



**PICKAWAY
CORRECTIONAL
INSTITUTION**

INMATE HANDBOOK

2014

**Pickaway Correctional Institution
Inmate Handbook**

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Introduction	4
Orientation of Newly Received Inmates.....	5
Inmate Telephones	7
Offender Phone System.....	8
Classification/Reclassification/Institution/Transfers	10
Movement Schedule	12
Do's	13
Don'ts	13
COMPOUND PROCEDURES	14
Job Assignment/Classification/Committee/Evaluations	15
Inmate Pay	17
Intensive Prison Program Process (IPP).....	18
ID Department.....	18
Housing/Unit Management	19
Fire and Emergency Procedures	23
Severe Weather Emergencies	23
Appearance and Grooming.....	23
Communication and Movement	24
Quartermaster.....	24
Laundry	24
Commissary	25
ELECTRONICS USAGE CO-PAYMENT	25
Inmate Health Services	26
Health Service Procedures.....	26
Medical Co-Pay	26
Dental.....	27
Education	28
Screening for CDL Candidates	30
Library/Law Library.....	31
Mental Health Services	31

Recovery Services	33
Recovery Services Matrix	34
Unit Management Program Matrix.....	36
Pickaway Correctional Institution O.N.E. Stop Center for Offenders	37
Ohio Penal Industries	38
Food Services	38
Recreation	39
Religious Services.....	40
Inmate Conduct and Disciplinary Process.....	41
Visiting.....	48
Mail	53
Calculation of Sentence/Detainers/Parole Board Inquiries.....	56
Planning for and Communicating Inmate Release.....	57
General Information for Release Preparation	58
Transport upon Release.....	58
Cashiers	59
Inmate Grievance Procedure.....	62
Americans with Disabilities Act (ADA)	64
Prison Rape Elimination Act	67
PAROLE BOARD	70
Earned Credit for Productive Program Participation.....	72
Community Justice.....	74
Unauthorized Group Attachment	74
Correction Institution Inspection Committee	74

Introduction

This handbook is the property of the State of Ohio and is loaned to you during your stay at the Pickaway Correctional Institution and must be returned to the unit sergeant within (14) fourteen days including holidays and weekends, upon receipt. You are responsible for the care of this handbook. Misuse, destruction or the loss of this handbook can result in disciplinary action, or and restitution in the form of payment.

The purpose of this handbook is to provide you with general guidelines and to inform you about programming, procedures, policies and rules at the Pickaway Correctional Institution. Additional information can be found in the Department of Rehabilitation and Corrections Administrative Regulations and the American Corrections Association Standards for Adult Correctional Institutions. These documents are available in the inmate library.

*This handbook attempts to incorporate all PCI policies and practices impacting inmates. Many of these policies and practices are the product of the discretion of the Warden and/or the director and are subject to change. When changes in policy are made, this handbook will be supplemented by memoranda or other communication from the Warden through unit staff.

Orientation of Newly Received Inmates

Within 7 days of arrival, all inmates will attend orientation to cover the following:

- Mental Health Psych/Suicide Awareness
- Inmate Disciplinary Process & Range Penalties
- Unauthorized Groups
AR 5120-9-06 Rule 17
- American Disability Acts
- Safety/Sanitation
- Cashiers' Office/Commissary/Inmate Funds
- Classification/Reclassification/Institution Transfers
- Intensive Program Prison/Transitional Control
- Reentry-RMT-RAP & Release Preparation Re-entry
- Intro to Unit Staff/Rules/Mission
- Education
- Identification Department
- Job Coordinator/Job Change
- Offender Job Linkage
- Library/Law Library
- Unit Inspections/Assignments
- Risk Reduction Sentence
- HB86/SB337/80% Judicial Release
- Inmate Grievance Procedures/Inspector
- Application Process-State of Ohio
Identification card, social security card, birth certificate, driver' license
- Contraband & Searches/Personal Property Limits
- Explanation of Mail & Visiting Procedures
- Medical Services/Pharmacy
- Nutrition Services
- Quartermaster/Clothing/Laundry
- Religious Services
- Recovery Services
- Recreation
- Ohio Revised Code 2921.36-Prohibits drug traffic by offenders
- Ohio Revised Code 2907.03-Prohibits sexual acts with any individuals under supervision
- DRC Policy 31-SEM-07 Unauthorized Relationships
- PREA Education Video
- PPE/Safe Usage of Cell Cleaning Chemicals

Please provide the following information to your family and friends for visiting and correspondence purposes. (Upon request your assigned unit staff will provide you with more detailed information about your housing unit, institution policies, procedures and rules.)

Address — Pickaway Correctional Institution
P.O. Box 209
11781 State Route 762
Orient, OH 43146
Telephone Number — (614) 877-4362

Directions — From 71 south or north exit 94 (Harrisburg/Orient). Go south on State Route 62. Turn left on Stahl Road (just past BP gas station), left on High Street, left on State Route 762. Then make an immediate right into PCI grounds.

Various groups provide transportation to the institution for a fee. These include but are not limited to:

Cincinnati Area - Love Connection at (513) 681-4129

Cleveland Area - M&M Transportation at (216) 371-1245
New Connection at (216) 347-1253
Who's Transportation at (216) 556-1240
Try's Limousine Service at (216) 382-6745

Jpay Inc. - PO Box 775, 199 East Flagler St.
Miami FL 33131
800 574-5729
www.jpays.com
Email info@japay.com

GTL Kiosk: Located in lobby of all Ohio Prisons
Pickaway hours: Mon-Fri 7:00 AM-8:00 PM
Saturday and Sunday during visiting 8:00 AM-3:30 PM
Online: www.ODRCpayments.com
Telephone: 1-877-868-5358 (toll free)

2921.36 Illegal conveyance of weapons, drugs or other prohibited items onto grounds of detention facility or institution.

No person shall knowingly convey, or attempt to convey, onto the grounds of a detention facility or of an institution, office building, or other place that is under the control of the Department of Mental Health, the Department of Developmental Disabilities, the Department of Youth Services, or the Department of Rehabilitation and Correction.

Inmate Telephones

Inmate conversations on telephones are provided specifically for inmate use, and not considered private. Inmate telephones may be monitored and/or recorded. By using the inmate telephones you are acknowledging that private conversations should be accomplished by mail or in person. All 3-way calls and call forwarding functions are strictly prohibited.

TTY/TDD services are available for hearing impaired inmates. Likewise the TTY/TDD device may be used by any inmate to communicate with any other person who may be hearing impaired. Inmates should contact their unit staff team for specific instructions on use of the TTY machines.

The pin number assigned to you at the Reception Center will stay with you throughout your incarceration. The pin will be automatically updated into the system once you are officially on Pickaway Correctional Institutions count. It will take approximately 72 hours for you to become activated into the PCI system. You will record your name the first time you use the telephone. This will be your greeting for all future calls. Please follow the prompts provided, avoid using nicknames and speak clearly.

It is your responsibility to manage your account. Press #44 on the phone to enter the GTL automated system. To obtain a copy of your allowed list or to have your allowed list deleted, you must contact the GTL complaint line at *1995#

Direct Bill Account set up- 1-877-873-8567

Prepaid Account set up- 1-877-372-4330

Customer Service- 1-800-231-0193

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

Offender Phone System
Follow these directions to complete a telephone call

Lift Handset:

- Press 1 for English
- Press 2 for Spanish

Dial the phone number:

- For Domestic calls - (Area Code) + Number, then # sign.
- For International Calls: 011+ (Country Code) + (City code) + Number

Enter your PIN (Personal Identification Number)

PIN = ODRC Inmate ID Plus Secret PIN Number

If your inmate number begins with A, use 2

If your inmate number begins with R, use 7

If your inmate number begins with W, use 90

Example:

Inmate ID A123-456 with PIN 7890 would enter the following:

Inmate Number	A	1	2	3	4	5	6	+ PIN			
Enter the following to make a call:	2	1	2	3	4	5	6	7	8	9	0

On your first call you will be prompted to state your name.

Press 1 to make a Collect Call (the receiving party pays for the call)

Press 3 to make a Debit/Prepaid Call (the cost of the call is deducted from your PIN Phone account)

For Debit/Prepaid calls the system will announce the cost of the call and your PIN Phone account balance. Your call will connect if you have enough funds to complete at least a 2 minute call

Your call will then begin to process

If any of the following is attempted, your call may be DISCONNECTED:

- THREE WAY CALLING
- CALL CONFERENCING

If you are experiencing problems in completing a collect call, THE PERSON YOU ARE CALLING can contact GTL at 800-231-0193

If you are experiencing problems in completing a Debit/Prepaid call, please leave a message on the Ohio Offender Complaint system by dialing * 1995 from the offender phone

All calls may be monitored or recorded

You may hear one of the following prompts from the system while your call is being processed:

- "I'm sorry. This number is blocked from receiving collect calls at this time."

The person you are calling will need to contact his or her local phone company.

- "I'm sorry. Inmate collect calls to this number are blocked by GTL."

The person you are calling should contact GTL at 800-231-0193 if they wish to receive your calls.

- No one answered the phone

Check the number and try to dial again.

- The number you are calling is not on your allow calling list
 - Press # 44 on the phone to enter the GTL automated system to check status of approved phone numbers or review numbers already approved. Phone numbers can be added or deleted using # 44.
 - All numbers must be approved by the receiving party before any calls (Debit/Prepaid or Collect) can be processed
- Your account has insufficient funds to complete this call
 - Your Debit/Prepaid account does not have enough funds to complete at least a 2 minute call.
 - You will need to purchase additional phone time at the commissary

Note:

If you have made several call attempts in the past 1 hour, your balance may have not been released from hold. If you feel your balance is not correct please wait at least 2 hours before trying another call. This will allow the hold amounts to be released.

Classification/Reclassification/Institution/Transfers

It is the policy of the Ohio Department of Rehabilitation and Correction to maintain a classification level system that creates a process for the classification of inmates according to their security risk. Appropriately classifying inmates is a means of protecting the public, ensuring staff safety, and achieving the Department's rehabilitative goals. This process shall consider behavior and such other objective factors as are available and relevant when assessing an inmate's institutional security needs.

The Bureau of Classification and Reception (BCR) shall review the information provided to them, along with any other pertinent information they possess, and assign the inmate to an appropriate institution. Inmates shall be transferred to an institution equipped to supervise inmates of that security level.

Annual Security Review

Each inmate shall have a security review no less than an annual basis. Unless precluded for security or other substantial reasons, all inmates shall appear at their classification hearing. Inmates are to be given written notice 48 hours prior to their review hearing, unless such notice has been waived in writing on Classification and Reclassification Processing Form (DRC2099).

The classification review provides for maximum involvement of representatives of relevant institutional programs and the inmate concerned in classification reviews. The Classification Committee shall include a minimum of two staff, and may include members of the mental health department, education, unit staff, or any other institution program personnel. As is consistent at all classification actions, inmate(s) have the right to appeal the recommendation on the Notice of Appeal Supervision/Security Level Recommendation (DRC2680) within 24 hours to the Managing Officer/designee. Inmates may request a special security review of their progress and program status in writing, utilizing an institution Kite.

Transfers

Inmates may be transferred from one prison to another for purposes of providing additional programming and or services, to facilitate visitation or any other legitimate penological reason, including the secure and orderly operation of the prisons.

A transfer may be initiated by the institution, the administration or by the inmate by request. An inmate requesting a transfer shall submit the request to the unit staff on a form designated for that purpose. The staff member may interview the inmate to obtain more information regarding the reasons for the request and review available information to determine if the inmate's request is reasonable. The staff member may deny the request or refer the request to the classification committee. If the inmate's request is denied by the staff member, the inmate shall be provided with a written explanation for the decision. In all cases documentation shall be maintained of the inmate's request and the response. A request or recommendation for transfer by the rules infraction board or any authorized member of the institutional staff shall be referred to the classification committee.

When a transfer request is referred to the classification committee, the committee shall conduct a review and otherwise follow the procedures set forth in rule [5120-9-53](#) of the Administrative Code. In addition, the inmate may appeal the warden's recommendation to the bureau of classification. Implementation of any decision shall not be stayed pending appeal.

If the warden approves a transfer recommendation the warden shall have the written summary of the classification committee's review, including any written statements or appeals submitted by the inmate forwarded to the bureau of classification. The bureau of classification shall review all relevant documentation, including any additional documentation requested, and make the final decision as to whether a transfer is appropriate and if so, to what institution the inmate should be transferred. The inmate and warden shall be so notified. The inmate to be transferred shall be given at least twenty-four hours notice prior to the transfer, however no inmate shall be advised of the exact date or time the transfer is scheduled.

In some such cases, individual notice is not required. The director or designee shall provide such notice as is deemed reasonable under these circumstances (see your unit team regarding these exceptions.)

Criteria for Transfer to a Reintegration Unit

An inmate who is currently classified as Level 1 or 2 security, or is recommended for reduction to level 1 or 2, may be transferred to an appropriate reintegration unit if they qualify. The unit team shall use the Reintegration Unit Screening Form (DRC3207) to determine eligibility. The unit may conduct this screening during annual security reviews or any other time at their discretion. An inmate who is classified as Level 1 or 2, or who has been recommended for Level 1 or 2, may also request a screening to determine if they are eligible. If the inmate is eligible according to the screening form, the unit team shall begin the transfer process. The unit team and the Bureau of Classification should transfer the inmate to a reintegration unit close to where the inmate will be residing after release. In the absence of a post-release residency plan, the unit team and the Bureau of Classification shall give consideration to the following factors in choosing where to transfer the inmate:

- Facilitating visits from positive social support networks;
- The availability of specific programs/services meeting the needs of the inmate; and/or
- The location where the inmate lived prior to incarceration.

Appeal Process

Inmates may appeal a security designation or change in writing, utilizing the Notice of Appeal Security Level Recommendation form (DRC2680). A Level 1, or 2, decision must be appealed to the Managing Officer/designee within 24 hours following notification of the recommendation of the Classification Committee.

Movement Schedule

All Schedules subject to change to seasonal or Institutional need

2:00 am-Count

4:00 am-Count

5:00 am-5:30 am Food Service inmate workers report to Food Service; all medical round trips escorted to medical.

6:00 am-6:20 am Outside workers and Diabetics report to Food Service.

6:30 am-Wheelchair and Nurses' Sick Call inmates are released to chow. Medical releases are by pass only.

6:45 am-Inside recreation opens as units are called to chow.

7:00 am-Report to areas on your pass when called.

7:30 am-Recreation Yard is open when breakfast meal is complete.

8:00 am-Inmate porters report to work in education and indoor recreation (you have 15 minutes to report or sanctioned as out of place.)

9:15 am-Inmates have 15 minutes to enter education and recreation.

10:45 am-Yard Closed.

11:00 am-. Standing count. Inmate will stand in front of beds in complete uniform ID must be attached to the front of the uniform shirt with picture facing out to allow staff to view.

11:45 am-Food Service, OPI and Education inmates are released for work; Diabetics, Wheelchair and Commissary workers are released for lunch meal.

11:50 am – Release Education Inmates

11:50 am-11-55 am lunch meal, inmates have 10 minutes to exit building after 10 minutes unit doors are secured.

12:00 pm-Report to area indicated on pass when called.

1:00 pm-Yard is open after lunch meal is complete.

3:45 pm-Yard Closed.

4:00 pm- count.

4:45 pm-Diabetics, wheelchair inmates and commissary workers, as needed released for dinner meal.

4:50 pm-Dinner meal, inmates have 10 minutes to exit building after 10 minutes unit doors are secured.

6:00 pm-Yard open when dinner meal is completed in conjunction with recreation schedule.

8:45 pm-Yards closed.

9:00 pm-Standing count. Inmates will stand in front of beds appropriately dressed i.e., pants or shorts, undershirt and footwear, with ID visible.

11:00 pm-Count

*Commencing and ending times, (with the **exception** of inmate count, and time given to report and exit an area), are approximate, and subject to change according to need and special circumstances.

Inmates are permitted in the day rooms after the 11:00 am and 4:00 pm confirmed and cleared count.

Do's

Do read and comply with all rules

Do remain quietly on your assigned bed until count clears

Do use your headphones for radios, tape players, MP3 players and TV's

Do keep person and living area neat and clean

Do wear your identification badge with clip at all times on outer most garment

Do communicate positively and respectfully with employees and other inmates

Do keep all personal property within the 2.4 compliance

Do follow the dress code

Do contact the appropriate officials and ask questions if you have a problem or are unsure of something

Don'ts

Don't argue with employees or be disrespectful

Don't damage or mutilate your inmate handbook

Don't become a collector of unneeded items

Don't write on or deface dormitory walls

Don't lend, borrow, trade, giveaway or sell any item.

