

**CORRECTIONAL INSTITUTION INSPECTION COMMITTEE REPORT**  
**ON THE INSPECTION AND EVALUATION OF**  
**BELMONT CORRECTIONAL INSTITUTION**

**Prepared and Submitted by**

**CIIC Staff**

**December 15, 2009**

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**CORRECTIONAL INSTITUTION INSPECTION COMMITTEE REPORT  
ON THE INSPECTION AND EVALUATION OF  
BELMONT CORRECTIONAL INSTITUTION**

**INSPECTION PROFILE**

**Date of Inspection:** August 18, 2009  
**Type of Inspection:** Unannounced

**CIIC Member and Staff Present:** Representative Tyrone Yates  
 Shirley Pope, Executive Director  
 Toni Del Matto, Inspector  
 Darin Furderer, Inspector

**Facility Staff Present:**

Michele Miller, Warden; North Regional Security Administrator, Deputy Warden Special Services, Administrative Assistant, Deputy Warden Operations, and Captain were present. CIIC spoke with many additional staff at their posts throughout the course of the inspection.

**Areas/Activities Included in the Inspection:**

Entrance/Processing	Meeting with Administration: Initial and
General Population Housing Units	Closing
Inmate Dining Hall	Segregation
Kitchen/Food Storage	Ohio Penal Industries Toilet Tissue Production
Library/Law Library	Barber School
Meeting with representative group of staff	Education Building
	Sex Offender Program

**INTRODUCTION TO QUESTIONNAIRES**

Two questionnaires were developed by CIIC for use on 2009-2010 inspections. One questionnaire is based on the 16 recommendations of the *Ohio Correctional Faith-Based Initiatives Task Force*. *The purpose of the questionnaire is merely to gather information on the extent to which progress is being made in implementing the recommendations.* Brief, handwritten responses to the questions by any staff person knowledgeable of the subject, were requested. *Questions and responses are provided at the end of this report.*

The other questionnaire is based on selected sections of Expectations, which contain inspection criteria used by the British Inspectorate. These Expectations were the subject of one of the presentations at an international conference on effective prison oversight in 2006. They are reported to be consistent with international standards. The purpose of gathering information on the extent to which Ohio correctional institutions are similar or different from selected sections of Expectations is twofold: *To identify possible areas in need of improvement, and to identify possible means of addressing reported areas of concern.*

To avoid burdening any one staff person at the facility with the task of responding to the entire questionnaire, sections and subsections identified by topics were separated and stapled, ranging from one to three pages each. The Warden could choose to give each section or subsection to a different staff person who is knowledgeable in the particular area. Very brief responses, such as “yes,” “no” and/or explanations, indicating the extent to which the facility’s practices are similar or different from Expectations, were requested. Completed questionnaires were requested to be returned to the CIIC office within ten days of the inspection. *Questions and responses are provided throughout this report in a section relevant to the topic.*

According to Expectations, it is a tool for examining every aspect of prison life, from reception to reentry. The expectations draw upon, and are referenced against, international human rights standards. The Inspectorate’s four tests are:

- **Safety**
- **Respect**
- **Purposeful activity**
- **Reentry**

These are increasingly accepted internationally as the *cornerstones of a “healthy” custodial environment*, providing consistent criteria in a system that is increasingly under pressure and subject to conflicting demands. *Expectations* has been used as the basis for an independent and evidence-based assessment of conditions in prisons. Its content and approach have proven to be helpful to those who are monitoring and examining prisons in other jurisdictions. Expectations consists of eight sections and subsections. Sections included in the questionnaire are provided below:

**Environment and Relationships**

- Residential Units
  - Clothing and Possessions
  - Hygiene
- Staff – Prisoner Relationships

**Duty of Care**

- Complaint/Grievance Procedure
- Bullying and Violence Reduction
- Self-Harm and Suicide

**Activities**

- Learning and Skills and Work Activities
- Library

**Good Order**

- Security and Rules
- Rules

**Services**

- Food Services

## INSPECTION SUMMARY

The following is a summary of the inspection as provided to the DRC (Department of Rehabilitation and Correction) Assistant Director, the North Regional Director, and Warden on August 25, 2009:

*Representative Tyrone K. Yates, CIIC Chairman, Lloyd Pierre-Louis, Counsel for the Majority of the House of Representatives, CIIC Director Pope and CIIC Inspectors Del Matto and Furderer, conducted an unannounced inspection at the Belmont Correctional Institution on August 18, 2009. The following is a brief summary of the inspection for the purpose of providing prompt feedback to the DRC Assistant Director, Regional Director and Warden...*

### STAFF OVERVIEW

- *The Warden, the administration, and all other staff throughout the institution were extremely cordial and accommodating during the inspection. Throughout the compound, positive interaction was observed between the staff and inmates. The Warden relays that she receives and responds to five to seven kites per day.*
- *One staff person described the BCI staff as “easy to work with, professional, and get things done quicker.”*
- *A security staff person also relayed that “We all work well together.” He noted that they all attend meetings together, so that any change anticipates how it impacts other areas. He relayed that the fact that everyone is included “works well.” He relayed his belief that Belmont CI is “one of the safest” prisons.*
- *Another staff person cited the “great relationship” between the administration and the three unions. One staff person commented that “We have a great staff,” with a wide range of abilities. They were described as “compassionate people,” and BCI was described as “A great place to work.” The Warden reportedly ensures that staff have needed training and guidance on how to do their jobs. One staff member with corrections experience outside of Ohio, indicated that staff written “duties” are too vague, and suggested increased specificity.*
- *Staff relayed that BCI has a good reputation in the DRC, and is considered to be one of the better institutions. It was also relayed that “Staff clearly care about what they do. Everybody wants to do the right thing.” The staff person cited the passionate discussion from staff about the problems faced by the inmates who are trying to survive on \$15 per month due to court debt, and some who have families who want to help, but who cannot because anything they sent to the inmate would go to the courts.*
- **Lowest Staff Turnover Rate:** *Staff relayed that they all have an excellent working relationship with each other and maintained that they are doing an outstanding job in the current situation. BCI reportedly has the lowest staff turnover rate in the state. Approximately seven employee grievances are filed per month, with officer staffing being the “biggest issue.”*
- **ACA Accreditation:** *Staff relayed that in the last three year audit, they were 100 percent compliant with mandatory standards, and 99 percent compliant with non-mandatory standards which involved three issues for which they have no control, such as structural issues and overcrowding. Staff are reportedly good at addressing concerns as they arise.*

## **STAFF CONCERNS**

- **Job Insecurity:** Staff expressed concern regarding the state budget issues. Not knowing what is to come has been taxing on the staff, with worry that more staff reductions will be made.
- **Understaffing/Staff Reductions:** Some cited the cuts to the DRC operating budget as among the greatest concerns. It was noted that the Department has taken “several hits”, suffered losses in education, recovery services, programs, security, and they “keep cutting staff,” “taking two more eyes and ears.” Staff relayed that the remaining staff have to trust that they will “hear things to protect everybody.”
- **Cost Savings Days:** Although the 10 cost savings days per person (days off without pay), were intended to save money, staff relayed that overtime has had to be paid for staff members that have to cover the time taken off by other staff. The cost savings days have reportedly adversely impacted morale.
- **Tobacco Ban:** Staff indicated that they look forward to future medical benefits following the tobacco ban. They also noted the improved cleaner look to the ceilings and in the yard free of cigarette butts. However, increased recent smuggling of tobacco was reported involving minimum camp inmates. Snuff is reportedly selling for \$100, and a pack of cigarettes goes for \$50. Staff relayed, “It’s the new contraband.”
- **OAKS System:** Business office and other staff expressed strong, negative views regarding OAKS (Ohio Administrative Knowledge System), which has reportedly caused problems for the institution and created more work due to the amount of errors they have had to correct. It was also noted that the system is a “money hole” and the old system worked better. Staff relayed that the system was introduced as a “grand fix-all,” but there has been a lack of follow-up and lack of functionality. Oaks involvement in state pay and benefits was termed “a miserable, glorious failure.” While it was reportedly designed to save costs, in reality it has reportedly increased costs due to payroll errors. Staff urged an inquiry and research to determine if the state should go back to the old system.
- **Consolidated Business Offices (Ohio Shared Services):** Concerns were relayed about the upcoming plan for the combination business office services at a centralized location. Several of the staff members in the business office will be losing their jobs with this new initiative, and many of them have been working for DRC for an extended period of time. It was reported that business office staff have been able to budget their institution’s money to the penny. Staff relayed, “We paid for what we needed. We managed our money well.” Without staff, and further demands to save money, concern was expressed regarding their ability to achieve the same after their staff is reduced.

## **COURT ORDERED COLLECTIONS**

- **Overview:** Approximately 12 years ago, when the DRC was directed to begin processing court collections, BCI only had 13 or 14 cases, which increased to 35. In April 2007 they had over 1,100 inmates in collections. At the time of the inspection, there were 1,314 in court collections, more than half of their total population. Belmont Correctional Institution reportedly has the largest number of inmate court collections.
- **The Problem of \$15 Per Month:** Staff relayed that inmates in collections were living on just \$10 per month. Effective May 1, 2008, the DRC Director wrote, “The retainage amounts of \$10 is being changed to \$15 to permit an inmate to retain more funds in his/her account and have more spending capabilities when subject to withholding of funds and payment of court ordered debt. The amendment of \$10 to \$15 in Administrative Rule 5120-5-03 (Court Order

for Payment of Funds from Inmate's Account) is effective May 1, 2008. This change is basically intended to serve rehabilitative purposes such as assisting inmates with the purchase of basic hygiene items. Another reason for this change is to help offset the increases in the cost of purchasing goods in the commissary." Facility staff spoke of the difficulties of inmates "trying to live on \$15 per month." Some staff stated that \$65 per month for an inmate is "livable." Staff relayed that "The courts would get more money if the law allowed them (the inmates) to keep half (of their income)," and suggested that the monthly amount from families and friends should not exceed \$100. Some staff believe that the courts would get 10 times their usual amount if such a change was made.

