	9:00am
Anger management	Tues	9:00am
Consumer Credit Counseling	Tues	9:00 am
Victim Awareness	Tues	6:30pm
Touch program	Tues	6:00pm
Montgomery county coalition	3 rd Tues of every month	800am – 10:00am
Thinking for a change	Tues & Thurs	12:30pm
Nutrition Program	Wed	1:00pm

OIC (Clark County Life skills	Wed	12:30pm - 3:00pm
Cage your rage	Wed	12:30pm – 1:30pm
Domestic violence	Wed	5:30pm
Grief & Loss	Wed Thurs	9:00am 8:00am
Amie Lee's heart	Thurs	1:00pm
Money Smart	Thurs	8:30am – 10:30am
Goodwill Easter seals core issues	Fri	9:00am
Goodwill Easter Seals Job readiness	Fri	1:00pm
Goodwill Easter Seals Alcohol/Drug	Fri	1:00pm
Citizen's Circle	Last Friday of month	
Fill my cup	Saturday	8:00am & 9:00am
AIA	Last Sunday of the month	11:30am
Decision Points	Wed	12:30pm-2:30pm
VIP	Thurs	1:30pm – 3:00pm
Antioch Reading & Writing group	Fri	1:00pm – 3:00pm

EDUCATION

PROGRAM	DAY	TIME
ABE/GED/Pre-GED	Mon – Fri	8:30am – 3:00pm
Career Tech Admin Prof Support	Mon – Fri	8:00am – 3:00pm
HVAC	Mon – Fri	8:00am – 3:00pm
Culinary Arts	Mon – Fri	8:00am – 3:00pm
Sinclair College	Mon – Sat	8:00am – 10:30am; 12:30pm – 3:10pm; 5:30pm – 8:10pm

RECREATION

PROGRAM	DAY	TIME
LPH Recreation	7 days per week	7:30am – 9:30am
DCI Dance Corps	Various days	9:00am to 10am; 4:00pm to 5:00pm
Resistance Training	7 days per week	9:00am - 10:00am; 12:00pm - 3:00pm, 5:00pm -7:00pm
Visitor Yoga	Twice /Month	9:00am to 10:15am
Tennis training	Wednesdays	1:00pm- 3:00pm
Umpire training	Twice / Week	3:00pm 4:30pm
Resistance Training	7 days per week	9:00am – 10:00am; 1:00pm – 2:00pm; 2:00pm – 3:00pm; 5:00pm – 6:00pm; 6:00pm – 7:00pm
Take Charge Live Well	7 days per week (June – Aug)	1:30pm – 3:00pm; 5:00pm – 6:00pm
50 & over Activities	Twice /week	2:00pm to 3:00pm
Arts & Crafts	7 days per week	
Run Group	3 days per week	4:00pm to 5:00pm
Group Fitness Instructor class	Various	6 week course
Group Fitness Work-outs	7 days per week	5:00am – 6:00pm
Visitor Zumba classes	Every other Monday	6:00pm – 7:00pm
Softball Leagues	Varies weekly	5:00pm to 7:30pm
Basketball Leagues	Varies weekly	5:00pm to 7:30pm
Volleyball Leagues	Varies weekly	5:00pm to 7:30pm
Basketball Leagues	Varies weekly	5:00pm to 7:30pm
Talent Shows	Varies weekly	5:00pm to 7:30pm
Movie Rental Showings	Varies weekly	3:00pm and 8:00pm
Holiday celebration performances	Varies weekly	6:00pm to 8:15pm
Outside Entertainment for cultural celebration months	Varies weekly	6:00pm to 8:15pm
Motivation Speakers	Varies weekly	1:00pm - 3:00pm and 6:00pm- 8:00pm

Self-esteem and Self improve group meetings	Varies weekly	Various Times
Pay it forward	Sundays	
Board and card game activities	Varies weekly	2:00pm to 3:00pm; 6:00pm to 8:00pm

RECOVERY SERVICES

PROGRAM	DAY	TIME
Alcoholics Anonymous	Mon	5:00pm – 6:00pm
Narcotics Anonymous	Tues	6:00pm – 7:00pm
IOP	Mon – Fri	8:30am – 10:30am; 12:30pm – 3:00pm; 4:30pm – 7:00pm
Treatment readiness	Mon – Fri	8:30am – 10:30am; 12:30pm – 3:00pm; 4:30pm – 7:00pm
Recovery maintenance	Mon	8:30am – 10:30am & 1:00pm – 3:00pm

MENTAL HEALTH

PROGRAM	DAY	TIME
Anxiety Management	Mon	12:00pm – 1:00pm
Peer-to-Peer Group	Mon	12:30pm – 3:00pm
TPU Group (Topic varies)	Mon	12:45pm – 1:45pm
Illness Recovery & Management	Mon	9:00am – 10:00am
TPU Group (Topic varies)	Tues	11:45am – 12:45pm
LPH Group (Topic varies)	Tues, Wed, Thurs	12:30pm – 1:30pm
TPU Group (Topic varies)	Wed	11:45am – 12:45pm
Art Group	Wed	8:00am – 9:00am
Depression Management	Wed	2:00pm – 3:00pm
NAMI Weekly Support Group	Thurs	8:30am – 10:00am
TPU Group (Topic varies)	Thurs	12:50pm – 1:50pm
Anger Management Group	Fri	11:45am – 12:45pm
Med Education Group	Weekly	
Medication Discontinuation Group	Monthly	