Don't alter any item.

Don't enter any other housing unit or living bay within your unit.

Don't loiter on any housing unit steps, sidewalks or any restricted area

Don't pass notes, yell or talk to other inmates or staff through windows

COMPOUND PROCEDURES

While on the compound, observe the following rules:

1. Walk (don't run except in designated recreation areas.)
2. Do not walk on grass, use authorized walk ways
3. Deposit trash in receptacles provided.
4. When off duty, notify the unit officer of your whereabouts in case of a pass or visit.
5. Do not enter another unit other than your own without securing a pass for your destination.
6. Carefully observe the posted "off limit" areas.
7. Always wear your identification badge above the waist and on your outer most garments at all times.

Job Assignment/Classification/Committee/Evaluations

It is the policy (54-WRK-02) of the Ohio Department of Rehabilitation and Correction to provide program/work assignments and reviews for all inmates at least annually.

Routine and Non-Routine Program/Work Assignments-

- 1) Routine program/work assignments are those in which the inmate's work or program location do not change significantly (stays in same department or program – for instance, changes from one education program to another or changes shops within the maintenance department, promotions or mandated assignments to educational programs.)
- 2) Non-routine program/work assignments are those in which the inmate's work or program location or circumstances change significantly (initial assignment from orientation, changes job/program locations within the prison, new job will be outside secure perimeter, or will allow wide access to locations in the institution.)

Upon arrival at PCI, inmate's program/work assignment will be auto-filled in Dots Portal as "unassigned" status. The unit staff has up to 14 days to review the inmate's work history and program needs and assign a program or work assignment.

Whenever an inmate is being considered for a routine program/work assignment he/she is not required to appear before the program and work assignment committee. Routine assignments are to be processed by a designee of the committee and the action entered in the appropriate DRC records database.

In these assignments, the unit staff must post the inmate's proposed assignment in a designated area in the dorm at least 48 hours in advance of the change in assignment. The posting must contain the following information: date of posting, the inmate's name, number, lock, current work/program assignment, new assignment, and effective date. If the inmate's report date is different from the effective date, then that shall also be registered on the posting. The posting shall also inform the inmate that he may speak to a representative of the committee and has a right to appeal the decision. The posting shall be maintained by the unit staff for one year from the date of the posting.

The Chief of Unit Management or designee shall assign at least two staff members to comprise the Program and Work Assignment Committee. An inmate will be brought before the Program/Work assignment committee for the following non-routine program/work assignments:

1. When the inmate has completed a program.
2. When the inmate has requested a program/work assignment change that is non-routine. This request must be in writing to the Program/Work Assignment Committee or the relevant program provider. Requests for changes may be submitted no more frequently than every 90 days.
3. When the inmate has failed to successfully complete the probation period (30 days) of a program/work assignment.
4. When the inmate has been requested by the program/work supervisor for a change or removal from the program based on the performance of the inmate.
5. When the inmate is found guilty of a rule infraction related to the inmate's program or the rule infraction does not permit the inmate to function in the program/work assignment or program/work assignment location.
6. When the inmate has not been reviewed within the past 12 months.
7. When the inmate is referred through the inmate disciplinary process (RIB, etc.)
8. When the new program/work assignment will raise security issues such as wide access to the institution or placement outside the secure perimeter.

At the Program/Work Assignment Committee hearings, the committee shall:

1. Review the inmate's pre-institutional information, commitment, criteria, institutional adjustment, and behavior to determine his/her appropriate placement;
2. Review the inmate's security/supervision status and any information submitted by various institution staff;

3. Reassess the inmate's needs, re-evaluate placement, and recommend desirable modification, if applicable;
4. Review all pertinent information gathered from prior assessments including the reentry accountability plan, prison intake tool, and case management plan;
5. Review the length of time and performance of the inmate's current placement to guard against over familiarity with staff and worksite that could create a security risk;
6. Document the committee's decision and all pertinent information in the appropriate database.

Notice of non-routine program/work assignment reviews shall be given to each inmate at least 48 hours in advance using the Classification and Reclassification Processing form (DRC2099). The notice may be waived in writing by the inmate. Inmates shall appear in person at all non-routine program/work hearings that may affect their program/work assignment unless prevented for security or other substantial reasons. Routine program/work assignment actions may not require the inmate's presence, but the inmate must be notified of the proposed decision, date of change and right to appeal at least 48 hours in advance of the change.

Program/work supervisors may make referrals to the Program/Work Assignment Committee for non-routine program/work assignments for inmates. The committee will review all requests and complete the assignment unless sufficient reasons exist to make an exception. OPI work supervisors shall ensure the number of inmates assigned to industry operations and their duties are consistent with the actual workload needs of the operating unit of each industry prior to submitting request to the Program/Work Assignment Committee.

At the Program/Work Assignment Committee hearing, the inmate shall be advised of his/her new program/work assignment **and his/her right to appeal** the assignment.

A designated staff or member of the Program/Work Assignment Committee shall enter the assignment decision information in the appropriate DRC database during or immediately following the committee's action.

All appeals for reconsideration of assignment must be submitted in writing to the Chief of Unit Management or designee within **five days** for consideration. The decision of the Chief of Unit Management shall be considered final

Inmate Program/Work Inmate Evaluations

Work program supervisors shall prepare a performance evaluation of each inmate using the Inmate Evaluation Report (DRC2012) at the end of each probationary period and each year thereafter. A special Inmate Evaluation Report (DRC2012) shall be prepared for inmates being recommended for promotion or demotion. A copy of each Inmate Evaluation Report (DRC2012) shall be forwarded to the Work and Program Assignment Committee and retained in the inmate's electronic file.

1. Inmates working in Ohio Penal Industries shall receive performance evaluations at least quarterly.
2. Evaluations shall be reviewed with the inmate and a final evaluation prepared and placed in the inmate's file. A copy shall be given to the inmate

Questions concerning the classification committee will be directed to your unit team

One primary factor the classification committee considers when making an assignment recommendation is institutional need. Therefore, you may not receive the assignment you want due to a lack vacancy in that area.

To request a job reclassification you must have worked at your current assignment for a minimum of ninety (90) days with no time spent in disciplinary or local control. If you meet the above criteria submit a kite to your unit manager.

Work evaluations are monitored by your unit team. Work evaluations are completed by your supervisor, generally after thirty (30) days on the assignment (probationary), annually, or special circumstances.

Appeal Process: Inmates may appeal an assignment or security classification to the Chief of Unit Management within 5 days for consideration. A requested program/work assignment change that is non-routine must be in writing to the Program/Work Assignment Committee or the relevant program provider. Requests for changes may be submitted no more frequently than every 90 days.

Inmate Pay

The Chief of Unit Management is responsible for:

- Computing inmate compensation
- Maintaining the inmate payroll
- Notifying the Cashier's office of the pay status of each inmate.
*The amount of pay received by the State of Ohio varies and is according to assignment

The average inmate monthly compensation is in the \$20.00 to \$24.00 dollar range for minimum security and \$18.00 for medium security. Inmates assigned to the Ohio Penal Industries have pay scales and records maintained by OPI.

State pay will be posted to your account on the second full week of every month. Unexcused absences from your assigned job, confinement in SC, DC or LC and some Rules Infractions Board (RIB) dispositions will reduce your state pay.

(Inmate pay is governed by A.R. 5120-3-08). Please kite the Chief of Unit Management about questions concerning inmate pay.

Intensive Prison Program Process (IPP)

The sentencing judge determines eligibility for participation in IPP. If the sentencing court finds statutory eligibility for the prisoner's placement in an IPP and/or the sentencing entry either approves or recommends such placement, or such entry is silent on such placement, then a prisoner shall be initially screened during reception processing for IPP eligibility.

Parent Institution responsibilities:

IPP Coordinators will identify inmates who need screened and send the list to Central Records LEADS Section. Central Records LEADS Section will screen the inmates and upload the inmate information.

Participation in the program is a privilege. No prisoner has a right to participate or to continue to participate because he meets the eligibility and selection criteria. However, once a prisoner is admitted into the program, the prisoner is not permitted to voluntarily withdraw from the program within twenty-one days of admittance. For further details regarding the participation in IPP send a kite to your unit team.

ID Department

The ID department is available to inmates through the pass system and the "At Once" pass system. In addition, unit staff may contact the transportation supervisor for an emergency ID. The cost of a new ID is **\$5.00**, color coded stickers are **\$2.50**, and ID clips are **\$0.50**

It is the inmate's responsibility to bring their ID to the ID department to have the "color coded sticker" changed

If your "color coded sticker" is taken off of your ID, you will be charged the cost for a new one.

If your ID is lost, stolen, or altered in any way, you will be responsible to have it replaced at the cost of a new one.

Replacing an ID

1. I.D. damaged by Staff:

Unit Staff will contact the ID officer to have it replaced at no charge. If no one from your unit team is available, notify the Institutional Inspector for direction.

2. **Drastic** appearance changes will require the purchase of a new I.D. at the inmates' expense; i.e. changes in facial hair, length of hair, shaving of the head, significant change in weight.

3. A non-replaceable DRC identification card is issued at no charge to eligible inmates with a verified social security number at the time of their release from a DRC institution.

Housing/Unit Management

It is the policy of the Ohio Department of Rehabilitation and Correction to provide staff accessibility to the inmates assigned to a specific living area through Unit Management and Social Services Management systems. Unit staff members shall facilitate personal contact and interaction with inmates assigned to their specific caseloads by maintaining unit office hours and regular visual inspections and tours of living areas and work sites as needed.

The Unit Management Chief (UMC) is responsible for implementing and sustaining a formalized system of caseload management in a decentralized social services format. UMC's shall develop procedures to ensure unit staff are in compliance with Prisoner Reentry Assessment and Planning, meet routinely with inmates assigned to their caseloads, and ensure significant contact information is documented in the inmate's official department record. The Unit Management Chief is responsible for overseeing the roles, responsibilities and processes of unit management staff in a decentralized or centralized social services management format.

The unit team is comprised of all staff assigned to the unit, including the following: Unit Manager, Correctional Counselor, Case Manager, Correction Officers and Unit Secretary, with the Unit Manager serving to provide leadership, direction, recognition, counseling and evaluation to the team members. The unit team is involved in making decisions or significant recommendations in all matters of consequence to inmates assigned to their unit within a shared vision for the unit, facility and DRC. The unit team is focused on the delivery of services and programs to inmates assigned to their unit as prescribed by DRC, the facility and in the unit plan, and expect and promote positive inmate conduct both inside the facility and upon release/transfer from the facility. The **Security Chief is responsible** for ensuring there is a written protocol regarding inmate bed moves that lists the **Unit Manager as the individual with the authority to conduct all bed moves in a unit, except moves made for institutional need or for security reasons.**

Pickaway Correctional Institution (PCI) is divided into Five (5) living units. These living units are A, B, C and D-Units and the Frazier Health Care Center.

Each unit is assigned a unit manager, case manager, correctional counselor, and secretary and corrections officer. Every inmate is assigned to a case manager according to their assigned living area.

Look for the posting in each unit. To participation in Inmate Programs/Groups and program availability see your case manager.

Your lock assignment is where you will live. The lock assignment tells you the bay you live in, the unit you live in, and your specific bed assignment. For example 7-C-15 means you live in 7-bay, within C-unit, on bed 15. Newer dorms may include an east or west, example - B1-E-15 means you live within Unit B1, in the east bay, on bed 15.

A major portion of the day is spent in the inmates' housing unit. For this reason, inmates are expected to follow all unit and personal rules of conduct. Inmates are expected to ask unit staff questions and read the bulletin boards.

PCI Unit Dorm Rules

All beds must be made by 8:00 a.m. Monday through Friday, 10:00 a.m. on weekends and holidays. Beds are to be made in the military style. A state blanket must be the outer linen. Three edges of the outer blanket are to be tucked under the mattress in a neat fashion. The head of the bed, (where the blanket is not tucked) is defined as that end closest to the wall. When not being used, pillows will be placed at the head of the bed, covering no more than 25% of the surface of the bunk. Personal blankets may not be the outer linen of a made bed. The inmate may lie on top of the bed and cover up (with personal blanket or sheet) once the bed is made.

It is required that inmates maintain a clean living area daily. Please maintain the following daily requirements:

1. Beds made, proper use of trash cans (no paper trash cans or cardboard boxes), and the only thing to be stored under the bed are shoes and the locker box. Lockers for bottom bunk occupants will be kept under the head of the bed, and the top bunk' occupant's locker is kept under the foot of the bed.
2. All shoes must be lined up in a neat and orderly row under the bed. At **NO** time is anyone permitted to move beds from the designated location.

3. Nothing is permitted to hang from any area of the bunk except laundry bags, fans, personal lights, a coat (1 per inmate and (1) bathrobe (per inmate). These items must hang from the head of the bed. Washcloths and towels may hang on towel hooks, TV stand or the bed rail by the wall
4. Nothing is to be taped or affixed to the bed, ceiling, windows, vents, walls, bars, pipes or the outside of foot lockers i.e.-No clothes lines or any other items (towels, blankets, etc.) can be hung from bed area that blocks or obstructs view. Do not hang anything from the windows or place any object in the window sill.
5. The state issued uniform of the day will be worn from 7:30 a.m. until 6:00 p.m. Monday through Friday.
Shorts and shirts may be worn with appropriate undergarments on **Weekends/Holidays and nonworking hours (weekdays after 6:00 p.m.)**, shorts and shirts may be worn with appropriate undergarments.
6. All clothing must fit properly and be worn in a proper manner. Sagging pants will not be tolerated. State shirts must be buttoned (except for the top button), tucked into the trousers, and the collar down at all times. Trousers shall not be rolled up, tucked into socks, or pegged, and must be zipped and buttoned at all times. Anytime an inmate reports to a job assignment or program, he must be in a state uniform, even if the job assignment is in the dorm.
7. ID badges will be worn on the upper left chest area, on the outer garment with the picture facing out at all times. When an inmate has other state issued badges (weight room, OPI etc.) they must be behind the ID badge. No other items are allowed to be clipped to the ID badge clip. Each ID will have a color-coded sticker permanently affixed to identify the dorm where the inmate resides. There will also be a color-coded sticker to identify medical inmates. Inmates are **not** permitted to remove this sticker.
8. All inmates entering any building, including the units, will remove their headgear, i.e., baseball cap, toboggan, sweater hood, wave cap, etc. the only headgear to be worn inside the unit shall be **approved** religious headgear.
9. Inmates must be completely covered from the waist to the knee when going to and from the showers.
10. At no time are food items or chairs (**chairs may be permitted in the shower area with prior medical approval**) permitted in the shower, restrooms or telephone areas
11. The wearing of bathrobes and pajamas is only permitted in the sleeping and rest room area.
12. No shower shoes or sleepwear will be worn outside the living bay. House shoes may be worn in dayrooms after hours provided activities that require the uniform of the day to be worn are not in process. Civilian clothing may be worn on Saturdays, Sundays and holidays unless your job assignment requires the state uniform
13. Phones will be closed 10 minutes prior to all counts, and for the evening at 10:50 p.m. weekdays, and 12:00 a.m. on late nights or when deemed necessary by institution staff.
 - **Payphones are available in the housing units**
 - **Harassing or threatening calls are not permitted**
 - **Calls deemed detrimental to the safety and security of the institution are not permitted**
 - **Calls that deemed a violation of the law are not permitted**
 - **Three way calls are not permitted**
 - **Calls that violate ODRC Administrative Rules or Policies or the Ohio Revised Codes are not permitted**
 - **Calls for the purpose of organizing, financing, or soliciting funds are not permitted**
 - **Inmates shall use their assigned "PIN" numbers.**
 - **You are only permitted to use the phones in your bay area. Phone calls are limited to 15 minutes. The Unit Officer will insure that inmates vacate the phone. When other inmates are waiting staff may tell inmates to vacate the phones before their time is up.**
 - **PHONES can be monitored at all times, procedures regarding usage is posted**
 - **Time frame between calls may be limited at the discretion of administration**

14. Count times are at 2:00 a.m., 4:00 a.m., 11:00 a.m. (**Standing Count**), 4:00 p.m., 9:00 p.m. (**Standing Count**), and 11:00 p.m. All inmates are to remain on their beds from the time count is called, until the dormitory count has cleared, with the exception of the standing count. During the standing count you must stand at the foot of your bed. Inmates are required to be dressed appropriately during standing count i.e., pants or shorts, undershirt and footwear, ID displayed.