- **DRC Staff Processing Collections:** Staff expressed serious concern about the staff time required to administer the court ordered collection process, noting that DRC is essentially a free collections agency. Staff relayed that the Business Office and Cashier's Office each spend 20 hours per week on court collections, with a total of 40 hours per week, yet DRC receives nothing for the service. Some staff cited their greatest need as "no court collections." Others cited the problem among their top ten greatest needs. They relayed that all money collected goes to the court and they receive nothing for their time, services, and materials used to file paperwork.
- **Increased Thefts and Robberies:** Serious concerns were expressed about the effect court ordered collections have on the inmate population. One staff person relayed that the facility "has very good staff, but we can't eliminate thievery and fighting," in large part due to the court collections. Since inmates do not have the money to buy basic hygiene and other necessities from the commissary, it is believed that this is directly connected to the number of thefts and robberies inside the prison. Staff relayed, "It's very important that this be changed," noting its relevance to "How we manage the inmates." Staff mentioned the need to find better ways than "fights and kicking boxes."
- **Major Incidents:** Common factors in these group fights or major incidents outside of the Security Threat Groups were noted. For example, in the last group incident, the majority were under court collection, restricted to \$15 per month, so "the only way to get commissary is to steal."
- **Staff Suggestion:** In place of the current system of allowing inmates to retain only 15 dollars a month, with the remaining of any income going to the courts for funds owed, staff suggested that DRC allow inmates to retain fifty percent of their monthly income, and to allow up to \$100 per month from family or friends, with fifty percent of the funds to be sent to the courts for funds owed. Staff suggested that this would allow the inmates to not only access the items they need, such as shoes or hygiene items, but would also result in an increase of money going to the courts. Many families reportedly send no money into the institution, solely because anything that they would send would be diverted to court collections for a large percentage of the population. However, it is thought that more money would be mailed in if the inmate could keep enough to meet the needs. Plus, the courts would also be receiving more money in collections than they do now. Most importantly, staff strongly believe that the theft problems would drastically be decreased if more inmates had access to the items needed.

## **MENTAL HEALTH**

- **Caseload:** *There are approximately 495 inmates on the outpatient mental health caseload at Belmont Correctional Institution. One of the concerns was that the number of seriously ill offenders involves increased costs impacting the budget. Currently, of the 495 on the mental health caseload, the largest group is classified as C1 (Seriously mentally ill.) The facility has 11 inmates who are developmentally disabled.*
- **RTU at CCI.** *Because the facility has no Residential Treatment Unit (RTU), when such a unit is needed, the inmate is transferred to the Chillicothe Correctional Institution's RTU.*
- **MH Staff Role/Referrals:** *The role of mental health staff was described as managing mentally ill offenders. Non-mental health staff make frequent inmate referrals to the mental health staff. It was also noted that an Officer called them about an inmate on the caseload who is not taking his medication.*
- **Weekend/Emergency Coverage:** *They reportedly have good weekend mental health coverage and around the clock emergency coverage for crises.*
- **Proposed Inmate Program Aides:** *With the growing needs and the decreasing resources to provide programs, mental health staff discussed the thought of allowing inmates to help with programs. The CIIC Director cited the importance of staff supervision, but acknowledged the valuable role for inmates in helping other inmates in substance abuse programs, and in tutoring education programs. Proper recruitment, selection and monitoring are essential, but there is great potential for good for the inmate "Program Aide" as well as for the inmates who may benefit from having a program that otherwise would not exist. The DRC pilot program on suicide prevention at LORCI and GCI were discussed, noting that Offender Observer Aides are recruited, trained and on-call to assist per the recommendation of mental health staff. A lifer at BCI inquired about signing up to help those who become suicidal, and was referred to contact the Mental Health Administrator.*

## **POPULATION CHALLENGES**

- **Overcrowding:** *The rated capacity of BCI is reported to be 1,250. The population on the date of the inspection was 2,695. The minimum camp has 496 beds.*
- **Young, Very Transient Population:** *Staff relayed that their population has changed. One of the challenges noted by staff is their transient population, which has made it more difficult to know and manage the inmates. BCI reportedly releases more inmates than any other institution, with an average of 225 inmates released monthly. In addition, the average length of stay per inmate has decreased from three years to 18 months. Concerns were relayed about the growing younger inmate population, as their average age per inmate has also decreased slightly.*
- **Inmate Management:** *Staff relayed that for the inmates serving flat time/definite sentences, unless an inmate commits a felony offense that could result in an additional sentence, their misconduct in prison will not affect their outdate. The Parole Board was cited as a good management tool for those with indefinite sentences. Staff also noted that more inmates take positive programs when their release depends on the Parole Board's discretion.*
- **Recreation:** *One inmate who started his life sentence at the Southern Ohio Correctional Facility and worked his way to level three, then level two at BCI, stated that on arrival, he "thought I died and went to Heaven!" He relayed the need for "more outside time." While staff indicated that inmates have eight or nine hours outside, the inmate stated that the counts take so long, that it greatly limits the outside time available. Staff relayed that they only have*

two Activity Therapists, but inmates can reportedly go to the yard anytime but during chow time and count.

- **Under 21 Housing:** *There is no one single housing unit for all inmates under the age of 21. Rather, multiple units are used, providing designated areas for the federal under 21 milk programs. Such inmates are in a designated row of each dorm, spread throughout the compound. In contrast to a very large volume of concerns expressed about the under 21 group at one institution, few complaints were received from inmates or staff at BCI regarding these young offenders. At BCI, older inmates said that they merely leave them alone because they “listen to no one.” If Belmont CI’s method of housing them together in a row, but in a dorm with older inmates, meets the federal requirement, then this method should by all means be considered by Ohio prisons who currently experience serious problems with all under 21 inmates in one unit. At Belmont CI, the inmates were notably polite and respectful. By dwindling the size of their group by spreading them around the compound, and providing them with more exposure to the other inmates’ words and actions, they may be learning something positive through observation. In discussing this group with older inmates, they shook their head and said, “They call them crack babies.”*
- **Specialty Dorms:** *The facility has an Older Offender Housing Unit for those over 35, which staff relayed “makes a huge, positive difference.” They also have an Education Literacy Dorm, and a Better Behavior Housing Unit.*

### **STG ISSUES**

- *There are from 480 to 500 identified STG inmates at the institution, but staff relayed that there are probably 1,000 more STG inmates that have not yet been identified, running with gangs. It was also relayed that no matter the STG affiliation, many of the Cleveland gangs join together. There are reportedly 40 or more identified gangs at the institution, very different from the days when there were only three major groups, and they would communicate, while these new ones reportedly do not. Staff noted that the new, young, transient inmate gangs are more complicated to deal with than the traditional prison gangs.*
- **The Incidents:** *Although not verified by the administrative staff, line staff relayed that in the recent incident, Heartless Felons were stealing off of the Crips, and one attacked an officer with a lock. Line staff relayed the belief that it is directly related to overcrowding and understaffing. Administrative staff relayed that there were two fights in a dorm an hour apart. In one instance, a Crip’s property was stolen by a Cleveland gang, all denying association with the Heartless Felons. Later, three inmates were involved in a separate fight. When the officer stepped in, the officer was hit in the corner of the eye with two locks on a belt. The incident will be prosecuted as a staff assault. At least four of the inmates involved in one of the two incidents are going home this month, and according to staff “They don’t care.”*

### **GRIEVANCE PROCEDURE**

- **Staff Comments:** *Staff relayed that BCI is good at solving problems, that staff are excellent at handling matters at their lowest level, that few grievances are filed, but more file informal complaints. Unit staff contact the Inspector to seek information on how to solve particular concerns. The Inspector has open office hours which are posted in the units.*
- **Use of Force/Retaliation for Grievance:** *A group of inmates listened as one inmate stated that he was retaliated against for using the grievance procedure. He indicated that the initial*

concern had to do with being “assaulted by a CO.” He alleged that everyone, including the Trooper, Inspector and administration, “covered up” the truth. Reportedly because of the retaliation, “all are afraid to use” the grievance procedure. The inmate stated that he wrote the CIIC without response. A check of the CIIC database from 2003 to the present shows that no letter from the inmate has ever been received. One inmate alleged that he personally witnessed a Lieutenant use excessive force. Others alleged that officers on second and third shifts allow certain “pet” inmates to go over to the other side, from A to B or B to A. They seemed quite angry about the alleged favoritism. Other inmates relayed, “We are punished for ICRs – Retaliation!”

- **Additional Inmate Comments:** In addition to the alleged retaliation, or fear of retaliation, inmates stated that the grievance procedure “doesn’t work here. Everybody says the other one did the right thing.” One inmate relayed that he used the grievance procedure over one year ago when he had a problem with his medical “tens unit” at Lorain CI, and he is reportedly still waiting for a grievance appeal decision from the Chief Inspector.

### **QUALITY CONTROL AND OVERSIGHT**

- **Building Issues:** There were many issues in the construction of buildings by the company that originally built Belmont CI. The construction defects were not known until years later, even with state employees on site that were to oversee the construction. Some of the areas visited have visible problems to their structure that have been repaired. It was reported that one of the buildings required a floater, and that they had to totally rebuild the infirmary. It was noted that the company was held accountable through the court, and DRC received 3.4 million dollars. However, Belmont CI was reportedly never reimbursed for some of the repairs they had to make. Seven House reportedly has the same problem as the floor in the medical building, which was major. A crack in the cement blocks expanded up to the ceiling. Facility urinals and toilets are in need of constant maintenance, as well as water fountains which the inmates break by sitting on them.
- **OC/Pepper Spray:** Staff relayed that BCI is training all officers to carry OC spray. It was reported that they weigh the OC canisters before and after each shift to ensure that every use is reported. It was relayed that weighing the OC daily supersedes the monthly requirements of the policy.

### **SANITATION**

- **Entry:** Without exception, the visitor’s entrance and processing area was immaculately clean, as well as neat and orderly.
- **Overall:** The overall sanitation of the institution was also impressive.
- **Housing Units:** Based on observations of the two housing units inspected, both were very clean, orderly, and well maintained.

