

# OHIO

## DEPARTMENT OF REHABILITATION AND CORRECTION



### Handbook for the Families, Friends, Supporters and Mentors of Northeast Ohio Offenders



## INTRODUCTION

In an effort to better serve the citizens of Ohio, the Department of Rehabilitation and Correction (ODRC) has undertaken the mission “to reduce recidivism among those we touch”. In a collaborative effort, our dedicated volunteers, mentors, community partners, staff, offenders and families have designed this handbook to help make the Ohio Department of Rehabilitation and Correction system more easily understood and accessible.

If you are a family member or friend of a person incarcerated or on supervision, understandably your relationship with that individual may be going through a difficult transition period; however, your support and encouragement is irreplaceable in providing hope and a reason for change to your loved one. Included in this resource material are just some of the many wonderful organizations providing family support as well as opportunities to participate in events or programs beyond visitation. These events and programs are designed to encourage pro-social behavior and healthier life choices for your loved ones enabling them to return home and empowering them to become productive members of our Ohio communities. The specific sections for each institution and Adult Parole Authority region, along with the section on Reentry, will give more specific information concerning organizations and opportunities.

It is our hope that our community partners, volunteers, mentors and the many organizations that come alongside to support and work with our department will find this book a valuable resource in their efforts to educate the public and minister to the families and friends of those incarcerated.

In our goal to continue to grow in our determinations and initiatives to support and serve, we have included our “Guiding Principles” on the following pages; we believe they will provide insight as to our foundational ideologies and promote a collaborative spirit.

Our vision, “to reduce crime in Ohio”, becomes a reality as we work together to offer hope for the future and help to change the lives of generations of Ohioans.

A handwritten signature in black ink, appearing to read "Todd Ishee". The signature is fluid and cursive, with a large initial "T" and "I".

Todd Ishee  
ODRC Northeast Regional Director

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## Communication

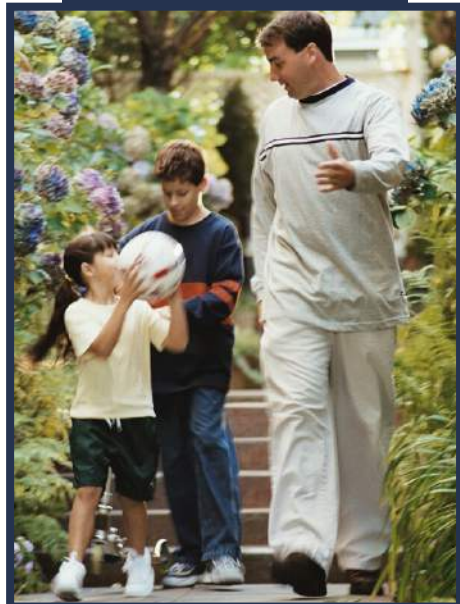
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### Northeast Region Family Initiatives Guiding Principles

Family interaction/event opportunities linked with positive offender conduct (minimum standards - can be increased by the Warden)

- Reintegration- Weekly
- Level 1- Bi-Weekly
- Level 2- Monthly
- Level 3- Monthly
- Levels 4 & 5- As needed for behavioral management and release preparation efforts

Focus on family engagement in case planning

Welcome involvement of community partners

Explore opportunities to link community service with family initiatives

Use technology to increase family contact

Utilize volunteers to augment family contact

Collaborate with faith-based partners to engage family and offenders

Expand opportunities to include family involvement in orientation

Involve family, faith partners, and volunteers with individual behavior management

Utilize the Hope Channel to promote family involvement

Maintain and support APA family involvement requirements

Expand family orientation within the Adult Parole Authority

Increase accessibility of Adult Parole Authority Regional Staff to family members

Encourage family and community involvement with inmate groups

Provide resources to foster positive partner relationships

Expand membership of community advisory committee to include at least two family members and/or advocates



### The 3-Tier Unit Managed Prison System

The successful implementation of the 3-Tier Unit Managed Prison System is the first step in reforming the ODRC by changing the climate and culture of our correctional facilities. The reason for these changes may be understood by examining our mission and the current state of facility operations.

To find the primary mission of the Ohio Department of Rehabilitation and Correction, one must search no further than the name itself. Rehabilitation unerringly results in a reduction in recidivism. Thus, our guiding principles emerge from the desire to maintain the safety of the general public by transforming the lives of the offenders under our care.

Personal change is essential in accomplishing the rehabilitative mission and this requires a climate and culture which is conducive to fostering pro-social values and behavior. This type of self-development will undoubtedly lead to reduced recidivism and eventually to personal and societal wellness.

Currently, our correctional system is striving to reflect the climate and culture necessary to achieve our mission. Self-development and personal wellness are not achievable until we address underlying needs.

Unit managed prisons are the key to delivering these services because unit management places key resources in direct contact with offenders. Unit management staff can therefore be responsive to the concerns of staff and fulfill the needs of the offenders. This form of prison management allows us to pro-actively manage all facilities and maintain safety and security.

By delivering all the essential services, we effectively transfer the responsibility of personal growth to the offenders themselves. Targeting the highest risk offenders with our rehabilitative services opens the door to positive self-development and provides an offender with an opportunity to change.

We must treat offenders differently. There are offenders who are not willing to accept responsibility for their own personal growth and choose to disrupt the operations of our facilities. The end result of this disruption is an unacceptable level of violence. The 3-tier system is designed to effectively weed these offenders out of our general population prisons and place them into a secure and controlled environment. This results in safe and secure prisons for all staff and offenders. Consequently, we may then seed our general population and reintegration prisons with the resources needed to provide an opportunity for rehabilitation.

Regardless of the tier, our prisons are always designed to achieve the primary mission of recidivism reduction. This is achieved by encouraging a sense of hope in all who reside in Ohio's facilities. For example, an offender who chooses to remain active in a Security Threat Group and engage in disruptive activities will be removed from a general population environment and placed in a control facility. However, this will not be a one-way street for them to journey upon.

Control prisons are not disciplinary environments. They are facilities with more regimented activities designed to create a safe environment for offenders and staff. By controlling movement and access to other offenders and groups, the individual offender will have an opportunity to take advantage of programming designed to move them back to the general population.

Graduating privileges, opportunities for more autonomy and access to rehabilitative resources throughout the 3-tier system provides all offenders with the motivation to achieve personal growth. Those offenders who take personal responsibility for their own growth may then proceed successfully through the system.

Our general population prisons will offer programming and services designed to funnel offenders into the reintegration prisons. At each stage in the progression of an offender's incarceration, they will have the opportunity witness how pro-social behavior is rewarded with increased responsibility and opportunities for personal growth.

Finally, in the reintegration centers, we are growing evidence based job training and programming that will effectively prepare offenders for release. These facilities are designed to more closely resemble general society providing pro-social environment conducive to self-development. We coordinate with the Division of Parole and Community Services, Reentry Coalitions and other community partners who will continue to provide services for the offenders who demonstrate the need. The final goal is to create a seamless transition for our offenders back into the community.

## **Our Mission**

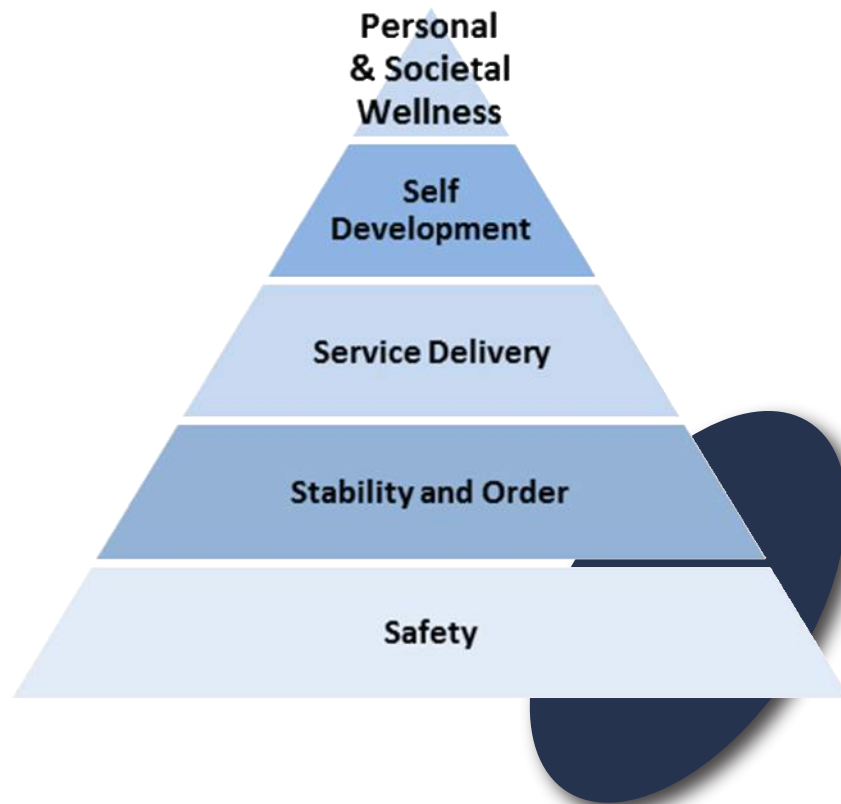
To reduce recidivism among those we touch

## **Our Vision**

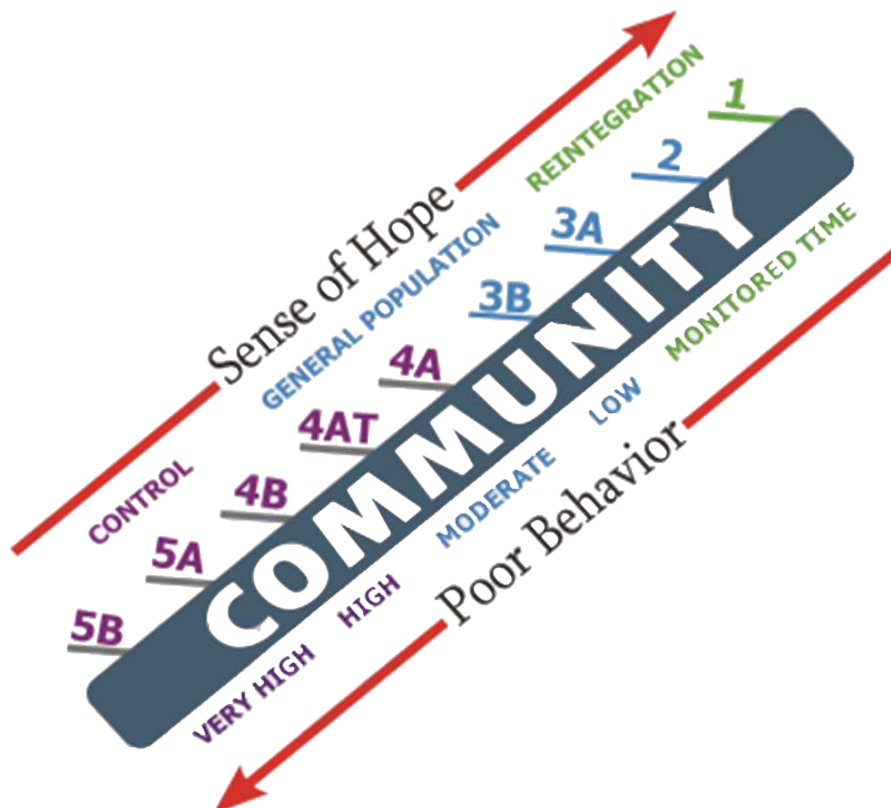
To reduce crime in Ohio

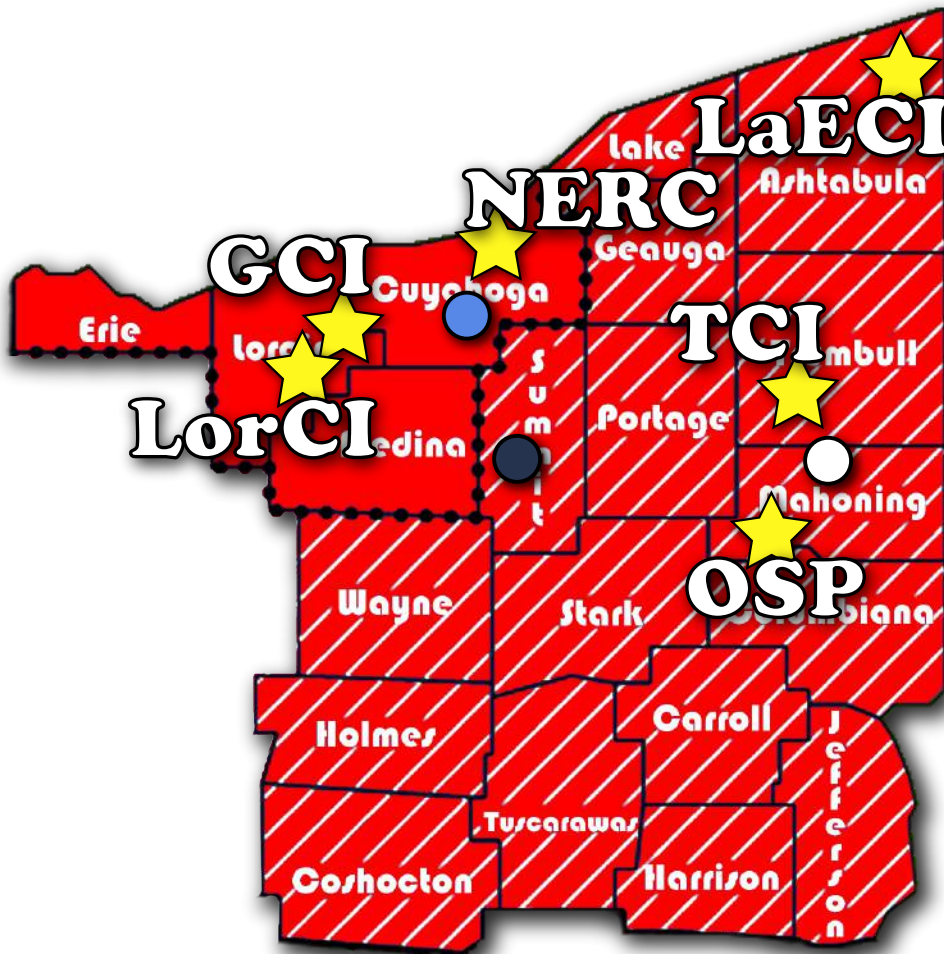


## Hierarchy for Prison Reform



## The 3-Tier System - Incentive Based Behavior





Cleveland Parole Region



Cleveland Region APA



Institution



Akron Parole Region



Akron Region APA



Northeast Regional Office

**GCI**

Grafton Correctional Institution

**LorCI**

Lorain Correctional Institution

**OSP**

Ohio State Penitentiary

**LaECI**

Lake Erie Correctional Institution

**NERC**

Northeast Reintegration Center

**TCI**

Trumbull Correctional Institution

Inmates sentenced to the Ohio Department of Rehabilitation and Correction are processed through one of three reception centers, based on their gender and/or county of commitment. The Ohio Reformatory for Women, located in Marysville, is responsible for intake processing of all female inmates sentenced to serve a period of incarceration within a DRC facility. Male inmates are assigned to their designated intake center based upon their county of commitment. The Lorain Correctional Institution, located in Grafton, Ohio, processes male inmates from twenty-five counties in the northern part of Ohio. Male inmates from the remaining sixty-three counties are processed through the Correctional Reception Center, located in Orient, Ohio. Inmates processed through Lorain Correctional Institution are immediately offered Rehabilitative programming opportunities. They are afforded a core curriculum of programming that includes Manage your Energy, Do your time, and Respect classes. After attending the mandatory core programs; inmates are able to choose elective classes such as Thinking Matters, Money Matters and Anger Power Violence. These classes help prepare inmates for Reentry Programming at their parent institution.

## Processing Summary

Upon admission to a designated ODRC intake center, offenders are photographed and fingerprinted as part of the identification process. Physical, dental, and eye examinations are conducted. Various tests are administered to detect medical health problems and to determine educational and intelligence levels. Interviews with offenders gather information relevant to family structure, criminal and social behavior, drug and alcohol involvement, military and institutional experience, as well as education and employment history.

## Processing Breakdown

### Day 1

- Inmate Received From Conveying Agency
- Inmate Searched
- Record Office Personnel Receives and Reviews Commitment Papers and Assigns the Inmate an Institution Identification Number
- Property Search. Excess Sent Home at the Inmate's Expense or Destroyed (offender's choice)
- Clothing and Personal Hygiene Items Issued from the Vault
- Barbershop-Regulation Reception Haircuts
- Profile Photos Taken, ID Badge Issued, Emergency Notification Data Entered into Computer Data System
- Medical Intake History, TB Test, Mental Health Initial Evaluation
- Assigned to Intake Housing Unit, Handbook Issued, General Orientation Given, Showers Given
- Crisis Intervention if necessary

### Day 2

- Chest X-Rays and Initial Dental Exam
- Blood Drawn by Phlebotomist
- Reception Physician Complete Physical Examination
- Fingerprints Taken
- Inmate Interviewed by Classification Specialist for Visiting Lists and Separation Needs to Include the Reception Classification Intake Questionnaire
- Security Threat Group Identification and Registration

### Day 3

- Educational Testing
- Beta IQ Test
- Recovery Service Testing
- Chaplain's Orientation

### Day 4

- Detailed Mental Health Interviews to Better Determine Levels of Care

### Inmate Classification

The Ohio Department of Rehabilitation and Correction maintains a uniform and objective classification level system that places inmates in the appropriate facility to ensure the safety and security of other inmates and staff, the institution, and the community. Accurately classifying inmates and placing them in institutions consistent with their security classification is a means of protecting the public, ensuring staff and inmate safety, and achieving the Department's rehabilitative goals.

A fundamental principle of ODRC classification processes is to place inmates in the least restrictive setting possible that is still sufficient to ensure the safety and security of persons, the institution, and the community.

ODRC attempts to place inmates in an appropriate security level prison in a geographic area reasonably close to the inmate's home to facilitate visitation by loved ones.

It is one of ODRC's central principles to treat people differently based on their conduct while incarcerated. As inmates progress to lower security levels, they receive additional privileges and autonomy to make pro-social decisions. If they choose to engage in disruptive or violent behavior, they may move up the tier system to higher security levels, but there is always a sense of hope they can return to a previous status.

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. This process will consider behavior and such other objective factors as are available and relevant when assessing an inmate's institutional security needs. Factors considered include, but are not limited to:

- History of assaultive, violent, or disruptive behavior
- Age
- Escape history
- Enemies of record
- Gender
- Sex
- Medical status
- Mental and emotional stability
- Notoriety of offenses
- Criminal history
- Type of sentencing and release eligibility
- Programming and education history
- STG affiliation
- Previous adjustment at less restrictive security levels

Inmates will be placed at the lowest level of security possible that is still sufficient to ensure the safety and security of persons, the institution, and the community. Inmates will be placed at institutions that are consistent with their security classification rating.

**Level 1** - The lowest security level in the classification system. As part of the 3-Tier prison system, Level 1 inmates are granted the highest levels of privilege and autonomy whenever possible (subject to operational needs of the facility). Inmate behavior at Level 1 is expected to be rule compliant and pro-social and Level 1 inmates are eligible for admission to Reintegration Units.

**Level 2** - A security level for inmates who are deemed in need of more supervision than Level 1 inmates, but less than Level 3 inmates. A double perimeter, razor ribbon reinforced, alarmed and patrolled fence is required for this level of security. Inmates tend to receive greater autonomy and freedom of movement during the day so as to encourage pro-social behavior and programming as part of the 3-Tier prison system. Privilege levels will be greater than Level 3 and inmates may be eligible for Reintegration Units.

**Level 3** - The security level that is the next degree higher than Level 2, and requires more security/supervision than Level 2, but less than Level 4. A double perimeter, razor ribbon reinforced, alarmed and patrolled fence is required for this level of security. As part of the 3-Tier prison system, Level 3 is considered General Population, but is designed for inmates who are more likely to, or have previously engage(d), in disruptive prison behavior.

**Level 4** -The security level that is the next degree higher than Level 3, and requires more security/supervision than Level 3, but less than Level 5. It represents the primary security level for Control Units in the 3-Tier System. The physical security requirements for Level 4 may vary based on the overall physical structure of the facility.

**Level 5** - A security level for inmates who commit or lead others to commit violent, disruptive, predatory, riotous actions, or who otherwise pose a serious threat to the security of the institution as set forth in the established Level 5 criteria. Level 5 represents the highest level of security possible in the 3-Tier System and is reserved for those who cannot be safely managed at any lower security level.

## CATCHMENT SYSTEM

### Catchment Area System

In an effort to improve the speed by which inmates are moved for security reductions and hardship transfers, the ODRC assembled a team of individuals to analyze the process and make recommendations. Further changes are pending to the system, but effective immediately, the new Catchment Area System has been adopted for all security downgrades and hardship transfers.

Inmates who receive a security downgrade will be asked where their primary social support person(s) resides and the unit team may then recommend the appropriate Catchment Area to transfer them closer to that individual. In the absence of an inmate request, the county of commitment will be the guiding location.

Inmates who request a transfer for visiting hardship reasons may request a transfer to the particular Catchment Area where the visitor resides. If they are already in a prison which is in the same Catchment Area as the visitor, they will not be eligible for a transfer.

Bureau of Classification Regional Program Administrators will make an assignment to a prison in a Catchment Area based upon the available bed space. This will dramatically reduce waiting times and allow for faster movement.

Any inmate who already has a transfer approved by the Bureau of Classification and is entered into the pool system will have the destination choice honored, unless there is an overriding systemic need. All other transfer requests, at any stage in the process of approval, will be subject to the new Catchment Area System.

If an inmate, after the Unit Team approves a transfer, requests to withdraw the transfer, they will be ineligible for another hardship transfer for at least 1 year. No inmate will be allowed to cancel a hardship transfer after they have already been scheduled for transportation.



Catchment Area Map



Number	Security classification level
SF	Single fence perimeter
DF	Double fence perimeter
Cadre	Small select population that maintain a long term assignment at the facility for purposes of job and/or program assignment

**Northwest**

AoCI (1 DF, 2 DF)  
 GCI (1 SF, 2 DF)  
 LorCI (3 DF- Cadre only)  
 ManCI (1 SF, 3 DF)  
 MCI (1 DF, 2 DF)  
 NCCC (1 SF, 2 DF)  
 RiCI (1 DF, 2 DF)  
 ToCI (3 DF)

**Northeast**

GCI (1 SF, 2 DF)  
 LaeCI (2 DF)  
 LorCI (3 DF- Cadre only)  
 ManCI (1 SF, 3 DF)  
 NEPRC (1, 2) female  
 OSP (4, 5)  
 RiCI (1 DF, 2 DF)  
 TCI (1 SF, 3 DF)

**Central**

CCI (1 DF, 2 DF)  
 CRC (3 DF- cadre only)  
 DCI (1-4, female)  
 FMC (1 SF- 40+)  
 LeCI (1 SF, 3 DF)  
 LoCI (1 DF, 2 DF)  
 MaCi (1 SF, 2 DF)  
 ManCI (1 SF, 3 DF)  
 MCI (1 DF, 2 DF)  
 NCCC (1 SF, 2 DF)  
 NCI (1 DF, 2 DF)  
 ORW (1-3, female)  
 PCI (1 DF, 2 DF)  
 RCI (2 DF, 3 DF)  
 RiCI (1 DF, 2 DF)  
 SCC (1 DF, 2 DF)  
 SOCF (4)  
 WCI (3 DF)

**Southwest**

CCI (1 DF, 2 DF)  
 CRC (3 DF- cadre only)  
 DCI (1-4, female)  
 FMC (L1 SF- 40+)  
 LeCI (1 SF, 3 DF)  
 LoCI (1 DF, 2 DF)  
 MaCi (1 SF, 2 DF)  
 PCI (1 DF, 2 DF)  
 RCI (2 DF, 3 DF)  
 SOCF (4)  
 WCI (3 DF)

**Southeast**

BeCI (1 SF, 2 DF)  
 CCI (1 DF, 2 DF)  
 CRC (3 DF- cadre only)  
 FMC (1 SF- 40+)  
 NCI (1 DF, 2 DF)  
 PCI (1 DF, 2 DF)  
 RCI (2 DF, 3 DF)  
 SCC (1 DF, 2 DF)  
 SOCF (4)

**Anyone may locate an offender using the ODRC's website.**

An offender may be located using the various search criteria listed below.