Talking is not permitted until count is clear. During counts, inmates are not to cover themselves in such a manner as to conceal themselves from visibility. The counting officer must be able to see and ascertain that he/she is counting a breathing human body. If concealed in such a manner as to hinder this procedure, the officer is authorized to use lighting and/or movement to insure they are counting an inmate. T.V's and radios will be off in the sleeping area while staff is conducting count.
15. From 9:30 p.m. to 6:00 a.m., the bay area is to be a quiet area. The lights will be in the night mode during these hours. There will be **NO** activity in the bay area during these hours except reading, or listening to music/watching television with headphones. Visiting at other bed areas is **not** permitted. The lights will remain in the night mode until 10:00 a.m. on weekends and holidays.
16. Common areas will be closed at 10:30 p.m. (12:30 a.m. on Friday and Saturday.) Inmates will remain on their bunks and remain quiet unless going directly to or from the rest room, or otherwise authorized by staff. Visiting at other bed areas is **not** permitted.
17. Common areas will close at 10:30 p.m. except during count and cleaning times.
18. Showers are open from 5:00 a.m. to 10:30 p.m. except during count and cleaning times.
19. Dorm officers will announce meal times. Inmates will remain in their housing units until meal is called. Once meal is called, inmates have ten (10) minutes to leave the Unit and be in the Dining Hall. Inmates are not allowed to congregate in a dayroom waiting to go to meals, recreation, etc. The state blue uniform is required dress to attend all meals.
20. Inmates are responsible for their personal and state issued property. Personal property must be kept at 2.4.
21. **Inmates are not permitted to enter a dormitory or bay area (i.e. B1 is not permitted to go to B2 or B1 west is not permitted to go to B1 east) in which they are not assigned (Out of Place, Rule #35.)**
22. Inmates are responsible for any contraband item found in their possession or in their lock assignment.
23. All traffic will enter from the designated entry door (west side of each building.) No loitering in these areas is tolerated.
24. To insure safety and security shakedowns are conducted periodically. **It is department policy to conduct searches of inmates, their property, the physical grounds of the institution, vehicles, visitors, employees on an as needed basis. This practice is necessary to detect, control, and remove contraband from the institution and to provide a safety environment for all stakeholders.**
25. The yard will remain open at the shift commanders' discretion
26. Bed moves are authorized by the Unit Manager
27. Horseplay is not permitted. Horseplay is defined as running, yelling, swearing, and slamming of cards or other game pieces. Excessive noise is not tolerated.
28. Card games, board games, dominos, etc. are not permitted to be played in the bay areas.
29. Inmates are not permitted verbal or non-verbal communications through the windows.
30. Inmates are permitted access to two outlets (2 items). Extension cords are not allowed.
31. Only one (1) pillow and mattress per bed is permitted, unless authorized by medical. If you elect to purchase a pillow from the commissary, you must turn in your state issues pillow. Notify your unit team for proper procedure concerning this issue.

32. Inmates are permitted to eat, drink, play games, and watch television in dayrooms 1 and 2, unless programming is taking place.
33. Keep feet off walls, tables and chairs.
34. No chairs are permitted to block the aisles or doorways.
35. Inmates are not permitted in the staff office unless conducting business. Please knock on office doors of staff to be acknowledged before entering.
36. Arguing over TV stations will not be tolerated and will result in discontinuance of privileges or a settlement by staff
37. Headphones must be worn at all times when listening to radios, tape players, or personal TV's.
38. Exchange of items between inmates is forbidden. This includes trades, wills, or loans. This also applies to inmates who are being released.
39. Loitering is not permitted on the stairs, in stair wells, inside/outside of staff offices, entrance to unit, around the officer's desk, aisle ways, and doorways.
40. Inmates must turn in their sheets, blankets and pillowcases on the designated laundry day, weekly.
41. Inmate porters working 3rd shift shall not utilize the dayroom televisions or microwaves.
42. Lids will be kept on trash cans at all times.
43. **THE INSTITUTION IS SMOKE FREE. No tobacco, rolling papers, cigarettes, cigars or lighters are permitted anywhere on grounds.**
44. **NO VISITING AT OTHER BED AREAS AT ALL.** This is being done in order to reduce/eliminate thefts.

NOTE: Changes to the above rules will be issued by the Chief of Unit Management and revisions posted in Housing Units.

Fire and Emergency Procedures

In the event of a fire or a fire drill inmates will immediately evacuate the affected area and report to the designated assembly area. All areas have posted primary and alternate evacuation plans. Inmates should familiarize themselves with these plans in order to be better prepared in case of fire or other emergencies which require evacuation.

Fire drills are held with or without prior notification. In all cases, it is extremely important that all inmates and employees move in an orderly manner. Obey all directions and orders given and remain calm and quiet at all times.

Fire Prevention

Every inmate has a responsibility to prevent fires. Every inmate can do this by adhering to the following:

- All items are to be kept off the radiators and steam pipes at all times.
- Do not dry clothes, towels or any items on the radiators.
- Do not affix any items to the walls, footlockers, bed, wall lockers or windows.
- Do not make home lamps or lamp shades. These are serious fire hazards.
- Do not use stingers to heat food or water, they are prohibited
- Fire equipment is not to be played with or tampered with.
- Tampering with fire equipment, creating fire hazards, or hindering fire fighters efforts will result in serious disciplinary action.

Severe Weather Emergencies

In the event of a tornado watch for the Pickaway and southern Franklin County as reported by the U.S. Weather Bureau, no evacuation to shelter areas will take place. However, all outside privileges will be restricted and inmates will remain in their living areas until the watch has ended. During a tornado warning, the siren in the farm area will be activated. The siren will be 3 minutes on, and 7 minutes off in duration. Inmates must go to their unit bed assignments. Remain quiet and follow all orders. A tornado warning means a tornado has been spotted in the immediate area. Following these procedures will help insure safety.

Appearance and Grooming

Fingernails should be kept clean and should not extend past the skin on the finger. Read Administrative Regulation 5120-9-25. This A.R. details the appearance and grooming policy for the Department of Rehabilitation and Corrections. Inmates shall be required to be neat and well groomed, and otherwise conform their appearance to the standards set forth in this rule. Inmates refusing to do so may be subject to force and/or appropriate disciplinary action consistent with this rule. Inmates may purchase personal hygiene items, including shaving materials, deodorant, toothpaste, toothbrushes, soap and towels through the commissary. The institution may issue these items without charge or on credit if the inmate is indigent.

The following hairstyles or facial hair **are not permitted**: Initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (excluding natural baldness), weaves, and dreadlocks. 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. Barber service for the main compound is located in the gym. Barber services for Oasis inmates is located in C2 housing unit.

Remember, changes in your appearance will require you to get a new ID **at your expense**.

It is important for you to maintain your personal hygiene. Inmates are required to shower at least three- (3) times per week. The shower schedule for all units is as follows:

5:00 a.m. – 10:30 p.m.

Showering at any other time requires the permission of the staff member on duty.

Communication and Movement

Kites

A kite is a form that is provided by the institution. It is used for written communication with staff. Kites are available in your housing unit. When corresponding to staff via kite be specific about your problem. Forward your kite to the person or department responsible for responding to or addressing your immediate concern. Although you should receive a written or verbal response to your kite within (7) seven calendar days, resolution of your problem may take longer. Make sure staff signs your kite or it may result in a delayed response or be returned.

Passes

Computer Pass: Passes are issued to allow inmate(s) scheduled access to staff and services, generated by staff.

At Once Pass (DRC 2041): Passes issued to inmate(s) for unplanned and unscheduled needs by staff to allow inmate(s) access to staff, medical, mental health, and visiting.

Group Pass: This is a pass issued by Mental Health and Recovery Services to inmates attending groups.

Medical Treatment Pass: This is a pass issued to inmates by medical services to those inmates receiving treatment/medication for a set period of time.

Count – Institutional: security procedure that requires inmates to be present at their respective lock area, in order to be accurately counted.

Pass Recap Sheet (Pass Destination Report): A list of individual inmates submitted by department to request movement of inmates from one location to another.

Early Chow Pass: A certain number of passes designated to specific work areas that require the release of designated inmates from their living units to report to chow prior to the first living unit being called.

Quartermaster

Upon arrival to PCI you may have a minimum of three (3) sets of whites (socks, t-shirts, undershorts). If you have less than this amount, you will be issued such sets to equal (3.) If you arrived from one of the reception centers (i.e. CRC, LORCI) and signed for your three sets and don't have them, you will be charged to replace them. Issuance of additional whites is **1 YEAR** from your arrival at PCI. Whites received in clothing boxes will be counted as an issuance, meaning that the **1 year period starts from the date of that clothing box.**

Clothing exchange/repair must be requested through unit staff.

NO EXCHANGES WILL BE PERMITTED WITHOUT OLD CLOTHING / SHOES

Inmates leaving the institution for a round trip will go out in white underclothing only. No colored t-shirts, underwear or socks. No personal clothing (i.e. shoes) etc. are permitted on any trip out of the institution. Inmates leaving the institution to go back to court are only permitted legal materials pertinent to the case they are going back for. No additional property will be allowed into the institution when the inmate returns to PCI (i.e. commissary, stationary, clothing.) Inmates being released from PCI need to be at the Quartermaster at 8.00 a.m. on the day of their release Monday through Friday. Inmates released on Saturday, Sunday or holidays should be at the Quartermaster by 7:00 a.m.

Laundry

Inmate state issued/personal clothing, personal blankets and inmate coats are laundered in the dorms. State issued sheets are washed weekly in the institutional laundry; state issued blankets are laundered bi-weekly in the institution laundry. The schedule for washing state issued blankets and sheets; by the institution laundry is subject to change depending on mitigating circumstances.

Commissary

It is the responsibility of each Managing Officer to provide a commissary operation for the inmates housed in his/her facility in accordance with Ohio Revised Code 5120.131. It is the responsibility of the Managing Officer to provide for the operation of the commissary in accordance with Administrative Rule 5120-5-05. The warden or designee and the office of prisons must approve all items sold in institutional commissaries.

Inmates are allowed to shop once per week or cycle with the exception for "state pay", which is a 2 week cycle and will have a spending limit of \$80.00 per shopping cycle. Inmates must have their green ID badge and a net bag to shop.

Inmates who want to shop must shop on their assigned day and time listed on the commissary schedule for their unit. Inmates who want to shop will be given the opportunity, provided they are in line 15 minutes before the deadline time for their unit. To verify if you are able to shop check your account balance on J-Pay computer, located in your unit or the commissary computer located in the commissary lobby. If you are not listed on the computer you cannot shop, if you are not listed talk to commissary staff. You are permitted one trip through the commissary line only. Do NOT attempt to get your account balance unless you are ready to shop. If you check your balance then leave the commissary and do not shop you will not be allowed in the commissary for a second time.

There is no makeup day. If you had a pass during your shopping time, you may come the next day and shop but you must have your pass from the day before. Please note the commissary schedule is subject to change without warning due to holidays, inventory, and institution need or computer failure.

Inmates scheduled to work during their shopping time must make arrangements with their supervisor prior to shopping. Inmates who do not receive prior approval to shop during working hours are subject to disciplinary action.

Talking is not permitted in the commissary lobby.

Do not check the balance on anybody's ID but your own.

Do not cut the line and no saving a spot for anyone.

Inmates are responsible for the accuracy of their own order (pay attention to what is being placed in your box.)

Be prepared before coming to the commissary with a shopping list, the line moves very quickly. Check your order before leaving the commissary lobby. Absolutely no double backs or exchanges. All sales are final.

The expiration date for a commissary slip is 30 days after the date of issue. Articles not listed on a current commissary slip is considered as contraband and treated as such.

ELECTRONICS USAGE CO-PAYMENT

Administrative Rule 5120-9-14 Electronics Appliance Copayment and DRC policy 61-PRP-03 Electronic Appliance Copayment program require that the institution charge a \$1.00 fee per month to each inmate who owns any appliance that uses electricity. AR 5120-9-14 and DRC policy 61-PRP-03 each provide detailed information regarding the collection of this fee as well as information regarding exemptions. Inmates are required to review the Administrative Rule and Policy before contacting the cashier to request an adjustment to their account or the collection process.

Inmate Health Services

Sick Call Schedule:

Access to sick call is obtained by use of the Health Service Request Form (DRC-5373). These forms are available in the units. They are completed by the inmate in the unit and deposited in the Health Services box with the Red Cross on it that is located in the Dining Hall. Slips are collected daily by nursing staff and are scheduled for Nurse's sick call in order of urgency.

Nurse's Sick Call is held (7) seven days a week for all scheduled compound inmates beginning at 7:00 a.m.

During the nurse's daily rounds in segregation inmates will be offered Health Services Request Forms. Nurse's Sick Call for segregation inmates is on an as needed basis.

Appointments for the Optometrist (eye doctor) and Podiatrist (foot doctor) are made only after the nurse in sick call sees the inmate and a consult is made out and approved by the Medical Doctor.

Appointments for the Dentist are made by use of the Health Service Request form, which are forwarded to the Dental Department at Frazier Health Center. Inmates may also contact the Dental Department directly by kite.

Inmates who live in the Frazier Health Center are seen by nursing staff each day as needed. Doctor's sick call is regularly scheduled, Monday thru Friday.

Health Service Procedures

Inmates are to report to Health Services in their state uniform with ID.

Medical passes are considered priority passes. Inmates must report at the time written on the pass. Late arrivals are considered out of place and at risk for a conduct report.

Health care items (i.e. arch supports, shoe insoles, Tylenol, anti-fungal creams, etc.) are available for purchase in the commissary. See the institutional commissary list of a complete listing of items available.

Educational materials are available in the health center for inmates.

Medical Co-Pay

1. All medical services initiated by an inmate through a Health Services Request form (DRC5373) will carry a \$2.00 co-pay charge
2. All medical services initiated by an inmate or staff, through emergency procedures, will be free if an actual emergency exists.
 - a. \$3.00 co-pay charge will be administered if it is determined that no emergency existed.
 - b. The medical staff will determine if the situation was an actual emergency or non-emergency.
 - c. Protocol establishes what an emergency is defined as

Exemptions

1. Inmates who are indigent, as defined by this policy, will not be charged a co-pay fee. **All inmates will receive appropriate health care based on their present medical needs without regard to financial status.**

No inmate will be denied needed health care or treatment because of inability to pay.

2. Inmates will not be charged co-pay for medication refills, regardless of an inmate-initiated Health Services Request form (DRC5373). If a Health Services Request form, (DRC5373) for a refill also contains request for other-non exempted services, the appropriate fee will be charged. If you finish your medication and it is required that you see the doctor before the doctor will renew your prescription, you will be charged a co-pay for the doctor visit.

3. Inmates will not be charged co-pay for medical services provided in an in-patient setting, including but not limited to Frazier Health Center, FMC long-term and short-term units, RTUs.
4. Inmates will not be charged a co-pay for dental services
5. Inmates will not be charged a co-pay for medical services initiated by policy defined staff reporting requirements, such as but not limited to sexual assaults, use of force, and accident reports.

Blue Pass Medication

Blue pass medications are medications that are nurse administered and cannot be carried by an inmate due to the medication restriction, inmate's non-compliance or the means of administering the drug (injections etc.)

Insulin dependent diabetics: will be seen when called by dorm officer

All medications for units are to be administered in Medical Services. DC, LC and SC medications will be administered in the individual cell blocks.

Patients receiving medication in pill call lines are to go to pill call on the way to chow. Patients coming to pill call late, after chow will be issued a conduct report for being out of place.

Non-Blue Pass Medications (Carry Meds)

Carry medications are those medications that an inmate keeps in his possession. All carry medications ordered by the physician are available for pick up Monday thru Friday at 7:00 a.m. on the main compound and at the Frazier Health Center. Over-the-counter medications may be issued by the nurse at sick call for doses to last until the medication is purchased at the commissary.

When an inmate reaches a (7) seven day supply of carry meds, he should submit a Health Service Request form with the refill attached. If your prescription label states "No Refill", sign up for sick call to speak with someone about a medication re-order. Please do this with enough time allowed to receive the medication re-order before you run out.

Dental

Pickaway Correction Institution Inmate Medical Service has a fully equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care.

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

Routine Dental Care – To receive routine Dental care please submit a Health Service Request Form (HSRF) to dental explaining your problem. You will be placed on a list to have an examination and have your problem looked at and treated. If you will be in the DRC a year or less, you are only eligible for urgent dental care (unless you have a chronic medical condition or severe gum problems.)

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

Dental Emergency – If you experience a dental emergency as defined below, please have the dorm/housing officer or any other staff person contact Inmate Health Services (HIS) as soon as possible.