### **PROGRAMS**

- **Exceptional:** Staff relayed that they have exceptional programs with great teachers.
- **Waiting Lists:** Staff and inmates relayed a desire for additional programming due to long waiting lists. Many inmates relayed concerns about the fact that only inmates with the closest release date can be enrolled in programs, while others get on long waiting lists. For those inmates that are not close to their release date, they are reportedly plagued with idleness. An

*inmate serving a long sentence stated that one has to be three years or less to release to get into barber school.*

- ***Idleness:*** *Staff relayed that they are proud of their programs and of their staff, noted having excellent teachers, but cited definite idleness due to the great need for programs and activities. Staff relayed that they would “love to have more programs!”*
- ***Short-Term Plumbing Program:*** *The short-term plumbing program was said to be a popular program requested by inmates. The program, which takes five weeks to complete, has an estimated 1,000 inmates on its waiting list. One inmate who completed the plumbing program and is now working with the Maintenance Department, states that he goes home in February 2010 and has two job options for which he seemed grateful.*
- ***School:*** *Staff relayed positive aspects regarding the facility staff, and cited efforts to increase the number of students in classes and to provide classes on-line. Staff cited staff shortages as one of their greatest concerns. They are reportedly short two teachers for the Small Engine Repair and Culinary Arts Program, and share one Counselor with five prisons. The institution used to have two and one-half Special Education Teachers, but now only have one.*
- ***ABLE Program:*** *Staff relayed that they do not have enough staff to teach Adult Basic and Literacy Education (ABLE). According to the Ohio Central School System Monthly Enrollment Report for July 2009, 48 inmates were enrolled in ABLE and there were 466 inmates on the waiting list for the program.*
- ***Vocational Programs:*** *Both the Small Engine Repair Program and Culinary Art Programs reportedly lack staff to operate. A large barbershop school is in operation as well as Administrative Office Technology.*
- ***Special Education:*** *Staff relayed that there is only one teacher to meet all of the special education needs of the population.*
- ***Landscaping/Horticultural Vocational Program:*** *The beautiful landscaping throughout the institutional grounds was a major highlight, with shrubs and meticulously spaced red and purple flowers, which was all attributed to the horticultural program. The entrance to the facility from the main road has a spectacular display of gorgeous flowers.*

#### ***THERAPEUTIC COMMUNITY (TC)***

- ***TC (Residential Substance Abuse Program) Closure:*** *Staff were genuinely concerned about the discontinuation of their cognitive behavior based Therapeutic Community, which closed effective July 1, 2009. Budgetary issues reportedly caused the closing. TC operation costs were approximately \$300,000 which was used for contractual services. Their TC did not receive staff or funding from the Ohio Department of Alcohol and Drug Addiction Services (ODADAS). It was reported that the program served 100 inmates. The enormous staff support of the program, with many reporting a correlating positive behavior change attributed to the program’s existence, merits careful consideration. When a strong program has a residential component, it typically has observable and measurable benefits in a prison environment. With the system-wide concerns and challenges affecting safety and security, it is troubling to know that the dual benefit and success has been abandoned. The same motivated dorm population, who previously were in the substance abuse program, is still in the dorm, but without a program. Of equal importance, if program participants positively impact behavior on the compound, it should be considered essential.*

- **Recovery Services Staff:** Staff relayed that they are in the process of increasing their recovery services staff to meet the substance abuse needs of the inmate population.

### **SEVEN HOUSE (FORMER TC)**

- **Staff Comments:** Staff in seven house, the former location of the TC, mentioned that it used to be better in the unit because the TC inmates were more accountable. Some staff described inmates in seven house as “well behaved,” and administrative staff relayed that the unit has “good officers.” One of the officers relayed that they “run a tight ship,” and they have a long waiting list of inmates who want to move to Seven House.
- **TC and Behavior:** An inmate remarked that the TC really improved the behavior of the younger inmates, and that many guys looked forward to taking part in the TC activities. He also stated that he had been in other recovery service programs, and that this was the only program that truly helped him. Numerous inmates described Seven House as “laid back and they keep it clean.”
- **Microwave Broken:** Inmates relayed that they usually have two microwaves, but they only have one now because the other has been broken for a month and a half. They added, “People have been fighting over it.” This was relayed in the closing, at which time it was relayed that one will be ordered.
- **Waiting/Staff Overload:** Inmates stated that while many claim that they “don’t care about programs,” many do care and are frustrated with being on waiting lists. One relayed that he had to wait two weeks just to get the papers to be filled out for his visitors’ list.
- **Theft:** One inmate relayed that he had \$500 worth of property stolen in Five House, that he filled out the paperwork, but cannot get staff to investigate the theft.

### **SEX OFFENDER COMPREHENSIVE TREATMENT PROGRAM**

- BCI has approximately 800 sex offenders, which is a significant population and regarded as a definite challenge. Most of their population reportedly comes from reception, and BCI provides comprehensive and mandatory programs for those eligible, six months prior to release. This is a system-wide area of concern of sex offenders with long sentences who seek treatment now, while they are still motivated. It is another large indication of a major need but a scarcity of resources.
- The interaction between the inmates and the instructor was impressive. On the day of the inspection, there were 12 inmates in the program. Ten relayed that they are serving indefinite sentences and will see the Parole Board, which was cited as an “external motivator.” The remaining two inmates in the program relayed that they are serving flat time. The instructor promoted openness from the inmates, as they shared from a worksheet they completed. Topics on the worksheet included: behavior resulting in incarceration, what they have learned from the program, about their emotions, behavior they have changed, and the most difficult part of the program. Two inmates shared their summary with the rest of the group. Both spoke openly about the topics. It appeared that the program had brought about a genuine change.
- One inmate said to the group that the program was “a blessing.” Another discussed that difficulty of having his hopes up when he saw the Parole Board in the spring, and to receive five more years. The inmates and instructor seemed very supportive. He shared his story of how a news article about him “saying I should die in prison” was passed around to inmates. He relayed that a staff person checked on him, and though he had received some “smart

remarks” from inmates, he experienced the same at MANCI. As to what advice he would give to the new inmates starting the class, he said, “Don’t give up.” It was also relayed that the program “should make you uncomfortable.”

### **FOOD SERVICE**

- **Cleanliness:** The food service area was well-maintained and very clean. Inmate servers were closely supervised and all adhered to sanitary practices.
- **Large Water Spills/Leaks:** The kitchen floor was a cause of concern, due to specific working areas of the kitchen that were saturated in water, reportedly accepted as the natural course of the cooking process. Many workers were busy in these areas, with the ever present risk of injury from slipping on the floor. The majority of the floor felt greasy and slippery. Workers were all busy with food preparation, and though they said, “We all pitch in and clean,” the safety hazard could be eliminated by having one or two inmate workers specifically assigned to mopping up the water or sweeping it into the drain. The CIIC has never seen that much water come from the normal course of food preparation. Whether it is from the method of preparation or leaking from equipment, it should be cleaned up as it accumulates as well as the source of the problem determined.
- **Uncovered Food Garbage:** A large trash can filled with huge amounts of food (cooked pasta) and garbage including bottles was not covered. Although an inmate worker stated that they only keep it uncovered when it is being used, there was no observed use of the can. Another contained grease from hamburger served at lunch, which was also observed uncovered, though the lid was later put on the can.
- **Bird Problem:** Although inmates relayed concerns about birds flying in the inmate dining room, none were present at the time of the inspection. Staff indicated that there are “only occasional signs of droppings.” Staff relayed that they have hired a contractor to use nets and remove the birds humanely whenever there is a problem. A “predator bird call” sounds from the top of the entrance to the dining hall, complete with fake, but realistic bird nest.
- **Meal:** The overall taste and quality of the food was excellent. The lunch meal included: a hamburger, white bread, corn, green beans, mashed potatoes, fruit cocktail, chocolate pudding, and the choice of water or a juice style drink. Staff relayed that inmates have no brunch issues, and the minimum camp inmates say that they really like the brunch.
- **Kitchen Equipment/Maintenance:** Equipment in the kitchen was reported to be functioning and in good condition. Staff recently repaired a problem with one of the walk-in freezers, which was still empty on the day of the inspection. Staff relayed that they have a “good maintenance department,” which is appreciated by staff. The freezers and coolers were in excellent condition, and had a pleasant scent. One of the freezers included a sample of the lunch meal in a Styrofoam container. Staff explained that this is done as a safety precaution so that the meal can be tested if needed. Another cooler contained peppers and onions in a locked container to prevent stealing. The dry storage contained properly covered cake, plus food items all dated, and stacked properly.
- **Chemical/Cleaning Supply Room:** This room contained squirt bottles, mops, buckets, and cleaning supplies. The organization was most impressive, as well as its security.
- **Inmate Kitchen Restroom:** The inmate restroom in the kitchen had an empty soap dispenser. This was relayed to facility staff and the problem was addressed.
- **Food/Food Services according to Inmates:** Inmates generally described the food at BCI as “alright,” and were quick to point out that the CIIC trays contained double portions. Inmates

relayed that the “food used to be better. Now we have chicken and soy every day it seems. There’s no pork, no cheese and no bologna.” Inmates claimed that officers go back to Food Services and “get steak in Styrofoam containers.” One inmate relayed that there are “too many attitudes working at a quick pace in food services. It’s not a good place to work.”

### **SEGREGATION**

- **Beds:** Staff relayed that they have a 90 bed segregation unit, and “normally it’s full.” There were 98 inmates housed in segregation on the day of the inspection. Staff relayed that the one block that normally is reserved for single cells, is now double bunked.
- **Air and Heat:** The air in the segregation entrance area as well as the officers control post was cool and fresh with a particularly clean smell of bleach. However, this was not the case in the segregation ranges as air remained stagnate and stale. In addition, the area was extremely hot and inmates were observed sleeping on the floor to keep cool. Staff relayed that there is good ventilation in the cells, and that inmates can cool themselves because there is a shower in each cell. The showers are on timers so that the water is turned off after three minutes.
- **Cell Visibility:** Many of the windows looking into the shower of the cell were completely blocked, creating visibility issues for officers conducting rounds. However, all of the windows in the doors observed were clear of any obstructions.
- **Clothing Lines:** Some of the cells had clothing lines made by the inmates out of torn bed sheets. Not only is this destruction of state property, such lines could be used to cause serious injury or death.
- **Delayed Transfers:** Five or six inmates relayed that they have been waiting a long time to be transferred to a level three prison. Staff relayed that bed space in level three prisons is a statewide problem. Inmates did not appear to know why they were not being transferred. Some were reportedly involved in the May incident reportedly involving the Heartless Felons. Staff relayed that they make rounds and go down the ranges frequently, and were certain that they know why they have not been transferred.
- **Refusing to Lock in Population for Safety Reasons:** Staff relayed that there are some inmates that refuse to lock for safety reasons. In some instances, they are given tickets for their refusal, which could result in local control placement and/or a security increase. However, it was reported that they do try to transfer out those inmates having problems. They currently change inmates with SCI and NCI, who have similar safety concerns, to help clear their segregation unit of inmates refusing to lock for their safety. Staff relayed that they sent ten out recently, and have from seven to 10 left that are refusing to lock. CIIC was pleased to hear of this process, as many inmates at other institutions end up being treated as disciplinary problems. Staff relayed that they make sure that it is not a protective control issue, noting that some are placed in Local Control.
- **B Range:** Staff relayed that the range used to be single cells, but no longer. The indoor recreation room includes a picnic table with benches and pull up bars mounted on the wall. A safe/suicide cell had water on the floor. The inmate relayed that the shower has no curtain, so when it is used, the floor gets wet. One inmate relayed that he wants to be increased to level three and return to a level three prison. One inmate relayed that the weekend brunch is supposed to be breakfast and lunch, but they only receive lunch. He relayed that he filed informal complaints on the subject, and tried to file a grievance “but there’s none up there.” He apparently did not know to kite the Inspector to request a grievance form.