**Name Search**

- Searches may be done by last name alone or by both first and last names. Searching by first and last name will narrow your results.
- A last name search of 'Brown' will provide a list of offenders whose last name is Brown as well as those offenders whose last name begins with 'Brown, such as Browning, Browner, etc. It will also list offenders who are Brown, Jr.; Sr.; III; etc.

**County of Commitment Search**

- Searches by County of Commitment produces a list of those offenders who are sentenced from the selected county.

**Residential County and/or Zip Search**

- Searches by Residential County or Zip Code only searches offenders whose status is 'APA Supervision' or 'Violators at Large.'
- 'APA Supervision' status will include those offenders under APA Supervision (e.g., parole, post release control, etc.) as well as those offenders who are Violators at Large (VAL).
- Violators at Large' status will include only those offenders who have absconded APA Supervision.

**Next Parole Board Hearing Date Search**

- Searches by Next Parole Board Hearing Date will produce a list of offenders currently scheduled for a Parole Board hearing on the entered Month and Year. Date must be entered as YYYYMM (Ex: 201408 = August 2014).

**Offender Number**

- Searches by Number should be used if the offender number is known. A prefix, 'A', 'R', or 'W', must be used to search by offender number. 'W' is used for all female inmates. 'A' and 'R' denote male inmates, with the vast majority of male inmates using 'A' prefix.
- Please note that all offender numbers are 6 digits, no spaces or hyphens. For example, 123-456 becomes 123456. Female offender numbers are generally 5 digits, and in those cases, a leading zero must be added to properly search by offender number. For example, 12345 becomes 012345.



[drc.ohio.gov/OffenderSearch/Search.aspx](http://drc.ohio.gov/OffenderSearch/Search.aspx)



Telephone calls are one of the primary means of inmates maintaining connections with family and loved ones during incarceration. Maintaining these connections positively influences behavior in prison and the likelihood an offender will succeed upon release from prison. Directly aligned with the agency mission of reducing recidivism, the current contract with Global Tel\*Link (GTL) was renegotiated to drastically reduce rates to five cents per minute, plus all applicable government mandated taxes and Federal Universal Service Fund fees for all calls within the United States, with no surcharge or connection fee. The new rate took effect April 1, 2015.

### General Information

If you have a friend or family member in prison who would like to have telephone contact with you, the first telephone contact you will receive will be an AUTOMATED CALL from Global Tel\*Link, the provider of our inmate phone services. This call will ask your permission to add your phone number to the inmate's CALL ALLOW LIST. This AUTOMATED SYSTEM will call your phone number 3 times a day for 5 days until it receives a YES or NO response. Once you have answered yes to this call, any subsequent call attempts will be allowed to go to your number, unless there is a billing problem with your number.

### Global Tel\*Link Information

Inmate telephone service is provided through Global Tel\*Link (GTL). For questions or assistance regarding the telephone system or services, please contact the GTL Customer Call Center at **1-877-650-4249** during the following hours:

- Monday through Friday 8:00 a.m. to 12:00 a.m. (Midnight) Eastern Standard Time
- Saturday and Sunday 9:00 a.m. to 8:00 p.m. Eastern Standard Time

### Inmate Telephone Calling Options

Inmates may make telephone calls to those individuals on the inmate's approved telephone calling list who have agreed to accept the inmate's calls while incarcerated. Inmate telephone calls may be paid for through one of the following options:



**Standard Collect Call** - Placing the telephone call collect. This requires the person receiving the call to have the capability for collect calls under Global Tel\*Link's billing services. The person receiving the call is responsible for paying for the telephone call.

**Pre-paid Collect Call** - The inmate would place a collect call. However, the person receiving the call must have pre-paid for the collect call through an account established with Global Tel\*Link. Pre-paid collect calls receive a 20% discount over standard collect calls. Pre-paid collect call accounts can be established through Global Tel\*Link's website.

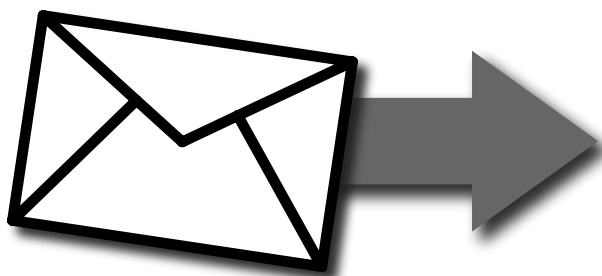
All offenders are now able to directly pay for the telephone calls they make, using a Pin Debit telephone account. Funds may be deposited into an offender's Pin Debit phone account through the following means:

**Kiosks** - You may deposit funds through the Kiosks available in the front entry building of each DRC prison. The kiosks will accept deposits using cash, credit or debit cards. The kiosk provider charges a \$3 transaction fee at the kiosks, regardless of type or amount of transaction. NOTICE: Per ODRC Rules, starting February 6, 2012, ALL transactions using this machine will require the use of a Government Issued ID with a magnetic strip for identification purposes. Users will no longer be able to manually enter identification information. The machine will prompt when to swipe identification during the transaction. For additional information or other deposit options please visit <http://www.connectnetwork.com/> or call GTL customer service at **1-877-650-4249**.

**Offender Commissary** - The offender may purchase telephone debit account credits at the prison commissary, using funds from his offender personal account.

### What am I allowed to mail an inmate in prison?

The policies and procedures on inmate mail are posted below for your information.



#### General Mail

You may correspond with an inmate via the U.S. Mail or through email using the J Pay service explained below. For correspondence sent through the postal service, please include his or her inmate number on the front of the envelope. The inmate number can be obtained by calling Central Inmate Records at 614-752-1076 or you can use our on-line offender search.

Prison addresses can be found by locating the institution in the [Site Sections](#) of this handbook.

Inmates may receive the following in a first class letter:

- Photographs (3), no nude, no Polaroid (no larger than 5 x 7)
- Embossed envelopes (3)
- Newspaper clippings (5) (no larger than 8 ½" x 11")
- Pamphlets or brochures (5) (simple, single page, no larger than 8 ½" x 11"); bi fold or tri fold
- Blank stationary or copied material (5) pages, no larger than 8 ½" x 11"  
(including materials copied from the internet)



#### JPay EMail Option

The Ohio Department of Rehabilitation and Correction uses an innovative electronic mail system to allow family and friends to use modern day email applications to correspond with their incarcerated loved one. To be clear, this program does NOT provide inmates with direct email access. Rather, it allows those who wish to correspond with an inmate to enter into a subscription through a third-party website, at a cost substantially less than the postal service, and that company will serve as the vehicle to manage emails between inmates and their loved ones.

\*Please note that the JPay service should not be used by attorneys to communicate with inmates, as the mail will not be treated as confidential.

See [JPAY ACCOUNT](#) section for more information

### Video Visits

DRC permits video visitation using the JPay kiosks that have been installed in housing units throughout the institutions. It is designed to increase visiting opportunities and reduce burdens on family and friends, especially those traveling long distances. Video visits are available in general population housing units, seven days a week, in the morning, afternoon, and evening, at all Level 1, 2, and 3 prisons. Video visits may be restricted in limited privilege housing units, but not in 3B housing units. Each institution sets 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. The Level 4 and 5 institutions have the flexibility to set the hours to meet specific operational needs, but they make every effort to make video visiting available seven days a week and in the evening. Please contact the institution for more details or visit [www.jpays.com](http://www.jpays.com) for full details concerning the JPay sign up process and associated costs. 30 second videograms are also available through the JPay kiosks. All visitation rules apply.

## VISITATION



### General Visiting Guidelines

- 1.** The DRC General Visiting Instructions (DRC2274) and Declaration of Understanding (DRC2554) is made available to all staff, offenders, and visitors. Each institution has different physical facilities and programs; therefore, the Warden at each institution will have discretion in determining the number of visitors allowed to visit an offender at any one time, the frequency, duration, priority of visits, and the visiting hours. Any significant changes made by the institution in the number of visitors allowed to visit an offender at any one time, the frequency, duration and priority of visits, and the visiting hours will be made available for the visitor and offenders to review thirty (30) days prior to the change effective date. These changes are displayed in the front entrance of the institution, in the visiting areas, and in the living areas of the units. However, no institutional specific policies will supersede the General Visiting Instructions.
- 2.** Visitation areas have facilities fully accessible to disabled visitors, including restrooms and entrance ramps to the visitation area. Offender visiting facilities will permit opportunities for formal/informal communication.
- 3.** Staff facilitated institution programs that include family contact activities will not count towards the number of visits an offender is permitted to receive. Contacts of this type are categorized as formalized activities in programs facilitated by staff and are established in addition to normal visiting.
- 4.** Each designated visiting department has an area designated as a Reading Room. Reading Rooms are “child-friendly” and contain a diverse supply of age appropriate books, learning aids, and toys that appeal to the interest of children. Procedures have been established to ensure the safety, sanitation, and availability of the Reading Room to parents and children. In addition to scheduled readings, special activities have been planned to enrich the child’s visiting experience and foster family ties.

**5.** DRC employees assigned to an area in which they have significant interaction with the public are provided with additional training by their institution. Each employee will be required to participate in and complete an initial four (4) hour Front-Entry/Visitor's Training Course. The lesson plan is maintained through the Corrections Training Academy. This training course provides each employee with a holistic view of balancing good security and public relations and once completed should be documented in the employee's training file.

**6.** Each institution makes available to visitors information about local means of public transportation to the institution and will provide a means for visitors to contact public transportation agencies for needed services.

### What to wear when coming to visit your loved one

- 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:
  - See-through clothing of any kind.
  - 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).
  - Low-cut clothing cut in a manner that exposes the chest.
  - Any clothing that inappropriately exposes undergarments.
  - Skirts, dresses, shorts, skorts, or culottes with the hem or slit above the mid-knee.
  - Wrap-around skirts/dresses or break-away type pants.
  - Clothing with any gang related markings.
  - Clothing with obscene and/or offensive pictures, slogans, language and/or gestures.
  - Form-fitted clothing made from Spandex or Lycra or other similar knit material such as leotards, unitards, bicycle shorts, tight jeans, or tight pants.
  - Clothing with inappropriate holes/rips, including shoulder cut-outs.
- 5.** 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 reasonable number of diapers and baby wipes
  - Three plastic baby bottles
  - Three plastic containers of baby food
  - One pacifier
- 6.** All visitors are subject to clear the metal detector. The following items may prevent clearance of the metal detector:
  - Hairpins
  - Bras with metal underwires
  - Certain boots and shoes
  - Clothing with multiple zippers
  - Excessive jewelry



### **Guidelines for applying to visit an offender**

- 1.** With the exception of attorneys and official visitors, each potential visitor needs to complete a Visiting Application (DRC2096). This application may be sent through the US Mail, emailed, faxed, or dropped off in person, however visitation will not be granted until the application has been processed and the visitor has been approved and notified. Visitors entering the institution must conform to regulations in accordance with DRC General Visiting Instructions (DRC2274). The offenders visiting list can list up to fifteen (15) visitors, regardless of the relationship, excluding any listed attorney of record, clergy of record or children under the age of eighteen years old. Offenders who had more than fifteen visitors (this total includes tentatively and approved visitors) on their visiting list as of November 26, 2005 will have all of their visitors grandfathered.
- 2.** Visitors may be admitted for visitation when the visitor application is received and verification of identity has been established. Visitors may be placed on more than one DRC offender's visiting list as long as they are in good standing. The Warden/designee may approve visitors to visit with more than one offender during a scheduled visit if all involved are immediate family members and/or approved visitors. This does not include clergy-of-record.
- 3.** Amish Visitors: Those individuals identifying themselves as Amish may visit one time only after which they are to be informed that they must obtain one of the following items and present it when they arrive for their next visit:
  - State identification without a picture
  - A letter from the local county sheriff, prosecutor, judge, or health department, indicating that the individual is who they say they are, with the signature of the visitor notarized
  - A letter from an elected state official (congressman, representative, senator, etc.) indicating that the individual is who they say they are, with the signature of the visitor notarized
- 4.** Visitors cannot enter any areas of the institution except for approved visitation areas, as determined by the Warden/designee, and approved routes to and from those areas.
- 5.** Visitors are not permitted to deliver packages, correspondence, money, or printed materials directly to offenders. All such items will be processed through the mail. In addition, offenders will not be permitted to convey any property to a visitor without the written consent of the Warden/designee.
- 6.** Only approved or tentatively approved visitors may deposit funds to an inmate's account by utilizing the JPay system, KIOSKS, online or via the telephone.

**7.** Visitation applications may be denied for the following reasons:

- The visitor's presence in the institution could reasonably pose a threat to the institution's security, or disrupt the orderly operations of the institution.
- The visitor has a past record of disruptive conduct.
- The visitor is directly related to the offender's prior criminal behavior.
- The visitor will not have a positive effect on the offender's attitude, behavior, overall adjustment, or reentry efforts.
- The visitor is under supervision and does not have the written permission of both the Warden and the parolee's parole officer. Offenders, including family, under supervision must have written permission from his/her parole/probation officer and approval from the Warden in order to visit.
- The visitor is a current or past Department of Rehabilitation and Correction employee, volunteer, or independent contractor, and has not received written authorization from the Warden.
- The visitor was a victim of personal injury or harm of the offender's crime, either under the current incarceration or any previous incarceration(s), unless the Warden/designee grants approval. The Warden/ designee may contact the Office of Victim Services for consultation, in which case the Office of Victim Services will provide a written opinion. The Warden/designee grants final approval. Unit staff are responsible for ensuring that these steps are taken prior to any victim being allowed to enter the institution for a visit.
- Required documentation has either been falsified and/or incomplete forms were returned for processing.

**8.** All visitors under 18 years of age must be related to the offender being visited or accompanied by an approved visitor who is the child's parent, legal guardian or guardian. Documentation naming the child's custodial parent or guardian must be presented in the form of a birth certificate or custodial court order at the first visit. Once the minor child's verification is completed he/she will be listed as approved. The verification of the child's birth certificate may be requested by the institution as the child's physical appearance changes. This documentation will be maintained on file by the institution for future references.

The minor children will not count toward the 15 visitors on an offenders visiting list.

- In cases where an offender's child visits and a custodial parent or legal guardian does not accompany the child, a notarized Authorization for Minor Child Visitation Form (DRC4371) must be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list who may bring the child to visit and permission for the child to be photographed and searched.
- This notarized Authorization for Minor Child Visitation Form may be mailed in or delivered at the time of the first visit.
- An incarcerated parent cannot serve as the authorizing signature on the Authorization for Minor Child Visitation Form.
- The Authorization for Minor Child Visitation Form may be revoked at any time by the custodial parent or legal guardian.

**9.** Offenders may add or remove visitors by notifying their unit staff. There are no restrictions on how often an offender may change/remove visitors.

### Professional, Official, and Special Visitors

- 1.** Each offender may have one attorney of record unless additional attorneys are required for ongoing litigation. Except when authorized in writing by the Warden/designee, attorneys will not be allowed to deliver packages, correspondence, money or printed materials to any offender. The Warden/designee may authorize the attorney to bring in recording devices, stenographs, etc.
- 2.** Offenders may have one person on their visiting list as their clergy of record except in the case of associate or staff pastors. In the event that the clergy of record is not available, associate or staff pastors may visit in their place. This exception does not increase the number of allowable visits.
  - The institution chaplains are responsible for verifying all certifications prior to the pastor being listed on the offender's visiting list.
  - Except when authorization is in writing by the Warden/designee, clergy will not be allowed to deliver packages, correspondence, money, or printed materials to any offender.
- 3.** A community organization volunteer who has partnered with the department to assist the offender in transitioning into the community may be added to an inmate's approved visitor list as a reentry mentor and may count toward their fifteen-person visiting list limitation.
- 4.** Offenders may request that the mother/father of their children be added to the visiting list. They are required to follow the same application process as any other visitor and count towards the fifteen-person visiting list limitation. The mother/father of children provision is made to facilitate family ties between the offender parent and his/her children. The visitor is permitted to visit without the child or children.
  - In some cases, an incarcerated parent may not be listed on the child's birth certificate. It is the offender and/or custodial parent's responsibility to provide verification of paternity.
  - The offender may provide a receipt of the "acknowledgement of paternity" form through Vital Statistics or a child support enforcement collection order may serve as verification of relationship.

### Special Visits

- 1.** The Warden/designee may grant special visits or professional contact visits utilizing the Special Visit Request (DRC2466) when special circumstances are present. Such special visits may be approved for hours other than those regularly scheduled for visitation as scheduling and space permits. Special visits may not be authorized more than once per inmate every three-month period. However, out-of-state special visitors may be permitted to visit for three (3) consecutive days with the approval of the Warden/designee. Additional professional contact visits may be scheduled as requested and/or as needed with the approval of the Warden/designee.
- 2.** Circumstances that may warrant a special visit include the following:
  - Visitors who do not visit on a regular basis (at the Warden's discretion).
  - Clergy.
  - Persons significant to the offender for purposes of crisis intervention.
- 3.** Circumstances that may warrant a professional/official visit include the following:
  - Parole or probation advisors and those acting on behalf of a court of law.
  - Psychiatrists or other mental health professionals.
  - Law enforcement, judges, and other official visitors granted at the discretion of the Warden.
  - Social services professionals.



### Denial and Suspension of Visitation

- 1.** Visitors may be excluded when there is reason to believe that their presence would be disruptive to the institution or to the offender's adjustment. Suspensions will be progressive in nature in accordance with the DRC Guidelines for Mail and Visiting Restrictions. A violation that poses a significant risk to security or injury to another person can result in an immediate and permanent restriction.
- 2.** An approved visitor may be denied access to visit for reasons including, but not limited to:
  - A visitor refuses to show appropriate and bona fide identification.
  - A visitor refuses to submit to a search.
  - A visitor appears to be under the influence of an intoxicating substance.
  - There is insufficient space for visiting (terminations of earlier visits are to occur before denying a visit due to lack of space) or prior reservations were not secured when required.
  - Possession of contraband that is prohibited by department policy and/or state law.
  - Inappropriate dress, as defined by the Warden/designee.
  - Any circumstance that presents a threat to the security of the institution, staff, visitor and/or offenders.
- 3.** If contraband is found in the possession of a visitor the contraband will be confiscated and the visitor may be referred to law enforcement officials for possible felony prosecution. If the visitor refuses to be detained until the arrival of law enforcement officials, force will not be used but vital information, such as the visitor's name, address, telephone number, automobile make and model, description, license plate number and state where issued should be documented and forwarded immediately to the shift supervisor who in turn will notify the appropriate local authorities.
- 4.** Visiting privileges may be suspended for reasons including, but not limited to:
  - Upon reviewing a denial or termination report, the Warden/designee determines that suspension is warranted.
  - The visitor repeatedly violated visiting rules.
  - The visitor continually failed to control children.
  - Sexual physical contact.
  - The visitor refused to submit to a search, in which case he/she may be restricted from visiting at any DRC institution.
  - Falsifying information on the visitation application.
  - The visitor exhibits other behavior and actions which the Warden/designee, at their discretion, determines may jeopardize the security of the institution.
- 5.** If a visitor is arrested on the grounds of the correctional facility, his/her visitation privileges will be suspended until disposition of the case. The suspension may continue for the duration of any court sentence, including terms of probation, incarceration and post release supervision, up to permanent suspension as determined by the Warden.
- 6.** In all instances where offenders test positive for, or are in possession of, illegal drugs, or refuses to comply with a request for a drug screen, in addition to appropriate Rules Infraction Board disciplinary actions, the Warden/designee may modify the offender's visits according to the following:
  - First Offense – All visits may be suspended for up to three (3) months.
  - Second and Subsequent Offenses – All visits may be suspended for up to six (6) months. Progressive disciplinary action will apply for subsequent offenses.

\*This section does not affect attorney and clergy visits unless that person is involved in the drug violation.

### Inmate Personal Accounts

Offenders are not permitted to physically possess money while they are incarcerated. In order to allow offenders to buy items they need or want, their money is held in their personal account. Jobs, assignments and gifts from family and friends are the usual sources for these funds. The offender can use the money in their account to buy items from the commissary or send money home.



Up to \$200 from an approved (or tentatively approved) visitor may be deposited into an inmate's personal account through any of the following means:

**Mail** - Approved (or tentatively approved) visitors may make deposits by U.S. Mail through JPay. Each money order must be accompanied by the Money Order Deposit form, found on the JPay Website and a copy of your driver's license (or state ID or passport). This will be used to match your name to the visiting list. The name on the money order must exactly match the name on the driver's license, state ID, or passport; and the name and date of birth used to register as a visitor with DRC. Money orders may not exceed \$200, unless approved in advance by the institution Warden. If you need to send more than \$200, contact the institution for details on the procedures. You will not be able to send any letters to the inmate with the money order. Any letters sent to inmates with the money order will be discarded. Please visit the JPay website at [https://www.jpays.com/moneyOrderForms/OH\\_Money\\_Order\\_coupon.pdf](https://www.jpays.com/moneyOrderForms/OH_Money_Order_coupon.pdf) for additional information.

**Online** - Approved (or tentatively approved) visitors may deposit funds into a trust account (offender personal account) through the OffenderConnect website, available by clicking on the link provided. The OffenderConnect website will accept deposits using credit or debit cards. OffenderConnect charges a transaction fee for using this service. The OffenderConnect website also allows you to see prior payments and a history of your statements and close your account.

**Kiosks** - Approved (or tentatively approved) visitors may also deposit funds into a trust account using the kiosks available in the front entry building of each DRC prison. The kiosks will accept deposits using cash, credit, or debit cards. The kiosk provider charges a transaction fee at the kiosks, regardless of type or amount of transaction. All transactions using a kiosk will require the use of a government issued ID with a magnetic strip for identification purposes. Users will no longer be able to manually enter identification information. The machine will prompt when to swipe identification during the transaction. For additional information or other deposit options please visit [www.offenderconnect.com](http://www.offenderconnect.com).

**Telephone** - Approved (or tentatively approved) visitors may deposit funds by calling **1-888-988-4PMT (4768)**, reference Site ID 86 when prompted by the automated attendant. Deposits can be made through the toll-free number using credit or debit cards. There is a transaction fee for using this service.

Funds from an unapproved source, as defined by Administrative Rule 5120-5-02, will not be accepted.

## CO-PAYS/COURT COSTS

### Co-Pays/Court Costs

In many cases an offender may have debts that will be deducted from any money they receive from either their institutional pay or from money they receive from family and friends. Some of those deductions may come from court costs, others may come from co-pays for services in the institution. (i.e. electricity, medical)

### JPay

The Ohio Department of Corrections uses a third-party company called JPay to provide a variety of services. Through the JPay services you may fund an offender's commissary account, email an offender, and have a video visitation with an offender.

**[www.jpayers.com](http://www.jpayers.com)**

**Fund Accounts** - Funds sent through JPay.com are generally available the next day. The online system accepts credit cards for money transfer transactions, making JPay the quickest and most convenient way to get funds to your incarcerated loved one. Setting up an account is free, and the rates for sending money are competitive.