- Uncontrolled bleeding
- Broken Jaw

- Constant really bad pain
- Big swelling and or infection

Urgent Dental Care—If you experience an urgent dental situation as defined below, please submit a HSRF form to dental explaining your problem. Watch for a pass as you will be passed to Dental within a day or two.

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

Nutrition Services

Inmates are instructed at initial orientation on nutritional issues. You may kite the dietician regarding additional nutrition concerns.

Education

It is the policy of the Ohio Department of Rehabilitation and Correction to provide for a system of academic and career-technical counseling as well as initial screening, assessment, and evaluation to determine each inmate's educational needs. The Department shall make provisions to meet the educational and career-technical needs of inmates who require special placement because of physical, mental, emotional, and/or learning disabilities.

Upon completion of the standardized assessment and assignment to a parent institution, all inmates who have not attained a high school diploma, GED, or attended six months of educational programming under their current number, must enroll in a program or be added to an appropriate waiting list of the Ohio Central School System.

If you have a high school diploma or GED and interested in post secondary education please kite the education department.

Advanced Job Training Programs are, currently, being offered for the inmates by Sinclair Community College. They offer classes in Social Science. Food Production, Bakery and ancillary programs in Entrepreneurship and communications. The college program operates on a three session Semester / Trimester System. The main campus is located in Dayton Ohio, but PCI has an on-site program coordinator who handles the day to day activities such as enrollment and staffing issues. Classes are offered during the day and evenings with some classes on the weekends. Some programs are offered through the Distance Learning equipment reaching other sites in our region. Interested inmates may send kites to the college coordinator in the college area.

Education Classes

When you are assigned to education programs it is mandatory that you attend. Inmates reporting to educational classes are required to wear the state uniform of the day and have their identification badges on their person. Classes are conducted in the Multi-Purpose Building.

Exclusions from Mandatory Education

Inmates who are in an inpatient status at one of the following facilities are excluded from mandatory education:
Franklin Medical Center
Frazier Health Center
Psychiatric hospitalization

Adult Basic Literacy Education (Mandatory)

Required of inmates who are determined to have a 6.0 or below reading level. This program meets during the day in the Literacy units located in "A" and "B" living units and in the ABE classrooms.

Pre-GED (Mandatory)

Designed for inmates who are aiming for the GED test but need remedy before entering the GED program. This program meets during the day and you must have a reading level of 6.1 to 9.0.

General Education Development (Mandatory)

Designed for inmates who need a short review to successfully complete their GED. This program meets during the day. To enter this program you must have a 9.1 and above reading level. Please be aware, available GED slots are limited you will be tested as slots become available.

Title One (Mandatory)

Title one is a federally funded program designed for students age 21 and under without a High School Diploma or GED.

Administrative Office Technology

Designed for students interested in pursuing a career in Microsoft Office computer skills. Send a kite to the education department for placement on the waiting lists.

Cabling Technology (C-Tech)

C-Tech is a cabling technologies class designed for industry certification in copper and fiber optics. This is a ten (10) week program. Inmates within six (6) months of release may apply. Send a kite to the education department for placement.

Pre-Vocational Commercial Driver Licensing (CDL)

To qualify for CDL licensing program you must have a high school diploma or GED, and at least one year left until expiration of sentence. Interested candidates kite the education department.

Apprenticeship Programs:

Trade areas are available for inmates who want to pursue careers in a specific trade field. Completion times vary from one (1) year to four (4) years. Upon successful completion, students receive a certificate from the U.S. Department of Trade. The following programs are available and any inmate interested in any of these programs may kite the School Administrator.

1. Animal Trainer
2. Bindery Worker
3. Boiler Operator
4. Building Maintenance
5. Carpenter, Maintenance Repair Worker
6. Cook
7. Electrician, Maintenance
8. Farm Worker, General
9. Landscape Management Technician
10. Offset Press Operator
11. Janitor
12. Material Handler Coordinator
13. Heating, Ventilation and Air Conditioner
14. Auto Mechanic

Education Services are provided free of charge without regard to race, sex, creed, religion, or national origin.

Screening for CDL Candidates

Inmates are screened by the following process:

1. Recruitment from all level ½ Institutions
2. Recruitment at Reception Center
3. Kite request
4. TC (Judicial veto)
5. Utilization of release information from DOTs
6. Load list from Reception Centers and transfers from other Institutions
7. Recruited during Institution and Unit Orientation
- 8.

Unit Management Chief/designee compile packet of information on each potential applicant containing the following:

1. OSMRY – detailed report
2. RIB history
3. Community Release application
4. PSI information
5. RIDGE Project verification (report)
6. Driver's license abstract
7. LEADS, detainer information and warrants UMC and designee review all information and interview all applicants

Medical Operation Manager is notified and request for DOT/CDL related physical examination requested

Applicants are provided CDL self study guide and Class D Operator self study guide (if necessary- special circumstances)

RIDGE will be notified of offenders participating in CDL study sessions (start date) which is open ended

Offenders are also provided additional opportunity to study in O.N.E. Stop Center with assistance of tutor who has passed the exam

OCSS designee is notified for placement of eligible offenders in CDL self-guided class

Unit Management Chief and designee shall contact TRAINCO staff for a 2 day pre-test preparation phase

Unit Management Chief and designee shall maintain contact with CDL participants and OCSS staff to determine when prepared for knowledge test with BMV

Bureau of Motor Vehicles (BMC) staff reports to PCI the second (2nd) Thursday of each month (More often as needed) to proctor the knowledge test

Once at least 2-4 offenders have passed the knowledge test, either PCI staff or TRAINCO shall transport offenders to Circleville BMV for TIP Card (temporary instructional permit card)

TRAINCO shall then prepare offenders for "In-Cab" training for designated training

CDL/BMV designees: Carole Crockett-Harris, Unit Management Chief and Leon Walker, Case Manager

Library/Law Library

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure that each institution maintains and provides access to comprehensive library services that include, but are not limited to, a reference collection containing general and specialized materials, and planned and continuous acquisition of materials that meet the needs of the institution staff and inmates.

All inmates shall be afforded access to institution library services. No inmate shall be restricted from the inmate library, unless approved by the Managing Officer or designee

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."

Library services are available to the inmate population daily to include evenings and weekends, excluding exceptional circumstances. Under normal conditions, the library shall be open and accessible to inmates no less than twenty-four total hours during a seven-day period under the supervision of library/education or security staff in order to provide the most number of hours of service available to the inmate population per staffing level. Library hours are posted in the housing units. The library is located on the 2nd floor of the Multi-Purpose Building. There is a library located in the B1 housing unit for inmates with limited mobility. Library services are provided for inmates housed in the Frazier Health Center. In addition, a legal aid clerk is accompanied by a staff for inmates housed in the Frazier Health Center. There are eight (8) total computers available for legal research. In addition, there are a total of nine (9) typewriters designated for legal work. Special requests are provided via kite system for those who are physically unable to come to the main library. Law library services are available in the main library, Frazier Health Care Center, B1 housing unit, and to inmates housed in the Special Management Housing Units. Library services will provide photo copies for a fee of \$0 .05 per page with a purchase of a debit card obtained from the commissary. Inter-library loan service is available.

Mental Health Services

This department is designed to offer services to inmates with a mental illness diagnosis, also inmates with personal problems pertaining to institutional adjustment, civilian life and situational issues.

The following types of services and programs are available by submitting a kite to the Mental Health department: A video on signs and symptoms or suicide awareness will be showed at inmate orientation and periodically throughout the year.

MENTAL HEALTH SERVICES CURRENT GROUP LISTS:

Dealing with Loss

This is a psycho-educational support group. The focus of the group is to assist inmates who have recently suffered a loss and are moving through the grieving process.

Art Therapy

This group allows an opportunity to express you through art. The group is for anyone interested in art as a means of self-expression, creativity and relaxation.

Current Events

To be able to review newspapers with current topics and communicate with other in a discussion format.

Anger Manager

Participants will have the opportunity to learn more appropriate coping patterns by a cognitive framework using lecture, class discussion, and assignments. Cognitive principles will be used to assess and change dysfunctional attitudes, which lead to excessive emotional disturbance. Participants will be expected to have regular attendance, engage in adequate participation, and to pass a final test regarding the coursework covered.

Substance Abuse and Mental Illness (SAMI)

This is a group for inmates who have both a mental health and substance abuse diagnosis. The goal of the group is to learn to cope with both of these problems, return to normal society and prevent return to prison. To be eligible, the inmate must have both a mental health and a substance abuse diagnosis, a desire to learn and change and at least 4 months remaining on his sentence. Participation is voluntary. One hour weekly

Rational Emotive Therapy (RET)

The objective of this group is to learn control of one's emotions through rational thinking. It teaches the criteria for rational thinking and involves new rational concepts of thinking. The goal is reached through written homework assignments, audio and visual tapes, and written quizzes. The beginners group is a minimum of 10 weeks. Those that are interested in continuing to learn to think rationally and control their emotions are given the option to continuing to learn to think rationally and control their emotions are given the option to continue in the **Advanced Group**. You must be able to read and write well.

Writers

The present program is designed to inspire internal change through creativity. Stories presented are designed to promote thought that will eventually lead to change. The writers are given assignments and asked to write upon various themes. Assignments assist in development of an attitude toward emotional discord that will promote changes in daily life. American literature is utilized for short story selection

Stress and Risk Management

This class deals primarily with critical and creative thinking, problem solving, analytical thinking and learning how to recognize risk factors in making daily life decisions in order to reduce and eliminate entirely "stress" which is a part of living a creative productive life during incarceration and even more so after release from prison. Inmates participants are referred to the group, screened after receiving brief individual orientation and necessary clinical intervention in order to maximally profit from being in a group. Improving written, verbal and non-verbal communication skills will also be learned.

This is a 10-12 weeks psycho-educational group that meets once a week for 1 to 1.5 hours.

Families and Active Parenting

This focus is on learning about types of families and parenting, types of leadership in families, human growth and development and specific needs of humans in various stages of the entire life span. Emphasis will also be on how to be a more effective member of a family; how to be a more effective biological and psychological parent to one's children, to others who may need it as well as to one's self. It also focuses on effective budgeting of time, money and all types of resources already available in the family. The family is the basic unit of society and the class endorses the saying: "No man is an island" and the "family is a rocky little island that can be surrounded by an ocean of love."

This is a 10-12 week group that meets weekly for 1.5 hours.

Life Style Modification

The goal is to learn different approaches to post release issues. Members are encouraged to develop personal and social skills, reevaluate their patterns, and take responsibility for their own situations. Members are expected to prepare for a productive lifestyle with employment and without reliance upon chemical agents. Networking and planning are explored. Lectures, handout sheets, and tapes are used. The group lasts 10-15 weeks.

Depression Information

This group is for inmates who feel depression and sadness are disrupting their lives. The group will teach you what depression is and what causes it. You will learn skills to reduce the physical and mental symptoms of depression and cope more effectively with difficult situations.

Anxiety Group

Learn skills to reduce the symptoms of anxiety and cope more effectively with difficult situations.

9 to 5 Beats 10 to Life

Learn skills to get and keep a job

Drop In

An opportunity to talk with mental health professionals without a prior appointment on an as needed visit.

Recovery Services

The Recovery Services Department provides an array of services to the **Alcohol and/or Drug Impacted Offender** to instill in offenders an improved sense of responsibility and the ability to become productive citizens.

The following are voluntary programs:

Clinical Services

- I. **Treatment Readiness Program:** A 4 weeks **10** Hours classroom and 5 hours Recovery Oriented Programs
- II. **Intensive Out Patient Program:** A 12 weeks **10** Hours classroom and 5 hours Recovery Oriented Programs
- III. **Recovery Maintenance:** – Fridays in Programs Building from 8:15am to 10:15am 1 X a week for 8 wks
- IV. **After-Care Program:** One 12 step meetings per week indefinitely
- V. **Intensive Prison Program (IPP)** 120 days Kite assigned staff
- VI. **OASIS Therapeutic Community** – Long-term Residential Program, 9 month and up
- VII. Oasis Short-term residential program, 4 – 6 months; located in C-Unit. If interested, kite OASIS

Ancillary Programming

- ✓ **Alcoholics Anonymous Lead (AA):** meets every **Monday** at 6:15pm in the Programs Building
- ✓ **Friday Alcoholics Anonymous Meeting (AA):** - Big Book from 1:00- 2:00 in the Programs Building
- ✓ **Friday Narcotics Anonymous Meetings (NA):** - How & Why from 2:20 - 3:00 all in the Programs Building
- ✓ **Narcotics Anonymous Lead (NA):** - Every other **Tuesday** Programs Building from 6:15 pm to 8:00 pm
- ✓ **Cocaine Anonymous (CA):** Every other **Tuesday** in the Programs from 6:15 pm to 8:00 pm
- ✓ **Tobacco Cessation:** - 8 week program **Thursdays** afternoons at 2:00 pm in the Programs Building
- ✓ **Marijuana Education:** **Thursday** at 2:15-3:15 for 8 weeks
- ✓ **Real Talk:** Meets **Tuesdays** at 8:15am – 10:45am
- ✓ **My Brother's Keeper (MBK):** **Mondays** 8:30am – 10:30am 12 weeks
- ✓ **12 step Video Series:** **Mondays** at 1:30pm – 3:30pm 12 weeks
- ✓ **Dual Recovery Anonymous: (DRA) 12 step meetings** **Wednesday at 2:00pm**
- ✓ **Recovery Services Video Library:** - Open during regular Office hours

Recovery Services Matrix
TRP/IOP Programming Requirements

All TRP/IOP participants are required to log fifteen (15) hours per week comprising ten (10) hours of classroom instruction and five (5) hours of supplemental recovery programming.

Program	Day of Week	Time	Room	Credit Hours
TRP/IOP CPC 1 Ms. Simpson	M,T,W,TR,	8:15am-10:45am	121	10.0 Hours Per Week for 16 Wk.
TRP/IOP CPC 2 Mr. Henderson	T,W,TR,F,	8:15am-10:45am	125 B	10.0 Hours Per Week for 16 Wk.
TRP/IOP CPC 3	M,W,TR,F	8:15am-10:45am	122	10.0 Hours Per Week for 16 Wk.
Recovery Maintenance	Fridays following IOP	8:15am-10:15am	121	2.0 Hours Per week for 8 wks
My Brother's Keeper	Mondays	8:30am – 10:30am	125 A	2.0 hours a week for 12 weeks
12 Step AOD-E Video	Mondays	1:30pm – 3:30pm	TBA	2.0 hours a week for 12 weeks
AA Lead Meeting	Mondays	6:00 pm – 7:30 pm	125 A-B	1.5
Real Talk Meeting	Tuesdays	8:30am-10:30am 1:30pm – 3:30pm	122	2.0
CA/NA Lead Meeting	Tuesdays	6:00 pm – 7:30 pm	125 A-B	1.5
DRA	Wednesdays	2:00pm – 3:30	125 A	1.5
Marijuana Anonymous Program	Thursdays	1:30 pm – 3:30 pm	125 A	2.0 hours a week for 12 weeks
AA Text Study Meeting	Fridays	1:15 pm – 2:15 pm	125 A	1.0
NA How and Why	Fridays	2:15 pm – 3:15	125 A	1.0

After-Care	Any 12 Step Program	1x a week	125 A-B	1.0

All TRP/IOP Inmates: It is your responsibility to make sure you attend at least 5.0 hours a week of the supplemental programs listed above. Please make sure you sign the sign-in sheets when you attend as participation is monitored. Revised 04-26-13 (RSS)

Unit Management Program Matrix

2014

Program	Day	Time	Unit	Institution
T.O.U.C.H.	Saturday	1:00-3:00		X (One Stop Center)
RIDGE Project	M,W,F	8:00 am-10:00 pm and 1:00-3:00 pm		X (One Stop Center)
Cage Your Rage	Friday	9:00- 10:45		X
Cage Your Rage	Tuesday	6:00-7:30		X
Cage Your Rage	Friday	1:00-2:30		X
Money Smart	Tuesday	10:00-10:45		X
Money Smart	Monday	6:00-7:30	X	
Money Smart	Thursday	2:00-3:30		X
PROVE	Wednesday	2:00-3:45		X
Healthy Living	Thursday	1:00-3:00	X	
Victim Awareness	TBD			
Thinking For A Change	Tuesday	5:30-7:30		X
Thinking For A Change	Thursday	5:30-7:30		X
Thinking For A Change	Tues/Thurs	2:00-3:34		X
Inside Out Dads	Wednesday	1:00-3:00		X
RFLS				
Employment Readiness	Friday	2:00-3:30		X
Alcohol/Drug Classes	Thursday	6:00-7:30	X	

Amer-I-Can	Monday	6:00-7:30	X	
Gavel Club	Friday	6:00-8:00		X
Janitorial Apprenticeship	Daily/Ongoing		X	
Chess Tournament	Wednesday	5:30-7:00	X	
Sewing Project	Daily	Community Service		
Pilot Dog Program	Daily	Community Service		
Hats For Humanity	Daily	Community Service		

Pickaway Correctional Institution O.N.E. Stop Center for Offenders

The Ohio Department of Rehabilitation and Correction (ODRC), the Ohio Department of Job and Family Services (ODJFS), and local workforce development partners, re-entry organizations, and faith-based and community organizations collaborated to develop O.N.E. Stop Center for Offenders. The goal is to reduce recidivism through pre-and post-release focused employment, training, and support services. Operation and coordination of pre-release One-Stop shops are located within select correctional institutions, which are then further connected to the post-release network of Ohio's One-Stop System (Ohio Means Jobs) and community services.