- **A Range:** Blocked showers and windows, ripped sheets, trash in the hall and “tons of drawings” were observed in A Range. Paper trash was outside the cells and an area with chocolate pudding on the floor in the hallway. One cell visited had inappropriate drawings all over the cell walls. In review of the log outside the cell that documents cell damage, it was unclear if the current occupants of the cell did the drawings or if it was there before their placement in the cell. One inmate relayed that he is in segregation for refusing to lock, which he has done for three months, but is ready to go out after talking to staff. Staff reportedly told him that he could be placed in Seven House. Initially, the inmates were quiet in the unit. However, some of the inmates started to bang and kick on their doors. The CIIC Chairman described BCI Segregation as the “liveliest” he has ever seen. The secured outdoor recreation area for the range was observed. Staff relayed that two cellies can recreate together. The range also provides an indoor recreation room with a picnic table and pull up bars.

### **OHIO PENAL INDUSTRIES TOILET TISSUE MANUFACTURING**

- **Overview:** The new OPI toilet tissue shop, which initially began in October 2008 and officially opened in January 2009, was an impressive addition to the institution. Inmates were working hard and production appeared efficient. Successful inmate applicants for the OPI job must have a GED or High School diploma, and be “conduct report free.” Staff relayed that they earn 20 cents per hour.
- **Future Orders:** Staff relayed that they currently provide toilet paper to all DRC institutions and some rest stops for the Ohio Department of Transportation. Staff indicated that they would like to sell the products to the Ohio Department of Youth Services. The Indiana Department of Corrections was also mentioned as a possible buyer. The BCI staff relayed that when they received the chance to have the OPI shop, they were “all for it!”
- **Product:** Staff relayed that they currently only make one ply standard size rolls of toilet paper. However, they are actively looking into making paper towels, two ply toilet paper, and jumbo size toilet paper rolls.
- **Productivity:** It was reported that they have the ability to produce 200 cases of toilet paper a day with 96 rolls per case, when operating at 100 percent capacity. There is a reported cost saving of six to eight dollars per case. They currently are operating at about 50 percent, and are making 8,000 to 11,000 rolls of toilet paper a day. Their work day consists of six and one half hours.

### **LIBRARY**

- **Usage:** The inmate library was very busy with inmates. Some inmates were doing legal work on computers and others were reading or watching movies.
- **Law Library:** Inmates in the law library were able to type legal documents and also search Westlaw for relevant court decisions and laws. There were three computers available for the inmates to use, which is less than some of the other institutions inspected with a comparable inmate population.
- **Access to Administrative Rules:** Inmates in the dining hall relayed what was expressed as a serious concern, that they have no access to the Administrative Rules in the library. One noted that at Marion CI, they could see A.R.s by contacting their Unit Manager. Based on a personal check for A.R.s in the library, it was verified that they are accessible on a low, floor level shelf, and inmate library aides promptly pointed to their location on request. Inmate

workers relayed that the AR.s are updated once per month. They are maintained in binders, both A.R.s and Policies. The remaining concern is that some inmates believe that they are not in the library for whatever reason. It was suggested that a means should be found to “get the word out” that DRC Policies and Administrative Rules are accessible in the library. Knowledge of the AR.s and Policies should be encouraged, for it gives inmates proper direction on procedures to follow on important matters, such as transfers, classification, conduct reports, grievance procedure, discrimination and racial issues, and appropriate supervision.

- **CIIC Memo:** Although the old CIIC Memo from the 127<sup>th</sup> General Assembly was posted, the 2009 updated memo was not. It was suggested that staff obtain the updated copy from [www.ciic.state.oh.us](http://www.ciic.state.oh.us).
- **African American Literature:** The CIIC Chairman relayed a system-wide imbalance of offerings in African American literature in the prison libraries. He discussed his view that good books can be part of a healthy, rehabilitative model. It was noted that this was the first institution in which inmates approached him asking about how they can get more books.
- **Hispanics:** Inmates relayed that Spanish-speaking inmates who work in the kitchen, relayed that there is no staff interpreter. It was suggested by the CIIC Chairman in the closing that consideration be given to acquiring Spanish tapes, newspaper, magazine or other material for the library that will lift their morale in a constructive way. Staff relayed that they have a Hispanic month which was described as “fantastic,” and in which outside guests attend.

## FOLLOW-UP COMMUNICATION

The Warden through the DRC Assistant Director was provided with an opportunity to preview the inspection report and to relay any perceived errors, inaccuracies or needed clarification. On December 23, 2009, the following was provided:

In general, the CIIC report is accurate and any issues addressed in the report were fixed immediately. In regards to the food service concerns, the following were addressed:

- We added porters to assist with the large water spills. Apparently the cooks were cleaning the kettles after the meal and let the water empty on the floors. They are now using a cart to catch the water and making sure all excess is cleaned immediately.
- Uncovered food garbage – The trash porters re-trained to make sure that all the lids stay on the cans as well as the food service staff
- Birds – No birds were seen, but we hired a contractor to humanely catch and release the birds if they were to come into food service. No birds on last couple of Health inspections
- Inmate kitchen restroom – Offenders were knocking the soap dispenser off the wall in the offender restroom. We have since put a new and larger cage around the soap dispenser so that it cannot be knocked off the wall or the soap stolen.

The education piece of lack of ABE teachers is still a concern. The Inspector has been very proactive on staff answering informal complaints and making sure all retaliation claims are investigated.

In regard to losing the Therapeutic Community program, it was noted that the facility has picked up the Intensive Prison Program (Alcohol and Other Drug) program. Clarification was provided that exempt staff and non-exempt employees were mandated to take ten cost savings days. It was noted that budget cuts did affect unit staff, because they lost three unit secretaries. Regarding the reference in the report to the Rules Infraction Board, which notes that the inmate cannot see what he is signing at the time, the follow-up communication added that the inmate does receive a copy of what he just signed.

## **STATUTORY REQUIREMENTS**

### **I. STATUTORY REQUIREMENT: Attendance at a General Meal Period**

According to the statute, attendance at a general meal period is required during each inspection. On the day of the inspection, the menu consisted of a burger, two pieces of bread, mashed potatoes, corn, green beans, mixed diced fruit, chocolate pudding, and choice of water or a juice style drink. The inmate portions were moderately large. However, CIIC received two burgers, four slices of bread, and much larger portions in comparison to the inmate trays. Inmates serving the meal commented that they never receive the same size portions as what CIIC received. *The preparation, appearance, taste, temperature, and overall quality of the meal remained excellent.*

Staff relayed that they did away with the staff dining room and that most staff bring their own lunch.

## **FOOD SERVICES**

The inmate dining hall is divided into two large separate dining rooms with two serving lines each with a special diet line on each side. *The dining room floor was clean and based on observations, the meal was prepared in a sanitary manner.*

The kitchen area had a slick greasy floor with some areas of large water spots on the floor.

The inmates were busy preparing the meal about to be served. Some inmates were putting cooked pasta in large bins with lids as others were washing dishes in large sinks.

The majority of the food storage units remained adequately clean. Food appeared to be properly covered and stored. One of the freezers was recently repaired and was still empty. A separate freezer contained sample trays as well as boxes that were neatly stacked. One of the coolers was -empty and had a wet spot on the floor around that area.

An officer was posted in the kitchen cleaning supply room to issue supplies and dispense products.

One employee stated that DRC policies and procedures could be improved by replacing vagueness with specificity so that staff truly know what to do to comply.

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***Food Services: Expectations Questions and Responses***

1. Are prisoners offered varied meals to meet their individual requirements? **Yes**
2. Is food prepared and served according to religious, cultural and prevailing food safety and hygiene regulations? **Yes, staff is ServSafe certified.**
3. Do all areas where food is stored, prepared and served, conform to the relevant food safety and hygiene regulations? **Yes**
4. Are religious, cultural or other special dietary requirements relating to food procurement, storage, preparation, distribution and serving, fully observed and communicated to prisoners? **Yes**
  - a. Are Halal certificates displayed where prisoners can see them? **No**
  - b. Are appropriate serving utensils used to avoid cross-contamination? **Yes each item has their own utensil.**
  - c. Do kitchen staff make special arrangements for different types of food, and special dietary requirements for e.g.
    - Pregnant inmates? **N/A**
    - Specific religions? **Yes Ramadan/Kosher meal.**
    - Prisoners with disabilities? **Yes, puree meals and other meals needed by order from Diet Tech.**
  - d. Do prisoners who are on special diets have confidence in the preparation and content of the meals? **Yes**
5. Are all areas where food is stored, prepared and served properly equipped and well managed? **Yes**
6. Are prisoners and staff who work with food, health screened and trained, wear proper clothing, and prisoners are able to gain relevant qualifications? **Yes we have an apprenticeship program.**
7. Do medical clearance forms exist on food service workers, and are training courses offered? **Each food service worker has a training record on file.**

8. Are prisoners' meals healthy, varied and balanced and always include one substantial meal each day? **Yes**
  - a. Are prisoners encouraged to eat healthily and are they able to eat five portions of fruit or vegetables a day? **Yes. The menu is a heart healthy menu developed by the state Diet Tech.**
  - b. Do prisoners on transfer miss out on their main meal? **No we provide a meal when they arrive.**
9. Do prisoners have a choice of meals including an option for vegetarian, religious, cultural and medical diets? **Yes. We have a line just for diets and two lines for sub meals.**
  - a. Are all menu choices provided to the same standard? **Yes**
  - b. Are options for religious or cultural groups open to all, and not just those who practice their religion officially? **No, just to those who practice their religion.**
10. Are prisoners consulted about the menu, and can they make comments about the food? **Yes**
  - a. If logs of comments are kept, how frequently are they consulted? **When they send a kite of their likes and dislikes.**
  - b. Is there a food comments book? **Kite log.**
11. Is the breakfast meal prepared on the morning it is eaten? **Yes, even better now that the new brunch on the weekends.**
12. Is lunch served between noon and 1:30 pm and dinner between 5 pm and 6:30 pm? **Yes**
13. Do prisoners have access to drinking water (including at night time), and the means of making a hot drink after evening lock-up? **Yes**
14. Are prisoners able to eat together (except in exceptional circumstances)? **Yes**
15. Does staff supervise the serving of food in order to prevent tampering with food and other forms of bullying? **Yes**
16. Where prisoners are required to eat their meals in their cells, are they able to sit at a table? **Yes**
17. Do pregnant prisoners and nursing mothers receive appropriate extra food? **N/A**

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## **II. STATUTORY REQUIREMENT: Attendance at an Educational or Rehabilitative Program**

The Ohio Revised Code (ORC) also requires attendance at an educational or rehabilitative program to fulfill the inspection requirements. During the inspection, the Comprehensive Sex Offender Program was observed. Supplementary information about this program is provided in subsequent sections of this report.