**Email** - JPay's correctional email service is faster than regular mail with inmates usually receiving emails within 48 hours. Each email requires a "Stamp," often available at more affordable rates than traditional postage, and can be purchased online and at JPay kiosks in the correctional facility. In many locations, you can attach a photo to an email, or even record a 30-second VideoGram to send along with your letter. With these popular and convenient services, JPay is using technology to keep you and your friend or relative connected throughout the duration of their incarceration. The inmate email interface is as familiar as the email program you use at home and just as easy to use.

**Video Visits** - When physical visits are impossible or inconvenient, JPay's Video Visitation lets you talk face-to-face with your incarcerated friend or relative from the comfort of your own home. When you can't be there, this is the next best thing. JPay's Video Visits offer you the opportunity to connect with your inmate in real time. To use the service, you must first schedule a visitation and have it approved by your loved one's facility, a process that is made simple with a convenient calendar function on JPay.com. Different correctional facilities offer different rates, duration and availability for Video Visits, though most Video Visits last 30 minutes. All you need for a Video Visit is a webcam and a computer with the appropriate capabilities. JPay's system will take you step-by-step through the process of setting up a successful Video Visit so that you can be there for your loved one even when you're not.

**Music** - The JP4/JP5 are portable devices that work in conjunction with the JPay kiosk. They plug into the JPay kiosks installed in common spaces at the correctional facilities where the inmate can preview, purchase and download music tracks from a library of more than 10 million titles including hits from many of today's most popular artists. No other music service in corrections offers as many tracks for download as JPay's. Drafts of emails composed on the JP4/JP5 are also uploaded when the device is synced with the kiosk.

**JPay Credits** - When you send your loved one JPay Credits, they can use those credits to purchase songs to download to their mini-tablets or JPay Stamps to send emails. JPay Credits are different from funds deposited to a commissary or spendable account, they are not subject to automatic deductions and they can only be used to buy JPay products.



### Commissary

All Institutions operate an inmate commissary pursuant to Administrative Regulation 5120-5-05. Each Institution's commissary operates a little differently, but they all carry items that the offender may need or want. All commissaries carry a variety of over-the-counter medications, hygiene items, and different foods and snacks. Many commissaries carry electronics such as radios, beard trimmers, fans, headphones, and other often needed items. Shopping at the commissary is a privilege. Any misuse or abuse of the rules and regulations concerning the commissary could result in disciplinary action and loss of commissary privileges.

Offenders may get their balance from the J-Pay kiosks or by scanning their badges wherever available.

Any item(s) purchased that requires a title will be forwarded to R&D for engraving and issuance of said title. The inmate will be notified when the article is ready for pick-up.

## OFFENDER PACKAGES

### Inmate Food and Sundry Packages

Inmates may order and receive food and sundry packages from vendors approved by the Director or designee. Keefe Group/Access Securepak, Union Supply Direct, and Walkenhorsts are the approved vendors authorized to provide food and sundry packages to inmates housed in Ohio prisons. Inmates have access to catalogs, flyers, and order forms for the programs at the institutions. Family members, friends and others (regardless of their inclusion on the inmate's approved visitation list) may order food and/or sundry packages, subject to the limitations of AR 5120-9-33, from the approved vendor or vendors, for the benefit of a designated inmate.

\*Institutions provide inmates with a list of items they may receive. The list may vary from prison to prison. It is the responsibility of the inmate to provide family members, friends, and others with the list and the proper mailing guidelines.

### Package Allowances and Limitations

SECURITY LEVEL	TOTAL NUMBER OF PACKAGES	LIMITATIONS
Level 1	4	Maximum of two food boxes
Level 2	3	Maximum of two food boxes
Level 3	3	Maximum of one food box
Level 4A	2	Maximum of one food box
Level 4B and 5	0	No packages permitted

**Keefe Group/Access Securepak**  
[www.keefegroup.com](http://www.keefegroup.com)  
 800-541-1700

**Union Supply Direct**  
[www.unionsupplydirect.com](http://www.unionsupplydirect.com)  
 866-404-8989

**Walkenhorst's**  
[www.walkenhorsts.com](http://www.walkenhorsts.com)  
 800-660-9255

Offenders participate in required treatment, educational/vocational training, and work and recreation programs. Treatment programs include Alcohol and Substance Treatment (ASAT), Residential Substance Abuse Treatment (RSAT), Comprehensive Alcohol Substance Abuse Treatment (CASAT), Aggression Replacement Training (ART) and Sex Offender Program (SOP). Educational/vocational programs include Adult Basic Education (ABE), GED Preparation, and various vocational trainings including Custodial Building Maintenance, Computer Repair, Horticulture, and Welding to name a few. Many of our institutions offer apprenticeship programs including Janitorial, Videography, Graphic Design, and Screen Printing to name a few. Examples of work assignments include food preparation, ground maintenance, as well as industry production and services. Many offenders participate purely on a voluntary basis to take advantage of the wide variety of programs offered in our institutions.

A summary list of programs can be found in each individual [Northeast Region Site Section](#).

## HOPE CHANNEL



In 2014, the HOPE Channel emerged as an exciting addition to the Northeast Region. In 2015, the capacity of the HOPE Channel will expand to allow 24/7 content managed from a single location. The Northeast Region hopes to substantially increase its reach and impact on the inmates at the Grafton Correctional Institution/Grafton Reintegration Center, Northeast Reintegration Center, Lake Erie Correctional Institution, Lorain Correctional Institution, Trumbull Correctional Institution and the Ohio State Penitentiary. By delivering information, stories of success, and pro-social skills and examples of engagement and interaction, the HOPE Channel will contribute to the agency's mission to reduce recidivism among those we touch.

The HOPE Channel team consists of ODRC institution and Adult Parole Authority staff, community partners, volunteers, and a group of inspired offenders. Each of the members bring a variety of abilities and service experience including community volunteer work with organizations such as Habitat for Humanity, coaching Little League, conducting international mission trips, 4-H advisors for youth, pastors, veterans and offenders who are experiencing Ohio's criminal justice system from a personal perspective. Bringing such a broad assortment of lifestyles and experiences together creates a valuable collaboration and results in diverse ideas and programming, meeting the interests of a wide-range of viewers.

The first show, Outlook, was a test of a talk show format where inmate panelists discuss current events. Since that time, the content provided on the HOPE Channel has greatly expanded both in variety and quantity. With the focus on pro-social, meaningful activities anchored around reentry, and stressing inmate contribution, the HOPE Channel now airs success stories from ex-offenders who were previously incarcerated, family-centered programs, career profiles, artistic and musical shows, as well as shows discussing matters that affect the quality of residents' lives. Working with the HOPE Channel has provided the incarcerated team members with life-changing skills as well as character building experiences as they create positive broadcasting formats that will speak the language and gain the attention of fellow inmates.

Community partners and area organizations offer great programming opportunities like the classes at EDWINS (Education Wins) Leadership and Restaurant Institute, an institute dedicated to helping offenders pursue a career in food service. Other segments include one on Truly Reaching You Ministries and a play regarding gun violence performed by residents of the Cuyahoga County Community Based Correctional Facility (CBCF). Holiday programs and inmates performing Othello under the direction of a local college drama department are just an example of programming designed to be inspiring and promote pro-social community behavior.



Further, the channel has produced and/or broadcast shows about departmental initiatives. The team produced a new Suicide Prevention video at the request of the Office of Correctional Healthcare. Other projects included subjects such as opiate education, family development, faith-based initiatives, Northeast Ohio Reentry Coalitions and Citizen Circles, and presentations on small business development and broadcasting several TED Talks videos. Ohio's early release initiatives were also determined to be a worthy project for the HOPE Channel. The team filmed, edited, and broadcast judges and defense attorneys explaining the early release initiatives and encouraged eligible offenders to take advantage of these opportunities.

The HOPE Channel provides positive, educational, entertaining, and appeals to a broad audience offering hope, encouragement and practical information to its viewers; it is also in alignment with the Department's three-tiered prison system. The three-tier system allows offenders, based on their behavior and attitude, to reduce or maintain lower classification levels in order to gain more privileges and participate in more programs and activities. Supporting the 11 reintegration pathways (Wellness, Education, Vocational, Pro-social Programs, Recovery, Community Service, Family Connection, Faith-Based, Victims, Residency, and Veteran Pathways) are numerous series and presentations including "Success Stories", "Parenting Within" and "Business for Reentry." Shows explaining the Work Opportunity Tax Credit (WOTC), Federal bonding, and the Certificate of Achievement and Employability help offenders navigate various barriers in the employment field upon reentry.

The majority of the time, content being broadcast throughout the six prisons is uniform, but individual institutions are able to tailor some programming to the needs of their facility. The region's two reintegration centers, the pinnacles of Ohio's three-tiered prison system, are able to involve more community linkage programs as well as reentry preparation. Along with hundreds of other broadcast hours, Ohio State Penitentiary is able to air an eight-week art class to those in restrictive housing. Each institution is also able to develop their own content for editing at the region's media centers. Further, the HOPE Channel content is continuously being evaluated through focus groups and now through an audience feedback e-mail account.

Through the HOPE Channel, inmates witness members of their community, the society they will return to, reach out to assist them while they are incarcerated which promotes the feeling of belonging, offers hope and strengthens pro-social behaviors.

The growth of the HOPE Channel to this point has been outstanding; however, the future goals will expand the channel's influence exponentially. In the foreseeable future the Hope Channel will be shared with all Ohio prisons as well as local jails, community-based partners, and to those released from prison on community supervision.

The next phase of expansion for the HOPE Channel is Hope University – a second channel devoted to classes, curriculums and skills series to assist the inmate population with learning. Much of the content will be produced in-house at the institutions with the HOPE Channel. Programs led by inmates, staff and volunteers will be shared with a broader audience across the Northeast Region. Hope U will also feature outside content from university partners, civic organizations and YouTube. While HOPE Channel continues to offer essential information about reintegration and reentry, Hope U will foster a culture of learning and development to augment classroom learning happening at each institution. Through collaboration with the library staff of the Ohio Central School System, written materials related to Hope U content will be made available to the viewers.



The Department of Rehabilitation and Correction provides medical services and continuity of care to incarcerated offenders. Continuity of care is provided from admission to transfer or discharge from the facility, and will include referral to community-based providers when indicated. These services are to be accessible to all offenders, include an emphasis on disease prevention, and reflect a holistic approach in accordance with approved levels of care.



A complete medical, dental, and mental health screening will be performed on each offender, excluding intrasystem transfers, at the time of the offender's arrival at one of the department's reception centers in accordance with policy.

It is the policy of the Ohio Department of Rehabilitation and Correction to notify the family or next of kin regarding an inmate's illness or injury requiring emergency or non-emergency hospitalization.

A Notification of Next of Kin Form (DRC5328) is completed by each inmate upon arrival at the department's reception center during the medical intake evaluation process.

The inmate may change or add information to the Notification of Kin Form by submitting such change in writing to the Health Care Administrator (HCA) or unit staff.

When a patient is admitted to an outside hospital or admitted to Franklin Medical Center as a result of an urgent care visit, the staff nurse receiving the notification of admission will notify the next of kin. If an admission has been prescheduled for a non-emergency, but is the result of a serious or life threatening condition, the HCA/designee will provide such notification. If upon consultation with the Chief Medical Officer, the HCA/designee determines that a patient's injury is significant, the staff nurse will provide such notification.

Notification to the patient's next of kin will be provided by telephone within 8 hours of admission and continue for 24 hours or until positive telephone contact is made. This notification will include information about the medical condition of the patient, admitting hospital visiting procedure, and the telephone number the next of kin can use to receive further information.

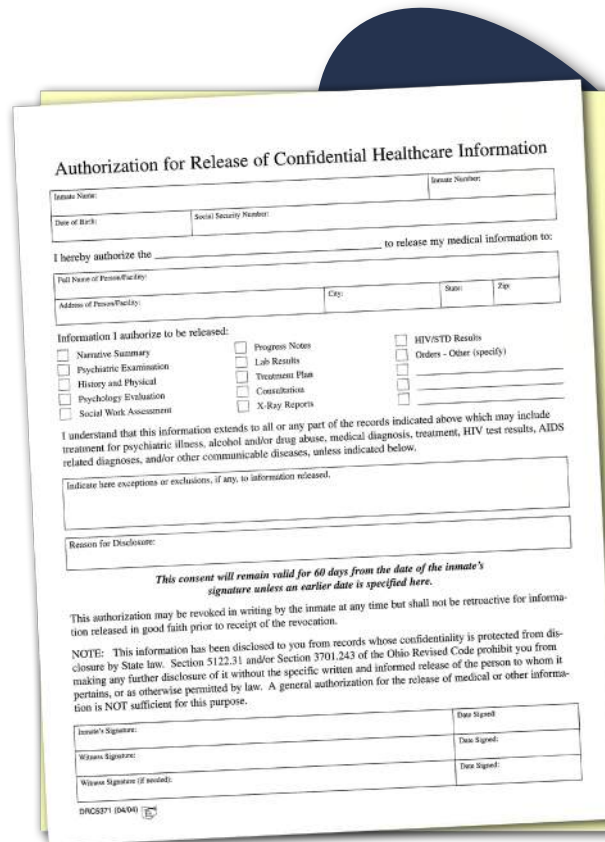
If after several documented attempts, the next of kin cannot be reached by telephone, the next of kin notification letter, which will contain all information referenced above, will be completed by the HCA or designee. Even with the letter, attempts to contact the next of kin by telephone will continue for at least 24 hours.

In the event the inmate does not want a next of kin notified, the HCA or designee will document such refusals in the inmate's medical file.



Health Care Administrators or designee, Mental Health Administrators or designee, Nursing Supervisors, Advanced Level Providers, and Authorized Independently Licensed Mental Health Professionals will be entitled to communicate with the next of kin regarding the inmate's medical and/or mental health condition.

### Authorization for Release of Confidential Healthcare Information



**Authorization for Release of Confidential Healthcare Information**

Inmate Name: \_\_\_\_\_ Inmate Number: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

I hereby authorize the \_\_\_\_\_ to release my medical information to: \_\_\_\_\_

Full Name of Person(s) to Release To: \_\_\_\_\_  
 Address of Person(s): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Information I authorize to be released:

<input type="checkbox"/> Narrative Summary	<input type="checkbox"/> Progress Notes	<input type="checkbox"/> HIV/STD Results
<input type="checkbox"/> Psychiatric Examination	<input type="checkbox"/> Lab Results	<input type="checkbox"/> Orders - Other (specify) _____
<input type="checkbox"/> History and Physical	<input type="checkbox"/> Treatment Plan	<input type="checkbox"/> _____
<input type="checkbox"/> Psychology Evaluation	<input type="checkbox"/> Consultation	<input type="checkbox"/> _____
<input type="checkbox"/> Social Work Assessment	<input type="checkbox"/> X-Ray Reports	<input type="checkbox"/> _____

I understand that this information extends to all or any part of the records indicated above which may include treatment for psychiatric illness, alcohol and/or drug abuse, medical diagnosis, treatment, HIV test results, AIDS related diagnoses, and/or other communicable diseases, unless indicated below.

Indicate here exceptions or exclusions, if any, to information released:  
 \_\_\_\_\_

Reason for Disclosure: \_\_\_\_\_

*This consent will remain valid for 60 days from the date of the inmate's signature unless an earlier date is specified here.*

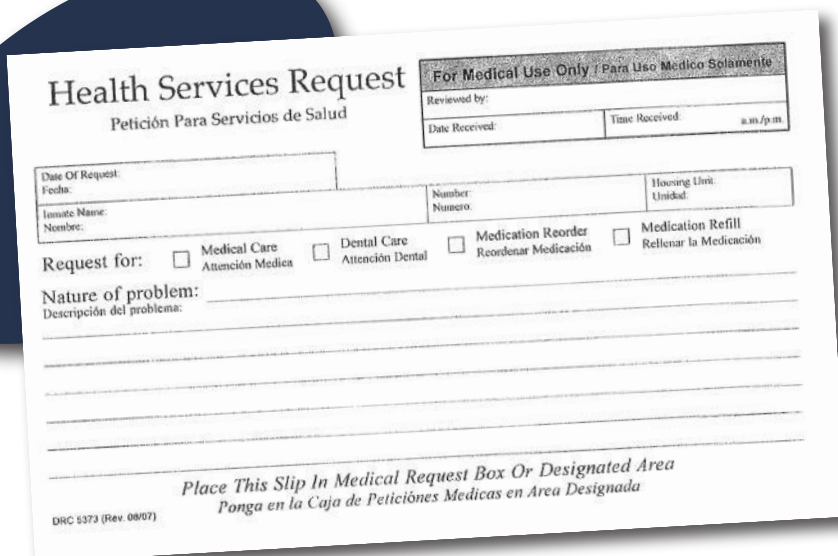
This authorization may be revoked in writing by the inmate at any time but shall not be retroactive for information released in good faith prior to receipt of the revocation.

NOTE: This information has been disclosed to you from records whose confidentiality is protected from disclosure by State law. Section 5122.31 and/or Section 3701.243 of the Ohio Revised Code prohibit you from making any further disclosure of it without the specific written and informed release of the person to whom it pertains, or as otherwise permitted by law. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

Inmate's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
 Witness Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
 Witness Signature (if needed): \_\_\_\_\_ Date Signed: \_\_\_\_\_

DACS371 (04/04)

### Health Services Request Sheet (HSR)



**Health Services Request**  
 Petición Para Servicios de Salud

**For Medical Use Only / Para Uso Médico Solamente**

Reviewed by: \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ a.m./p.m.

Date Of Request: \_\_\_\_\_  
 Fecha: \_\_\_\_\_  
 Inmate Name: \_\_\_\_\_ Number: \_\_\_\_\_  
 Nombre: \_\_\_\_\_ Unidad: \_\_\_\_\_

Request for: ☐ Medical Care / Atención Médica ☐ Dental Care / Atención Dental ☐ Medication Reorder / Reordenar Medicación ☐ Medication Refill / Rellenar la Medicación

Nature of problem: \_\_\_\_\_  
 Descripción del problema: \_\_\_\_\_

Place This Slip In Medical Request Box Or Designated Area  
 Ponga en la Caja de Peticiones Medicas en Area Designada

DRC 5373 (Rev. 08/07)

HSR Sheets are used to request:

- Medical Care
- Dental Care
- Medication Reorders
- Medication Refills



### Dental Care Access

Dental Care is provided by Mid America Health

Inmates desiring dental services will have access via a Health Service Request form to nurse's sick call, and/or dental sick call. No member of the correctional staff may disapprove requests for attendance at sick call or scheduled dental appointments. Inmates will be given detailed information on accessing emergency and routine dental care upon their arrival at a DRC facility orally and in writing.

For Medical or Dental questions and concerns in the Northeast Region please call one of the below numbers

Grafton Correctional Institution	440-748-1161 ext. 5454
Lake Erie Correctional Institution	440-599-4900 ext. 64145
Lorain Correctional Institution	440-748-1049 ext. 324
Northeast Reintegration Center	216-771-6460 ext. 2119
Ohio State Penitentiary	330-743-0700 ext. 1034
Trumbull Correctional Institution	330-898-0820 ext. 5000

## MENTAL HEALTH SERVICES

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) that all inmates have timely access to mental health services and that all inmates receive a mental health screening upon arrival at an institution to identify those inmates with serious mental illness and inmates with other mental health needs and the ability to identify and access mental health services at any time throughout incarceration.

### Mental Health Screening Process

All inmates entering DRC reception centers and inmates being transferred to other institutions will be screened utilizing the Initial Medical, Mental Health, and Substance Use Screening. The Initial Medical, Mental Health, and Substance Use Screening will be maintained as part of the permanent record in the medical, recovery services, and mental health files.

### Referral to Mental Health Services

Inmates may be referred to Mental Health services through various means. Actions taken following a referral will vary based upon the referral.

### Mental Health Admission/Screening Process

When clinically indicated on the Detailed Mental Health Screen or on the Human Trafficking Screen, inmates will be referred to the full mental health evaluation process.

- Inmates referred to Mental Health Services through the admission/screening process will begin the process of a full mental health evaluation.
- During the full mental health evaluation, at any point, an Independently Licensed Mental Health Professional (ILMHP) may stop the process if it is found the inmate is not in need of mental health services.
- Any such action will result in a progress note and the completion of the Mental Health Classification form.



General Referrals to Mental Health

- Any institution employee may make a referral to mental health based of his/her observation of an inmate’s behavior.
- Referrals made during normal business hours will be completed by either a call to the Mental Health Administrator/Manager or a designee, or by completing the Referral to Mental Health form.
  - If the referral issue is of an urgent nature then contact will be made by phone to the Mental Health Administrator/Manager or designee immediately. If mental health staff cannot be reached, the inmate will be placed on constant watch.
  - If an inmate requests mental health services and it is not an emergency, then staff should encourage the inmate to contact mental health to access care.
  - Inmates referred to mental health through a general referral will be seen by a mental health staff through the process delineated by the Mental Health Administrator/Manager for general referrals.

Medical Referrals to Mental Health

- When necessary due to consultation, concern etc., medical staff may make a referral based on his/her observation of an inmate’s behavior.
- Referrals made during normal business hours will be completed by either a call to the Mental Health Administrator/Manager or designee, or by completing the Referral to Mental Health form.
  - If the referral issue is of an urgent nature then contact will be made by phone to the Mental Health Administrator/Manager or designee immediately. If mental health staff cannot be reached the inmate will be placed on constant watch.
  - Inmates referred to mental health through a medical referral will be seen by a mental health staff through the process delineated by the Mental Health Administrator/Manager for general referrals.

Crisis Referrals to Mental Health

- Any staff that becomes aware of an inmate exhibiting signs or symptoms of being in crisis, inclusive of suicide risk will make an immediate referral to mental health services via phone or in person.
- Mental health staff will have a process to see inmates who are in crisis.
- If the staff making the referral is unable to access mental health, staff will then notify the shift commander of the situation while ensuring constant observation/supervision of the inmate.
- The shift commander has the authority to place an inmate on Constant Watch utilizing the Authorization for Crisis Precautions.
- Mental Health staff will follow Department Policy, Crisis Management and Suicide Prevention, when this occurs.

All non-crisis mental health referrals will be addressed by mental health staff within a 14 calendar day period. All referrals to mental health will be logged in the Mental Health Referral Log. When appropriate, if the inmate is not already on the caseload, he/she may be referred to the full mental health evaluation process.

For Mental Health questions and concerns in the Northeast Region please call one of the below numbers

Grafton Correctional Institution	440-748-5498
Lake Erie Correctional Institution	440-599-4900 ext. 64136, ext. 64134, and ext. 64132
Lorain Correctional Institution	440-748-1049 ext. 286
Northeast Reintegration Center	216-771-6460 ext. 3402
Ohio State Penitentiary	330-743-0700 ext. 2101
Trumbull Correctional Institution	330-898-0848 ext. 1584

### OhioMHAS – Ohio Mental Health and Addiction Services

On July 1, 2015 the Ohio Department of Rehabilitation and Corrections (DRC) partnered with, and transitioned the area of Recovery Services treatment provision to, the Ohio Department of Mental Health and Addiction Services (OhioMHAS). This partnership maintains the same licensed treatment providers to supply drug and alcohol treatment services within every DRC facility across the state. The OhioMHAS Bureau of Correctional Recovery Services continues to provide various levels and types of Alcohol and Other Drugs (AOD) treatment through Intensive Outpatient Programs, Therapeutic Communities, Intensive Program Prisons, Recovery-Oriented Supplemental Services, and other means of recovery paths.