Ohio Penal Industries

The Ohio Penal Industries is part of the Department of Rehabilitation and Corrections and operates a variety of industries in prisons across Ohio. The mission of OPI is to create a work environment as close to one in the community as possible. Working at OPI offers inmates a "real life" work and learning experience that will benefit them upon their re-entry into society. Pickaway is the center of OPI inclusive of the Meat Processing Career Center, Print Shop, Beverage Processing Center and the Farm.

OPI Meat Processing Career Center

The OPI Meat Processing Career Center (MPCC) is a full service meat plant operating within the confines of the prison, providing services that include harvesting, boning and processing. MPCC has approximately 100 inmate workers that are assigned to work 6:30 am to 2:30 pm, Monday through Friday. MPCC harvests beef products for the Department of Rehabilitation and Correction Food Service Departments. Beef is also packaged and sold through a contract with private vendors. Lambs and goats are infrequently harvested for a private company. Inmates assigned to MPCC learn a variety of skills and may have the opportunity to work on various floors. It is possible to earn from \$33 to \$160 per month if assigned to MPCC. Inmates assigned to MPCC may participate in the Meat Cutter, A or Janitor apprenticeship programs.

The minimum requirement for a position at MPCC is that the inmate must have either a high school diploma or GED on file. To apply for a job at MPCC, the inmate should send a kite addressed to the MPCC Manager and request a Correctional Industries Application (form DRC 6015). The application should be completed and returned to the MPCC Manager. Applications are kept on file and reviewed when vacancies exist. If selected for a position at MPCC, there is a separate screening process that will be completed by Unit, Medical and Mental Health staff.

Other OPI shops at the Pickaway Correctional Institution include the Farm, Print Shop and the Beverage Processing Center. For more information concerning these areas address your kite "Attention Supervisor" to the area of concern. To apply for a job in one of these areas obtain a Correctional Industries Application (form DRC 6015) from your unit staff, fill it out and place it in a kite addressed to the area of concern.

Food Services

In conjunction with set policy governed by the Ohio Department of Rehabilitation and Correction, it is the goal of the Pickaway Correctional Institution food service to provide an efficient food service operation that meets the dietary needs of the inmate population in accordance with all applicable standards, department policies, and regulations.

All inmates with the exception of inmates who are housed in the infirmary, special management housing unit, and the Frazier Health Center will eat in the main dining room. An inmate on a special diet must present his identification card and his diet card to the line coordinator. A meatless substitution is available at all meals. Any inmate may request the meatless entrée in lieu of the meat item offered.

When entering the dining room all headbands and head gear must be removed with the exception of a religious accommodation. Proper clothing (in compliance with the institutional dress code) is worn in the dining room. Inmate ID's are worn face forward, on the outermost clothing at all times.

Inmates required special diets must go through the left serving line (line 1.) All others may go through either service line. Inmates must have an ID to receive a meal. The inmate server is instructed about the appropriate portion size to serve, do not argue with the inmate server. Food service does not make provisions for second helpings. When exiting the serving line an officer will direct you to your seating area. When finished eating, dispose of your tray, eating utensils and trash to the assigned inmate food service workers. Inmates caught leaving their tray and eating utensils and trash on tables is subject to disciplinary action. Any inmate caught placing a tray, and eating utensils in trash cans are subject to charges for that item and/or disciplinary action. Line jumping, **loud or boisterous talking and horse playing are not tolerated.**

When seated at a table you must have a tray in front of you and eating. Removal of food from the dining room is not allowed. The dining room is for eating the meal; books magazines, newspapers, radios, MP3 players or other

electronic devices, mail, laundry bags, commissary items, and athletic equipment is not permitted. You are allow to bring your own cup to use for water only and condiments e.g. hot sauce, catsup, mustard.

Inmate food service workers may (by the directors' approval) in addition to the monthly based salary; earn incentive pay up to \$21.00 based on performance. Eligibility requirements are motivation, report to work regularly, and disciplinary free, interested candidates forward a kite to food service department.

Recreation

The Pickaway Correctional Institution Recreation Department offers a diversified and comprehensive program for inmate wellness. The objective of the Recreation Department is to provide an opportunity for inmates to reduce stress by participating in structured and non structured leisure time activities. Intramural and varsity level sports are offered to promote sportsmanship, competitiveness and community contact with outside teams. Tournaments, officiating clinics, movies, music, art programs and special events are also offered.

A softball field, volleyball court, basketball courts, horseshoe pits, pickle ball courts, jogging track and isometric equipment are available on the yard for fitness. The gymnasium is located in the multipurpose building that is equipped with a full size basketball court, pool tables, enclosed weight machines and a band room.

Equipment is issued out with an ID badge and must be returned at the conclusion of the recreation period. A monthly recreation calendar is distributed to each dorm and is posted in the gym and in all units. Notifications/flyers are posted in the housing units announcing programs or events. Inmates desiring to initiate a program should submit a kite to the recreation department. Movies are shown on the weekends and are rotated in the dorms; a movie schedule is posted in each housing unit.

Note: Inmates must wear their recreation attire such as sweat/t-shirts, gym shorts, etc. under their state uniform when in route to and from the gym and when returning from a recreation area such as softball field, track or the yard. The track area is the only designated area for jogging.

The gym is open seven days a week during the following hours:

Recreation Schedule

6:30 am – 10:00 am

12:00 pm – 3:00 pm

6:00 pm – 8:00 pm

Evening rotates by dorms

The gym is reserved for Frazier inmates on Sunday mornings and part of Tuesday afternoons. (See Recreation Calendar)

Scheduled hours for the outdoor yard are during normal recreation hours permitted the yard is open.

Religious Services

Pickaway Correctional Institution will adhere to the policy of the Ohio Department of Rehabilitation and Correction to ensure that inmates, who wish to do so, may subscribe to any religious belief they choose. Inmate religious practices, as opposed to belief, may be subject to reasonable time, place and manner restrictions. Inmate participation in religious activities shall be voluntary. The opportunity for inmates to engage in particular religious practices shall be subject to the legitimate departmental or institutional interests and concerns, including security, safety, health, discipline, rehabilitation, order, and the limitations of and allocation of resources.

General

The Chaplain's offices are located in the Programs Building. If you wish to speak with the Chaplains, contact them personally (Open Door) or have your case manager or unit manager call and set up an appointment. You may also submit a kite requesting information or an interview. Inmates who are in disciplinary control, local control and security control will be provided with religious consultation upon request.

Religious and Pastoral Services Offered

Worship Services
Individual Pastoral Care upon request
Religious Education Classes
Eucharistic & Baptismal Services
Religious Book & Cassette Tape Lending Library
Religious Video Library

Services Schedule

Worship services, are open to all inmates; you do not need a pass to attend or participate unless it conflicts with your work schedule:

Non-Denominational Christian Worship Services

Protestant (Christian) - Sundays, 1:30 PM Frazier Medical Center
Protestant (Christian) - Sundays, 1:30 PM Programs Building
Protestant (Christian) - Mondays, 1:00 PM Chaplain Bible Study Programs Building
Protestant (Christian) - Tuesdays, 12:30 PM Pastor Kuhn Bible Study Frazier Medical Center
Protestant (Christian) - Wednesdays, 2:00 PM Bible Study Programs Building
Protestant (Christian) - Wednesdays, 6:30 PM Kairos Prayer & Share Programs Building
Protestant (Christian) - Wednesdays, 6:30 PM Columbus Bible Church Programs Building
Protestant (Christian) - Thursdays, 2:00 PM Chaplain Bible Study Programs Building
Protestant (Christian) - Thursday s, 5:30 PM Chaplain Bible Study Programs Building

Catholic Services

Mondays

Catholic Religion Classes 9:00 AM
Movie 1:30 PM
Worship 6:30 PM
Mass Every 4th Monday at 6:30 PM

Sundays

Rosary Group 2:30 pm
Every 4th Sunday 1:30 PM Service

Muslim Services

Sundays - 1:30 PM Taleem Programs Building
Tuesdays - 12:00 PM Pastoral Care Frazier Medical Center
Tuesdays - 1:30 PM Taleem Programs Building
Fridays - 2:00 PM Jumua'h's Prayer

Jehovah Witness

Meeting - Monday evenings 6:30 PM

Native American - Fridays 2:00 PM
Spirituality/Smudging, Wednesdays at 2:30 pm

Many special services and events are offered each month

Please check the Religious Services Monthly Calendar for the current schedule

For information on or to sign-up for specific classes please come to the Religious Services Department in the Programs Building.

Special programming includes Kairos Prison ministry, Kairos Prayer & Share, Kairos Monthly Reunions, Hispanic Bible Studies, Bill Glass Ministries, Angel Tree, Chaplain lead bible studies, along with various programs facilitated by volunteers.

Inmate Conduct and Disciplinary Process

The following Administrative Rules (AR's) may be consulted regarding inmate conduct and disciplinary procedures:

- A) AR 5120-9-06 Inmate Rules of Conduct
- B) AR 5129-9-07 Conduct Report and Hearing Officer Procedures
- C) AR 5120-9-08 Disciplinary Procedures for Violations of Inmate Rules of Conduct before the Rules Infractions Board.
- D) AR 5120-9-56 Denial of Sentence Reduction
- E) AR 5120-9-13 Administrative Control
- F) AR 5120-9-131 Local Control
- G) AR 5120-9-11 Security Control

The Administrative Regulations (AR's) are available in the institutional library for your review. If you have any questions concerning these AR's consult with the librarian who will direct you to the applicable AR specifically.

Disciplinary Control

Inmates confined in Disciplinary Control are those inmates who have violated a rule of conduct and have been assessed a penalty by the Rules Infractions Board. Inmates confined in disciplinary control shall be granted those provisions as outlined in Administrative Rule 5120-9-08 of the Administrative Code.

Local Control

Inmates confined to Local Control are those inmates who have demonstrated an inability to adjust to the general prison population or your presence in the general population is likely to seriously disrupt the orderly operation of the institution. Inmates confined in Local Control shall be granted those provisions as outlined in Administrative Rule 5120-9-13 as well as additional rules, regulations and/or procedures of the Local Control housing areas.

Security Control

Inmates confined in Security Control are those inmates who are placed in isolation prior to a hearing for investigation because of an alleged rule infraction, because there is a threat or danger to the security of the institution, inmates, staff, institutional property, or the inmate himself, or a threat of disruption of the orderly operation of the institution. Inmates confined in Security Control may be denied cell privileges. The privileges afforded inmates in security control shall be the same as those afforded inmates in Administrative Control under Paragraph (I) of Rule 5120-9-13.

Commissary Restriction

Effective immediately whenever an offender receives a disposition of Commissary Restriction for a rule violation he must be charged as follows:

- Commissary Restriction is not to exceed \$12.00 during the duration of the sanction imposed (i.e. if you charge an offender with 10

days commissary restriction - offender can only spend \$12.00 during that period)

When an offender receives a commissary restriction he will only be permitted to purchase Hygiene Items such as soap, shampoo, oral hygiene products, deodorant, shaving products, skin care products, hairdressing, vitamins, lotions, and over the counter medications

Inmate Rules of Conduct: Administrative Rule 5120-9-06

(A) The disciplinary violations defined by this rule shall address acts that constitute an immediate and direct threat to the security or orderly operation of the institution, or to the safety of its staff, visitors and inmates, (including the inmate who has violated the rule,) as well as other violations of institutional or departmental rules and regulations.

(B) Dispositions for rule violations are defined in rules 5120-9-07 and 5120-9-08 of the Administrative Code.

(C) Rule violations: Assault and related acts, rules 1 through 7; threats, rules 8 through 10; sexual misconduct, rules 11 through 14; riot, disturbances and unauthorized group activity, rules 15 through 19; resistance to authority, rules 20 through 23; unauthorized relationships and disrespect, rules 24 through 26; lying and falsification, 27, and 28; escape and related conduct, rules 29 through 35; weapons, rules 36 through 38; drugs and other related matters, rules 39 through 43; gambling, dealing and other related offenses, rules 44 through 47; property and contraband, rules 48 through 51; fire violations, rules 52 through 53; telephone, mail and visiting, rules 54 through 56; tattooing and self-mutilation, rules 57 through 58; general provisions, rules 59 through 61 as follows:

- (1) Causing, or attempting to cause, the death of another.
- (2) Hostage taking, including any physical restraint of another.
- (3) Causing, or attempting to cause, serious physical harm to another.
- (4) Causing, or attempting to cause, physical harm to another.
- (5) Causing, or attempting to cause, physical harm to another with a weapon.
- (6) Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
- (7) Throwing any other liquid or material on or at another.
- (8) Threatening bodily harm to another (with or without a weapon.)
- (9) Threatening harm to the property of another, including state property.
- (10) Extortion by threat of violence or other means
- (11) Non-consensual sexual conduct with another, whether compelled:
 - (a) By force,
 - (b) By threat of force,
 - (c) By intimidation other than threat of force, or,

- (d) By any other circumstances evidencing a lack of consent by the victim.
- (12) Non-consensual sexual contact with another, whether compelled:
- (a) By force.
 - (b) By threat of force,
 - (c) By intimidation other than threat of force, or,
 - (d) By any other circumstances evidencing a lack of consent by the victim.
- (13) Consensual physical contact for the purpose of sexually arousing or gratifying either person.
- (14) Seductive or obscene acts, including indecent exposure or masturbation; including, but not limited, to any word, action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person.
- (15) Rioting or encouraging others to riot.
- (16) Engaging in or encouraging a group demonstration or work stoppage.
- (17) Engaging in unauthorized group activities as set forth in paragraph (B) of 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.
- (20) Physical resistance to a direct order.
- (21) Disobedience of a direct order.
- (22) Refusal to carry out work or other institutional assignments.
- (23) Refusal to accept an assignment or classification action.
- (24) Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
- (a) Sending personal mail to an employee at his or her residence or another address not associated with the department of rehabilitation and correction,
 - (b) Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the department of rehabilitation and correction,
 - (c) Giving to, or receiving from an employee, any item, favor, or service,
 - (d) Engaging in any form of business with an employee; including buying, selling, or trading any item or service
 - (e) Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee.
 - (f) For 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.
- (27) Giving false information or lying to departmental employees.
- (28) Forging, possessing, or presenting forged or counterfeit documents.
- (29) Escape from institution or outside custody (e.g. transport vehicle, department transport officer, other court officer or law enforcement officer, outside work crew, etc.) As used in this rule, escape means that the 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.
- (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.
- (39) Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
- (40) Procuring or attempting to procure, unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into a correctional facility.
- (41) Unauthorized possession of drug paraphernalia.
- (42) Misuse of authorized medication.
- (43) Refusal to submit urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions.
- (44) Gambling or possession of gambling paraphernalia.
- (45) Dealing, conducting, facilitating, or participating in any transaction, occurring in whole or in part, within an institution, or involving an 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.
 - (48) Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.
 - (49) Destruction, alteration, or misuse of property.
 - (50) Possession of property of another.
 - (51) Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given.
 - (52) Setting a fire; any unauthorized burning.
 - (53) Tampering with fire alarms, sprinklers, or other fire suppression equipment.
 - (54) Unauthorized use of telephone or violation of mail and visiting rules.
 - (55) Use of telephone or mail to threaten, harass, intimidate, or annoy another.
 - (56) Use of telephone or mail in furtherance of any criminal activity.
 - (57) Self-mutilation, including tattooing.
 - (58) Possession of devices or material used for tattooing.
 - (59) Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other 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.
- (D) No inmate shall be found guilty of a violation of a rule of conduct without some evidence of the commission of an act and the intent to commit the act.
- (1) The act must be beyond mere preparation and be sufficiently performed to constitute a substantial risk of its being performed.
 - (2) "Intent" may be express, or inferred from the facts and circumstances of the case.
- (E) Definitions: The following definitions shall be used in the application of these rules.
- (1) "Physical harm to persons" means any injury, illness or other physiological impairment, regardless of its gravity or duration.
 - (2) "Serious physical harm to persons" means 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.