### **COMPREHENSIVE SEX OFFENDER PROGRAM**

Staff reported that they have approximately 800 sex offender inmates housed in the institution for a variety of offenses. They also relayed that they offer both the comprehensive and mandatory sex offender programs to eligible inmates six months prior to their release. Furthermore, it was mentioned that they receive offenders from Madison Correctional Institution (MaCI) who went to SORRC (Sex Offender Risk Reduction Center) first. A description of the SORRC program per the DRC website is provided below:

(SORRC) Provides assessment and basic sex offender education services to all inmates sentenced as or determined to be a sex offender. The SORRC program provides 20 hours of basic sex offender education with the goal of ensuring that all sex offenders committed to DRC are confronted with the effects of their offenses on their victims and encouraged to take responsibility for their actions. After completing the program, the inmates are transferred to their parent institution to complete their court ordered sentence.

According to information provided by staff, the Comprehensive Sex Offender Programming is provided in a general population housing unit using a group format with no more than 12 participants per group. Each group meets one to three days per week for a duration of 18 to 24 months or until the offender is released if the sentence duration is shorter. The program has a cognitive-behavioral orientation which is evidenced based and supported by the professional literature in the field of sex offender programming. The program is guided by the following seven modules:

1. Comprehensive Sex Offender Programming Orientation
2. Introduction to Behavioral, Emotional, Cognitive Skills
3. Criminal Thinking Errors
4. Autobiographical Awareness
5. Empathy Development
6. Identifying Sexual Offending Patterns and Cycles
7. Relapse Prevention

An eligible inmate must meet the following criteria:

- The offender is within three years of his release date or Parole Board hearing
- The offender has completed a Mandatory Sex Offender Education program
- The offender is admitting to sexual offending behavior

- Priority is given to offenders who score high or medium-high on the Static-99 and/or are recommended for Comprehensive Programming when assessed at SORRC (Sex Offender Risk Reduction Center).

The inspection included attendance at the non-mandatory Comprehensive Sex Offender Program, which was conducted in the back dayroom of Three House. The instructor commented that no sex offender treatment is mandatory after the education part. The 12 inmates in attendance were being led in an open forum group discussion by the instructor about a worksheet they completed. The interaction between the inmates and the instructor was impressive. The worksheet prompted inmates to comment about the behavior resulting in their incarceration, what they have learned from the program, their emotions, behavior they have changed, the most difficult part of the program, and their accountability plan. Two inmates shared their summary with the rest of the group and both inmates spoke openly about the topics on their worksheet. It appeared that the program was genuinely helping them change problem behaviors and reflect about how they impacted those they have hurt.

## **OTHER PROGRAMS**

Two unique programs cited on the institution's website on August 10, 2009 and still on December 15, 2009, consist of the Therapeutic Community and Vocational Horticulture and Turf/Landscape Management. As noted below, the Therapeutic Community Unit unfortunately closed due to budgetary reasons. In follow-up communication from the Warden, it was relayed that the facility has since picked up the Intensive Prison Program (Alcohol and Other Drug Program).

Belmont Correctional Institution (BeCI) was one of a few institutions that had a Therapeutic Community (TC). According to the Department of Rehabilitation and Correction's (DRC) website:

The Therapeutic Community (TC) is a long-term (6-12 months) residential Alcohol and Other Drug (AOD) treatment programs housed within a dormitory on the main compound. The Therapeutic Community approach views AOD abuse as a reflection of chronic deficits in social, vocational, familial, economic, and personality development. The aim of the Therapeutic Community is to promote pro-social behavior, attitudes, and values as a method to attain abstinence from alcohol and other drugs and eliminate antisocial behaviors.

Staff stated that the Therapeutic Community (TC), which had approximately 100 inmates, closed on June 30, 2009 due to operating expenses. They relayed that the TC was an exceptional program, but cost approximately 300,000 dollars and was too expensive to operate. Staff also relayed that the TC did not receive any funding by ODADAS (Ohio Department of Alcohol and Drug Addiction Services).

They reported that when the facility was built, it was designed to have a TC so only two recovery service employees were hired. However, due to the cancellation of the TC program, staff

explained that they are in the process of hiring additional recovery service employees to hopefully increase their total from two to four.

Although they reported that idleness is unquestionable, they explained that they have exceptional programs. They boasted that their vocational programs are fruitful and they have great teachers. However, it was also relayed that they definitely would appreciate help in increasing the amount of programs they offer.

**Table 1 . BeCI Ohio Central School System Monthly Enrollment Report  
July 2009**

Program	For Month	< 22	YTD	Waiting List	# of Certificates		% Attained Goals	
					Month	YTD	QTR	YTD
Literacy	29	12		0	0	0	0%	0%
ABLE (Adult Basic and Literacy Education)	48	39		466	1	1	0%	0%
Pre-GED	97	28		217	0	0	0%	0%
GED	126	39		258	12	12	0%	0%
GED Evening	0	0		0	0	0	0%	0%
HS/HS Options	3	3		0	0	0	0%	0%
<b>Academic Total</b>	<b>303</b>	<b>121</b>		<b>941</b>	<b>13</b>	<b>13</b>		
<b>Career-Tech (by program)</b>								
Career-Tech (by program)	For Month	< 22	YTD	Waiting List	# of Certificates		% Attained Goals	
					Month	YTD	QTR	YTD
Barbering	28	2		23	3	3	0%	0%
AOT (Administrative Office Technology)	30	21		66	0	0	0%	0%
Turf Management	14	1		5	0	0	0%	0%
PET (closed)	0	0		26	0	0	0%	0%
Plumbing	25	0		150	0	0	0%	0%
Baking (closed)	0	0		1	0	0	0%	0%
<b>Career-Tech Total</b>	<b>97</b>	<b>24</b>		<b>271</b>	<b>3</b>	<b>3</b>		
Special Education	17	17		0	0	0	–	–
Title One	74	74		0	0	0	–	–
EIPP (Education Intensive Prison Program)	0	0		0	0	0	–	–
TEP (Transitional Education Program)	20	0		51	0	0	–	–
YTP	0	0		0	0	0	–	–
ESL (English as Second Language)	0	0		0	0	0	–	–
Career	20	1		1,171	0	0	–	–

					50%	100%	50%	100%	-	-
Apprenticeship	3	0		0	0	0	0	0	-	-
					Program Cert.		1-Year Cert.		2-Year Cert.	
	For Month	< 22	YTD	Waiting List	Term	YTD	Term	YTD	Term	YTD
Advanced Job Training	93	15		158	0	0	0	0	0	0
					# of Certificates		% Attained Goals			
	For Month	< 22	YTD	Waiting List	Month	YTD	QTR	YTD		
Total GEDs given	15	-		-	-	-	-	-		
Total GEDs passed	12	-		-	-	-	-	-		
Literacy Tutors	5	-	5	-	-	-	-	-		
Other Tutors	33	-	33	-	-	-	-	-		
Tutors Trained	0	-	0	-	-	-	-	-		
Tutor Hours	1,813	-	1,813	-	-	-	-	-		
Children served in Reading Room	294	-	294	-	-	-	-	-		
Narrator Hours	136	-	136	-	-	-	-	-		
Work Keys	0	-	0	-	-	-	-	-		

### Ohio Penal Industries (OPI)

Belmont Correctional Institution recently acquired a new addition with their OPI shop opening in January of this year. Staff reported that they were all for the OPI shop and would have done almost anything to bring it to the institution and mentioned they feel the same about vocational programs. Inmates who want to work in OPI must have a high school diploma or GED, have no conduct reports, and have good evaluations from previous job supervisors. It was also relayed that OPI inmates can acquire sick and personal leave similar to outside employment.

The OPI shop at Belmont Correctional Institution is a toilet paper manufacturer, which supplies all DRC (Department of Rehabilitation and Correction) institutions, as well as some rest stops, and has been in operation for approximately nine months as of the date of the inspection. Staff commented on the process and stated that they receive large rolls of toilet paper which they then cut and wrap for distribution. Staff also explained that they make the inside cardboard for the toilet paper rolls. It was relayed that they currently only make one-ply standard size rolls of toilet paper. However, they are actively looking into making paper towels, two-ply toilet paper, and jumbo size toilet paper rolls. It was reported that they have the ability to produce 200 cases of toilet paper a day when operating at 100 percent capacity. They currently are operating at about 50 percent, and are making 8,000 to 11,000 rolls of toilet paper a day. Their work day consists of six and a half hours per day.

They relayed that they are looking to expand service to DYS (Department of Youth Services) as well as the Indiana Department of Corrections. In addition, they stated that they are open for business to all other state agencies. When asked if they had any problems, staff stated that they

had a few machine problems at first, but the vendor promptly fixed them. Staff communicated that most of the problems resulted from the initial learning curve.

It was noted that the security staff inside the vocational programming building remained very attentive to security procedures. One was observed stopping an inmate for a thorough frisk before exiting the area after failing to clear the metal detector.

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### **Learning Skills and Work Activities: Expectations Questions and Responses**

1. Are prisoners encouraged and enabled to learn, and do they have access to good library facilities? **Yes, education classes are available following ODRC enrollment policies. The library is available to general population inmates 6 days of the week including evening and weekend hours.**
2. Is sufficient purposeful activity available for the total prisoner population? **No**
3. Are all prisoners assessed to provide a clear understanding and record of their learning and skills needs including literacy, math, and language support, employability and vocational training, and social and life skills? **No, all inmates are assessed at the reception centers using the CASAS test which tests only reading and math. Those inmates that are unable to be assessed at reception are assessed as soon as possible upon their arrival. Case managers, the guidance counselor, education specialist, and the school administrator meet with the inmates to provide education, vocational, and other skill training and programming information.**
4. Is the learning and skills and work provision in the prison informed by and based on the diverse needs of prisoners and provides prisoners with both the opportunity of and access to activities that are likely to benefit them? **No, education programs consist of Adult Basic Education for those with no or low reading levels, Pre-GED and GED education for those preparing for the GED test. Those inmates who have a verified high school diploma or GED may enroll into the Advanced Job Training program.**

**Vocational programs are offered in Turf, Administrative Office Technology, Barbering, and Plumbing for those inmates with or without a high school diploma or GED that have a reading level of at least an eighth grade.**

**Current staffing levels of education teachers are not sufficient for the population. Adult Basic Education programming is short by two people. There are currently two vacant vocational teaching positions.**

- a. Does provision meet the needs of older, younger adult, and disabled? **No, Enrollment into education programming follows ODRC policy which gives priority placement into education programming based on age, those that are under the age of twenty two years enter most education programming first, regardless of release date.**

5. Are there sufficient activity places to occupy the population purposefully during the core working day? **No**
  - a. How many prisoners are locked up during the day? **Average of 80 segregation placements per day**
  - b. How many are formally registered as unassigned? **Zero**
  - c. What is the rated capacity compared with current population? **Rated 1,855 but current population 2,700.**
  - d. How easy is it for a prisoner to get a job? **Easy**
6. Are activities that fall outside the learning and skills provision purposeful and designed to enhance prisoners' self-esteem and their chances of successful reentry? **There are such activities available that are reentry driven.**
7. Are facilities and resources for learning and skills and work appropriate, sufficient and suitable for purpose? **No, the buildings have met all known guidelines.**