Admission into a Recovery Services Treatment program will be determined by the following criteria:

- Recovery Services Level
- Remaining time of sentence

Recovery Services Treatment program groups will consist of the following:

- AOD Treatment Readiness Program (Inmates must successfully complete the AOD Treatment Readiness Program prior to entering the Intensive Outpatient Program or the Recovery Services Housing Unit).
- Recovery Services Intensive Outpatient Program
- Recovery Maintenance Program (Inmates must successfully complete the Intensive Outpatient Program prior to entering the Recovery Maintenance Program).
- Recovery Services Housing Units
- Therapeutic Community

Recovery Services Treatment programs will provide an appropriate range of services that include at a minimum:

- AOD Screening using the Texas Christian University Screening Instrument
- Recovery Services Program Screening Application
- Inmate Assessment using the Bio-Psycho-Social Assessment
- Diagnosis
- Orientation
- Treatment Plan
- Individual and group counseling
- Recovery Services education
- Self Help and Fellowship meetings
- Coordination efforts with community supervision and treatment staff

Upon admittance to a DRC Reception Center each inmate will be administered the Texas Christian University Screening Instrument (TCU). The TCU will determine the inmate's recovery services level of need and designate a recovery services level of care code. The recovery services level of care code will determine which recovery services treatment program will best address the inmate's need(s). The TCU may be re-administered at parent institutions.

### Recovery-Oriented Supplemental Services

**Continuing Care Services** - On-going peer support such as Alcoholics Anonymous, Narcotics Anonymous, Big Book, etc.

**AA/NA Services** - AA/NA will be offered to all general population inmates. The service will be an independent support/fellowship group organized by and for drug abusers and alcoholics to help members achieve and maintain abstinence and/or cope with the effects of drugs and alcohol. Attendance verification must be maintained.

Recovery Services Treatment programs use a coordinated staff approach to deliver services to include planning consultations with other disciplines. These consultations will be held when applicable and at a minimum quarterly. Documentation of the consultation will be maintained in the inmate file. A copy of the documentation will also be maintained in a separate file for Regional Recovery Services Administrative review. Referral to Recovery Services is available to all institutional staff who wish to refer an inmate for services.

Ohio Mental Health and Addiction Services  
<http://mha.ohio.gov/>

## RELIGIOUS SERVICES

It is 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 will be voluntary. The opportunity for inmates to engage in particular religious practices will 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.

### Institutional Chaplain

1. The institutional chaplain has the primary responsibility for the development and implementation of the professional-pastoral aspect of the chaplaincy at his/her institution under the guidance of the Religious Services Administrator.
2. Institutional chaplains function as religious professionals within the correctional setting and will not undertake or be required to undertake roles that are contrary to that of a spiritual provider.
3. Utilizing professional discretion, chaplains will have an advisory role in relation to security staff such as providing information on various religious groups' customs, burial procedures, and dietary needs.
4. Chaplains provide for the spiritual needs of all requesting offenders regardless of faith preference or lack thereof. However, they are not required to compromise the fundamental tenets of their own faith.
5. The institutional chaplain will maintain items that will be used for congregate services in the religious services area. These items will be secured and accessible for scheduled services. Additional congregate property may be brought into the facility by an approved religious leader or contract chaplain with prior authorization.
6. The Chaplain/designee will develop and maintain close relationships with religious resources in the community.

### Institutional Religious Services

1. The Warden has designated a Deputy Warden to provide administrative supervision of religious services. The institutional chaplain(s) will administer and supervise the religious service program in consultation with the Religious Services Administrator.
2. The Religious Services Administrator will ensure that staff who have direct contact with inmates are given training regarding religious practices.
3. The work of the chaplains and the operation of the religious services program necessitate the following provisions:
  - Unless precluded by the Warden for security reasons, the chaplain will have access to all areas of the institution including segregation and RTU units. Chaplains will make weekly visits to segregation and special housing such as infirmary, RTU or protective custody.

- The institution has a designated building space for worship services, classes, small groups, and offices. Staff will consider the religious concerns of others when using religious services space for non-religious purposes. Items and fixtures used in religious rituals must always be handled with care and with consideration for the religious nature of these items.
- 4.** All inmates are afforded access to religious services subject to legitimate departmental or institutional interests and concerns including security, safety, health, discipline, rehabilitation, order, and the limitations of and allocation of resources
- 5.** The Religious Services Administrator ensures that inmates are not subject to coercion, harassment, or ridicule due to religious affiliation.
- 6.** Religious activities may be suspended for all or a portion of the inmate population of an institution when continued conduct of such activities threatens the security and good order of the institution. Such events include, but are not limited to, a general emergency, a security lockdown, and when mixing different security levels must be prevented.
- 7.** Inmates may be denied access to specific religious services if they have engaged in a pattern of disruptive activity in the service on prior occasions. Possession of or access to religious items may be restricted when the use of those items has threatened or may likely threaten the security and good order of the institution.

### **Request for Religious Accommodation**

For those inmates who have established their religious affiliation and wish to request an accommodation not addressed in Departmental Religious Services policies, the inmate can request a meeting with the chaplain and the following steps can be followed:

- 1.** The inmate will be provided the Request for Religious Accommodation form (DRC4326).
- 2.** The inmate can submit the completed Request for Religious Accommodations to the chaplain. The chaplain will meet with the inmate and may ask the inmate to explain his or her views. The inmate has the opportunity to explain his or her request and to discuss the matter with the chaplain. The inmate is given the opportunity to submit written materials in support of his/her request.
- 3.** Following the meeting, the chaplain will record his or her recommendation and any reasons in support concerning the inmate's request. The chaplain may also consider any operational difficulties presented by the request and any obvious and reasonable alternatives.
- 4.** The chaplain will refer the request together with the chaplain's recommendation and reasons to the institution Religious Accommodation Review Committee within 14 days. This committee will include, at a minimum, the chaplain, the appropriate Deputy Warden/designee, the Major/designee and other such persons as may be advisable on particular issues.
- 5.** The committee will evaluate the written request for accommodation together with any supporting materials and the chaplain's recommendation. In addition to the religious nature of the request, the committee will evaluate the operational and security implications of the requested religious accommodation. The committee will also seek input from the Religious Services Administrator to determine whether the requested accommodation has been addressed elsewhere in the Department and the potential impact of the requested accommodation on other institutions. The committee will consider the policies of the Department that are applicable to all faith groups.



- 6.** Upon completing its evaluation, the committee will recommend an appropriate response to the Request for Religious Accommodation. The committee will record its recommendation along with a brief explanation of its reasons. The committee may recommend that the request be granted, denied, or may recommend some alternative accommodation. This recommendation and supporting explanation will be recorded on the Response to Request for Religious Accommodation (DRC4327). The committee will exercise best efforts to complete its response within 30 days of receiving the request.
- 7.** The committee will forward the Request for Religious Accommodation (DRC4326) along with its recommended Response to Request for Religious Accommodation (DRC4327) to the Warden/designee for review and approval. The Warden/designee may approve, disapprove, or modify the committee's recommended response or the Warden/designee may return the matter to the committee for further consideration. If the Warden/designee considers any factors not identified by the committee, the Warden/designee will identify those factors and explain his/her decision.
- 8.** The Warden/designee will record his/her decision on the Response to Request for Religious Accommodation (DRC4327), forward the decision to the inmate, and will forward a copy of both the Request and the Response to the chaplain's office. To the extent possible the Warden's/designee decision will be made within 15 business days of receiving the committee's recommendation.
- 9.** The inmate will be permitted to appeal any final decision and object to any recommendation made by the Warden/designee. The inmate must submit the Offenders Appeal of Decision Regarding Religious Accommodation (DRC4442) to the Religious Services Administrator within 15 business days.
- 10.** Once a religious accommodation has been granted and/or completed, the inmate must wait (12) months to request a change in that particular religious accommodation.

## EDUCATIONAL SERVICES

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 will 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.

### Assessment of Incoming Inmates

The initial assessment of inmates to determine educational skill levels and testing will be accomplished within the seven calendar day institution orientation program per Department Policy, while the inmate is in the reception center. If an inmate is unable to be tested at reception, the inmate will be assessed upon arrival at his/her parent institution. The Shared Service Area Principal/designee of each institution will be responsible for ensuring that each inmate received in the facility has been properly assessed according to this policy.





With the exception of inmates on death row, all inmates will be assessed utilizing a full battery form of a Nationally Recognized Standardized Assessment and other assessments judged to be relevant and necessary.

The education management files will be established at the reception center which initially processes the inmate into the Department of Rehabilitation and Correction. The reception center will ensure that the inmates' education management files contain all appropriate documents detailed in Department Policy. Inmates under the age of 22 who are identified through the assessment process as requiring special education services under the Individual with Educational Disabilities Act will be provided with such services as detailed in Department Policy.

### **Assessment Tracking**

Regardless of age or education level, all academic students assigned to an educational program will be assessed no less than every six months utilizing the full battery variation of a Nationally Recognized Standardized Assessment.

- An exception to this rule will be those students in special population status, those enrolled in an Advanced Job Training program, or a high school student who has passed all sections of the proficiency test/Ohio Graduation Test.
- Special population status students will be tested as institution operations permit.
- A GED student who has passed all the sections of the pre-GED will only be re-tested as necessary to comply with GED guidelines.

Upon completion of assessments, the School Principal or designee will be responsible for ensuring that the results are entered into the Education Information System and recorded on each inmate's School Record - Transcript Form.

### **Placement of Inmates in Educational Programming**

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 an inmate claims to have earned a high school diploma or GED, but the Ohio Central School System does not have official verification, the inmate must be placed on the waiting list and subsequently into school.
- If verification is obtained, it will be documented on the School Record-Transcript, and the inmate will be removed from the academic waiting list or academic class.

School waiting lists must be established to track these potential students. A specific waiting list will be maintained for each program offered. Assessment scores older than two years will not be used for placement. A new assessment must be given before adding the inmate to the appropriate waiting list.

When enrolling inmates off the waiting lists into academic programming at parent institutions, priority will be given to the following groups of inmates in the following order:

- Inmates within 90 days of release will not be considered for mandatory enrollment in mandatory educational programming, but may remain eligible for voluntary education if space is available.
- Inmates under 22 years of age who are identified as a student with a disability or a student who is suspected of having a disability, as defined per Department Policy.
- Inmates under 22 years of age (mandatory, then voluntary)
- Inmates with the earliest release or parole consideration dates (mandatory, then voluntary)
- Specialized academic programs such as Education Intensive Prison Program (EIPP) may deviate from the above criteria for enrollment.

When enrolling inmates off the waiting lists into Career Technical Education programming, priority will be given to the following groups of inmates:

**Adult Programs:**

- Inmates under 22 years of age who are identified as a student with a disability or a student who is suspected of having a disability as defined per Department Policy.
- Inmates with the earliest release or parole consideration date, ensuring that the inmate has sufficient time to complete the program.

**Secondary Programs:**

- Inmates under 22 years of age who are identified as a student with a disability or a student who is suspected of having a disability as defined per Department Policy.
- Inmates under the age of 22 who do not possess a high school diploma or GED, by the earliest release or parole date consideration, ensuring that the inmate has sufficient time to complete the program.
- Inmates with the earliest release or parole consideration date, ensuring that the inmate has sufficient time to complete the program.

When enrolling inmates off the waiting lists into the Voluntary Education Intensive Prison Program, priority is given to inmates with the earliest release date of their original sentence.

When enrolling inmates off the waiting lists into the voluntary Transitional Education Program (TEP), priority is given to the following groups of inmates:

- Inmates within 180 days to release or parole consideration date, ensuring that the inmate has sufficient time to complete the program.
- Inmates with the earliest release or parole consideration date, ensuring that the inmate has sufficient time to complete the program.

Inmates who have completed the Ohio Central School System mandatory requirements at any Ohio Central School System branch campus will be considered to have satisfied the requirements throughout the inmate's current term of incarceration. Inmates in good standing may continue their educational enrollment after their mandatory requirement is fulfilled.

Inmates who do not meet the requirements for mandatory educational programming or those who withdraw prior to completing a high school diploma or GED, but after serving their mandatory school time, remain eligible to enroll in educational programming on a voluntary basis.

Inmates who do not progress in a satisfactory manner or exhibit inappropriate behavior may be removed using the Inmate Evaluation Form after their mandatory education requirement is fulfilled, unless they are on an Individual Education Program.

The names of inmates who apply for voluntary academic education programming are placed on a waiting list and enrolled in school on a first-come, first-served basis, after enrolling all mandatory inmates using the priority criteria. The education program at each institution will allow for flexible scheduling that permits inmates to enroll at any time and to proceed at their own learning pace.

### **Academic and Career-Technical Education Counseling**

Inmates have access to academic and career-technical education counseling throughout their incarceration within the Department of Rehabilitation and Correction. The School Guidance Counselor is available to inmates through the inmate kite system and during posted office hours to ensure that interested inmates can obtain information concerning educational programming.

Ohio Central School System

[http://www.drc.ohio.gov/ocss/ocss\\_home.htm](http://www.drc.ohio.gov/ocss/ocss_home.htm)

## Ohio Department of Rehabilitation and Correction Office of Victim Services

770 West Broad Street  
Columbus, Ohio 43222  
Phone  
614-728-1976  
or toll free  
1-888-VICTIM4 (1-888-842-8464)  
[DRC.Victim.Services@odrc.state.oh.us](mailto:DRC.Victim.Services@odrc.state.oh.us)

### What Services are Available for Victims of Crime?

- Crisis intervention and advocacy throughout the corrections process
- Assisting victims with concerns related to inmates and parolees under our jurisdiction.
- Information regarding status of inmates in prison or under supervision of the Department's Adult Parole Authority.
- Community education about policies and procedures of the Department of Rehabilitation and Correction.
- Referrals to other state and community services.
- Petitions the Parole Board for Full Board hearings as appropriate.
- Monitors network of Victim Coordinators located in each prison and Adult Parole Authority district office throughout the state, who serves as liaisons for the Office of Victim Services.
- Provides education to Department staff to increase awareness of victims' issues.
- Assists Parole Board and Adult Parole Authority's parole and probation staff in identifying victims' issues and provides input into decision-making process as appropriate.
- Facilitates meetings of the Department of Rehabilitation and Correction's Ohio Council on Victims Justice.

Please visit the following website for information regarding victim services and to register for notification regarding an Ohio inmate.

<http://www.drc.ohio.gov/web/VICTIM.htm>



### Apology Letters

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

Apology Letters can be written by an offender as an attempt to communicate accountability, remorse, and acknowledgement of the pain caused by the offense(s) committed. The Office of Victim Services (OVS) discourages offenders from sending their letters directly to the victim(s) of their offense(s) or through a third party.

OVS generally receives apology letters from either the Victim Awareness Facilitators after the offender has completed the Victim Awareness program or directly from the offender. Apology letters can be sent to The Office of Victim Services 770 West Broad Street Columbus, Ohio 43222.

Upon receipt of an apology letter, OVS will contact the victim (s) to see if they would like to accept a letter of apology from the offender. The victim(s) must be registered in order to be notified that OVS has received an apology letter from the offender. Once OVS has the letter, the offender is no longer the owner of the letter and will not be informed when an apology letter is requested by the victim or sent to the victim. Please note, an apology letter is not a method of obtaining future contact with the victim, such as special or approved visiting into a correctional institution.

If a victim is interested in receiving or checking to see if an apology letter is on file from the offender in their case, they can complete a notification form or contact the Office of Victims Services.

Organization	On-Line Address
Ohio Department of Rehabilitation and Correction	<a href="http://www.drc.ohio.gov/web/victim.htm">www.drc.ohio.gov/web/victim.htm</a>
Department of Justice Office for Victims of Crime	<a href="http://www.ojp.usdoj.gov/ovc/">www.ojp.usdoj.gov/ovc/</a>
Department of Justice Violence Against Women Office	<a href="http://www.usdoj.gov/ovw/">http://www.usdoj.gov/ovw/</a>
OVC's Online Directory of Crime Victim Services	<a href="http://ovc.ncjrs.org/findvictimservices">http://ovc.ncjrs.org/findvictimservices</a>
National Crime Victim's Research and Treatment Center	<a href="http://www.musc.edu/cvc/">www.musc.edu/cvc/</a>
OJJDP Missing and Exploited Children (MEC) Program	<a href="http://ojjdp.ncjrs.org/">http://ojjdp.ncjrs.org/</a>
National Criminal Justice Reference Service	<a href="http://www.ncjrs.org">www.ncjrs.org</a>
National Center for Victims of Crime	<a href="http://www.ncvc.org">www.ncvc.org</a>
Victim-Assistance Online	<a href="http://www.vaonline.org">www.vaonline.org</a>
Allen County Crime Victims Services	<a href="http://www.crimevictimservices.org">www.crimevictimservices.org</a>
Attorney General of Ohio, Victims Compensation Section	<a href="http://www.ag.state.oh.us/victim/index.asp">http://www.ag.state.oh.us/victim/index.asp</a>
CASA	<a href="http://www.nationalcasa.org">www.nationalcasa.org</a>
Grief Recovery Institute	<a href="http://www.grief-recovery.com">www.grief-recovery.com</a>
Healguiders Home	<a href="http://www.geocities.com/HotSprings/2402/">www.geocities.com/HotSprings/2402/</a>
National Center For Missing & Exploited Kids	<a href="http://www.missingkids.com">www.missingkids.com</a>
Ohio CASA/GAL	<a href="http://www.ohiocasa.org">www.ohiocasa.org</a>
Rape, Abuse and Incest National Network	<a href="http://www.rainn.org/">http://www.rainn.org/</a>
Stand For Children	<a href="http://www.stand.org">www.stand.org</a>
Survivors Victims of Tragedy	<a href="http://www.survivorsvictimsoftragedy.org">www.survivorsvictimsoftragedy.org</a>

## Volunteering in Ohio Prisons

The Department of Rehabilitation and Correction (DRC) is committed to recruiting dedicated, talented and resourceful volunteers and reentry mentors to provide services to offenders, formerly incarcerated persons and communities assisting in rehabilitation and reentry efforts. The Department offers educational and life experiences, training, staff support, networking opportunities, a volunteer hotline number and volunteer email to obtain information about volunteering, and technical assistance for volunteers and reentry mentors.

### Become a Volunteer Today

If you are interested in information about becoming a volunteer, please contact the DRC Volunteer Hotline at: (877) 728-1534 or email us at: [DRC.Volunteer@odrc.state.oh.us](mailto:DRC.Volunteer@odrc.state.oh.us).

## Questions About Volunteering

### Who is an approved volunteer?

All persons interested in volunteering must complete an application, submit to a background investigation and disclose all associates, friends, and relatives who are in prison or under DRC supervision. All approved applicants must satisfactorily complete required training and orientation and be aware of the following:

- Voluntarily serve by one's own free will without pay or other compensation.
- Provide encouragement and support for others and be competent in the desired area of service.
- Comply with all rules and laws governing behavior, dress and contraband.
- DRC has a zero tolerance policy for alcohol and drug use or conveyance.

### What kind of qualifications do I need?

- Must be 18 years of age or older and possess a valid government issued identification card.
- Must not be under DRC supervision.
- Good reputation, good character and a desire to serve humanity.
- Successful formerly incarcerated persons are strongly encouraged to volunteer.
- Volunteers are considered without regards to race, ethnicity, social, economic and education level or religious affiliation.

### Do I have to work in a prison or parole office?

No! – There are many places for a person to volunteer besides the prison.

- Parole office - assisting in providing services and information to offenders under supervision.
- Central Office - working on committees, victim issues, reentry projects and focus groups.
- Work on educational projects or as a college intern to further understanding of the criminal justice systems.
- Volunteer with DRC service providers or community partners who house offenders or ex-offenders in the community.

### What are some personal rewards?

There are many positive and personal rewards obtained from volunteering.

- Feel a sense of purpose
- New experiences and opportunities
- Helping someone who needs help
- Opportunity to practice or sharpen skills, and to obtain noteworthy experience

### Are there tips for success?

- Shadow with an experienced volunteer
- Maintain a copy of the Volunteer Feedback form to provide periodic feedback about your experiences and progress
- Awareness of the method or procedure to resolve formal and informal concerns
- Be dependable by showing up on time for the days of commitment
- Maintain confidentiality
- Don't be afraid to ask questions of employees

### Can I be Terminated?

Volunteer services can be terminated. If the person is terminated at one office, then the termination is in effect for the entire Department until the matter is resolved or reversed. Reasons for termination can include:

- Failure to comply with DRC rules or policies
- Breach of confidentiality
- Physical or emotional illness or instability
- Inability to cooperate with staff
- Erratic, unreliable attendance
- Any other activity which threatens the orderly operation or safety of people or property

### Links for Capacity Building

The Governor's Office of Faith-Based and Community Initiatives serves as a central point of contact for community groups, nonprofits, and government agencies interested in forming public-private partnerships to meet needs, deliver services, and solve community problems.



[www.reentrycoalition.ohio.gov](http://www.reentrycoalition.ohio.gov)



It is the policy of the Ohio Department of Rehabilitation and Correction that each institution establishes and maintains a recreation and leisure time program for inmates. Recreation programs include outdoor exercise depending on climatic conditions. The availability of interaction with the community through recreational activities and leisure time programs are limited based upon the security level of the facility and will be made available in proportion to the offender population.



Each institution has a staff member(s) designated to develop a comprehensive recreation program that includes leisure time activities and outdoor exercise of interest to the inmates. This staff member will be qualified on the basis of his/her academic training and/or experience.

Recreational and leisure time programming for inmates will take into account the security levels of the inmates, their ages and disabilities, the size of the recreation areas, and the equipment available to the institution.

Facilities and equipment suitable for the planned leisure time activities of inmates are available in proportion to the inmate population and be maintained in good condition.

Inmates assigned as program aides in the recreation area are selected and trained by the Recreation Supervisor or his/her designee. Inmates should have an interest in recreation programs and leisure time activities and receive appropriate training in the programs they will be assigned to assist.

Inmates are given the opportunity through kites to initiate recreation and leisure time activities of interest to them, depending upon the security levels of the inmates and the recreation funds available. These activities may include, but not limited to, inmate publications, arts and crafts programs, and quiet games. Staff supervision will be available for recreation and leisure time activities.

Recreational programs include evening and weekend hours to avoid interference with work, academic and vocational programs, and will not occur outdoors after dusk for Level 3, 4, and 5 prisons. This does not include areas within the recreation building or other buildings within the prison where recreation programming and activities occur. At the discretion of the Warden, Level 1 and 2 prisons may offer recreation programs and activities outdoors on their compound after dusk.

Recreational equipment and programs vary at different security level prisons. Some programs and activities are listed below.

- Board Games
- Table Games (Air Hockey, Billiards, Ping Pong, etc.)
- Electronic Games (including Wii Gaming System)
- Fantasy Games (Fantasy Football, Fantasy NASCAR, etc.)
- Physical Activities (Aerobics, Basketball, Bocciball, Bean Bag Toss, etc.)
- Bingo
- Cultural/Arts Programs (Crafts, Dance Performance, Bands, Talent Shows, Theater, etc.)
- Special Events (Fundraisers, Art Shows, Health Fairs, Yard Day, etc.)



### Rules Infraction Board (RIB)

The Rules Infraction Board (RIB) is a two-member committee charged with the responsibility to conduct a formal due process hearing (digitally recorded) based on alleged rule violations referred to this committee by a designated hearing officer.

At the formal hearing, the inmate is authorized to provide a defense, which may establish his/her innocence or mitigate his/her involvement in the alleged infraction. The inmate is afforded all rights outlined during the hearing officer process, including the right to witnesses and to challenge the evidence against him.

After the presentation of all evidence, the RIB will determine if evidence exists to support the alleged violation and whether or not the accused inmate violated the rule. If a guilty decision is rendered, the inmate will be given a copy of the RIB findings and be advised of his rights to appeal the decision.