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

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

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

(6) "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.

(7) "Extortion," as used in these rules, means acting with purpose to obtain anything of benefit or value, or to compel, coerces, or induces another to violate a rule or commit any unlawful act.

PENALTIES FOR RULE VIOLATIONS

The Rules Infraction Board shall have the authority to impose or suspend the following actions in disposing of rules infractions. The following are authorized dispositions:

- (1) Placing the inmate in disciplinary control for a period from one to fifteen days.
- (2) Referring the inmate to the Reclassification Committee, the Managing Officer, or other placement committee, with appropriate recommendations.
- (3) Recommending to the Managing Officer the transfer of the inmate to a different institution.
- (4) Recommending suspensions of visitors, and temporary loss of package and money order privileges.
- (5) Confiscation of contraband items.
- (6) Recommending to the Managing Officer that the inmate is required to make reasonable restitution, or that his earnings are reduced by reduction of earnings pursuant to Rule 5120-3-08 (C) of the Administrative Code.
- (7) Recommending to the Managing Officer that the sentence deduction of an inmate sentenced pursuant to the law in effect on or after July 1, 1983 be denied for a specified number of months after the violation occurs, in accordance with rule 5120-9-56 of the Administrative Code.
- (8) Such other actions which may be appropriate.

Dangers of Tattooing

Blood Infections skin abrasions/irritations, transfer communicable diseases.

RIB Case Charges

The \$15.00 exemption does NOT apply to RIB debts. The \$15.00 exemption only applies to inmates with AR5120 debts (Court Cases, Crime Victims Fund Payments, and Victim Restitution).

For **RIB-No** debts, 50% of the State Pay is collected unless the inmate earns less than \$6.00. (If less than \$6.00 is earned, the inmate will be left with \$3.00 to spend, and the remainder of the pay will be collected toward the **RIB-No** debt).

For **RIB-Yes** debts, All State Pay and other incoming funds are collected. By signing the Cash Slip, the inmate agrees that DRC will take money until the RIB-Yes debt is paid in full.

Visiting

In compliance to Administrative Rule 5120-9-15, General Visiting, Pickaway Correctional Institution shall compile and maintain an approved visitors list for each inmate. In general, visits by the inmate's immediate family: spouse, children, step-children, parents, step-parents, siblings, step- or half-siblings, grandparents, great-grandparents, Grand-children, current son-, daughter-, sister-, brother-, mother- and father-in law, aunts and uncles of the inmate shall be permitted. Adoptive 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 absence of a parent. Such family members may be denied visiting privileges pursuant to the reasons listed in paragraph (C) of this rule. Friends may be placed on the approved visitor list. All visitors must complete application procedures as required by the department. Pickaway Correctional Institution shall not deviate from this paragraph without written authorization from the director.

Inmates are only permitted to have visits by individuals on their approved visiting list. Case Managers conduct initial interviews on inmates shortly after their arrival. The case managers will send a visiting application to all prospective visitors at the inmates' expense, if requested by offender or potential visitor. The potential visitor can also obtain an application via DRC Website.

All visitors under 18 years of age must be accompanied by parent/guardian or have written notarized document providing consent.

Inmates should refer to the Administrative Regulations:

5120.9.15 – Visiting

5120-9-55 – Contraband

January 2013 the Ohio Department of Rehabilitation and Corrections officially began the OR3 project. The intent of the project is to reduce recidivism in 10 targeted counties in Southern Ohio. In order to maximize our participant pool we have decided to include enhanced visiting opportunities as a pre-release incentive. Any offender who has completed the project consent form and is entered in the database is eligible to receive (1) one additional visit per month from any approved visitor until their release from the facility. See your unit staff for eligibility guidelines.

Visitor Application Process

1. Inmate submits a request to the unit case manager for a person to be added to his visiting list. (Complete modification form/stamped envelope)
2. Case Manager mails it out at the inmates' expense.
3. Prospective visitor completes application and submits it with proper documentation back to Case Manager
4. If approved the case manager places visitor on the inmates visitors' lists and notifies inmate. If denied or incomplete, the case manager forwards documentation it back to the perspective visitor or notifies the inmate of the denial at the inmates' expense.
5. Inmate then notifies visitor of approval or denial.

Visiting is closed for all inmates on Tuesdays and Wednesdays, Thanksgiving, and Christmas

General Population: The designated weekday to visit a PCI General Population inmate, including those housed at the Frazier Health Center will be based on the last digit of the inmate's institutional number.

Visitation is available on the following dates and times:

- Monday 8:00 a.m. - 3:30 p.m.
Inmate numbers ending with even number (0,2,4,6,8)
- Thursday 8:00 a.m. - 3:30 p.m.
Open for all inmates, regardless of inmate number
- Friday 8:00 a.m. - 3:30 p.m.
Inmate numbers ending with odd number (1,3,5,7,9)
- Saturday and Sunday 8:00 a.m. - 3:30 p.m.
By reservation only

- The visiting lobby open at 7:45 a.m. and processing begins promptly at 8:00 a.m. Visitors must be processed in no later than 2:00 p.m. on any given day.
- In the event that the visiting room becomes full, visits will be terminated on a first in, first out basis.
- **Cadre Inmates Living in Unit A1:**
Monday, Thursday, Fridays 8:00 a.m. - 3:30 p.m.
All inmates are eligible on a first-come, first-serve basis
- Saturday and Sunday 8:00 a.m. - 3:30 p.m.
By reservation only
- **Visiting hours are subject to change without notice. Please call the institution to verify visiting hours before planning a visit.**

Reservations

- Visiting is permitted on a first-come, first-serve basis on Monday, Thursday, and Fridays.
- Reservations are required to visit on weekends and/or state holidays.
- Reservations are accepted 6 months in advance but the number of reservations made at one time may be limited based on space considerations.
- Approved visitors may make a reservation by emailing DRC.VisitationPCI@odrc.state.oh.us
- Approved visitors may also request a reservation via U.S. Mail but must provide a self-addressed, stamped envelope for return confirmation.

Institution-Specific Visiting Information

- Approved visitors may visit up to four times per month.
- Only five visitors are permitted to visit an inmate at one time

Visiting Rules and Regulations

Lockers are available for temporary storage of unauthorized items. Visitors can not bring any items to give to offenders such as funds, pictures, etc.

Visitors may bring the following items in the visiting room:

- A. Car Keys (no excessive items (i.e. electronic door locking devices, garage door openers, items which the officer may believe to be disruptive or a security risk to the institution).
- B. Vending debit card permitted (NO CASH)
- C. Clear bags such as small, clear zip-lock bags (see-through) are permitted but must be secured in the visiting office (only items for necessary child care is permitted.). Only one (1) toy per child is permitted
- D. Sufficient prescription medication for the length of the visit but must be secured in a locker.
- E. No tobacco products or lighters are permitted through entry
- F. Visitors may hand carry comb and necessary items for a baby
- G. Coloring book, crayons or simple toy is permitted

H. Stuffed animals are not permitted

ORDC 2921.36

Illegal conveyance of weapons, drugs or other prohibited items onto grounds of detention facility or institution.

(A.) No person shall knowingly convey, or attempt to convey, onto the grounds of a detention facility or of an institution that is under the control of the department of mental health or the department of mental retardation and developmental disabilities, any of the following items:

(1.) Any deadly weapon or dangerous ordnance, as defined in section 2923.11 of the Revised Code, or any part of or ammunition for use in such a deadly weapon or dangerous ordinance;

(2.) Any drug of abuse, as defined in section 3719.011 of the Revised Code;

(3.) Any intoxicating liquor, as defined in section 4301.01 of the Revised Code.

General Visiting Instructions

1. All attire worn upon entry into the facility must be worn throughout the duration of the visit, with the exception of appropriate outerwear such as a coat and gloves.
2. Appropriate undergarments must be worn (i.e., bra, slip, and underwear).
3. No additional clothing is permitted to be carried into the facility.
4. Inappropriate attire includes, but is not limited to:
 - a. See-through clothing of any kind.
 - b. Tops or dresses that expose the midriff or have open backs or open sides (such as any sleeveless clothing such as halter tops, tube tops, cropped tops, tank tops, and muscle shirts).
 - c. Low-cut clothing cut in a manner that exposes the chest.
 - d. Any clothing that inappropriately exposes undergarments.
 - e. Skirts, dresses, shorts, skorts, or culottes with the hem or slot above the mid-knee.
 - f. Wrap around skirts/dress or break-away type pants.
 - g. Clothing with any gang related markings.
 - h. Clothing with obscene and/or offensive pictures, slogans, language and /or gestures.
 - i. Form-fitting clothing made from Spandex or Lycra or other similar knit material such as leotards, unitards, bicycle shorts, tight jeans, or tight pants.
 - j. Clothing with inappropriate holes/rips, including shoulder cutouts.
5. No more than one wristwatch or pocket watch will be permitted.
6. Purses, handbags, backpacks, or similar items are not permitted. Diaper bags and infant carriers, are permitted, but are subject to regular search procedures. Clear plastic bags are preferred in place of diaper bags. Diaper bags may include:
 - a. A reasonable number of diapers and baby wipes
 - b. Three plastic baby bottles
 - c. Three plastic containers of baby food
 - d. One pacifier
7. All visitors are subject to clear the metal detector. The following items often prevent clearance of the metal detector:
 - a. Hairpins
 - b. Bras with metal underwire
 - c. Certain boots and shoes
 - d. Excessive Jewelry

Wearing inappropriate clothing may result in a visitor not being allowed to visit or not clearing the metal detector.

For directions and other information visit our web site -

<http://www.drc.state.oh.us/>

Children

Children under the age of eighteen (18) must have a copy of their birth certificate. Documentation naming the child's custodial parent or legal guardian must be presented in the form of a birth certificate or custodial court order at the first visit. In the event, the custodial parent or legal guardian, does not accompany the child during a visit, written notarized permission must be given to a family member or approved visitor for the child to visit along with permission for the child to be searched, if required. Children do not complete VISITOR APPLICATION forms. **(The visitor is totally responsible for maintaining the child's behavior.)**

Attorney Visits - Attorney of Record (AR 5120-9-20)

Inmates may add an attorney to their visiting list as an Attorney of Record. See your case manager to have your attorney listed at Attorney of Record.

Clergy Visits (AR 5120-9-15)

Clergy can be added to the visiting list as a separate category and are not listed in family or friend spaces on the visiting list. One clergy may be added to each inmate's visiting list. See your case manager and Chaplain to have clergy added to your visiting list.

SC / LC / DC Inmate Visits

Inmates housed in Local Control, Disciplinary Control, or Security Control MAY have NON-CONTACT visits on Monday, Thursday, or Friday. D.C. and L.C. Inmates may visit for two (2) hours ONLY. S.C. Inmates may visit for three (3) hours For S.C. Inmates, these visits are for approved adult visitors ONLY. D.C. and L.C. inmates are permitted visits from adult, immediate family members ONLY (1 visit per month, per visitor).

The shift commander reserves the right to disallow any visit for inmates in the Special Management Housing Unit. Due to visiting accommodations , no visitors under 18 years of age will be permitted.

Special Visits

See your unit staff for details and/or requirements for special visits

Video Visitation

Video visitation using the JPay kiosks installed in housing units throughout the DRC is designed to increase visiting opportunities and reduce burdens on family and friends. Therefore, assisting in facilitating these visits is an important role at all facilities. . Video visits shall be available in general population housing units at all Level 1, 2 and 3 prisons seven days a week.

Video visits shall be available in the morning, afternoon and evening at all Level 1, 2 and 3 prisons. Each facility shall set a minimum of 3 hours in the morning, 3 hours in the afternoon and 3 hours in the evening where video visits will be available, for a total of 9 hours each day. Staff shall be required to have the video visits monitored in a control center (or other area of their choice which is staffed during video visiting hours.)

All kiosk locations shall have a sign containing the following information posted next to the kiosk: "All electronic communications are subject to monitoring and recording". If a housing area has more than one kiosk, only one shall be designated for video visitation. Any kiosk designated for video visitation shall have the hours when video visiting is available posted beside the kiosk. Inmate visitors shall be required to make video visit reservations 24 hours in advance. The maximum number of video visits per site at a single time shall be four.

Video Visitation Rules

All individuals requesting a video visit shall be approved or tentatively approved visitors. All visitors must adhere to all applicable visiting rules as if they were visiting in person.

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

There shall be no displays of nudity, pornography, sexual acts, sexual poses, violence, drug use, gang signs, weapons, general gang activity (including clothing) or any other illegal activity during a video visit.

All visits are monitored and recorded. Visits may be terminated for any violation of the rules listed herein. In addition, restrictions/suspensions may be issued which affect not only video visits but visiting in person (including the ability to send money.) Even if a visit is not terminated during the actual visit, a review of a recorded visit which reveals violations of prison rules may result in suspension or termination of visiting privileges after the fact. There is no statute of limitations as to how far back a review of a previous visit can be used to suspend/terminate current visiting privileges.

Video visits do not count against the number of regularly allowed in-person visits.

Attorneys and clergy may video visit if they are on the approved visiting list. Audio recording cannot be disabled. Therefore, when private communication is required in-person visiting is recommended because all video visits are subject to being monitored and privacy rules do not apply.

Video visits do not count against the number of kiosk sessions allowed per day.

Mail

Pickaway Correctional Institution will comply with the set policy of the Ohio Department of Rehabilitation and Correction to process inmate mail in an efficient, timely manner and to regulate inmate property in accordance with Administrative Regulations 5120-9-17, Incoming Mail, and 5120-9-18, Outgoing Mail.

Incoming Mail

Incoming mail must have the inmates' full name and number to ensure proper delivery. Incoming mail should be addressed as follows:

Inmate John Doe
#000-000
Lock (i.e.: 2-C-1)
Pickaway Correctional Institution
P.O. Box 209
Orient, OH 43146

Incoming mail (except legal mail) will be opened in the mail office to check for contraband.

The PCI mail office is open five (5) days a week. Mail is delivered directly to inmates Monday through Friday at the 4:00 p.m. count. Mail that cannot be delivered to the addressee during this time will be secured at the security officers' desk until the following count. If after several attempts the item still cannot be delivered, it will be returned to the mail office for further processing.

All mail for inmates who have transferred to other DRC institutions will be forwarded to them. All mail for released inmates will be forwarded to the address given upon release or returned to sender.

Inmates may receive up to five newspaper clippings in any one envelope. For purposes of this rule, five clippings shall be no more than five pieces of paper (each sheet no larger than 8½" x 11".)

Inmates may receive up to five simple pamphlets or brochures in a personal correspondence.

Inmates may receive up to three embossed envelopes per envelope per sender per day. Envelopes are sold in the commissary. Inmates cannot send envelopes or receive envelopes from another inmate (male or female.)

"Nude photographs" refers to snapshots, Polaroid photos, photocopied or digitally produced pictures, etc. of an adult, child, or infant who is nude or partially nude above or below the waist and is displaying breasts, buttocks, or genitals. It does not include magazines, calendars or other professionally produced materials intended for commercial distribution. Such commercial materials do remain subject to review under the procedures for withholding printed materials.

The possession of nude photographs constitutes a threat to the security, order and discipline of our institution; is disruptive to institutional operations; and is detrimental to the objectives of rehabilitation of inmates. Therefore, inmates are not permitted to receive nude photographs. Material that does not meet the definition of "nude personal photographs" is subject to review and withholding pursuant to AR 5120-9-19 (C) Printed Material

*Loose stamps and stamped envelopes not permitted. You are limited to receive 3 (three) photographs at a time. Photographs must not be altered and must not contain the following: Gang signs of any nature, money, drugs or alcohol.

Publication may be screened and withheld in accordance with Administrative Rule 5120-9-19 Printed Materials. If you have a publication withheld you may discuss your options with the mailroom supervisor regarding disposition of the withheld materials.

Outgoing Mail

Electronic mail is offered to inmates as an additional means of communication. This form of communication is not suitable for confidential legal communications or legal mail. Inmates shall be instructed not to use electronic mail for confidential legal communications. "Legal mail" shall be restricted to the traditional mail format.