**A current problem exists with noise affecting the Administrative Office Technology vocational programming coming from the Ohio Prison Industries Toilet Paper factory and maintenance has been made aware of this problem but has taken no action due to budget constraints.**

**Resources are not appropriate for the current prisoner population. The academic waiting list (Adult Basic Education, Pre-GED, and GED) is currently 963 and many will be released without entering programming due to lack of staff. The institution also has two vocational teaching positions vacant.**

8. Are all prisoners able to access activity areas? **Yes**
  - a. Is there access for older and disabled prisoners? **Yes**
  - b. Are there any inaccessible areas because of poor mobility and insufficient help to get to them? **No**
9. Is every prisoner who wishes to able to engage fully with all prison activities offered, and is no one excluded from participation, other than as a result of a disciplinary punishment? **Yes**
  - a. Is a full schedule of activities available to all prisoners? **(Blank)**
10. Is allocation to activity places equitable, transparent, and based on identified reentry planning needs? **Yes**

11. Can prisoners apply for job transfers and are they given written reasons for any decisions?  
**Yes**
- a. Does case management link with the reentry planning process? **Yes**
  - b. Do prisoners with identified learning needs work in low-skilled, production line work, rather than relevant classes? **Yes, a major reason why is due to the lack of Adult Basic Education teachers.**
  - c. How are unit-based jobs (cleaners, painters, food service workers etc.) allocated, as these often bypass formal procedures? **Through the job reclass process.**
  - d. Is there any favoritism or line jumping? **No**
12. Do local pay schedules provide disincentives for prisoners to engage in education or training activities? **No**
- a. Do unskilled jobs with no links to learning offer more pay than education and training activities? **No**
13. Do prisoners who do not work because they are exempt (Long-term sick, etc.) receive sufficient weekly pay? **Yes**
14. Do prisoners who are unemployed through no fault of their own or who are exempt from working unlocked during the day, provided with access to the library and other activities?  
**Yes, the library on the main compound is open to all inmates in the general population six days a week including weekend hours and evening hours. On the main compound dorms, segregation and medical also have an in house book shelf location for items to be used.**
- The camp library is open most days as inmate movement permits.**
15. Does the prison have an effective strategy to ensure that learners are able to regularly and punctually attend those activities that meet their needs and aspirations? **Yes, students are re-classed into school or are able to attend class utilizing the institution pass system or computerized roll call notification. Students are released from class to attend programming using the pass system.**
- a. What systems are in place for managing punctuality and encouraging attendance at prison activities? **No**
16. Are all prisoners given accurate information, advice and guidance about prison activities, which support their learning and sentence plans and link to their reintegration into the community? **Yes**

17. Does the assessment and provision of individual learning and skills form an effective part of prisoners' reentry plans and are they used effectively to record and review overall progress and achievement? **Yes**
18. Do work placements provide purposeful and structured training for prisoners? **Yes**
- a. Wherever possible, can vocational qualifications be obtained alongside their work? **Yes**
  - b. In the absence of such qualifications, are developed skills recognized and recorded? **Yes (job evaluation)**
19. Are prisoners helped to continue on their courses when transferred or to progress to further education, training or employment on release? **The school administrator, guidance counselor, education specialist, and college coordinator provide assistance to inmates that request information on education programs available after release.**
20. Does the prison accurately record the purposeful activity hours that prisoners engage in, excluding non-purposeful activities in their calculations? **No**

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### **III. STATUTORY REQUIREMENT: Assistance in the Development of Improvements**

The statute requires the CIIC to "Evaluate and assist in the development of programs to improve the condition or operation of correctional institutions; (and to) Prepare a report for submission to the succeeding general assembly of the findings the committee makes in its inspections and of any programs that have been proposed or developed to improve the condition or operation of the correctional institutions in the state."

#### **The Library: Creation or Expansion of Minority Book Sections**

During the course of the 2009 inspections which always include the library, the CIIC Chairman, Representative Tyrone K. Yates, has cited the need for African American and also Hispanic designated Book Sections in Ohio prisons and juvenile correctional facilities. There is also a need for sufficient copies of periodicals of popular magazines for the African American and Hispanic inmates. Jet, Ebony, and Black Enterprise were suggested. In addition to the literature, African American and Hispanic movies, and books on tape should be provided. The purpose of the proposed improvements is to enhance cultural awareness, not only one's own but of others, and to enlighten inmates through classic biographies.

The proposal will help to improve inmates, contribute to good order, and improve the libraries. So much good could be done by a focus on the library, which could provide books about real people who inspire and bring out the best in us. In the therapeutic community model of substance abuse treatment in prisons, they insist that the critical ingredient for success is that a real person is on the staff who has been where the offender is, and who has succeeded in changing their life. They provide the model and this is said to provide renewed hope and confidence that they, too,

can overcome addiction and make something of their life. The same inspiration can come from books about real people.

With the overcrowding and understaffing, it is a constant challenge for staff to keep the inmates busy with programs and activities, yet idleness leads to serious safety and security problems. Many inmates seem to crave the library, possibly for the solace that it provides. Many more could learn to enjoy reading with the right selection available.

Some of the reading incentives that the public libraries and schools use for school children could be used within the DRC and DYS institutions. The facilities could form ad hoc committees to include inmates in order to zero in on making their library the best that it can be.

There are dedicated librarian staff in the prisons. Unfortunately, a number of librarian positions have been left vacant due the budget problems. At some institutions, other staff volunteer their time just to keep the library open for a few hours a day.

System-wide, inmates in segregation have limited access to the library. Those in Local Control are in segregation for up to six months. Those in “4B” and above are effectively in isolation indefinitely, sometimes for years. If they were provided with good biographies and even good self-help books, at least the isolation would be filling their mind with something positive that may make a difference in their life. Reading can keep them mentally health, as well as make them think, which ultimately affects their actions.

### **Belmont CI Library/Law Library**

The library was very well maintained, organized, and busy with inmates who were engaged in various activities. The law library area contained three computers whereby inmates have access to Westlaw (legal research service), law books for old law inmates, as well as three available typewriters for legal work. An older version of the CIIC memo was posted in the law library.

It was relayed that the Administrative Rules (AR) and policies are updated once a month. They also commented that inmates receive assistance with resumes, which are then uploaded through SCOTI (Sharing Career Opportunities and Training Information). Staff also stated that the inmates can also type and print documents.

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### **Library: Expectations Questions and Responses**

1. Does the prison have an effective strategy for maximizing access to and use of a properly equipped, organized library, managed by trained staff?

**The BeCI library keeps open hours every day except for Saturday, including evening hours on Tuesdays and Sundays. The library has been equipped with the latest computerized library circulation program (Mandarin), approximately fourteen thousand books, and a full audio-video library with viewing kiosks. The library is managed by a two-person team experienced and trained professionals.**

- a. How do prisoners with mobility problems get access?  
**The BeCI library is handicapped accessible, as reviewed by the BeCI safety officer. Accommodations have been made for disabled inmates in the form of modification of tables to accommodate wheelchairs and providing library aides who are available to provide assistance and help in accessing hard to reach books on upper shelves. Accessibility issues have also been raised routinely at library worker meetings.**
  
2. Are the library materials broadly reflective of the different cultures and needs of the prison population, including Braille, talking books, and foreign language books?  
**The BeCI library has a wide variety of books relating to different cultures and ethnicities and includes a limited number of books on tape and available tape recorders and foreign language books. Also, through the inter-library loan program, additional books are available upon request to meet additional needs.**
  
3. Do all prisoners have access to a range of library materials, which reflect the population's needs and support learning and skills?  
**The BeCI library is available to all general population inmates. If the library keeps an extensive library of books, magazines and newspapers that reflect the inmate population's needs and regular surveys are taken to insure that we continue to meet their needs. The inter-library loan system is made available to all general population inmates in order to supplement the available permanent resources. The library, as possible, also serves special population inmates in segregation and HIS by providing books and materials on a regular basis.**
  
4. Does this include:
  - a. Literacy?  
**Yes. The library contains an entire "Easy Reader" section of graded reading level books across all genres. Presently this section contains a total of 228 titles. Additionally, "learn-to-read" audio lessons are available for inmate usage. These compliment selections within the Non-fiction section which cover basic, as well as more advanced, writing skills and techniques.**
  
  - b. Math?  
**Yes. Volumes are available within the Non-fiction section ranging from basic mathematics (addition, subtraction etc.) to higher levels including trigonometry and calculus.**
  
  - c. Language?  
**Yes. English as well foreign language (Spanish, French, Italian, German, Russian, Esperanto, Greek, Chinese, plus dozens of others) books, and audio learning tools are accessible at BeCI's library.**

d. Employability?

**Yes. An entire section of the library is dedicated to careers and career advancement. Presently 128 titles are in this section alone. Other Non-fiction titles provide education and information on job and career searching, interviewing, resume writing and career trends.**

e. Vocational training?

**Yes. In addition to the previously mentioned “Careers” section within the library, additional vocational titles area available to inmates. For example: plumbing, carpentry, computer repair and maintenance, heating and cooling, and electrical/electrician are representative of titles on hand.**

f. Social and life skills?

**Yes. Within the library an entire section of titles are available for inmate use. Within this section alone over 200 titles are present ranging from topics dealing with marriage, parenting skills, anger management, social skills, mental illnesses such as depression, and other related subjects.**

5. Do library materials include a comprehensive selection of up-to-date legal textbooks and DRC Administrative Rules and DRC Policies?

**The law library contains a full selection of up-to-date criminal law textbooks, hornbooks, and treatises, including all books required to be maintained by AR policy. The law library also contains a full set of DRC ARs, DRC Policies, and Belmont Policies which are kept in loose leaf binders that are available for any inmate to review and copy and are updated monthly. Westlaw also provides updated access to the Administrative Code, which is routinely accessed by legal services clerks to fill requests from non-general population inmates.**

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#### **IV. STATUTORY REQUIREMENT: Review of the Grievance Procedure**

The CIIC is required to evaluate and report on the grievance procedure at each institution each biennium. This section begins with information on contacts and reported concerns received by the Correctional Institution Inspection Committee, and then provides data on the inmates’ use of the grievance procedure of the Department of Rehabilitation and Correction. The grievance procedure consists of three steps, beginning with an informal complaint to a staff supervisor, then, a grievance submitted to the Inspector, then an option to appeal the Inspector’s decision to the DRC Chief Inspector at the DRC Central Office. The Inspector has the duty and authority to investigate each grievance and to take or recommend appropriate corrective action when warranted by the findings.