The Warden or designee administratively reviews all decisions of the Rules Infraction Board. The purpose of this review will be to determine if:

- The inmate has been validly charged with the proper rule infraction
- There is no prejudicial violation of the inmate's due process rights
- There is factual evidence to support the charge
- The penalty imposed is authorized and appropriate



In the event the inmate wishes to appeal the decision of the RIB, the inmate will be provided with the necessary form at the conclusion of his hearing. The appeal must be forwarded, in a kite, to the Warden with in fifteen (15) days after the hearing relative to any and all of the above review criteria.

Should the inmate disagree with the findings of the first appeal, the inmate may direct a final appeal to the Director of the Department of Rehabilitation and Correction within thirty (30) days after the receipt of the initial appeal response. However, only the following rules may be appealed to the Director: Rules 1-6, 8, 10-12, 15-17, 24, 25, 28-34, 36-40, 45, 46, 52, 53, 55, 56, and 59. If you are charged with a rule violation that is not listed but you have been recommended for placement in local control you may appeal to the Director. The instructions for filing this appeal are contained in the response from the initial appeal. The decision of the Director is final.

## Restrictive Housing

Restrictive Housing is segregated housing used for the following reasons:

### Security Control

An inmate may be placed in Security Control (SC) from the general inmate population when any of the following situations apply:

- When needed to facilitate an investigation prior to the issuance of a conduct report or other administrative action or criminal prosecution.
- Pending a hearing before the RIB.
- When the inmate poses a threat or danger to himself/herself or others, to institutional property, or to the security of the institution.
- When the inmate poses a threat of disruption to the orderly operation of the institution.
- Pending transfer to another institution.
- As a temporary housing assignment for inmates to facilitate an inmate's appearance in judicial or administrative proceedings.

### Disciplinary Control

The Rules Infraction Board has the authority to place an inmate into Disciplinary Control (DC) for a period of one (1) to fifteen (15) days, upon a guilty finding. The Rules Infraction Board may impose consecutive sentences for two (2) or more unrelated violations, but no inmate will remain in Disciplinary Control for more than thirty (30) consecutive days.

### Local Control

An inmate may be placed in Local Control (LC) according to Administrative Regulation 5120-9-13.1, when it has been determined that:

- The inmate has demonstrated a chronic inability to adjust to the general population.
- The inmate's presence in the general population is likely to seriously disrupt the orderly operation of the institution.

An inmate considered for LC will appear before the Local Control Hearing Officer and be afforded the opportunity to be heard concerning the proposed placement. LC reviews are conducted every thirty (30) days. Inmates in LC may send and receive mail and law materials.

\*Inmates housed in Segregation may not receive food or sundry packages. If packages are received, they will be returned to sender at the inmate's expense. Phone privileges are also limited during this time and must be approved by the Major.

### **Grievance Procedure**

The grievance procedure is designed to allow inmates to make valid complaints about any aspect of institutional life.

#### **1. What is a grievance?**

A grievance is a complaint about any policy, rule, practice or act by the Department of Rehabilitation and Correction, or its employees, that directly affects the inmate and is presented for resolution through the process outlined below.

#### **2. What is the purpose of the Inmate Grievance Procedure?**

The grievance procedure is a method of formally presenting complaints to when an inmate has been unsuccessful in attempting to resolve a complaint through normal channels. The procedure is designed to provide a broad range of remedies, including changes in institutional policies and practices, and disciplinary action against employees and inmates who willfully violate institutional rules.

#### **3. What is not “grievable?”**

The grievance procedure is not designed to act as an additional or substitute appeal process in connection with Rules Infraction Board or institutional Hearing Officer Proceedings. This grievance process cannot be used to replace a system that has its own appeal process, i.e. job reclass. A complaint relating to a specific disciplinary decision will not be considered in the grievance process. In addition, complaints unrelated to institutional life such as legislative action, policy and decisions of the Adult Parole Authority, judicial proceedings and sentencing are not considered grievances. Further, no claim involving subject matter, exclusively within the jurisdiction of the courts or other agencies, will be considered.

**4.** The Inspector of Institutional Services investigates and processes inmate grievances and takes appropriate actions within the scope of his authority. Where appropriate the inspector makes recommendations to the institution Warden to affect a grievance resolution. The Inspector of Institutional Services also monitors the application and enforcement of institutional and departmental rules and regulations. Any questions regarding the grievance procedure should be directed to the Inspector of Institutional Services.

#### **5. Using The Grievance Procedure**

If an inmate has a complaint, he/she should first try to resolve it through the Case Manager or contact the department of the staff member responsible for the area related to his complaint. The inmate may use an “Informal Complaint Resolution” form for this purpose. This form **MUST** be directed to the supervisor of the department or employee involved in the inmate’s complaint. Do not send the original of the Informal Complaint Resolution forms to the Inspector, only the pink (last) copy. Inmates may expect a response within seven (7) calendar days. If an inmate is dissatisfied with the response, he should contact the Inspector of Institutional Services. The Inspector may resolve the matter without requiring an inmate to file a written grievance form. If the Inspector decides that the grievance is of an emergent nature, immediate action will be taken.

Either the inmate or the Inspector may require that the grievance be stated, in detail, on a grievance form entitled “Notification of Grievance.” If the inmate needs assistance filling out the form, the inmate should ask the Inspector or unit staff. The grievance form contains certain questions in regard to the handling of an inmate’s grievance. Each inmate grievance should be resolved within fourteen (14) calendar days. If the Inspector needs more time, the inmate will be notified of the reason for the delay.

The Inspector will give the inmate a written decision on a form titled “Disposition of Grievance.” If the inmate is dissatisfied with the decision of the Inspector, the inmate may have it reviewed by sending an appeal to the Chief Inspector within fourteen (14) calendar days of the date of the disposition of the grievance. Appeal forms are available through the Inspector.

The Chief Inspector will accept jurisdiction over a grievance that has not been handled by the Inspector of Institutional Services, only if the Inspector or Warden is a part of the grievance. In order for the Chief Inspector to become so involved, the grievance must indicate that the Inspector or Warden violated a law or policy in some way.

The office of the Chief Inspector should make a decision on the inmate’s appeal or grievance within thirty (30) calendar days of receipt. If additional time is required, the inmate will be notified of the reason for the delay. The entire process is designed to take no longer than ninety (90) days, unless the inmate agrees to an extension of time.

### Informal Complaint Resolution (ICR)

Informal Complaint Resolutions are used to start the Grievance Process. There are four copies that get sent to various departments.

- ☐ White and Canary copies go to the Supervisor of staff or department responsible for the complaint
- ☐ Pink copy goes to the Inspector
- ☐ Goldenrod copy stays with the offender

### Guarantee Against Reprisals

The Department of Rehabilitation and Correction is committed to maintaining a safe, secure and humane environment for inmates and staff and recognize that an effective grievance procedure goes hand-in-hand with this commitment. Inmates are encouraged to use the grievance procedure in order to resolve complaints, which cannot be effectively resolved by unit staff, and to address allegations of discrimination, harassment, abusive language or actions that could be construed to be inappropriate supervision. The inmate is protected in several ways from any form of reprisal.

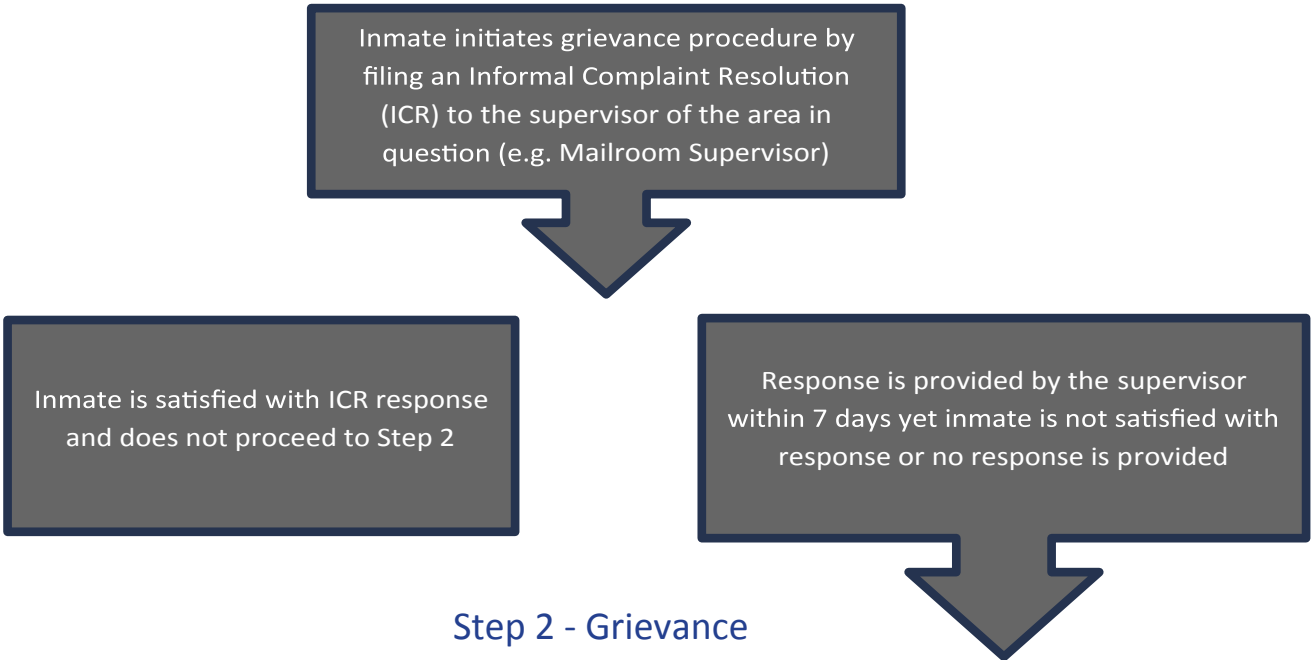
# GRIEVANCE PROCEDURE

First, any and all records of the inmate’s participation in the grievance procedure are confidential and are not available to the Parole Board unless the record establishes that an inmate deliberately lied to seriously “injure” someone.

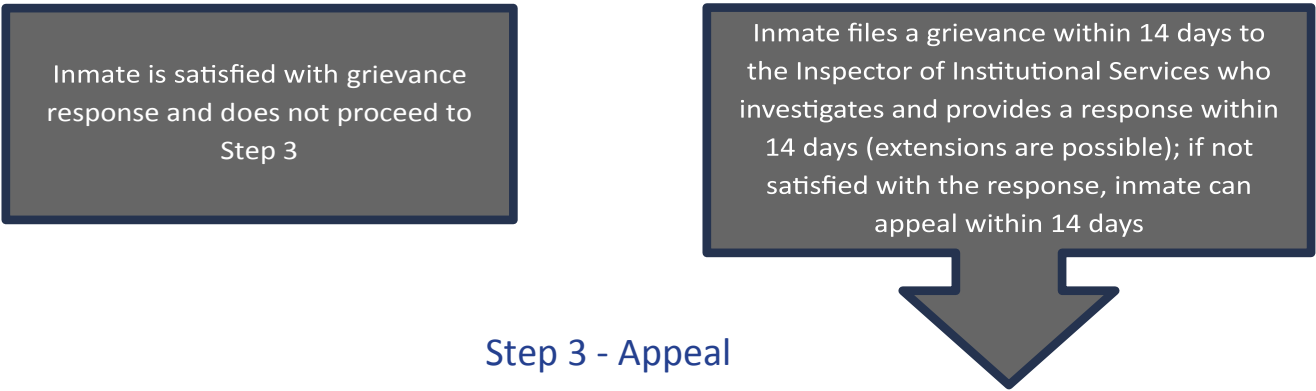
Second, all employees are prohibited from discriminating against an inmate, from insulting an inmate or from taking any action against an inmate for the good faith use of the grievance procedure.

Finally, the Inspector is the only staff member who can issue a conduct report to an inmate for using or abusing the grievance procedure. In short, the inmate is protected for use of the grievance procedure unless the inmate lied or deliberately made a false statement with the intent of seriously injuring another person.

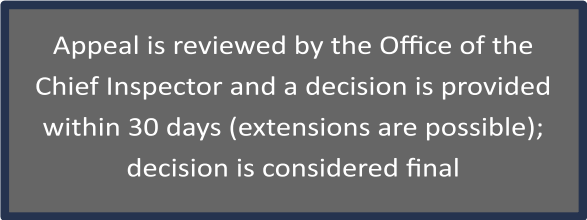
## Step 1 - Informal Complaint Resolution



## Step 2 - Grievance



## Step 3 - Appeal





### Prison Rape Elimination Act

The Prison Rape Elimination Act (PREA) was passed in 2003 with unanimous support from both parties in Congress. The purpose of the act was to “provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape.” This law applies to all public and private institutions that house adult or juvenile offenders.

For more information regarding PREA including a link to the National PREA Resource Center can be located at the following DRC website: <http://www.drc.ohio.gov/web/prea.htm>

## REINTEGRATION CENTERS

### Reintegration

Reintegration is the process, based on a pro-social model, of integrating institutional and community resources to facilitate re-entry and reduce recidivism. The Pro-Social Environment Model included the following components:

- Participation in meaningful activities at least 8 hours per day
- Primary emphasis is on work that provides marketable job skills
- Focus on criminogenic risk factors
- Allows inmates to manage conflict through various structured sanctions
- Peer driven and away from staff guided thinking and living
- Individualized Case Plans
- Resource Center
- Clothing Bank



To be eligible for placement in a reintegration center or unit, an inmate must meet certain criteria. The inmate must sign a Reintegration Unit Contract. The goal of ODRC is to have all inmates proceed through the Reintegration process unless the security level dictates otherwise. Inmates in reintegration units or centers receive incentives not available to other inmates. In the Northeast Region, Grafton Reintegration Center at Grafton Correctional Institution serves male inmates and Northeast Reintegration Center serves female inmates.

Reintegration is the final stage of incarceration. Reintegration Centers offer a variety of pro-social programming and have a mission to increase interaction with family, friends, community partners, and supporters. This is where residents have more opportunities that assist with preparation for release. Increased social interaction helps residents find ways to adjust to abnormalities they may be faced with upon release. The decrease in security level provides residents, family & friends, and staff with avenues to reduce the possibility of recidivism. In order to reach a Reintegration Center one must exhibit good behavior, have a pro-social attitude, be a level 1 resident, have at least 3 months left on his/her sentence, and have less than 6 years until his/her release or parole board date.

### Justice Reinvestment Officers (JRO)

Eight Parole Officers from the Ohio Adult Parole Authority have been identified throughout the state to serve as Justice Reinvestment Officers (JRO) through the APA special assignment policy. The designated officers report to the office of ODRC's Deputy Director of Court and Community.

#### Purpose of the justice reinvestment Officers (JRO)

The JRO's primary function is to provide credible information to the court of common pleas directly or through its various departments. This can include general information about DRC operations, policies, visions, and goals; or more specifically, it can include information regarding suitable offenders that have been identified for possible supervised release for example: judicial release, transitional control, and provisions within House Bill 86. In addition, the JRO's are working to bridge gaps between parole and prison operations.

#### JRO Duties

- Serve as a liaison between the courts and DRC
- Provide reports tailored to meet the information needs of the Court
- Assist institution staff/inmates with court and community needs
- Process Certificate of Qualification for Employment (CQE) petitions
- Devote time and energies to our community partners and offender families
- Collect data

#### Justice Reinvestment Officers can provide information to the court pertaining to:

- Program participation
- Security Threat Group
- Security level classification
- Input from staff (including unit management) at parent institution
- Rules Infraction Board (RIB)
- Institutional Summary Reports (ISR)
- Sentence Computation, detainers and records
- Reintegration Units, Transitional Control, or Intensive Program Prisons
- Interstate Compact
- Training on the Certificate of Qualification for Employment online process

Overall, the JRO is to facilitate communication and sharing of information by enhancing existing relationships and by creating new relationships between DRC and anyone who has an interest in the sentencing, incarceration, programming, supervision, and re-entry of Ohio's offender and ex-offender population.

If you have any questions regarding CQE or JRO please call [614.752.0829](tel:614.752.0829)

## EARLY RELEASES

In state law there are a variety of mechanisms that allow inmates who fulfill certain criteria to be considered for release prior to the completion of the sentence imposed by the Court. The criteria vary for each option. The following is a brief description of some of these mechanisms.

#### Judicial Release

Judicial Release is the suspension of a prison sentence by the sentencing court after a person has served a portion of the prison sentence imposed. The Court typically imposes a period of supervision and may impose additional requirements. An inmate requests consideration for Judicial Release by a motion to the sentencing court, usually with assistance from an attorney. A Judicial Release hearing may be held with the inmate at the sentencing court or via videoconference.

### Intensive Prison Program (IPP)

IPP is an early release option that involves voluntary participation in an intensive program during their incarceration. ODRC identifies inmates who are eligible for IPP, however, the sentencing court may veto the decision. If the sentencing judge does not want ODRC to consider IPP, the court can document that in the journal entry at the time of sentencing. Inmates who successfully complete the 90 day intensive program are released prior to the completing the sentence imposed by the Court.

### Transitional Control

Transitional Control is an early release option that involves transfer of an inmate from an institution to the control of a halfway house program to serve the remainder of his or sentence. During this time the person completes a case plan involving any recommended programming and may seek employment in the community. Some participants are eligible to return home on electronic monitoring while on Transitional Control status. ODRC identifies inmates who are eligible for Transitional Control, however, the sentencing court may veto the decision. Also, if a participant violates program rules, he or she may be returned to the institution to complete their prison sentence.

### 80% Court Release

80% Court Release was created under HB86. It did not replace the Judicial Release process but it expanded the ability of the sentencing court to allow early release for certain inmates. ODRC identifies the inmates who are eligible. The inmate must then complete an application which is reviewed by a panel at the institution. If the panel recommends early release, the Justice Reinvestment Officer compiles information about the suitability of the inmate and submits it for review by the ODRC Director. If the Director recommends the release, a notice is sent to the sentencing court to request the early release.

### Risk Reduction

Risk Reduction sentences were created under HB86. To be eligible for early release under this mechanism, the court must order Risk Reduction in the journal entry at the time of sentencing. The inmate then must agree to complete an assessment and all programming/treatment recommended by ODRC. If the offender completes all recommended programming, the inmate may be released after serving all mandatory time, and at least 80% of their non-mandatory time. ODRC will notify the court 30 days prior to the inmate's release. Once released, the person will be supervised by the Adult Parole Authority for a period of time.

### Treatment Transfer

Treatment Transfer was created under Amended Substitute Ohio House Bill 64. This amendment creates an opportunity for eligible and suitable inmates to transfer into a halfway house and/or community based correctional facility within the last twelve months prior to end of sentence. This opportunity will only apply to those inmates convicted of a fourth or fifth degree felony that have no (past or present) history of violent convictions (felony or misdemeanor). The inmate must also be assessed as having a moderate or high substance use disorder. The inmate will maintain an "inmate" status while at the half way house until the expiration of stated term. The inmate's substance use disorder will be addressed through programming. These inmates will be eligible to receive earned credit against his/her prison term while participating in the Treatment Transfer program. Upon successful completion of substance use programming at the half way house, inmates will be allowed to transfer to an approved residence with electronic monitoring until end of sentence. The Judge cannot veto placement into this program and the Director of the Department of Rehabilitation and Correction has sole discretion on determining suitable inmates to participate in treatment transfer.

## Certificate of Qualification for Employment (CQE)

Senate Bill 337 became effective September 29, 2012, and created a “Certificate of Qualification for Employment” (CQE) in Ohio Revised Code 2953.25. The CQE will allow persons living in the community who have a previous felony or misdemeanor conviction to apply to the court to lift the collateral sanction that bars them from being considered for employment in a particular field.

### Certificate of Qualification for Employment (SB 337)

- Issued by the Court of Common Pleas where the ex-offender resides.
- Creates a process by which an individual, who is subject to a “civil impact” or “collateral sanction”, may obtain an order of limited relief from a court that will provide relief from certain bars on employment or occupational licensing in the state of Ohio. A collateral sanction is a penalty, disability, or disadvantage that is related to employment or occupational licensing as a result of a conviction of or plea of guilty to an offense and that applies by operation of law in this state regardless if the penalty, disability, or disadvantage is included in the sentence or judgment.
- The certificate may be used for general employment opportunities as well.
- If seeking relief from a felony conviction, the petition can be filed one year after release from incarceration and all periods of supervision after release. If the offender was not incarcerated, the petition can be filed one year from the date of the individual’s final release from all sanctions imposed (for example: Community Control).
- If seeking relief from a misdemeanor conviction, the petition can be filed six months after release from incarceration and all periods of supervision after release. If the offender was not incarcerated, the petition can be filed six months from the date of the individual’s final release from all sanctions imposed.
- The petition, instructions on completing the petition, and other valuable information can be found by visiting: <https://www.drccqe.com>
- Justice Reinvestment Officers (JROs) review the petition for completeness and forward the petition to the court on behalf of the ex-offender for those ex-offenders who have served time in an ODRC institution or have received services in an ODRC funded program. Otherwise, the offender can file their own petition directly to the court where Local Rule allows.
- After DRC review, the petition is electronically forwarded to the court for consideration. At this time, the petitioner is instructed to print a copy of their petition and file it as a civil matter with the Clerk of Courts Civil Division in the County Common Pleas Court where they reside.
- Upon receiving the petition AND all investigatory information that the court deems necessary, the court has 60 days to render its decision.
- If granted, the petitioner will have the opportunity to print the certificate directly from [drccqe.com](https://www.drccqe.com) where it will be automatically generated and stored by the online process.
- Issuance of the certificate, and presentation forthwith to the applicable agency, will then permit the appropriate decision maker to review on a case by case basis whether to issue or re-issue a license and/or permit an employment opportunity within the desired occupation.
- Hiring of a petitioner who has been granted a certificate provides the prospective employer with immunity from negligent hiring claims when the employer is aware of the certificate at hiring. If the employer fails to take action when dangerous or criminal behavior is exhibited after hiring and retains the employee after such behavior, the employer can then be held liable.
- Certificates may be revoked if the offender is convicted of or pleads guilty to a felony offense committed subsequent to the issuance of the certificate.
- It should be noted that this provision of SB337 contains other important elements, limitations, and expectations and should be viewed in its entirety for full clarification.

### Placement

Inmates transitioning from incarceration to Post Release Control or Parole supervision at the completion of their sentence must provide potential addresses for review by the APA prior to release. If the inmate has no family or other support person with whom they can reside, the inmate can request placement into a Halfway House or a Community Residential Center. In the Northeast Region, inmates who need information about the housing options can speak to their case manager, an APA reentry coordinator or with APA staff through video conference.

## COMMUNITY PARTNERS

### Family/Community Resource Partners

Below you find information on some of our community partners. This is not an all-inclusive list. Please contact our specific northeast region prison or parole region for additional information on community partners who will assist you in your particular need.