Inmates are prohibited from sending any letter or electronic mail:

- (1) That is threatening
- (2) That incites, aids or abets or constitutes criminal activity or violations of departmental rules
- (3) That is, or contains evidence of criminal activity or violations of departmental rules
- (4) That is in code or cipher
- (5) That would present a threat to the safety and security of the institution, its staff or inmates
- (6) To any person who the inmate has been advised has notified the warden that he or she is being harassed by the inmate and does not want to receive correspondence from the inmate
- (7) To any person, firm, association, or other entity for the purpose of soliciting funds or property without the prior approval of the warden. This provision does not apply to lawful requests made by an inmate for funds from an individual approved to send money to the inmate
- (8) That contains funds being sent to any person not on the inmate's approved visiting list

Main Compound mail boxes are adjacent to the commissary in front of the mental health building or building B. The location of these boxes is subject to change.

All outgoing mail must have a complete return address including the sender's name, lock and institutional number. Mail without a return address is subject to destruction if the sender cannot be identified by the contents. Embossed envelopes can be purchased in the commissary or be sent in from outside the institution (subject to property limits). No stamped envelopes are permitted. A total of one (1) state paid free envelope is provided to each inmate each month. The mailroom will mail these envelopes once a month on the second Wednesday of the month. Outgoing mail with insufficient postage will be returned to the sender.

All other procedures for handling incoming and outgoing correspondence are contained in Administrative Regulations 5120-9-17, Incoming Mail, and 5120-9-18, Outgoing Mail

Legal Mail

Legal mail is defined as mail addressed to an inmate clearly bearing the return address of an attorney-at-law, a public service law office, a law school legal clinic, court of law, or the correctional institution inspection committee (CIIC). It may be opened and inspected for contraband only in the presence of the inmate-addressee. Legal Mail is passed out in the programs building to general population inmates. The original legal mail envelope will be kept by the officer and destroyed, but the inmate will receive a copy of the envelope.

Outgoing legal mail should be sent at least one (1) week before any deadline to ensure its timely arrival. Inmates will be responsible for any additional costs associated with sending legal mail (i.e. Certified, Registered, etc.). Legal mail should have "**LEGAL MAIL**" written in bold print on the outside of the envelope. Postcards from a court of law indicating fees and/or fines owed are not considered legal mail.

Legal Forms: The forms to file a motion for Jail Time Credit and Judicial Release can be obtained in the Law Library.

Magazines, Periodicals, Newspapers, etc.

Magazines, periodicals, and newspapers are permitted, subject to their content, provided they are sent directly from the publisher.

Package Regulations

Sundry Packages - Inmates may receive personal property from sources approved by the Director/designee.

Approved sources may include institutional commissaries and vendors. Inmates can receive four (4) per calendar year. No edible items are permitted and only items on the authorized Sundry Package List may be included. Inmates may order sundry items from any of the approved vendors.

Level 1 inmates may receive up to 4 packages a maximum of two (2) food only boxes

Level 2 inmates may receive up to 3 packages a maximum of two (2) food only boxes

Level 3 inmates may receive up to 3 packages a maximum of one (1) food only box.

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

Standards:

All Sundry/Food packages may only be received from approved vendors only.

Approved vendor listing will be posted in all living areas.

To obtain approved list of the sundry and food box see your unit staff.

Each box should have a list inside and outside of the box.

Should an inmate refuse a package, he must decide whether to return it at his expense or destroyed. This decision will be recorded on the itemized list and a copy placed in the inmate's file.

Items in a package exceeding allowable limits in value, quantity, or weight will be returned to the sender at the inmate's expense or destroyed, depending on the decision of the inmate.

Any accumulation of items in excess of allowable limits is declared contraband.

When a package contains contraband of a nature that introduces such items into the institution or the possession of such items violates state or federal law the entire package will be confiscated and given to appropriate personnel or law enforcement officials for appropriate action.

Inmates in Disciplinary Control (DC) or Local Control (LC) cannot receive packages.

Outgoing Packages

Inmates are permitted to send items home such as excess clothing, shoes, televisions, etc. Inmates must obtain a clearance slip for the item(s) they wish to send, and need to complete a cash slip for postage. In this case, unit staff will review outgoing packages prior to transport to the mailroom. Inmates are responsible for addressing and insuring the package.

*Prior to release "titled" items must be accompanied by the title.

Calculation of Sentence/Detainers/Parole Board Inquiries

Effective June 4, 2012 all record office related questions should first be directed to the inmate's case manager for assistance. If the case manager is unable to provide an answer, the inmate is directed to write to **Central Records** at the address below.

Effective February 24, 2003, all calculations, of sentences, detainer information and parole board inquiries will be conducted by the Bureau of Sentence Computation. All inquiries regarding discrepancies in your calculations, detainers (outstanding criminal charges, parole/probation violations charges or additional sentences already imposed against you that have not been served) need to be sent to the following address:

**Bureau of Sentence Computation (B.O.S.C.)
770 W. Broad
Columbus, Ohio 43222**

When writing the Bureau of Sentence Computation make sure that your question(s) is clear and concise, to ensure any discrepancies you have with your calculation(s) is addressed. Please be aware the Bureau of Sentence Computation will not respond to kites. Your correspondence with the Bureau of Sentence Computation must be sent utilizing U.S. Postage. Please include county or city of pending charge(s), offense, case number and date warrant issued or date offense took place when making inquiries pertaining to a detainer.

Earned Credit: The Bureau of Sentence Computation will determine your eligibility for earned credit. If you have a problem or concern regarding your earned credit calculations, you will need to direct your questions to your unit team or the staff member who oversees the program you attend.

Planning for and Communicating Inmate Release

Offenders that are subject to a detainer will be released to the custody of the requesting jurisdiction. In some cases, the detaining agency will pick-up an offender prior to his release but that offender will remain in the detaining authorities' custody until his outdate expires.

Unit Management staff shall identify inmates during initial unit orientation to determine elements of "Release Planning"

- Unit staff shall assist inmate with anticipated means of transportation.
- If inmate is housed in Frazier Health Center (FHC) and/or B1; D2 (medical overflow units) special attention shall immediately be given to special accommodations to ensure inmate has a method of transportation from the institution to designated location
- All inmates shall be reviewed to include, POA; TC; EDS; IPP;

Case Manager (Unit Manager)

- 180 days prior to release, except in the case of Interstate Compact (120 days; per policy) Unit Management staff shall run a release notice list weekly to include all releases and Parole Hearings
- Case Manager shall immediately begin communication with inmate and provide necessary assistance and obtain documents pertinent to release to include birth certificate, driver's license, social security card, etc.
- Special needs inmates will be processed by determining if a potential Nursing Home placement is the likely option. Contact shall be made through appropriate Health Systems/Agency on Aging to follow procedure for Nursing Home placement in the event an inmate is medically unable to be released and placed with family. To determine Level of Care (LOC); a Preadmission Screening/Resident Review (PASRR) shall be requested; medical release signed by inmate and mental health intervention (if needed).
- All efforts shall be communicated with the Adult Parole Authority if the inmate is being released under supervision. If EST without supervision, Permanent Supportive Housing shall be considered if inmate meets criteria.
- In the event an inmate is EST without supervision, case manager shall communicate with inmate to determine means of transportation from the institution to place of residency (especially in the cases of special needs inmates).

All efforts will be electronically documented. If release under supervision, APA shall be on the distribution list of communicating all efforts taken to assist with placement and transportation of inmates.

Unit Management Staff shall document each inmate's method of transportation in the Release folder.

- Special attention shall be made to inmates with special needs to include wheelchair accessibility and those housed in FHC and medical overflow units.

Transitional Control: An inmate may be released under the supervision of the Adult Parole Authority to transitional control status for the purpose of closely monitoring a prisoner's adjustment to community supervision during the final one hundred eighty days of the prisoner's confinement. Please contact your unit team for Transitional Control criteria to see if you meet the guidelines for screening.

Inmates Requesting Fast and Speedy Trial

A Fast and Speedy request may be initiated by the inmate when they send a letter to Central Records through the U.S. Mail.

Fast and Speedy requests are for misdemeanor and felony cases. Once the request is received from the inmate and Central Records has determined they qualify for Fast and Speedy, Central Records will create a letterhead and send a letter to the county/agency. Central Records Detainer Section will send a copy of this letter to the inmate for his/her records.

Hearings

Central Records-Parole Board/Earned Credit (PECA) section will forward a copy of the institution **Parole Board Hearing Call Sheet** to the Chief of Unit Management prior to the scheduled monthly hearings. Minutes (hearing results) will be also forwarded to the Chief of Unit Management from PECA to be distributed to unit staff. You will need to contact your unit staff.

General Information for Release Preparation

How does an inmate obtain a social security card?

For an application for a social security card (Form SS-5) contact your case manager just prior to release to assist you. A completed SS-5 and proper identification must be presented to the Social Security Administration office (or mailed in) **after** release from the institution. The application contains instructions for required documentation and processing the

Ohio Identification Cards

Inmates will be instructed during release preparation on how to get Social Security Card, Ohio I.D. Card. For questions contact I.D. officer regarding release ID's application.

Transport upon Release

Transitional Control releases will be transported to their destination by a halfway house representative.

Inmates can make arrangements to be picked up on the institution grounds upon release. All persons providing transportation will abide by PCI rules and regulations.

To prepare for release inmates are required to complete a questionnaire. This will to allow staff to confirm transportation arrangements upon release. The questionnaire will include the following:

Inmate name and number

Is someone picking you up upon release (Family, friend, other arrange transportation)

No one is picking you up, requests to be taken to the Greyhound Bus Station

Has special needs and will require transportation (Special instructions indicated on form)

Cashiers

The cashier's office cannot release your account information to your family members. **Please do not have them call.** Personal Checks, cash money, money orders and two-party checks are not accepted.

Personal Account Receipts: (AR5120-5-02, AR5120-5-08, AR5120-9-17; DRC Policies 24-CAS-07, 24-CAS-08, 61-PRP-01)

Family and friends who are approved on your visiting list can use one of the four different methods to place funds on your account. The Offender Connect Payment Systems; Online at www.OffenderConnect.com, the Kiosk machines located in the lobby of all state prisons accept cash, credit or debit cards, by telephone 1-888-988-4768, or JPay by mailing a Money Order with appropriate forms(located at www.drc.ohio.gov) To add funds by these methods families need your inmate number and the ODRC Facility Site#86 (this number is the same for all institutions. The Cashiers Office **will not** provide a receipt for any deposits.

- court-order payment:
 - Any funds you receive will be withheld for payment of this order. This includes but is not limited to criminal courts costs, fines, reparations, victim restitution, and reimbursement of the crime victim's fund, when so ordered by the courts.
 - You will be allowed the first \$25.00 on your account per month. All remaining money will be held and processed for payment of this order
 - **EXCEPTION:** Any estate money received as a result of life insurance, endowments, annuities, or death benefits, is exempt from being withdrawn to pay court-ordered obligations or other debts, including child support, filing fees, etc.

Cash Slips (Personal Account Expenditures): (AR5120-5-13, AR5120-9-06, AR5120-9-07, AR5120-9-18, AR5120-9-19, AR5120-9-33, DRC Policies 59-LEG-01, 68-MED-15)

- Unless you have appropriate funds in your account, you may **NOT** sign a cash slip. A member of your Unit Staff must witness/approve any signed cash slips.
- Funds cannot be sent to any persons not approved on your visiting list.
- Cash slips will be processed within (10) working days from the date they are received in the Cashier's Office.
- If you have less than **\$12.00** per month on your account or during the previous 30-day period, you qualify for indigent status and shall be allowed free legal mail to a Court of Law only. The mail and cash slip **MUST** be clearly marked "Legal Mail". Legal copies are NOT free. You may write or type the information.

Releases: (AR5120-3-08, AR5120-5-01, AR5120-5-03, DRC Policy 78-REL-03)

There are a number of ways you can be granted a release that affects your release pay. Your account will be "frozen" **14** days prior to your release date to allow for processing time.

At the time of release if there is a negative balance on your account, you are expected to make arrangements to pay it. If you are returned to the institution, the unpaid balance will be transferred to your new account.

1. If you are released on **Parole, Expiration of Definite Sentence (EDS) or End of Stated Term (EST)** you will be paid your personal account balance plus release pay based on the total number of days you have been incarcerated in a state correctional institution (Jail time does not count toward this).

1 – 90 days	\$25.00
91 – 180 days	\$40.00
181 – 365 days	\$65.00
Over 365 days	\$75.00

2. If you are released on **Transitional Control (includes "furloughs," conditional release, and electronic monitoring)** you will be paid the balance of your personal account plus seventy-five dollars (\$75.00) regardless of the total number of days you have been incarcerated in a state correctional institution. This is a **one-time payment** and will not be received again if you are returned to an institution.
3. If you are **Out to Court or Released to Detainer or released on Shock Probation, Suspended or Vacated Sentence, Judicial Release (or appeal bond)**, the Record Office verifies your release and notifies the Cashier's Office. You will need to call to make arrangements for your property to be sent to you at your cost and any remaining fund in your personal account will be mailed to you.
4. If you return to PCI on a **Parole Violation or Post-Release Control Violation**, you will be paid only the amount in your personal account upon re-release.
5. If you are returned to an institution **after being released on Shock Probation, Suspended Sentence, or Judicial Release**, when you are released again, your release money will be based on the total time you were actually incarcerated in a state correctional institution under that number plus your personal account balance.

Estate Checks:

- If you are expecting an estate check, documentation verifying that you are eligible to receive money from the estate must be provided to the Cashier's Office.
- The Warden's (designee) approval of the source and form (e.g., estate check, certified check, etc.) may be required to deposit the money into your account.

Government Checks:

- You are not eligible to receive Social Security benefits while you are incarcerated. The checks will be returned to Social Security Administration.
- Veteran's benefits are reduced to 10% of the amount you received prior to incarceration.
- Federal and State income tax refunds must be verified for eligibility before they can be posted to your account. If you are ineligible to receive them, they will be returned to the appropriate Federal or State agency.
- Normally you are not eligible to receive BWC checks while incarcerated. A determination will be made for eligibility.
- Black lung benefits are approved.
- Other types of government checks must be verified to determine if you are eligible to receive them while you are incarcerated.

Kites and Demand Statements

- You can receive your account balance any time by sending a kite to the Cashiers Office which will be answered within 7 business days.
- You can request a printed demand statement every six months; we will print the last three month of activity.
- If you request a demand statement in excess of three months or within the six months of a previous request you will be charged \$.05 per page payable by cash slip.
- The Cashiers Office does not calculate state pay; if you believe your pay is not correct please see your unit staff.

Inmate Grievance Procedure

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 remedies, restoration or restitution for loss of personal property and disciplinary action against employees and inmates who willfully violate institutional rules.

What is not “grievable”?

The grievance procedure is not designed to act as an additional or substitute appeal process in connection with Rules Infractions Board or Institutional Hearing Officer proceedings. A complaint relating to a specific disciplinary decision will not be considered in the grievance process. A complete appeal process is available in this area. In addition, complaints unrelated to institutional life such as 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.

The Inspector of Institutional Services

The Inspector of Institutional Services investigates and processes inmate grievances and takes appropriate actions within the scope of his/her authority. Only the inspector can give you a grievance form, so you must meet or see the inspector in person to obtain a grievance form. When appropriate, the Inspector makes recommendations to the institution Warden to affect a grievance resolution. Questions regarding the grievance procedure should be directed to the Inspector of Institutional Services.

It is hoped that you will be able to resolve your problem at the lowest possible step. However, if you believe you may be physically harmed or have experienced an unreported use of force, inappropriate supervision, or retaliation contact the inspector directly.

There are three (3) steps to the inmate grievance procedure. The first step is the Informal Complaint Resolution. The form needed to file an Informal Complaint Resolution can be obtained in your housing unit. You have fourteen (14) calendars from when the problem happened to file your informal complaint. When the staff member receives your complaint they will investigate and respond within seven (7) days. If you are dissatisfied with the response of the staff member you submitted your complaint to or if you did not receive a response within the allotted time frame the next step is to file a grievance.

All inmate grievances must be filed formally or informally, in writing, no later than fourteen (14) calendar days from the date the inmate grievant became aware, of the event giving rise to the grievance. Time limits associated with the respective steps in the grievance procedure will be strictly enforced consistent with Administrative Regulations 5120-9-31. However, the institution inspector can waive time limits if deemed necessary. Be brief and stick to the facts, explain who, what, where and when in your grievance. The final step is the appeal. When you submit your grievance to the inspector the inspector will investigate and render a disposition. If you are not satisfied with the finding you can make an appeal to the chief inspector. You have fourteen (14) days from the date you received the disposition to appeal. You can receive an appeal form from the inspector.