#### **CONTACTS AND REPORTED CONCERNS**

The Correctional Institution Inspection Committee (CIIC) receives communication from inmates as well as family members regarding Ohio’s prisons. From January 1, 2009 through September 21, 2009, CIIC received 33 contacts from or regarding 14 different inmates at Belmont

Correctional Institution, of which 94 concerns were reported. The following table is a breakdown of the type of concerns:

**Table 2. BeCI Breakdown of Reported Concerns to CIIC  
From January 1, 2009 through September 21, 2009**

<b>Concerns</b>	<b>Number of Concerns</b>
<b>Health Care</b>	<b>33</b>
<b>Supervision</b>	<b>14</b>
<b>Staff Accountability</b>	<b>13</b>
<b>Inmate Grievance Procedure</b>	<b>5</b>
<b>Personal Property</b>	<b>5</b>
Laundry/Quartermaster	4
Other	4
Discrimination	2
Inmate Account	2
Food Service	2
Commissary	2
Inmate Relations	1
Safety and Sanitation	1
Special Management Housing	1
Religious Services	1
Telephone	1
Facility Maintenance	1
Legal Services	1
Recovery Services	1
<b>TOTAL</b>	<b>94</b>
<b>NO CONCERNS WERE RECEIVED REGARDING THE FOLLOWING SUBJECTS:</b>	<b>Number of Reported Concerns</b>
Non-Grievable	0
Institution Assignment	0
Mail/Package	0
Job Assignments	0
Housing Assignment	0
Visiting	0
Security Classification	0
Force	0
Records	0
Educational/Vocational Training	0
Psychological/Psychiatric	0
Protective Control	0
Inmate Groups	0
Library	0
Recreation	0
Dental Care	0
<b>Total</b>	<b>94</b>

The following tables provide a breakdown of the top five categories shown in the previous table.

**Table 3. Breakdown of Top Five Reported Concerns  
From January 1, 2009 through September 21, 2009**

<b>Health Care</b>	<b>Number of Concerns</b>
<b>Delay/denial of medication</b>	<b>17</b>
<b>Improper/inadequate medical care</b>	<b>7</b>
Access/delay in receiving medical care	4
Medical transfer	3
Disagree with diagnosis/treatment	1
Medical restriction	1
Medical aide/device	0
Medical records	0
Medical co-pay	0
Eye glasses	0
Forced medical testing	0
Prosthetic device	0
Other	0
<b>Total</b>	<b>33</b>

<b>Supervision</b>	<b>Number of Concerns</b>
<b>Unprofessional Conduct</b>	<b>3</b>
<b>Harassment</b>	<b>3</b>
<b>Retaliation for filing grievance</b>	<b>3</b>
Abusive language	1
Intimidation/threats	1
Conduct report for no reason	1
Retaliation for voicing complaints	1
Retaliation for filing lawsuit	1
Racial or ethnic slurs	0
Other	0
Privacy violations	0
<b>Total</b>	<b>14</b>

<b>Staff Accountability</b>	<b>Number of Concerns</b>
<b>Failure to follow policies</b>	<b>6</b>
Failure to perform job duties	5
Other	1
Access to staff	1
Failure to respond to communication	0
<b>Total</b>	<b>13</b>

<b>Inmate Grievance Procedure</b>	<b>Number of Concerns</b>
<b>Inspector</b>	<b>2</b>
<b>Informal Complaint</b>	<b>2</b>
Chief Inspector	1
Other	0
<b>Total</b>	<b>5</b>

<b>Personal Property</b>	<b>Number of Concerns</b>
<b>Lost – damaged – confiscated by staff</b>	<b>3</b>
Stolen or damaged by inmate	2
Denied permission received/possess	0
Lost or damaged during transfer	0
Vendor issues	0
Other	0
<b>Total</b>	<b>5</b>

## INMATE COMMUNICATION DURING INSPECTION

In the pre-inspection meeting, staff relayed that the *brunch* has gone well and the camp inmates reportedly “love it.” When asked about the main concerns of inmates, as may be relayed to the CIIC team during the inspection, staff indicated that they will most likely bring up the *maintenance issues with toilets and water fountains*. However, they mentioned that the maintenance staff are constantly working to repair problems every day.

They also relayed that inmates may voice concerns about the *mail order pharmacy* and explained that they had a problem with the mail ordered medications through Diamond Pharmacy, but believe they have “worked out all of the bugs.” They explained that they received the notification late and that issue was very active in July, but they feel good about the issue now. Staff were told by Central Office that all institutions had similar problems when they started out with the new pharmacy, but Belmont CI seemed to have the problems all at once.

The following are some of the concerns/comments relayed by inmates during the inspection:

- Inmates stated there are *not enough programs*. One conveyed that he leaves on the 25<sup>th</sup> and cannot get the address or information about the halfway house he is going to and believes that nothing is done for reentry.
- A few relayed problems about *getting hardship transfers as well as problems with access to staff*.
- One inmate commented on *the loss of the Therapeutic Community and stated that it really helped improve the behavior of the young inmates*.
- Inmates stated concerns about *appliances in housing units such as a broken microwave and only having one ice machine* when other units have two. Staff indicated that microwaves can be purchased with Industrial and Entertainment (I&E) funds.
- Inmate alleged that a female officer sprayed him with *OC/mace* for no reason.
- One inmate alleged that this is “the worst institution,” and that “the gangs run the prison. However, he did comment that Seven House is a good dorm.
- One inmate stated he has waited a long time to see the doctor, since July and is still waiting. He explained that his toe is infected and is getting worse.
- Inmate explained that the inmates at SCI (Southeastern Correctional Institution) minimum camp receive two meals. He maintained that the privileges are based on the location not the security classification.
- Another inmate reported that BeCI has too much fighting and also stated that staff curses too much. In addition, he relayed that he has medical problems, but has not received a medical roundtrip. Furthermore, he commented that the staff are trying to run the institution like a

higher security prison. Moreover, he stated that, "Seven House is a good dorm and the officers in this building care." However, he relayed that the problems exist in Two House, Four House, and Six House. He added that the chaplains are "awesome" and maintained that religious services are the best thing that they have at BeCI. Finally, he stated that he is trying to transfer.

- One inmate commented about the food and stated that it is not the best, but is not the worst either. However, he believes that the institution does not give inmates what is on the menu. He also maintained that he is a diabetic and is supposed to receive food/snack bags, but stated that only those who are insulin dependent receive the bags. He relayed a few medical concerns specifically regarding an incident in 2006 where he reportedly fell and received shots, but could not get an MRI because of money. The inmate reported that he used the informal complaint process and wrote to the Chief Inspector, but did get a response. He further alleged that he does not have access to staff and specifically stated that he cannot speak with the Ohio State Patrol. He believes that they are messing with his state pay because some months he reportedly receives 14 dollars and others he only receives 12 or eight dollars. Finally, he commented that there are birds in the lunchroom, although none were observed on the day of the inspection.
- One inmate stated that they could not keep old televisions and have to send them home or buy a new one. However, he stated that the matter was grieved and it was "won," but his television is still sitting in the vault and he cannot use it. Another concurred and relayed that televisions from other institutions are not being permitted for use and that they cannot order televisions from Access Secure Pak, which reportedly sell for less money. He added that there are no racks for televisions by the bed.
- Although a few inmates voiced general concerns about the brunch menu, no major concerns were reported. Some inmates even expressed that the brunch is "good." Some inmates were unsatisfied with the cigarette ban. They also relayed concerns about the quartermaster, having to pay a medical co-pay, as well as the court ordered payments.
- One inmate was upset that he was found guilty for fighting, and maintained that he was only defending himself. A different inmate in segregation stated that he has not received his pack up yet and states that the name on his locker box is a different inmate. A separate inmate in segregation stated that he was in segregation with no conduct report or ticket. Another relayed that he was to be released from segregation last week, but is still waiting for a staff member to sign off on his release.
- Two inmates stated that they were found guilty of rule 17 (engaging in unauthorized group activities as set forth in paragraph (B) of rule 5120-9-37 of the Administrative Code), but appealed the decision. They stated that the decision was overturned, but they were still in segregation.

## **INMATE GRIEVANCE PROCEDURE**

The following table is a summary of grievance activity for the month of August. During the inspection it was noted that there was a posting that the Inspector has open office hours every Thursday from 1:00 p.m. to 3:00 p.m.

A review was also made of grievance data for November 2009. The number of grievances filed in 2009 increased slightly to 144, with 84 inmates using the grievance procedure in the year. The highest number of grievances filed by one inmate was 10. In November, the Inspector had six grievances on hand on November 1, 2009 and received two during the month. Seven grievances were completed in the month, with only one on hand at the end of the month.

In November, 2009, the Inspector received a copy of 55 informal complaints and 49 responses to informal complaints. Compared to the August statistics, the number of informal complaints has significantly decreased. There were 115 informal complaints filed in August, but only 79 in September, 79 in October and as noted above, 55 informal complaints were filed in November.

The November grievance data shows that seven grievances were investigated and decided in the month. Four were denied due to insufficient evidence to support the claim. Two were denied for not being within the time limits. One was granted and the problem was corrected. The seven grievances that were decided by the Inspector in November pertained to:

- Access/Delay in Receiving Medical Care
- Medical Aide/Device
- Lost, Damaged Property Confiscated by Staff (2)
- Property Stolen or Damaged by Inmate
- Conduct Report for No Reason
- Use of Force with No Report

The August data shows that 15 grievances were investigated and decided in the month, with four granted and 11 denied by the Inspector. The grievances pertained to the following:

- Delay/Denial of Medication (3)
- Improper/Inadequate Medical Care
- Medical Co-Pay
- Vermin
- Unsafe Work Practices
- Food Service – Other
- Property Stolen or Damaged by Inmate
- Denied Permission to Receive/Possess property
- Educational Programs
- Unprofessional Conduct by Staff

**Table 4. BeCI Grievances Statistics  
August 2009**

<b>Grievance Numbers</b>				
Total Number of Grievances filed during year	119			
Total number of inmates who filed grievances during year	69			
Highest number of grievances filed by single inmate	9			
Grievances on hand at beginning of this period	9			
Grievances received during this period (August)	10			
<b>Total</b>	<b>19</b>			
Grievances completed during this period	15			
Grievances on hand at end of this period	4			
<b>Total</b>	<b>19</b>			
<b>ICR Summary</b>				
Number of Informal Complaints Received	115			
Number of Informal Complaint Responses Received	105			
Number of Informal Complaint Responses Untimely	3			
<b>Dispositions</b>				
<b>Granted</b>	<b>White</b>	<b>Black</b>	<b>Other</b>	<b>Total</b>
<b>Granted – Problem corrected</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
Granted – Problem noted, correction pending	0	0	0	0
Granted – Problem noted, report/recommendation to the Warden	0	0	0	0
<b>Subtotal Granted</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>Denied</b>				
<b>Denied – No violation of rule, policy, or law</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>8</b>
<b>Denied – Insufficient evidence to support claim</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>
Denied – Staff action was a valid exercise of discretion	0	0	0	0
Denied – False claim	0	0	0	0
Denied – Failure to use informal complaint procedure	0	0	0	0
Denied – Not within the scope of the grievance procedure	0	0	0	0
Denied – Not within the time limits	0	0	0	0
<b>Subtotal Denied</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>11</b>
<b>Withdrawn</b>				
Withdrawn at inmate's request	0	0	0	0
<b>Pending</b>				
Pending Disposition	2	1	0	3
<b>TOTALS</b>	<b>10</b>	<b>8</b>	<b>0</b>	<b>18</b>
<b>Percent</b>	<b>55.6%</b>	<b>44.4%</b>	<b>0</b>	<b>100%</b>
<b>Extensions</b>				
14-Day Extensions	4			
28-Day Extensions	0			
<b>Total</b>	<b>4</b>			