#### The Ridge Project

J169 State Route 65  
McClure, Ohio 43534-9740  
Phone: (419) 278-0092  
Fax: (419) 278-0117  
[theridgeproject.com](http://theridgeproject.com)

#### The Mahoning Valley Hope Center

3217 Surrey Road SE  
Warren, Ohio 44484  
Phone: (330) 369-3010  
[mvhopecenter.org](http://mvhopecenter.org)

#### North Star Neighborhood Reentry Resource Center

1834 East 55th Street  
Cleveland, Ohio 44103  
Phone: (216) 881-5440  
[northstarreentry@orianahouse.org](mailto:northstarreentry@orianahouse.org)

#### Loved Ones Of Prisoners (LOOP)

c/o Hartville Church of God  
PO box 274  
Hartville, Ohio 44632  
Phone: (330) 212-6661  
Fax: (330) 877-6957  
[loopfamilyministry.org](http://loopfamilyministry.org)

#### Leaf Ministry

c/o Catholic Diocese of Cleveland  
1404 East 9th Street  
Cleveland, Ohio 44114  
Phone: (216) 696-6525 x3500  
[leafministry.org](http://leafministry.org)

## NORTHEAST REGION DISTRIBUTION LIST

### Northeast Region Family/Friend Distribution List

If you wish to be on the Northeast Region Family/Friend Distribution List, please send your email address to [DRC.NortheastRegiona@odrc.state.oh.us](mailto:DRC.NortheastRegiona@odrc.state.oh.us) and request to be included.

You will receive emails that include regional news, events and other pertinent information regarding our NE Region sites. These emails will include information from all of our six prisons and two parole regions. It will not be specific to the site your loved one is housed at or the area where they are under supervision.

\*You will be able to opt-out of being on this list at anytime.

### Community Resources

Over the years communities have developed various services for returning citizens in order to assist with successful reentry. Many counties have Reentry Coalitions consisting of agencies and individuals who streamline services and identify gaps. Many counties have Citizen Circles consisting of agency representatives who directly assist the returning citizen with their particular needs. The Adult Parole Authority has regional Reentry Coordinators who are able to assist those under APA supervision with information about local resources. A comprehensive list of services for each county is available in the MUSCLE (Making Use of Services Can Lead to Empowerment) resource guide.

[www.reentrycoalition.ohio.gov](http://www.reentrycoalition.ohio.gov)

### Ohio Department of Rehabilitation and Correction Ohio Reentry Resource Center

<http://www.drc.ohio.gov/web/offenderreentry.htm>

M.U. S.C.L.E (Making Use of Services Can Lead to Empowerment) resource guide assists individuals with locating community resources and information to foster strong and safe communities.

M.U.S.C.L.E. is for everyone and may be useful to the following:

- Offenders and Individuals with a prior criminal history
- Families and Friends
- Volunteers and Mentors
- Community Partners and Social Service Agencies
- Case Managers, Parole & Probation Officers
- Residential and Non-Residential Program providers

The information available on M.U.S.C.L.E consists of resources and information provided to offenders as they prepare for release from the institution. The Reentry Resource Guide is a comprehensive listing of community resources that can be accessed geographically. Click on the county and local information is provided.

M.U.S.C.L.E. is a centralized guide for Department staff, offenders, families, and community partners who provide assistance in locating community resources and information to foster strong, safe communities.

The Reentry Resource Guide is a collection of county by county fact sheets that provide vital information to assist offenders' reentry into society. Areas include social services, human services, local, county, state, and federal agencies, and other services such as libraries, substance abuse programs, mental health counseling, veterans services commissions, educational opportunities, faith-based agencies, food, clothing, and job training and placement.

M.U.S.C.L.E. is available on JPay for all offenders assigned to Northeast Region prisons.



[drc.ohio.gov/web/offenderreentry.htm](http://drc.ohio.gov/web/offenderreentry.htm)



# Northeast Region Site Sections

Grafton Correctional Institution 54

Lake Erie Correctional Institution 58

Lorain Correctional Institution 62

Northeast Reintegration Center 66

Ohio State Penitentiary 70

Trumbull Correctional Institution 74

Northeast Region APA 78

## Grafton Correctional Institution & Grafton Reintegration Center

2500 South Avon-Belden Road

Cleveland, OH 44044

(440) 748-1161

<http://www.drc.ohio.gov/Public/gci.htm>

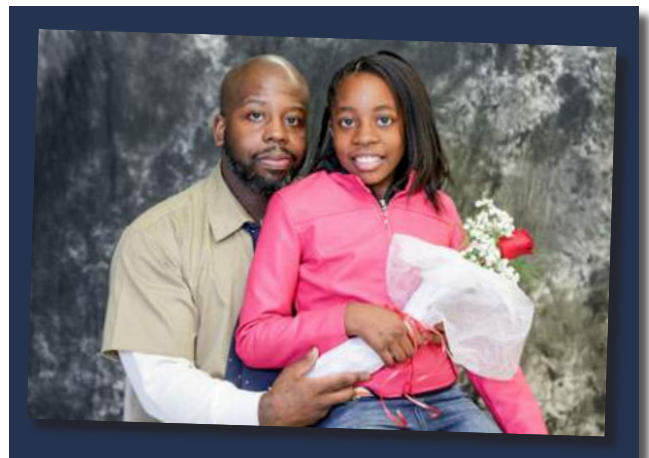
Security Levels 1 and 2

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### Programming

#### Family Oriented Programs

- Resident Organizations Family Day
- Day With Dads
- Family Worship Service
- Education Graduation
- Ridge Project
- WINGS
- Holiday Visits With The Kids
- Oberlin Drama At Grafton (ODAG)
- Rock The Yard
- Community Service Banquet
- Therapeutic Community Family Day



#### Reentry Approved Programs

- Thinking for a Change
- Inside Out Dads
- Cage Your Rage
- Victim Awareness
- PROVE (Personal Responsibility Of Violence Elimination)
- Recovery Services/(Intensive Outpatient Program)
- Roots of Success

### Unique Programs

- Career Technical Horticulture Program
- Faith Based Family Reintegration Program

### Community Service

- Dope is for Dopes
- Animal Protective League of Lorain County
- GCI Reading Room

### Academic/Vocational Programs

- Adult Basic Education (ABLE)
- Pre-GED
- GED
- High School Options
- Education Intensive Program Prison (EIPP)
- Computer Aided Instructional Laboratories (CAIL)
- Correctional Education Association (CEA) Tutor Training
- Library Services

### Inmate Groups

- Aquatics
- Residents Activity Group
- Music Togetherness Association
- TYROS
- AMVETS
- NAACP
- Friends of the Library

### Apprenticeship Programs

- Alteration Tailor
- Animal Trainer
- Cook
- Graphic Designer
- Heating, Ventilation and Air Conditioning (HVAC)
- Janitor

### Specialized Housing Units

- Reintegration Unit
- Sex Offender Unit
- Veterans Unit

- Grafton Reintegration Resource Center

- Under the Wing
- Birthright of Lorain County
- WAGS

- Ohio Reentry Connections
- Special Education Services
- Distance Learning Center
- Administrative Professional Support (APS) – Hope Reintegration Center
- Horticulture
- Machine Trades
- Medium/Heavy Truck (Diesel)
- Welding
- Technology Lab/MOS Certification

- American Red Cross
- Grafton Valley Jaycees
- Responsibilities as Man
- Vietnam Veterans of America
- Life Change for Lifers
- Toastmasters
- World Culture

- Landscape Management Technician
- Machine Operator
- Maintenance Repairer, Building
- Recovery Operator
- Screen Printer
- Video Editor
- Welder, Fitter

- Faith-Based Unit
- TOPUCU Unit

## Visiting Information

### Grafton Correctional Institution

Visiting is held (5) five days a week, Wednesday through Sunday. Visiting is closed on Monday, Tuesday, and state observed holidays. Saturday and Sunday visits are by reservation only. Visiting hours are from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. Visitors must be processed in no later than 9:45 a.m. for morning visiting sessions and 2:45 p.m. for afternoon sessions. Residents are permitted visits based on their institutional number. Residents whose institutional number ends in an odd number are permitted visitation on odd numbered calendar days (1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31) except in the case of out-of-state visits. Residents whose institutional number ends in an even number are permitted visitation on even numbered calendar days (2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30) except in the case of out-of-state visits. Saturday and Sunday Visits by Reservation. Reservations will be taken by telephone only at [440-748-5767](tel:440-748-5767), starting at 5 p.m. on the Sunday before a Saturday visit day, and ending at 9 p.m. on the Friday before a Saturday visit, or until all reservations are full. Reservations will be taken only during the week of the scheduled weekend visit day only and will not be taken prior to the designated time period.

### Grafton Reintegration Center

Visiting hours at the Grafton Reintegration Center are Fridays, Saturdays, and Sundays.

The morning session is from 8 a.m. to 12 p.m. and the afternoon session is from 1 p.m. to 5 p.m.

Visiting hours are subject to change without notice.

Please call the institution to verify hours before planning a visit.

## Contact Information

### Who do I call if.....

My loved one has suicidal thoughts?

Shift Commander (440)748-1161 ext.0

My loved one or family members are being threatened by other inmates?

Shift Commander (440)748-1161 ext.0

There is a death of a family member or close friend?

8am-5pm Warden's Office (440)748-5402

After Hours Shift Commander (440)748-1161 ext.0

My loved one conveys information that could be construed as possible criminal activity?

Shift Commander (440)748-1161 ext.0

I don't know the name of my loved one's case manager?

Shift Commander (440)748-1161 ext.0

## Important Contacts:

#### Warden:

440-748-1161 x 5400

#### Principal:

440-748-1161 x 5720

#### Chaplain:

440-748-1161 x 5746

#### Medical:

440-748-1161 x 5454

#### Mental Health:

440-748-1161 x 5497

#### Shift Commander:

440-748-1161 x 0

#### Recovery Services:

440-748-1161 x 5747

#### Investigator:

440-748-1161 x 5438

#### Inspector:

440-748-1161 x 5435

#### Unit Management Chief:

440-748-1161 x 2073

#### PREA Hot Line Numbers:

(614)995-3584

(614)728-3165

### Recreation

GCI inmates are offered a wide range of activities for recreation, including a full schedule of organized sports leagues.

Other activities include arts and crafts, holiday performances, and Talent shows, band concerts during the summer, well-attended weekly aerobics classes, and Day with Dads.

### Training/Education

GED, Adult Basic Education, Ashland University, Faith Based Family Reintegration Braille, Machine Shop, Auto Mechanics, Barbering, Horticulture, Dog training, and Welding.

Apprenticeship programs: Horticulture, Welding, Re-claimer/Recyclers, Janitorial, and Animal trainer.

College classes can be arranged through accredited correspondence schools. Those interested should contact the principal for more information before enrolling.

### Housing

GCI has several housing units with specific missions including sex offender programming, faith-based, veterans, and K-9 units.

### Who do I call if.....

**My loved one has suicidal thoughts?**  
Shift Commander (440)748-1161 ext.0

**My loved one or family members are being threatened by other inmates?**  
Shift Commander (440)748-1161 ext.0

**There is a death of a family member or close friend?**  
8am-5pm Warden's Office (440)748-5402  
After Hours Shift Commander (440)748-1161 ext.0

**My loved one conveys information that could be construed as possible criminal activity?**  
Shift Commander (440)748-1161 ext.0

**My loved one conveys information regarding medical symptoms?**  
Shift Commander (440)748-1161

**I don't know the name of my loved one's case manager?**  
Shift Commander (440)748-1161 ext.0

### Important Contacts:

Warden Assistant: Ron Armbruster  
Phone: (440)748-5402  
Email: Ron.Armbruster@odrc.state.oh.us

Unit Management Chief: Adam Kastler  
Phone: (440)748-5443  
Email: Adam.Kastler@odrc.state.oh.us

Principal: Renee Evett  
Phone: (440)748-5722  
Email: Renee.Evett@odrc.state.oh.us

Chaplain: Ronald Smith  
Phone: (440)748-5746  
Email: Ronald.D.Smith@odrc.state.oh.us

PREA Hot Line Numbers:  
(614)995-3584  
(614)728-3165

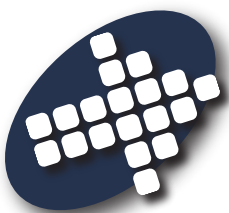
Grafton  
Correctional  
Institution

## Family Guide

This guide provides additional information not included at Grafton's website. Further info @<http://www.drc.ohio.gov/Public/gci.htm>

John R. Kasich, Governor      Gary C. Mohr, Director

<http://www.loopfamilyministry.org/>  
330 212-6661 In Partnership with LOOP



**GCI Family Guide on the Web:**  
[http://www.drc.ohio.gov/Public/GCI\\_familyguide.pdf](http://www.drc.ohio.gov/Public/GCI_familyguide.pdf)

**Lake Erie Correctional Institution**

501 Thompson Road

Conneaut, OH 44030

(440) 599-4100

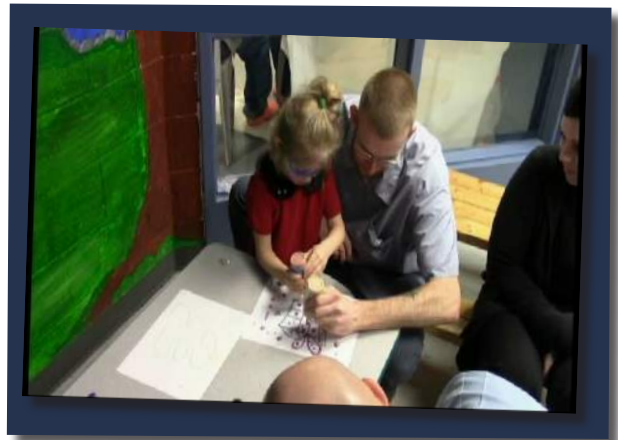
<http://www.drc.ohio.gov/Public/laeci.htm>

Security Levels 1 and 2

Owned and operated by Corrections Corporation of America

<http://www.cca.com/>**Programming****Family Oriented Programs**

- Family Day
- Faith-Based day of Worship
- January MLK Family Day
- February President's Day
- June Father's Day
- July Yard Day
- Education & Faith Based Programs Graduation
- Ridge Project
- Unit Programs
- Family Orientation
- Reentry Center

**Reentry Approved Programs**

- Thinking for a Change
- Inside Out Dad
- Cage Your Rage
- Victim Awareness
- Money Smart
- Recovery Services/(Intensive Outpatient Program)



### Unique Programs

- Computer Aided Drafting (CAD)

### Community Service

- Garden
- 911 Dog Rescue
- Greeting Cards for local Churches

### Academic/Vocational Programs

- Adult Basic Education (ABLE)
- Pre-GED
- GED
- High School Options
- English as a Second Language (ESL)
- Ashland University
- Computer Aided Instructional Laboratories (CAIL)
- Correctional Education Association (CEA) Tutor

### Inmate Groups

- M.A.N. U.P.
- Heart Healthy
- Entrepreneur
- Veteran Group

### Apprenticeship Programs

- Apprenticeship Programs
- Alteration Tailor
- Animal Trainer
- Cook
- Electrician
- Heating, Ventilation and Air Conditioning (HVAC)

### Specialized Housing Units

- Faith-Based Unit

- Habitat for Humanity
- Christmas Cards for City of Conneaut
- Christmas Cards for City of Painesville

### Training

- Library Services
- Ohio Re-Entry Connections
- Special Education Services
- Administrative Office Technology
- Building Maintenance
- Computer Aided Drafting
- Drywall
- Electronics/Computer Repair

- RAM
- Toastmasters/Gavel Club
- Job Readiness
- Spanish Club

- Janitor
- Landscape Management
- Maintenance Repairer, Building
- Materials Coordinator
- Plumber
- Video Editor
- Welder, Fitter

## Visiting Information

Visitation days of operation are as follows: Thursday, Friday, Saturday, and Sunday. The Visitation Department will have three (3) sessions: Morning, Afternoon, and Evening sessions. The length of each session is 2 ½ hours for all visitors unless a Special Visit Request has been submitted and approved in advance. Visits will remain on a first come first serve basis with an imposed length of stay. Visits for offenders that are housed in Special Management Housing Units/Segregation must be made by appointments only. Appointments can be made via telephone by calling the Visitation Department at (440) 599-4100 or by email at [LakeErieVisitation@cca.com](mailto:LakeErieVisitation@cca.com). Approved visitors can make a reservation up to thirty (30) days in advance but no later than seven (7) days in advance. If an approved visitor(s) for Segregation makes a reservation and needs to cancel it, they must call seven (7) days in advance, or if they fail to show up, the offender will be charged a visit for the current month. Additionally, visits denied and/or terminated for any reason will also count toward a visit for the current month. General Population will be allowed a maximum of 2 visits per visitor each month with a maximum of 5 visitors; and Merit Dorms will be permitted a maximum of 4 visits per visitor each month with a maximum of 5 visitors. Inmates housed in Special Management Housing Units/Segregation under Disciplinary Control or Local Control will be permitted a maximum of one (1) visit per visitor each month with a maximum of 1 hour and a limit of 2 visitors. Inmates in Security Control will be allowed a maximum of two (2) visits per visitor each month with a maximum of 1 hour and a limit of 2 visitors.

Visiting hours are subject to change without notice. Please call the institution to verify hours before planning a visit.

## Contact Information

### Who do I call if.....

**My loved one has suicidal thoughts?**

Unit Management or Shift Command after hours/weekends

**My loved one or family members are being threatened by other inmates?**

Unit Management or Shift Command after hours/weekends

**There is a death of a family member or close friend?**

Unit Management or Warden's Area

**My loved one conveys information that could be construed as possible criminal activity?**

Investigator or Shift Command after hours/weekends

**My loved one conveys information regarding medical symptoms?**

Medical Department

**I don't know the name of my loved ones case manager?**

Unit Management Chief

## Important Contacts

**Warden:**

440-599-4107 x 64101

**Principal:**

440-599-4107 x 64187

**Chaplain:**

440-599-4107 x 25830

**Medical:**

440-599-4107 x 64145

**Mental Health:**

440-599-4107 x 64136

**Shift Commander:**

440-599-4107 x 64125

**Recovery Services:**

440-599-4107 x 64174

**Investigator:**

440-599-4107 x 64109

**Inspector:**

440-599-4107 x 64170

**Unit Management Chief:**

440-599-4107 x 64107

**PREA Hot Line Numbers:**

(614)995-3584

(614)728-3165

## Programming

LaECI inmates are offered a wide range of programs including Thinking For a Change, Wellness, Religious and Recovery Services. Community services projects are ongoing.

Other activities include organized sport leagues, Family Day, Family Worship Services, and well-attended weekly exercise classes.

## Training/Education

LaECI offers ABE, GED, Pre GED, High School, Advanced Job Training, CAD, ESL, Administrative Office Technology, Building and Maintenance, Construction Technology, and Electronics.

Apprenticeship programs include Alteration Tailor, Animal Trainer, Cook, and Maintenance.

## Housing

LaECI has several housing units with specific missions including Literacy Unit and Faith-Based Unit.

## Contact Numbers

Important Contacts:

Warden: Brigham Sloan  
Phone: 440-599-4101  
Email: brigham.sloan@cca.com

Principal: Norman Thiel  
Phone: 440-599-4187  
Email: norman.thiel@cca.com

Chaplain: Margaret Armstrong  
Phone: 440-599-4100 ext. 25830  
Email: Margaret.armstrong@cca.com

UMC: JoAnn King  
Phone: 440-599-4107  
Email: Joann.king@cca.com

## Who do I call if....

My loved one has suicidal thoughts?

Unit Management or Shift Command after hours/weekends

My loved one or family members are being threatened by other inmates?

Unit Management or Shift Command after hours/weekends

There is a death of a family member or close friend?

Unit Management or Warden's Area

My loved one conveys information that could be construed as possible criminal activity?

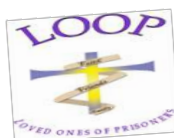
Investigator or Shift Command after hours/weekends

My loved one conveys information regarding medical symptoms?

Medical Department

I don't know the name of my loved ones case manager?

Unit Management Chief



<http://www.loopfamilyministry.org/>

(330)212-6661



Lake Erie  
Correctional Institution

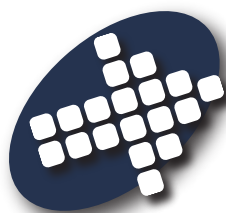
## FAMILY GUIDE



This guide provides additional information not included LaECI website. Further info @ <http://www.drc.ohio.gov/Public/laeci.htm>

John R. Kasich, Governor

Gary C. Mohr, Director



## LaeCI Family Guide on the Web:

[http://www.drc.ohio.gov/Public/laeci\\_familyguide.pdf](http://www.drc.ohio.gov/Public/laeci_familyguide.pdf)

**Lorain Correctional Institution**

2075 South Avon-Belden Road

Grafton, OH 44044

(440)-748-1049

<http://www.drc.ohio.gov/Public/lorci.htm>

Security Levels 1, 2, 3 and Reception

**Programming****Family Oriented Programs**

- Iron Sharpens Iron
- The Ridge Project/Tyro Dads

**Reentry Approved Programs**

- Thinking for a Change
- Responsible Family Life Skills
- Inside Out Dad
- Cage Your Rage
- Victim Awareness
- PROVE (Personal Responsibility Of Violence Elimination)
- Money Smart
- Recovery Services/(Intensive Outpatient Program)

### Unique Programs

- Beekeeping Program

### Community Service

- Dog Foster Program

### Academic/Vocational Programs

- Adult Basic Education (ABLE)
- Pre-GED
- GED
- High School Options
- Computer Aided Instructional Laboratories (CAIL)
- Correctional Education Association (CEA) Tutor Training
- Library Services
- Ohio Reentry Connections
- Special Education Services

### Inmate Groups

- Supreme Valley Jaycees
- Beekeeping

### Apprenticeship Programs

- Health Care Sanitary Technician
- Janitor
- Animal Trainer
- Baker
- Carpenter
- Cook
- Heating, Ventilation and Air Conditioning (HVAC)
- Maintenance Repair, Building
- Recover Operator

## Visiting Information

8:00 a.m. - 11:00 a.m. (Morning Session)

12:00 p.m. - 3:00 p.m. (Afternoon Session)

Visiting hours are the same for all residents, regardless of assigned visiting day. To determine assigned day, please see the appropriate section below. Visitors must be processed no later than 9:30 a.m. for morning visiting sessions and 1:00 p.m. for afternoon visiting sessions. We recommend visitors arrive 30 minutes prior to the start of the visiting session to complete registration paperwork and review documentation. Visiting is closed for all residents on Christmas Day and New Year's Day.

### Reception Status Inmates (newly received from the county)

Tuesday - Friday (no reservation required)

Reception inmates with numbers ending in an even number (0, 2, 4, 6, 8) may have visitation on even number dates. Reception inmates with numbers ending in an odd number (1, 3, 5, 7, 9) may have visitation on odd number dates. Reception inmates may receive 4 visits per month, no more than 2 per visitor. Each session counts as a separate visit. Reception inmates are allowed weekend visitation with their school age children with prior approval. However, the initial visit must take place on a weekday for verification and documentation of relationship. Visitors of reception inmates are permitted to download and bring the completed visitor application with them on their first visit. You may obtain the visitor application from our visiting page. ALL VISITORS must prove relationship to the inmate.

### Cadre Residents

CADRE VISITORS ONLY are required to make a reservation prior to visiting. Visits are permitted on Saturdays, Sundays, and all holidays except Christmas Day and New Year's Day. There will be no visits scheduled on Mondays regardless of a holiday. All visitors must be approved by unit Staff prior to visiting. Cadre residents may receive 4 visits each month. Each session counts as a separate visit. Reservations are required at least 24 hours prior to visit and up to 14 days in advance. Approved visitors should make a reservation by calling [440-748-1049 ext. 399](tel:440-748-1049), Monday through Friday, between the hours of 5 p.m. and 9 p.m. Any cancellations must be made 24 hours in advance, or the visit will be counted as a visit for the month. Visitors may only make a reservation for one session and one offender during a call. Each visitor will receive a confirmation number which he or she will be required to bring the day of the visit.

Visiting hours are subject to change without notice. Please call the institution to verify hours before planning a visit.