The Department of Rehabilitation and Correction is committed to maintaining a safe, secure and humane environment for inmates and staff and recognizes that an effective grievance procedures goes hand-in-hand with this commitment. If you have a complaint, try first to resolve it through your case manager, or by contacting the department or staff member responsible for the area related to your complaint. The grievance procedure is a way to voice your complaints during your time in prison. This may include complaints about how you are treated, living conditions, staff inmates, rules, policies and procedures. Using the grievance procedure can resolve many complaints and correct problems. You are protected in several ways from any form of reprisal.

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 act against you for the good

faith use of a grievance procedure.

Finally, the Inspector is the only staff member who can issue a Conduct Report to you for using the grievance procedure. 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.

Additional Information

The inmate grievance procedure is codified in Rule 5120-9-31 of the Ohio Administrative Code. Related information may also be found in Rule 5120-9-30 or DRC policies 203-01 and 203-02 which, along with other rules are available in the institutional library.

Americans with Disabilities Act (ADA)

It is the policy of Pickaway Correctional Institution to be in compliance with the Department of Rehabilitation and Correction Policy 64-DCM-01 not to discriminate against individuals on the basis of disabilities in the provision of services, program assignments and other activities, as well as in making administrative decisions, and to provide reasonable accommodations to inmates when a demonstrated need exists.

The act which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government, services, and telecommunications.

Blind - Having vision impairment not correctable to central vision acuity of 20/200 or a visual field no greater than 20 in the better eye.

Deaf - Having a profound hearing loss and relying primarily on visual communication such as sign language, lip reading, writing, and gestures

Disability - Under ADA, a person has a disability if he/she:

1. Has a physical or mental impairment that substantially limits one or more of the major life activities of the individual;
2. Has a record of such an impairment; or
3. Is regarded as having impairment.

Categories of disabilities are defined below

Hard of Hearing - Having a hearing loss of at least 40dB in the better ear unaided as measured by the Pure Tone Audiometry (PTA) or Speech Recognition Threshold (SRT).

Major Life Activity - Includes, but is not limited to, walking, speaking, and breathing, performing manual tasks, seeing, hearing, learning, caring for oneself, and working. See Appendix A.

Mobility Impairment - Being confined to a wheelchair or being able to have independent mobility over only short distances or only on a level surface.

Qualified Interpreter/Transliterater - A sign language interpreter certified by the National Registry of Interpreters for the Deaf or the National Association of the Deaf (NAD) or a sign language interpreter who is able to interpret effectively, accurately and impartially both receptively and expressively, using any necessary specialized vocabulary. The qualifications of an interpreter are determined by the actual ability of the interpreter in a particular interpreting context to facilitate effective communication. Qualified interpreters may include inmates, correctional staff including correction officers and volunteers when their skills meet the above definition and factors such as emotional or personal involvement and considerations of confidentiality will not adversely affect their ability to interpret "effectively, accurately, and impartially" or jeopardize the safety and security of the inmate.

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

Relay Service - A service used by people who are deaf, hard of hearing, or have a speech impediment when talking to people who do not have a TTY machine. A communications assistant answers and dials the number being called and facilitates communication between the TTY user and the telephone user. Voice Carry Over (VCO) and Hearing Carry Over (HCO) calls are also made through a relay service. A relay service allows communication between deaf/hard of hearing persons and hearing persons.

Special Needs Assessment Committee - A committee appointed by the Director to consider appeals from inmates who disagree with a decision of the Managing Officer on a request for accommodation, and to consider appeals from inmates who disagree with a decision of the Bureau of Classification concerning placement based on the inmate's need for accommodation. The committee members shall include the Operation Support Center ADA Coordinator, a representative from the Bureau of Medical Services, a representative from the Bureau of Mental Health Services, and a representative from Legal Services. Appeals shall be addressed to the committee in care of the Operation Support Center ADA Coordinator for inmates.

TTY/TDD - Teletypewriter/telecommunications device for the deaf; both terms refer to an acoustic coupler that sends and receives teletypewriter signals over the telephone lines and enables telephone use for people who are deaf, hard

of hearing, or who have a speech impediment by utilizing electronic transmission of text in place of audible communication.

Undue Hardship - Undue hardship means that the requested accommodation could not be provided without significant difficulty or expense or it fundamentally alters the nature or operation of the institution or program.

At reception each inmate identified as having a disability covered under ADA shall be evaluated on an individual case-by-case basis and provided accommodation if requested and determined necessary, so long as the accommodation does not adversely impact security.

Upon the determination of any impairment needing an ADA accommodation, the accommodation shall be documented by medical staff at the reception center or parent institution. This documentation shall be placed in the inmate's medical or mental health file and scanned in the electronic unit file.

Any inmate identified by the health care staff as needing special services because of a disability shall be provided reasonable accommodation as needed, as long as the accommodation does not adversely impact security. When the inmate is being considered for placement into an appropriate institution consistent with the inmate's security classification, the need for an accommodation shall be considered.

If an inmate disagrees with a placement decision of the Bureau of Classification based on the inmate's need for accommodation, the inmate may appeal the decision to the Chief of the Bureau of Classification consistent with Ohio Administrative Code 5120-9-52, Initial Classification of Inmates. The Chief of the Bureau of Classification shall then consult with the Special Needs Committee before making a final decision. The committee shall render a decision within thirty calendar days of receipt of the inmate's appeal.

The Managing Officer at each institution shall appoint an ADA Coordinator for inmates to assist the institution in assuring compliance with Title II of the ADA and to oversee training on the subject within the institution.

No inmate shall be denied access to any job based solely upon his/her disability; however, an inmate must be able to fulfill the essential job functions of any job assigned to him/her.

No inmate shall be denied access to any program assignment based solely upon his/her disability. However, any inmate having a disability must meet the same criteria for admittance to a program as any other inmate. An inmate needing a reasonable accommodation to attend a program shall be provided that accommodation based upon his/her individual needs, so long as the accommodation does not adversely impact security.

Services shall be available to each inmate regardless of the existence of any disability. Reasonable accommodations shall be made as needed to ensure access to services.

Accommodations

Accommodations must be reasonable and not impose undue hardship on the institution. Possible accommodations may include, but not be limited to:

1. Providing programs in accessible areas.
2. Providing readers, large print materials, magnifiers, books on tape or Braille materials.
3. Providing ramps or elevators.
4. Providing handrails in showers and along stairways.
5. Providing seating in long hallways and in locations of long lines.
6. Providing accessible vehicles.
7. Providing amplifiers, visual repetition of audio announcements, and closed caption televisions.
8. Providing TTY's and relay services. Inmates using TTY's and relay services shall be allotted the normal number of telephone calls and three times the usual amount of time allowed for conversations. TTY's shall be provided not only to deaf inmates, but also to inmates with speech impediments and to inmates with a spouse, family member, or friend who is deaf and needs this accommodation to communicate. Medical verification from the spouse, family member, or friend must be provided before the inmate is provided the use of a TTY.
9. Providing visual and audible fire alarm systems.
10. Providing qualified interpreters/transliterators for programs including, but not limited to:
 - a. Regularly Scheduled Health Care Appointments and Programs*
 - i. Medical

- ii. Dental
- iii. Visual
- iv. Mental Health
- v. Recovery Services
- b. Parole Board Hearings*
- c. Educational Classes and Activities
- d. Treatment and other Formal Programming
- e. Rules Infraction Board Hearings*
- f. Criminal Investigations*
- g. Classification Review Interviews
- h. Grievance Interviews
- i. Adoption Interviews*
- j. Religious Services
- k. Formal Investigations Conducted by Institution Staff*

* Interpreting services for these programs may be provided only by qualified staff members or contract interpreters. If the deaf or hard of hearing inmate approves, a qualified inmate may otherwise assist if confidentiality is not violated or in case of emergency when another interpreter is unavailable. If the deaf or hard of hearing inmate approves the use of another inmate to interpret, the deaf or hard of hearing inmate must sign a statement waiving the right to an interpreter who is not an inmate.

11. Providing opportunities to purchase items such as closed caption televisions and shake-awake alarm clocks through the commissary. Any such accommodations shall be provided in a manner consistent with institutional and departmental policies and security concerns. For example, closed caption televisions shall be provided in day rooms consistent with the duration and frequency of the other inmates in the same status within the institution. No inmate shall be provided access to a closed caption television if his/her status would not otherwise permit him/her access to a television.

12. When any person provides a service to an inmate, such as interpreting for the deaf or hard of hearing or reading for the blind or visually impaired, the person providing the service shall make a notation in the inmate's file stating the date, time, location and nature of the service provided. Such notation shall include the printed name of the person providing the service and that person's signature. If a contract interpreter from outside the Department is used, the staff member who is present when the interpreting service is provided shall be responsible for notifying the interpreter of the duty to make a notation in the inmate's file.

E. Request for Accommodations

1. Inmates who need an accommodation shall complete the Inmate Reasonable Accommodation Request form (DRC4267) and submit it to the institutional ADA Coordinator for inmates. The inmate's request shall be evaluated and considered based upon security concerns and the individual inmate's actual needs as verified by medical staff. Requests may be granted, denied or partially granted by providing an alternative accommodation. The ADA Coordinator's recommendation must be approved by the Managing Officer/designee. The decision shall be reported on the ADA Coordinator's Action section of the Inmate Reasonable Accommodation Request form (DRC4267), which will be returned to the inmate within ten working days unless further investigation is warranted. A copy of the decision shall be forwarded to the Operation Support Center ADA Coordinator for inmates.

2. If the inmate disagrees with the decision, he or she may appeal to the Special Needs Assessment Committee in care of the Operation Support Center ADA Coordinator for inmates.

ADA Coordinator: Carole Crockett-Harris, Unit Management Chief, Oscar Young, Unit Manager

Prison Rape Elimination Act

It is the policy of the Ohio Department of Rehabilitation and Correction to provide a safe, humane, and appropriately secure environment, free from the threat of sexual misconduct for all inmates by maintaining a program of prevention, detection, response, investigation, and tracking. The Department shall maintain a zero tolerance for sexual misconduct in its institutions and in any facilities with which it contracts for the confinement of inmates. Sexual misconduct among inmates and by staff towards inmates is strictly prohibited. All allegations of sexual misconduct and/or sexual harassment shall be administratively and/or criminally investigated.

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

Incidents or Suspicions of Sexual Abuse, Sexual Harassment and Retaliation
Can be reported to ANY STAFF Member:

- Verbally to ANY STAFF MEMBER
- In Writing to ANY STAFF MEMBER
- Operations Support Center (614) 995-3584
- Outside Agency Hot Line (614) 728-3155
(No cost to call from inmate Phone)

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

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

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

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

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

PREVENTION/DETECTION

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

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

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

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

SELF-PROTECTION

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

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

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

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

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

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

RESPONSE

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

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

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

TREATMENT

Medical Services Responsibilities

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

Mental Health Responsibilities

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

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

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

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

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

INVESTIGATIONS

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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

PRISON RAPE ELIMINATION ACT

MEDICAL AND MENTAL HEALTH FOLLOW-UP

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

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

PAROLE BOARD

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

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

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

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

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

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

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

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

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

Full Board Hearing: A parole board hearing conducted by the parole board as described in section 5149.101 of the revised code. These hearings are generally conducted when petitioned by the Office of Victim Services to oppose a proposed parole release.

POST RELEASE CONTROL SCREENINGS: If the crime for which you are incarcerated occurred after July 1, 1996 you may be subject to a period of supervision upon your release from your definite sentence called post release

control (PRC). PRC is mandatory for inmates convicted of sex offenses, felonies of the 1st and 2nd degree, and some felonies of the 3rd degree. PRC is discretionary for some felonies of the 3rd degree and felonies of the 4th and 5th degree.

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

SPECIAL CONDITIONS: Special conditions of release (either parole or PRC) are imposed by the Parole Board and must be adhered to while under supervision. These special conditions include, but are not limited to: mental health screening and programming if indicated, sex offender screening and programming if indicated, and substance abuse screening and programming if indicated. Please note that if you participate in and successfully complete programming while incarcerated, you will receive credit for this participation and it can effect whether or not a special condition will be mandated while under supervision.

TRANSITIONAL CONTROL PROGRAM: Transitional Control is completing the end of your sentence at a halfway house while participating in a full-time employment or education program. Your Case Manager will advise you if you meet the minimum eligibility criteria for consideration of transfer into this program. At that point, you have the option to either waive or request participation. If you request consideration to be transferred to this program, Parole Board staff will review your case to determine whether or not participation in the program will be recommended. A file review will be completed on all inmates serving an eligible SB2 sentence. This is done no sooner than 10 months prior to your scheduled release date and the maximum amount of time you can participate in the program is 180 days. You can still be considered for transfer into this program up to 120 days prior to your scheduled release date.

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

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

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

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

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

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

Earned Credit for Productive Program Participation

With exceptions, any person confined in a state correctional institution may earn credit as a deduction from his sentence for each full month he productively participates in any academic or vocational program, prison industry, or alcohol and drug treatment, sex offender program, or mental health program specifically approved by the director. A person earning credit towards a sentence pursuant to section [2967.193](#) of House Bill 261 of the 117th General Assembly, for a crime committed prior to July 1, 1996 may earn two days of credit for such participation (consult with your unit team.)

A person earning credit towards a sentence for a crime committed on or after July 1, 1996 or otherwise sentenced pursuant to section [2967.193](#) of Senate Bill 2 of the 121st General Assembly, may earn one day of credit from his stated prison term. A person earning credit towards a sentence for an offense committed on or after September 30, 2011 may earn one day of credit or five days of credit as provided in paragraph (I) of this rule.

The director or designee shall issue and maintain a list containing the specific name of each approved program at each institution. Programs may be added or deleted according to a procedure approved by the director. No inmate shall be awarded earned credit for participating in any program not specifically named on the director's list. The director's approved list shall be verified annually for each institution through the department's audit process.

The following types of programs may be approved for earned credit by the director as academic or vocational educational programs:

- (1) Adult basic literacy education (A.B.L.E.);
- (2) Pre-GED;
- (3) GED and high school;
- (4) College programs;
- (5) Vocational and apprenticeship programs;
- (6) Work extension program job assignments, where after successful completion, during the current incarceration, of an approved related institutional training program, the inmate applies the learned skills in the performance of his duties in his current institutional job assignment.

(D) Prison industries that may be approved for earned credit by the director are those operated through Ohio penal industries.

(E) The following types of programs may be approved for earned credit by the director as alcohol and drug treatment programs:

- (1) Therapeutic communities;
- (2) Residential alcohol and drug treatment programs;
- (3) Alcohol and drug day treatment programs;
- (4) Alcohol and drug treatment outpatient group counseling.

(5) Continuing care programs.

(F) The following types of programs may be approved for earned credit by the director as sex offender or mental health programs:

(1) Residential sex offender programs;

(2) Residential mental health programs;

(3) Sex offender day treatment programs;

Regardless of the reason for absence, an inmate must attend seventy-five per cent of the scheduled program/job sessions for any month in order to receive earned credit for that month.

No inmate will receive earned credit for program participation during any month in which he has had an unexcused absence from the program. Unexcused absence includes but is not limited to an absence caused by confinement in security control or disciplinary control as a result of a violation of institution rules.

No inmate shall earn credit during any month in which he exhibits behavior considered to be a hindrance to the productive participation of himself or others, such as excessive noise, disruption, sleeping on assignment or tardiness. Such behavior shall be documented by a conduct report and substantiated through a guilty finding of the hearing officer or rules infraction board.

Community Justice

Community Justice views crime as harm done to a person(s) and the aim of justice is to identify obligations, to meet needs, and to promote healing. Some key components of Community Justice include:

Holds the offender directly accountable to the individual victim and the specific community affected by the criminal act;

Requires the offender to take direct responsibility to “make things whole again,” to the degree that it is possible;

Provides victims with purposeful access to the court and corrections processes;

Encourages the community to become directly involved in supporting victims, holding offenders accountable and providing opportunities for offenders to reintegrate into the community;

Impresses upon offenders the real human impact of their behavior.

Unauthorized Group Attachment

2923.42 Participating in criminal gang.

(A) No person who actively participates in a criminal gang with knowledge that the criminal gang engages in or has engaged in a pattern of criminal activity, shall purposely promote, further, or assist any criminal conduct, as defined in division (C) of section 2923.41 of the Revised Code, or shall purposely commit or engage in any act that constitutes criminal conduct, as defined in division (C) of section 923.41 of the Revised Code.

Correction Institution Inspection Committee

You may contact this office at:
Correctional Institution Inspection Committee
Riffe Center, 8th Floor
77 South High Street
Columbus, Ohio 43215
Phone: 614-466-6649
Fax: 614-466-6929