## Contact Information

### Who do I call if...

[My loved one has suicidal thoughts?](#)

Mental Health 440-748-1049 x 286

[My loved one or family members are being threatened by other inmates?](#)

Captain's office 440-748-1049 x 236

[There is a death of a family member?](#)

Warden's office 440-748-1049 x 212

[My loved one conveys information that could be construed as possible criminal activity?](#)

Institutional Investigator 440-748-1049 x 241

[I don't know the name of my loved ones case manager?](#)

Warden's office 440-748-1049 x 212

## Important Contacts

[Warden:](#)

440-748-1049 x 210

[Principal:](#)

440-748-1049 x 338

[Chaplain:](#)

440-748-1049 x 342

[Medical:](#)

440-748-1049 x 324

[Mental Health:](#)

440-748-1049 x 282

[Shift Commander:](#)

440-748-1049 x 236

[Recovery Services:](#)

440-748-1049 x 254

[Investigator:](#)

440-748-1049 x 237

[Inspector:](#)

440-748-1049 x 241

[Unit Management Chief:](#)

440-748-1049 x 204

[PREA Hot Line Numbers:](#)

(614)995-3584

(614)728-3165



### Reception Process

On day one when your loved one arrives to Lorain Correctional from the county jail, the following takes place: he is strip searched and placed in an institutional jumpsuit, we ensure that the court papers are complete and accurate, ensure all inmates are properly identified, each inmate is assigned an institutional number, each inmate is given a haircut, issued the inmate ID card, we record properly authorized inmate property, complete the initial medical and mental health screenings, each is issued clean clothing and personal toiletry items, each assigned housing and the basic rules and regulations are explained, and each inmate is provided a shower. Over the next several days medical testing, DNA samples, fingerprinting, visit list information is recorded, and mental health needs are identified. At the conclusion of the intake process each inmate is interviewed and a thorough background investigation is conducted by the Classification Specialist who then recommends the security level of the inmate. Once this is completed the Reception Coordinator reviews the inmate file and assigns the security level and parent institution.



### Who do I call if...

**My loved one has suicidal thoughts?**  
Mental Health 440-748-1049 x 286

**My loved one or family members are being threatened by other inmates?**  
Captain's office 440-748-1049 x 236

**There is a death of a family member?**  
Warden's office 440-748-1049 x 212

**My loved one conveys information that could be construed as possible criminal activity?**  
Institutional Investigator 440-748-1049 x 241

**I don't know the name of my loved ones case manager?**  
Warden's office 440-748-1049 x 212

### Important Contacts:

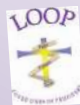
Warden: Kimberly Clipper  
Phone: 440-748-1049 x 212  
Email: [PIOLORCI@odrc.state.oh.us](mailto:PIOLORCI@odrc.state.oh.us)

Warden's Assistant: Linda Briggs  
Phone: 440-748-1049 x 213  
Email: [PIOLORCI@odrc.state.oh.us](mailto:PIOLORCI@odrc.state.oh.us)

Chaplain: Louis Pollard  
Phone: 440-748-1049 x 345  
Email: [louis.pollard@odrc.state.oh.us](mailto:louis.pollard@odrc.state.oh.us)

Unit Management Chief: Laura Solnick  
Phone: 440-748-1049 x 242  
Email: [laura.solnick@odrc.state.oh.us](mailto:laura.solnick@odrc.state.oh.us)

Prison Rape Elimination Act Contact Info:



<http://www.loopfamilyministry.org/>  
330 212-6661 In Partnership with LOOP



## Lorain Correctional Institution

## FAMILY GUIDE

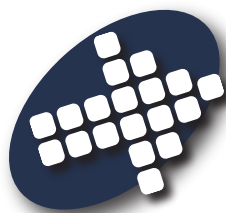
LorCI  
2075 S. Avon Belden Rd. Grafton, OH 44044  
440-748-1049 ph 440-748-2191 fax



This guide provides additional information not included on Lorain Correctional Institution's website. Further information available at:  
<http://www.drc.ohio.gov/Public/lorci.htm>

John R. Kasich, Governor

Gary C. Mohr, Director



### LorCI Family Guide on the Web:

[http://www.drc.ohio.gov/Public/lorci\\_familyguide.pdf](http://www.drc.ohio.gov/Public/lorci_familyguide.pdf)

## Northeast Reintegration Center

2675 East 30th Street

Cleveland, OH 44115

(216) 771-6460

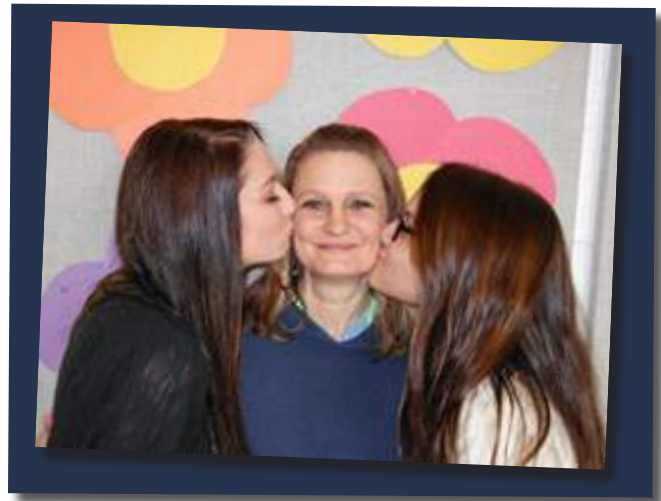
<http://www.drc.ohio.gov/Public/neprc.htm>

Security Levels 1 and 2

## Programming

### Family Oriented Programs

- Annual Education Department Graduation
- Wings For Life
- Kairos
- Plays
- Mom & Me Day
- Grand Parents Day
- Teen Night
- Sibling Rivalry
- Veteran activities
- NAACP Family Dinner
- Adopt a School
- Families of Faith



### Reentry Approved Programs

- Thinking for a Change
- Responsible Family Life Skills
- Cage Your Rage
- Victim Awareness
- Healthy U
- Recovery Services/(Intensive Outpatient Program)
- Money Smart
- TREM (Trauma Recovery Empowerment Model)
- Roots of Success

### Unique Programs

- The Mosaic Program
- Moving On
- Faith Based Reintegration Program

### Community Service

- Women of Worth
- Adopted School Marion Sterling
- Planet Aide
- Grafton Resource Center
- New Life Tabernacle
- ASAF House
- Ohio Village Network
- Providence Baptist
- Give a Wig
- Birth Right Elyria/Lorain
- South Bay Pentecostal Church
- Hands of Grace
- West Ridge Manor Nursing Home
- Wooster Pregnancy Center
- Cleveland Metropolitan Housing Authority
- Salvation Army Akron
- Salvation Army Cleveland
- Riptman Hospice Care
- Harbor Lights
- Laura's House
- Hospice of Medina
- Hospice of Wayne County
- Hartville Homeless Shelter
- City Rising Farms
- Mary's House
- Homeless Veterans Shelter
- State Building Cleveland, Ohio
- Governor's Residence

### Academic/Vocational Programs

- Academic/Vocational Programs
- Adult Basic Education (ABLE)
- Pre-GED
- GED
- Literacy Unit
- Horticulture
- Administrative Office Technology

### Inmate Groups

- NAACP
- Toastmasters

### Apprenticeship Programs

- Animal Trainer
- Cook
- Horticulturist
- Janitor
- Landscape Management Technician
- Maintenance Repairer, Building
- Recover Operator
- Video Editor

### Specialized Housing Units

- Reintegration Unit
- Wellness Unit
- Faith-Based Unit
- Military Preparation Program Unit

## Visiting Information

The Northeast Reintegration Center has a visitation by reservation policy. Visiting hours and days are as follows:

Saturdays, Sundays, and Tuesdays

- 1st session – 8 a.m. to 12:30 p.m.
- 2nd session – 1 p.m. to 5:30 p.m.

Mondays

- 1st session – 9 a.m. to 1:30 p.m.
- 2nd session – 2 p.m. to 6:30 p.m.

Reservations must be made at least 24 hours in advance to visit an offender. Visitors can make a reservation by calling (216) 771-6460, ext. 2010, on Wednesdays, Thursdays, and Fridays, between the hours of 8 a.m. to 10 a.m. and 5 p.m. to 9 p.m. Visitors may also make a reservation for their next visit with the desk officer at the conclusion of a visit with an offender. If visitors need to cancel a previously made reservation they may do so by calling (216) 771-6460, ext. 2010 at least 48 hours in advance, and the offender will not be charged for a visit. Visitors may only make a reservation for one session, only one inmate at a time unless the offenders are immediate family members and at the discretion and prior approval of the Warden. Visitors must be on the offender's approved visiting list. Attorneys and clergy also need to call ahead in order to visit. Attorneys should identify themselves as such so that a private room can be reserved if it is wanted or needed.

Visiting hours are subject to change without notice. Please call the institution to verify hours before planning a visit.

### Contact Information

#### Who do I call if....

My loved one has suicidal thoughts?

Unit Management or Shift Command after hours/weekends

My loved one or family members are being threatened by other inmates?

Unit Management or Shift Command after hours/weekends

There is a death of a family member or close friend?

Warden's Area

My loved one conveys information that could be construed as possible criminal activity?

Investigator or Shift Command after hours/weekends

My loved one conveys information regarding medical symptoms?

Medical Department

### Important Contacts

Warden:

216-771-6460 x 2001

Principal:

216-771-6460 x 2101

Chaplain:

216-771-6460 x 2608

Medical:

216-771-6460 x 2119

Mental Health:

216-771-6460 x 2401

Shift Commander:

216-771-6460 x2801

Recovery Services:

216-771-6460 x 2506

Investigator:

216-771-6460 x 2020

Inspector:

216-771-6460 x 2301

Unit Management Chief:

216-771-6460 x 2013

PREA Hot Line Numbers:

(614)995-3584

(614)728-3165

**Programming**

NERC inmates are offered a wide range of programs including Thinking For a Change, Wellness, Religious and Recovery Services. Community services projects are ongoing.

Other activities include art shows, mom and me days, holiday performances, plays, and well-attended weekly exercise classes.

**Training/Education**

Apprenticeship programs: landscape technician; maintenance technician; animal trainer.

College classes can be arranged through accredited schools. Those interested should contact the principal for more information before enrolling.

**Housing**

NERC has several housing units with specific missions including a wellness unit (Mosaic), faith-based, education, veterans, and reintegration unit. We also have a full service hair salon.

**Contact Numbers**

Warden  
(216)-771-6460 ext 2001

Shift Commander  
(216) 771-6460 ext 2801

Unit Manager  
(216) 771-6460 ext 2701

Chaplain  
(216) 771-6460 ext 2608

Investigator  
(216) 771-6460 ext 2201

Medical  
(216) 771-6460 ext 2119

**Who do I call if....**

**My loved one has suicidal thoughts?**

**Unit Management or Shift Command  
after hours/weekends**

**My loved one or family members are  
being threatened by other inmates?**

**Unit Management or Shift Command  
after hours/weekends**

**There is a death of a family member  
or close friend?**

**Warden's Area**

**My loved one conveys information  
that could be construed as possible  
criminal activity?**

**Investigator or Shift Command after  
hours/weekends**

**My loved one conveys information  
regarding medical symptoms?**

**Medical Department**

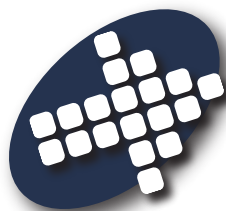
<http://www.loopfamilyministry.org/>  
(330)212-6661  
In Partnership with LOOP

## Northeast Reintegration Center FAMILY GUIDE



This guide provides additional information not included at Northeast's website. Further info @ <http://www.drc.ohio.gov/public/neprc.htm>

John R. Kasich, Governor      Gary C. Mohr, Director



## NERC Family Guide on the Web:

[http://www.drc.ohio.gov/Public/NERC\\_familyguide.pdf](http://www.drc.ohio.gov/Public/NERC_familyguide.pdf)



## Ohio State Penitentiary

878 Coitsville-Hubbard Road

Youngstown, OH 44505

(330) 743-0700

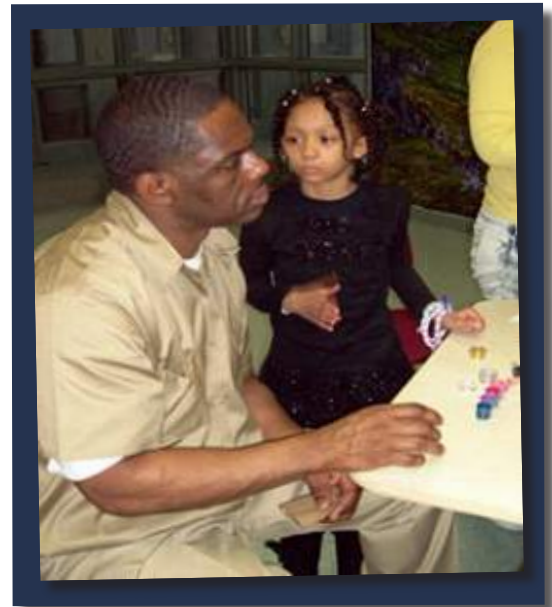
<http://www.drc.ohio.gov/Public/osp.htm>

Security Levels 1, 4 and 5

## Programming

### Family Oriented Programs

- Transition to Community
- Mentoring
- Family Day
- Holiday Phone Calls
- Unit Programs
- Family Orientation Handout
- Incentives
- Marriage



### Reentry Approved Programs

- Thinking for a Change
- Responsible Family Life Skills
- Inside Out Dads
- Cage Your Rage
- Victim Awareness
- Money Smart
- Recovery Services/AOD Education and Orientation
- Recovery Services/MET and Orientation
- Recovery Services/Success Through Each Powerful Step
- Anger: Creating New Choices



### Unique Programs

- Accepting Responsibility
- Fear: The Anger Trigger
- OSP Wellness Program
- M.A.N. U.P. Program

### Community Service

- Adopt-A-School

### Academic/Vocational Programs

- Adult Basic Education (ABLE)
- Pre-GED
- GED
- Reentry

### Apprenticeship Programs

- Alteration Tailor
- Janitor
- Barber



### Visiting Information

Inmate visiting is Wednesday through Sunday 8:30 a.m. - 2:30 p.m.

All approved visitors are welcome. Visitation is by appointment only, call (330) 743-0700 ext. 2111 or email [DRC.VisitationOSP@odrc.state.oh.us](mailto:DRC.VisitationOSP@odrc.state.oh.us) to make an appointment

Visiting hours are subject to change without notice. Please call the institution to verify hours before planning a visit.



### Contact Information

#### Who do I call if.....

My loved one has suicidal thoughts?

Mental Health Services, ext. 2102

After hours, please contact the Shift Captain at 2055

My loved one or family members are being threatened by other Inmates?

Unit Management Chief ext. 2164

There is a death of a family member or close friend?

Unit Manager, ext. 2127

Unit Manager ext. 2109

Case Manager ext. 2437

Case Manager ext. 2279

After hours, please contact the Shift Captain at 2055

My loved one conveys information that could be construed as possible criminal activity?

Investigator, ext. 2419

My loved one conveys information regarding medical symptoms?

Health Care Administrator, ext. 1034

I don't know the name of my loved ones Case Manager?

Unit Management Chief, ext. 2164

### Important Contacts

#### Warden:

330-743-0700 x 2000

#### Principal:

330-743-0700 x 2200

#### Chaplain:

330-743-0700 x 2450

#### Medical:

330-743-0700 x 1034

#### Mental Health:

330-743-0700 x 2103

#### Shift Commander:

330-743-0700 x 2055

#### Recovery Services:

330-743-0700 x 2140

#### Investigator:

330-743-0700 x 2419

#### Inspector:

330-743-0700 x 2137

#### Unit Management Chief:

330-743-0700 x 2164

#### PREA Hot Line Numbers:

(614)995-3584

(614)728-3165

### Recreation

OSP Inmates are offered a variety of recreational activities including but not limited to fantasy football and fantasy NASCAR. Additionally, OSP offers a wellness program and provides handball courts in each pod and a basketball hoop in each outdoor recreation booth.

### Training/Education

Pre-GED, GED, ABLE and Special Education as needed.

OSP offers a Janitorial and Seamstress Apprenticeship for specific level 1 Inmates that are selected to be at OSP.

### Housing

OSP has 4 Single celled Housing Units that house 5B, 5A, 4B, 4AT and 4A Inmates. All of these housing units are offered Unit, Recovery Services, Mental Health and Medical programming.

### Important Contacts

Warden: Jay Forshey  
Phone: 330-743-0700 x2006  
E-Mail: jay.forshey@drc.state.oh.us

Principal: Kent Litzenberger  
Phone: 330-743-0700 x2200  
E-mail: kent.litzenberger@drc.state.oh.us

Chaplain: Vacant  
Phone: 330-743-0700 x2128  
E-Mail: Jennifer.Bouch@drc.state.oh.us

Who do I call if.....

#### My loved one has suicidal thoughts?

Dr. Bigley, Mental Health Services, ext. 2102  
After hours, please contact the Shift Captain at 2055

#### My loved one or family members are being threatened by other Inmates.

Ms. McDonough, Unit Management Chief ext. 2164  
Mr. Wolfe, Unit Manager, ext. 2127  
Mr. McGahee, Unit Manager ext. 2109

#### There is a death of a family member or close friend.

Mr. Wolfe, Unit Manager, ext. 2127  
Mr. McGahee, Unit Manager ext. 2109  
Mr. Nowak, Case Manager ext. 2437  
Ms. Franklin, Case Manager ext. 2279  
After hours, please contact the Shift Captain at 2055

#### My loved one conveys information that could be construed as possible criminal activity?

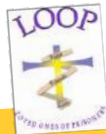
Mr. Wylie, Investigator, ext. 2419

#### My loved one conveys information regarding medical symptoms?

Ms. Lapushansky, HCA, ext. 1034

#### I don't know the name of my loved ones case Manager?

Ms. McDonough, Unit Management Chief, ext. 2164  
Mr. Wolfe, Unit Manager, ext. 2127  
Mr. McGahee, Unit Manager ext. 2109



## Ohio State Penitentiary Family Guide



This guide provides additional information not included at OSP's website. Further information @ <http://www.drc.ohio.gov/public/osp.htm>

John R. Kasich, Governor      Gary C. Mohr, Director

<http://www.loopfamilyministry.org/>  
330-212-6661. In Partnership with LOOP



### OSP Family Guide on the Web:

[http://www.drc.ohio.gov/Public/OSP\\_familyguide.pdf](http://www.drc.ohio.gov/Public/OSP_familyguide.pdf)

## Trumbull Correctional Institution & Trumbull Correctional Camp

5701 Burnett Road  
Leavittsburg, OH 44430  
(330) 898-0820  
<http://www.drc.ohio.gov/Public/tci.htm>

Security Levels 1 and 3

### Programming

#### Family Oriented Programs

- Ridge Project
- Keeping FAITH
- Father/Son Day
- Father/Daughter Day
- Couples Communications
- Family Worship
- HOPE
- Mentoring Through Erudition
- Word Masters Event
- Toastmasters
- Faith/Other Mentors
- Visitor Reviews
- Family Influence



#### Reentry Approved Programs

- Thinking for a Change
- Victim Awareness
- Money Smart
- Recovery Services/(Intensive Outpatient Program)

### Unique Programs

- Music with a Purpose
- Health and Wellness Program

### Community Service

- Hats for Homeless
- Painting Pumpkins for CCC
- Wooden Toys for Tots
- K-9 Contraband Training Boxes

### Academic/Vocational Programs

- Adult Basic Education (ABLE)
- GED
- Literacy Unit
- Youngstown State University

### Inmate Groups

- Links
- Toastmasters
- Veteran Group
- World Culture Organization

### Apprenticeship Programs

- Alteration Tailor
- Animal Trainer
- Assembly Technician
- Carpenter
- Janitor
- Landscape Management Technician

### Specialized Housing Units

- Wellness Unit

- ONE STOP Partnership with Ohio Job and Family Services

- Easter Egg Assembling
- Sewn Walker Totes and Teddy Bears
- Train and Board Dogs for Adoption

- Carpentry
- Culinary Arts Program – Baking Program
- Computer Drafting (CAD)

- Free Indeed
- NAACP
- United Purpose
- Word Masters

- Maintenance Repairer, Building
- Materials Coordinator
- Plumber
- Recovery Operator
- Sheet Metal Worker
- Welder

## Visiting Information

### General Population

Visiting reservations are required for all visiting sessions. When making reservations, all visitors being scheduled for the visit must be listed on the reservation and be approved visitors on the inmate's list. Reservation requests will be accepted no less than 4 days and no more than 30 days in advance of visit. Cancellations are accepted 5 days prior to the scheduled visit without penalty. Visitation reservations will be taken during the hours of 9 a.m. to 11:30 a.m. and 1 p.m. to 2:45 p.m. on visiting days. Approved visitors may make a reservation up to 30 day in advance by calling directly to [330-898-9661](tel:330-898-9661) or by calling [330-898-0820](tel:330-898-0820) and pressing "1" when prompted.

**Hours** - General Population Wednesday through Sunday: 7:45 a.m. to 10:45 a.m. (morning session, check in by 9 a.m. - visitors must have their number by 9 a.m. or they will NOT be processed. 12:00 p.m. to 2:45 p.m. (afternoon session, check in by 1 p.m. - visitors must have their number by 1 p.m. or they will NOT be processed. Closed on all Mondays, Tuesdays, and all state holidays. Effective January 4, 2015, residents in 3B status may ONLY receive visits on Wednesdays, Thursdays, and Fridays during morning session.

### TCC Camp Population - No Reservations Required

Wednesday through Sunday Camp residents may receive 6 visits per month. 7:45 a.m. to 11:30 a.m. (morning sessions, check in by 9:30 a.m. or visitor will NOT be processed) 11:30 a.m. to 2:30 p.m. (afternoon session, check in by 1 p.m. or visitor will NOT be processed) Each session counts as one inmate visit. Closed on all Mondays, Tuesdays, and state holidays. Visiting hours are subject to change without notice. Please call the institution to verify hours before planning a visit.

## Contact Information

### Who do I call if.....

#### There is a death or serious illness of a loved one?

Call the chaplain by dialing ext. 7304, leave a message with the offender's name and number. Provide your name and contact phone number.

#### The offender is threatening to hurt himself or someone else?

Call the main number and dial ext. 0 . Advise officer of the severity of your concern. You will be referred to mental health staff at ext. 1584. If not available, the shift supervisor will be notified. Do not leave a message.

#### The offender is being threatened, has been harmed or extorted?

Call the main number and dial ext. 0 . You will be referred to his unit staff. If the threat is immediate, request to speak with the Warden.

## Important Contacts

#### Warden:

330-898-0820 x 2000

#### Principal:

330-898-0820 x 7401

#### Chaplain:

330-898-0820 x 7304

#### Medical:

330-898-0820 x 5000

#### Mental Health:

330-898-0820 x 1581

#### Shift Commander:

330-898-0820 x 2051

#### Recovery Services:

330-898-0820 x 1903

#### Investigator:

330-898-0820 x 2041

#### Inspector:

330-898-0820 x 2063

#### Unit Management Chief:

330-898-0820 x 2050

#### PREA Hot Line Numbers:

(614)995-3584

(614)728-3165



**TRUMBULL CORRECTIONAL  
INSTITUTION**  
5701 Burnett Rd  
Leavittsburg, Ohio 44430

**Main Phone Number  
(330) 898-0820**

**Who do I call if.....**

**There is a death or serious illness of a loved one?** Call the chaplain by dialing ext. 7304. leave a message with the offender's name and number. Provide your name and contact phone number.

**I am having trouble with the phone system?**  
Call GTL customer service at 1-866-230-7761

**How do I set up a phone account?**  
Call GTL at 1-800-483-8314

**The offender is threatening to hurt himself or someone else?** Call the main number and dial ext. 0. Advise officer of the severity of your concern. You will be referred to mental health staff at ext. 1584. If not available, the shift supervisor will be notified. Do not leave a message.

**The offender is being threatened, has been harmed or extorted?** Call the main number and dial ext. 0. You will be referred to his unit staff. If the threat is immediate, request to speak with the shift supervisor.



<http://www.loopfamilyministry.org/>  
330 212-6661

In Partnership with LOOP

**Applications**

Visitor Applications may be printed from...

<http://www.drc.ohio.gov/public/tci.htm>

Send your completed application, a copy of photo ID and proof of residence directly to the case manager (of your loved one).

Your loved one is responsible for notifying you of the status of your application.

**Video Visitation**

Video visitation is made available in the housing units. 30 minute visits may be scheduled from 7:00am through 8:30 pm daily.

Visit [www.jpays.com](http://www.jpays.com) for additional application and fee information.

**Funds**

A kiosk is available in the front entry building of the institution from 6 a.m. to 6 p.m., seven days a week. **Approved visitors** may deposit funds into an offender trust account or PIN Debit phone account using the kiosks. For additional information on inmate funds or other deposit options please visit [http://www.drc.ohio.gov/web/inmate\\_funds.htm](http://www.drc.ohio.gov/web/inmate_funds.htm)

**When you come to visit....**

Please dress according to the guidelines and bring your photo ID. Lockers are available to keep small items secure. Walk up to the correction officer at the front desk and let him know you are here to visit. You may be given a number or asked to take a seat. This will begin the visiting process.

**TCI's FAMILY GUIDE**



**CAMP VISITING**

- Wednesday through Sunday:
- 7:45 a.m. to 10:45 a.m. (morning session, check in by 9 a.m.)
- 12:00 p.m. to 2:45 p.m. (afternoon session, check in by 1 p.m. or they will NOT be processed.
- Closed on all Mondays, Tuesdays, and all state holidays.

**MAIN COMPOUND  
by Reservation Only**

- Approved visitors may make a **reservation** up to 30 days in advance by calling directly to **330-898-9661** or by calling 330-898-0820 and pressing "1" when prompted to do so.
- Wednesday through Sunday: 7:45 a.m. to 10:45 a.m. (morning session, check in by 9 a.m. - visitors must have their number by 9 a.m. or they will NOT be processed.
- 12:00 p.m. to 2:45 p.m. (afternoon session, check in by 1 p.m. - visitors must have their number by 1 p.m. or they will NOT be processed.
- Closed on all Mondays, Tuesdays, and all state holidays.



This guide provides additional information not included at TCI's website. Further information @ <http://www.drc.ohio.gov/public/tci.htm>

John R. Kasich, Governor Gary C. Mohr, Director



**TCI Family Guide on the Web:**

[http://www.drc.ohio.gov/Public/TCI\\_familyguide.pdf](http://www.drc.ohio.gov/Public/TCI_familyguide.pdf)

**Akron Region Adult Parole Authority**

Ocasek Government Building

161 South High Street

Akron, OH 44308

(330) 643-3010

<http://www.drc.ohio.gov/Public/akronapa.htm>

Regional Administrator	Sex Offender Specialist
330-643-3010	330-233-8032
Chemical Dependency Specialist	Reentry Coordinator
330-697-3901	330-623-5020

**Cleveland Region Adult Parole Authority**

615 West Superior Avenue

Cleveland, Ohio 44113

(216) 787-3010

<http://www.drc.ohio.gov/Public/clevelandapa.htm>

Regional Administrator	Sex Offender Specialist
216-787-3010	216-787-3761
Chemical Dependency Specialist	Reentry Coordinator
216-787-4233	216-787-5788

The parole officers of the Adult Parole Authority highly value their contact with family members during an offender's supervision period. Family members are able to provide very helpful information about their loved ones behavior and outlook. Family members also provide much needed support to their loved ones as they reintegrate into the community. Research suggests that an offender's success can be significantly impacted when pro-social supports (i.e. families) are included in the supervision process.

The Akron APA Region worked diligently to involve offender families in order to improve offender outcomes. The Akron Region conducts approximately 1,300 meaningful contacts with families per month. These contacts are made on the 1170 +/- high and very high risk offenders on supervision in any given month. The Akron region conducted 13,283 of these family contacts (FI) during 2014. However, all data was not available for July and August 2014. Therefore, the 2014 results represent only ten months of the year.

Home visits by the Parole Board "Old law" parole offenders served very long sentences prior to release. Due to their extended periods of incarceration, their adjustment to the community can be more challenging for the offender and his or her family. In Summit and Stark Counties, a parole board member rides along with a parole officer in the field to conduct home visits in order to interact with offenders and their family members.

## Family Connections

Family Involvement as defined by policy is meaningful communication with a family member of an offender's family or an individual with personal ties to the offender and who is influential in the life of the offender and can provide information regarding community adjustment. Staff members are required to make these contacts according to supervision level. The purpose of this program is to educate the family members about the multiple issues their loved ones are going to face while on supervision. Family Involvement is an integral part of the solution to successful community reentry.

### Seminar Highlights

- Substance Abuse
- Understanding Supervision
- Victim Awareness

The seminar occurs at least twice a year at a different facility. Facilitators include the Chemical Dependency Specialist, Reentry Coordinator, Parole Officers and Victim Advocate.

## Family Dialogue

The focus of this program is to offer pre-release parole plans and sponsor involvement to long term offenders (those who have served a significant amount of time in prison) once they have been granted parole. Long term offenders who have served a significant amount of time in prison face unique obstacles and barriers when re-entering society vs. offenders who have served less time.

### Objective

The Parole Board Parole Officer and the long term offender's case manager will offer to meet with the offender and his parole plan/sponsor and mentors to provide an avenue to identify and appropriately address barriers and obstacles that both parties may face when a long term offender is released from prison. The Parole Officer and Reentry Coordinator may also be involved in this process.

### Topics Discussed

- Common stressor of going home
- Common stressor of accepting a long term offender
- Common stressor of Reentry
- Expectations of Offender and Sponsor
- Relapse Prevention

## Pre-release Planning

### APA Pre-Release Class

In addition to the release planning conducted by unit management staff directly with each inmate as they approach release, representatives of the Adult Parole Authority conduct pre-release sessions at each institution on a regular basis to meet with inmates being released to APA supervision. At these sessions, the APA reviews the standard conditions of supervision, expectations of parole officers, and how supervision is conducted.

### Pre-Release Videoconferences with Community Providers

Also, inmates in the Northeast Region can participate in a videoconference with community partners prior to their release. Inmates returning to Cuyahoga County or Lorain County can attend the Video STAR forum. Inmates returning to the nineteen counties in the Akron APA Region can participate in the Video In-Reach Program (VIP). At these videoconferences, community partners present information about their programs or services. Inmates have the opportunity to ask questions and retain contact information to follow up upon release. Video STAR and VIP are open to all inmates being released, regardless of whether they will have supervision upon release. Interested inmates should contact unit management staff to obtain a pass to attend the videoconference.

### Beginning a Job Search

All inmates planning to work upon release are encouraged to enroll in a Work Opportunity Tax Credit (WOTC) program ODRC has formed with The Next Step/WOTC Solutions. The partnership was created to improve the employment rates of releasing offenders and increase the number of Ohio employers obtaining the financial benefits of \$2,400 available to them through the Work Opportunity Tax Credit (WOTC) for hiring an ex-felon. The Work Opportunity Tax Credit is a federal tax credit program that qualifies employers by hiring ex-felons. Inmates enroll when they have established a firm address to live upon release, ideally between 30 and 60 days of release. The address is used to create job matches with employers in the area to which the inmate is returning. To enroll, the inmate obtains a pass to the One-Stop or Reentry Resource Center at his or her institution and enters information, including a valid email address or phone number, onto an enrollment form. After enrollment, the inmate receives an envelope containing 10 WOTC cards and an instructional handout. The cards are to provide to potential employers to whom the inmate applies upon release. Upon release the inmate must activate the enrollment at [www.ohio.thenextstep99.com](http://www.ohio.thenextstep99.com) in order to receive matched employer leads. Upon activation, The Next Step/WOTC Solutions reviews their employer database and matches the now former inmate with three felon-friendly employers based on location, skills and the work the returning citizen is interested in. The returning citizen can request additional leads from The Next Step/WOTC Solutions on their website. They will be provided three at a time as long as the returning citizen continues to keep looking and provide feedback on those matches previously given. This service is free.

### Cleveland/Akron APA Brochure

An informational brochure with common terms and answers to questions family members may have while their loved one is under supervision is provided to families at the time of placement. Cleveland/Akron APA programming is provided in this brochure to ensure families are advised of all services the APA provides. During the placement, the family member will be given this brochure along with the Parole Officer's card.

**Business Cards**

Steve Vukmer  
Regional Administrator  
216-787-3010

**Cleveland APA**  
Wendy Caldwell  
Chemical Dependency Specialist  
216-787-4233  
Wendy.Caldwell@dnrc.ohio.gov

Jerry Chuter  
Sex Offender Specialist  
216-787-5143  
Jerry.Chuter@dnrc.ohio.gov

Michelle Butler  
Reentry Coordinator  
216-787-7769  
Michelle.Butler@dnrc.ohio.gov

Cuyahoga, Lorain, Medina, Erie

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**Contact Info**

Mike Beebe  
Regional Administrator  
330-643-3010

**Akron APA**  
Joan Wondol  
Chemical Dependency Specialist  
330-643-3010  
Joan.Wondol@dnrc.ohio.gov

Ruth Peters-Evans  
Sex Offender Specialist  
330-233-8822  
Ruth.Peters-Evans@dnrc.ohio.gov

Jennifer Stewart  
Reentry Coordinator  
330-643-3010  
Jennifer.Stewart@dnrc.ohio.gov

Huron, Ashland, Knox, Wayne, Holmes, Coshocton, Summit,  
Stark, Tarrant, Lake, Geauga, Putnam, Ashland, Trumbull,  
Mahoning, Carroll, Harrison, Columbiana, Jefferson

[www.reentrycoalition.ohio.gov](http://www.reentrycoalition.ohio.gov)

**You Are Important...**

Positive support from family and friends is important for people who are under supervision. You can help your loved one be successful.

Be aware of the Conditions of Supervision that everyone under supervision must follow. Find out if there are any special conditions, or a case plan that includes required programs or other activities. Once you know what is expected of your loved one, you can encourage him/her to follow the rules, participate in required programs, and ask for help when needed.

Communicate with the APA. Our goal is the same as yours - to help your loved one complete supervision and stay out of jail and prison. Family and friends are often aware of potential problems and risky behaviors as soon as they begin. Working with the PO can help you and your loved one deal with difficult situations before there is a crisis that could lead to a serious problem.

The PO is your primary contact if you have questions or concerns about your loved one's supervision. If the PO cannot answer your question or resolve your issue, you may be referred to the Unit Supervisor.

**LOP**  
LOVED ONES OF PRISONERS

[www.loopfamilyministry.org](http://www.loopfamilyministry.org)  
330-212-6661

Loved Ones of Prisoners (LOOP) Ministries provides support and guidance to the families and friends of prisoners in the criminal justice system.

This Pamphlet is sponsored by:

**Adult Parole Authority**  
Northeast Region  
Cleveland APA  
Akron APA

**Family Information Guide**

This pamphlet is designed for family and supportive friends of individuals under the supervision of the Adult Parole Authority.

We want to help you understand the requirements of supervision and to know how you can support your loved one's success.

Our mission is to reduce recidivism among those we touch.

**OHIO**  
REPRESENTATION AND CORRECTION

John R. Kasich  
Governor

Todd Ishee  
Northeast Regional Director

Gary C. Mohr  
Director

**Coming Home**

**Placement:** Prior to release, each person who will be on Post Release Control (PRC) or Parole with the Adult Parole Authority (APA) has the opportunity to tell us where they want to live. The Parole Officer (PO) will visit the residence to determine if it is an appropriate placement.

**Reporting Orders:** Before leaving prison, each person who will be on PRC or Parole will be given reporting orders, which will include the approved address, name of the PO, and instructions about where and when to report.

**First Visit:** Soon after release, the person will meet with his/her PO. Together, they will review the Conditions of Supervision, including any special conditions.

**Assessment:** The PO will conduct a thorough interview with the person and complete an assessment of risk and needs using the Ohio Risk Assessment System. This assessment helps the PO create a case plan that includes programs, activities, and other referrals to help that person be successful.

**Supervision Fees:** Everyone on PRC, Parole or Interstate Compact supervision must pay a supervision fee of \$20/month.

**DNA Testing:** All individuals convicted of a felony in Ohio are required to submit to DNA testing.



### **What types of offenders are committed to prison in Ohio?**

In Fiscal Year 2014, 20,120 offenders were committed to the state prison system (17,302 males; 2,818 females). Categorized under their most serious offense, approximately 26% of these offenders were incarcerated for drug related offenses (e.g., drug abuse, trafficking); 14% were committed for miscellaneous property offenses (e.g., arson, theft, receiving stolen property, breaking and entering); approximately 25% were committed for crimes against persons (e.g., robbery, assault, domestic violence, homicide-related offenses); 11% were committed for burglary; and 7% were incarcerated for sex offenses (e.g., gross sexual imposition, rape). The remaining individuals were incarcerated for motor vehicle, fraud, or forearm offenses, as well as offenses against justice/public administration and other miscellaneous felonies.



### **I believe my brother was incarcerated in an Ohio prison in the late 1940's. How can I verify this information?**

You should call the Ohio Historical society, Archives/Library Research Services Department at [614-297-2510](tel:614-297-2510). It houses records for the Ohio Penitentiary from 1829 to 1973; the Ohio Reformatory from 1896 to 1968; Ohio Reformatory for women from 1913 to 1942; and the London Prison Farm from 1908 to 1949. Current inmate records and records of inmates incarcerated after 1973 are housed at the Ohio Department of Rehabilitation and Correction, Central Inmate Records at [614-752-1076](tel:614-752-1076).

### **A relative of mine was sentenced today to 4 years in prison. How does the Department determine which prison an inmate is assigned?**

Your relative will be transported to one of three reception centers in Ohio. Female inmates are sent to the Ohio Reformatory for Women in Marysville. Male inmates, depending of the county from which they are sentenced, are sent to either the Correctional Reception Center in Orient or the Lorain Correctional Institution in Grafton. Each inmate is evaluated by mental health, education, medical, and unit staff. Inmate security level classification is determined through the consideration of pre-commitment variables such as: age at current commitment, current offense(s), security level when last released from prison, history of violence, gang affiliation or drug use, and escape history. Institution assignments are arrived at by matching inmate requirements (security level, medical, education, separations, etc.) with the institution available to best meet those needs. Once assigned to an institution, the inmate's security level is reviewed at least annually. Based on the inmate's adjustment, a reclassification to a higher or lower security level can be made that could result in an institutional transfer. Inmates generally spend between six and eight weeks at the reception centers before being transferred to their "parent institution."

### **How can an inmate obtain an institutional transfer?**

Inmate initiated transfers are guided by the new policy 53-CLS-09. The inmate must make a formal, written request to their case manager if they qualify. An inmate may only initiate a transfer for the approved reasons in CLS-09 including Reintegration Unit Transfers, Visiting Transfers, Education Transfers (only certain programs qualify), Recovery Transfers (only certain programs qualify), OPI transfers and Requests for Inmates submitted by other Wardens. Visitors and family cannot initiate a transfer on behalf of an inmate. An inmate has no right to a transfer and the ODRC reserves the right to disapprove a transfer for good correctional management reasons, including but not limited to: the inmate's behavior, the inmate's previous behavior when they received a transfer, the frequency of inmate requests for transfers and the bed needs of the system.

**What about a visiting hardship transfer?**

There is no longer a “visiting hardship” transfer. It has been changed to a general visiting transfer. Inmate families and friends will no longer be required to provide proof of any hardship. They will however, have to explain how they will be a pro-social influence on the inmate and commit to visiting the inmate after the transfer is completed. If an inmate is moved for visiting reasons, but does not receive visits, they may be returned to a previous status. Once again, these transfers cannot be initiated by visitors, there is no need to telephone or write a letter requesting such a transfer. When an inmate makes the formal request to his/her case manager, if he qualifies for the transfer, a form will be sent to the visitor. This form requires the visitor to verify their residency and answer some basic questions. Once you send that back in, the committee will consider that decision.

**Can the inmate choose a specific prison?**

No, inmates may not choose specific prisons when they initiate a transfer. In general, the ODRC will attempt to move them into the same Catchment Area where their visitor resides. A Catchment Area is a region served by a particular prison. The goal is to try to move inmates within a 1-2 hour drive (one way) of their positive social support network. We understand this can be a burden on families and friends, but there are not enough prisons located near the most populated areas to provide this for all who qualify. Therefore, providing some inmates with the right to choose a prison while others could not move as close, was not a fair and equitable system. Furthermore, there are many different forms of hardship from physical/mental ailments, to financial, family and work related issues. Trying to determine which person has more of a hardship than another, while still respecting privacy, was not a reasonable possibility.

**Is an inmate’s disciplinary finding appealable?**

Yes, according to policy 56-BSC-01 an inmate may appeal the Rules Infraction Board’s (RIB) decision to the Warden. If the inmate is not satisfied with the Warden’s response, the next step is to appeal the decision to the Director’s Office.

**An inmate from an Ohio correctional institution is calling my home. What can I do to prevent this?**

You can contact Global Tel\*Link at [1-877-650-4249](tel:1-877-650-4249) to request that your telephone number be blocked.

**Why is it necessary to have a random announcement on the telephone line saying “this call originates from a correctional institution in Ohio,” when I was informed of the same thing before I accepted the call?**

The Ohio Department of Rehabilitation and Correction has granted inmates the privilege of making collect telephone calls to family and friends. Inmates have attempted to use the Inmate Call Out Program to engage in criminal activity such as telecommunication fraud and harassment, while serving sentences in Ohio prisons. This announcement is designed to inform those who have not received the initial announcement should a third party become involved. Third parties are commonly added to calls by using “call transfer” or “3-way calling” features. Third party calls are not permitted.



### **Why are there time limits on calls?**

Time limits are imposed to allow all inmates to use the phone system. Each institution's Warden sets the time limit based on the number of available telephones as well as the security level and behavior of the inmate population.

### **What am I allowed to mail an inmate in prison?**

As of January 1, 2007, all packages received by an inmate must be ordered through Keefe Group/Access Securepak, Union Supply Direct, or Walkinghorst.

Clothing and food items are permitted to be sent to level 1, 2, 3, 4A and Death Row inmates. Level 4B, 5, Reception and Intensive Prison Program inmates cannot receive packages. However, there are limitations to the number of packages that may be sent. Inmates (patients) with long-term placements at the Franklin Medical Center (FMC), Frazier Health Center (FHC) or Oakwood Correctional Facility (OCF) may receive packages with the approval of the Warden. Otherwise, FMC and FHC inmates are ineligible to order or receive packages. Similarly, inmates who have been sent to outside hospitals or who are assigned to disciplinary control or local control are ineligible to order or receive packages. Institutions provide inmates with a list of items they may receive; this list may vary from prison to prison. It is the responsibility of the inmate to provide you with the list and the proper mailing guidelines.

### **Do Ohio prisoners have access to computers for e-mail correspondence?**

No, Ohio inmates do not have direct access to e-mail. You may correspond with an inmate via the U.S. Mail or by using JPay, an innovative electronic mail system (this does NOT provide inmates with direct email or internet access).

### **Can inmates receive money while in prison?**

Up to \$200 from an approved (or tentatively approved) visitor may be deposited into an inmate's personal account by mail, online, kiosk and telephone. See [Accounts Section](#) for more information.

### **How can I visit an inmate?**

An inmate may request to place your name on his or her visiting list. The staff forwards a visiting application to you for completion. You may also print a visitation application from our website [www.drc.ohio.gov](http://www.drc.ohio.gov). Once returned, the staff reviews the application and approves or denies per the visiting policy.

### **When can I visit an inmate?**

Dates and times in which visits are permitted vary. The individual that you wish to visit is responsible for sending you the guidelines to follow, and the visiting schedule. You may also obtain this information by calling the institution's visiting office or by looking at the [Visiting Section](#) and [Site Sections](#) of this handbook.

### **What criteria are used in parole release decisions?**

Release decision-making is complicated by the diversity inherent in human behavior. Since parole is a privilege, not a right, parole hearings are not subject to the evidentiary and due process rights afforded those accused of a crime. Since due process and guilt issues have been resolved prior to sentencing, public safety is the only criteria for release decisions. Parole hearings provide for the repeated review of the criminal in prison; continual reevaluation of the risk that offenders present to society; leverage over offenders before they are released; careful supervision upon release; and the potential to re-imprison those who appear to be a threat to the community.

Under sentencing laws in effect prior to July 1, 1996, many offenders were sentenced to indeterminate terms of imprisonment. These sentences may have wide-ranging minimum and maximum terms. The Ohio Parole Board is empowered to manage these investments in public safety by determining if or when release is appropriate during this range of years. Release on parole is a privilege that must be earned. Violent and dangerous offenders are targeted for longer periods of incarceration.

Considered at each hearing is the need for further incapacitation, punishment, deterrence, and rehabilitation. Current and past patterns of offensive behavior are considered. A statistical risk assessment, validated by periodic research, is used at each hearing. Psychological and psychiatric evaluations are required for violent offenders as part of the evaluation process. By law, the Ohio Parole Board must consider input from the sentencing judge, prosecutor, and victims when the information is available. Offender participation in programs designed to reduce the risk of reoffending is expected and encouraged.

### **Will I be informed if my loved one is sick?**

If the offender is admitted to an outside hospital, notification will be made to persons designated by the offender. Please Note: offenders have the authority to decline notification.

### **Can I visit a hospitalized offender, either in the facility hospital or in an outside hospital?**

Yes. In the Facility Hospital offenders may be visited for limited periods of time by persons on their visitor record, an attorney, or authorized individual. At an Outside Hospital offenders may receive visitors only with the permission of the doctor, and within the rules of the hospital. Visiting times are only during regular hospital visiting hours, and will not exceed two hours, unless the offender is on the critical list. An offender may be visited only by the following: spouse, mother, father, grandparents, aunts, uncles, brothers, sisters, sons, daughters, and legal guardian. Visits by individuals must be approved by Warden, Deputy Warden, or the Shift Commander.

### Can I marry a person who is incarcerated?

Yes-Depending County specific regulations. Any inmate who wants to marry can submit to the Warden/designee, a written request for authorization to marry. The intended spouse must also submit a written statement verifying his/her intention to marry the inmate.

### Is there any bus transportation that will take me directly to the prison?

Yes, There are a number of transportation services in the Northeast Region. Here are a couple of options that may be able to accommodate you.

*Lee's Transportation/Limousine*

[216-456-6490](tel:216-456-6490)

*Junie's Affordable Transportation*

[216-795-1705](tel:216-795-1705) or [216-269-6636](tel:216-269-6636)

The Family Connection (TFC)

[330-989-7963](tel:330-989-7963)

Cleveland Transportation Services

[216-618-7335](tel:216-618-7335) or [216-630-0079](tel:216-630-0079)

Prison Transportation

[216-310-5104](tel:216-310-5104)

Passages

[216-881-6776](tel:216-881-6776)

Sam Trans Transportation

[1-855-SAM-TRAN](tel:1-855-SAM-TRAN)

Due to the variations in bus availability, you are encouraged to contact the individual correctional facility regarding transportation.

### Can I visit if I am on parole or probation?

Yes. Probationers and parolees must have the prior permission of the Warden and the written permission of their probation or parole officer.





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