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**Grievance Procedure: Expectations Questions and Responses**

1. Are there effective complaint procedures in place that are easy to access, easy to use, and provide timely responses? **Yes**
  
2. Do prisoners feel safe from repercussions when using these procedures and are they aware of an appeal procedure? **I cannot answer for all inmates, I'm sure some would say they feel safe while others would say they do not. They are aware that there are procedures in place for them to file if they feel they have been retaliated against for filing a NOG and they are aware that there is an appeal procedure. All information is given to them during inmate orientation.**
  
3. Is information about the grievance procedure reinforced through notices and posters that are produced in English and other languages and displayed across the prison?  
**(Blank)**
  - a. Are there posters in prominent places on all residential units, including for those with literacy problems and those with disabilities so that they can understand and are able to access the procedures? **I'm not aware of any requirement for posters about the grievance procedure to be placed in the housing units; however at BeCI I made up posters concerning how to file an ICR and NOG and I had them posted in all of the dormitories as well as other general areas.**
  
  - b. Since some prisoners, e.g. foreigners, may need to be specifically told about the whole process, is there a single channel of contact or clear information on how to make a complaint? **The grievance packet is available in Spanish for Hispanic inmates. If an inmate speaks another language other than Spanish we would have to get with the Chief Inspector's office to obtain the information for that inmate.**
  
  - c. Is information on the units/blocks always displayed and do prisoners understand it? **Once again, I'm not aware of any requirement for grievance information to be posted in the units. We do so at BeCI because I think it is helpful. I cannot answer for all inmates. I'm sure some do understand and others will say that they do not.**
  
  - d. What are the procedures for blind prisoners? **This situation has never come up at BeCI, but if it did we would make arrangements for the blind inmate to be able to have his complaint written out for him and I would give him his disposition in person so that I could read it to him. If he would want it in Braille I would have to contact the Chief Inspector's office to find out how to make that happen.**
  
4. Are prisoners encouraged to solve areas of dispute informally, before making official complaints? **Yes, AR 5120-9-31 addresses this issue.**

5. Can prisoners easily and confidentially access and submit complaint forms? **Yes**
- a. Are forms required to access complaint forms? **I don't understand this question. Inmates don't have to get a form to get a form...**
  - b. Are there forms, and at least one kite box on each block/dorm? **Forms are available and there is a kite/mail box located in a general location on the yard and in food service.**
  - c. Are the boxes emptied daily by a designated officer? **Yes**
  - d. Are form dispensers always stocked with forms? **Yes, however if forms are not available in the dispenser the inmate can obtain one from the officer.**
  - e. Are informal complaints and grievance files secured on a limited access basis? **Yes**
6. Do prisoners make use of the procedures, and are they free of pressure to withdraw any complaints or grievances? **Yes**
- a. What are the procedures for prisoners with learning or other disabilities? **If an inmate has difficulty reading we can set him up with a teacher to help him write his complaint or the Inspector is also available to help.**
7. Are all complaints and grievances, whether formal or informal, dealt with fairly and answered within three days, or 10 days in exceptional circumstances, with either a resolution or a comprehensive explanation of future action? **(Blank)**
- a. Are complaints resolved? **That depends on whether or not the complaint has any provable merit or not. If a complaint has merit, then yes, every effort is made to resolve the issue for the inmate.**
  - b. Are complaints answered within three working days, or within 10 days in exceptional circumstances? **No, we actually follow the ODRC ARs and they call for 7 calendar days for the ICR and 14 calendar days for the NOG, unless an extension is filed.**
  - c. Are forms sent back to prisoners because of technicalities in procedure? **Sometimes they are as allowed under AR 5120-9-31. Other times we will call the inmate up and explain the problem to him and allow him to rewrite his complaint.**
  - d. Are such complaints referred to the relevant staff member, not back to the prisoner? **No, the inmate is held accountable for following the procedure as outlined in AR 5120-9-31 and which is explained to him in inmate orientation and for which a packet has been given to him explaining the procedure.**

- e. Are target return times recorded? **Yes, under the GPL login all ICR/NOG due dates and response dates are recorded.**
  - f. Are letters of complaint/concern from third parties, such as legal representatives, family or voluntary organizations, logged and answered? **Copies of all outside contact are kept in the inmate's file. Letters are answered by the appropriate staff members.**
8. Do prisoners receive responses to their complaints/grievances that are respectful, legible, and address the issues raised? **Yes**
9. Are formal grievances signed and dated by the respondent? **Yes**
- a. Regarding the quality of responses, is there a quality assurance system in place? **All NOG responses are logged on the GPL and are accessible by the Chief Inspector's office, also appeals are available.**
  - b. Does the staff member who dealt with the complaint clearly print their name on the response? **The IIS is the ONLY staff person who answers NOGs and my name is printed on the disposition automatically from the GPL.**
  - c. Are staff responses to confidential complaints returned in sealed envelopes? **Yes**
10. Do prisoners feel able to ask for help in completing their complaint or grievance form and in copying relevant documentation? **I can't answer for all inmates; I'm sure some will say yes and some will say no.**
- a. Are staff responsive to requests for help with forms? **Those that I am aware of are.**
  - b. Are translation services provided for those who need them? **Arrangements can be made.**
  - c. What are the arrangements for prisoners with literacy problems, and for those who are blind? **This question has already been asked previously. Please refer to previous answers.**
11. Is any declaration of urgency by prisoners fully assessed and answered? **(Blank)**
- a. Are staff responsive to requests for urgent help? **Yes**
12. Are prisoners who make complaints against staff and/or other prisoners protected from possible recrimination? **(Blank)**

- a. What protection measures are in place and put into practice?  
**Under AR 5120-9-31 an inmate may file a complaint if he feels he is being retaliated against for filing a complaint. The IIS investigates such matters and if proven administrative action is taken against the staff member. If an inmate feels unsafe from fellow inmates he must request protective custody.**
  - b. Are responses objective and factual, and conclusions based on evidence rather than supposition? **Of course.**
  - c. What are the adverse effects of filing complaints? **Staff may take action such as writing false conduct reports on an inmate, or taking other actions considered to be harassment.**
  - d. Do prisoners know that there are protection measures if they complain about staff or other prisoners? **Yes**
13. Do prisoners know how to appeal grievance decisions? **Yes**
- a. Are appeals dealt with fairly, and responded to within seven days? **Yes they're dealt with fairly and no, the AR gives the Chief Inspector's office 30 days to answer appeals.**
  - b. Are prisoners reminded of their appeal option on the relevant forms? **Yes**
  - c. How many have appealed in the last six months? **32**
  - d. What was the outcome, and how promptly were they answered? **I have attached the GRIEV printout showing the resolutions and date responded to.**
14. Do all prisoners (and staff) know how to contact members of the Ohio General Assembly's Correctional Institution Inspection Committee, and can they do so in confidence? **Yes**
- a. Is CIIC contact information posted in dorms, blocks, library and other areas to ensure that staff and inmates are aware of how to contact CIIC? **Yes**
  - b. Are there any difficulties with access to the CIIC? **None that I have ever been informed of.**
15. Do prisoners receive help to pursue complaints and grievances with unit managers, prison administrators, or other central office staff, if they need to? **Yes**
16. Do all prisoners know how to contact the Inspector and Chief Inspector? **(Blank)**
- a. Do blocks/dorms have contact details and information? **Information is contained in the Orientation packet given to all inmates and it is posted in the library.**

17. Do prisoners receive help to pursue grievances with external bodies if they need to?

**The Grievance procedure is an internal ODRC process.**

- a. Do they also receive help in contacting legal advisers or making direct applications to the courts? **Phones are available in the dorms for them to call their lawyers, the law library has forms for inmate to use to petition/make direct applications to the courts.**
- b. In the last month, how many original grievances and appeals were sent to the Chief Inspector? **In the last month there were no original grievances filed to the Chief Inspector from BeCI inmates. There have been four appeals.**
- c. What do they tend to be about? **The appeals disagreed with the disposition of the IIS.**
- d. What proportion are generally resolved? **I have no way of answering this. Very few appeals get modified.**

18. Do prison managers analyze complaints (both granted and denied) each month, by ethnicity, disability, block/dorm/unit, prisoner type, etc., and if necessary, make any appropriate changes? **No, it's done at the end of the year by the Chief Inspector's office.**

- a. Is data studied and is action taken when strong patterns/trends emerge? **Yes, by the Chief Inspector's office.**

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**Staff-Prisoner Relationships: Expectations Questions and Responses**

1. Are prisoners treated respectfully by all staff, throughout the duration of their custodial sentence, and encouraged to take responsibility for their own actions and decisions? **Yes**
2. Is there a well-ordered environment in which the requirements of security, control and justice are balanced and in which all members of the prison community are safe and treated with fairness? **Yes**
3. Are all prisoners treated with humanity, and with respect for the inherent dignity of the person? **Yes**
  - a. Is staff aware that the prison has a duty of care for all prisoners, to ensure no prisoners are at risk of physical or emotional abuse by staff or prisoners, and that prisoners are to be held in decent and humane conditions? **Yes**
4. Are staff aware that they should set a personal example in the way they carry out their duties at all times? **Yes**
5. Are staff always fair and courteous in their day-to-day working with prisoners? **Yes**

- 6. Do staff positively engage with prisoners at all times? **Yes**
- 7. Is interaction between staff and prisoners encouraged by the senior management team? **Yes**
  - a. Does staff help and encourage older and less able prisoners to participate in and access all facilities offered across the prison? **Yes**
- 8. Does staff routinely knock before entering cells, except in emergencies? **N/A**
- 9. Are prisoners encouraged by staff to engage in all activities and routines, promoting punctuality, attendance and responsible behavior? **Yes**
  - a. What methods are used to encourage prisoners to get involved? **RMT, Routine Staff contact.**
- 10. Is inappropriate conduct on the part of prisoners challenged? **Yes**
  - a. Do staff demonstrate skill in confronting low-level disputes without using official disciplinary measures? **Yes**
- 11. Are prisoners encouraged and supported to take responsibility for their actions and decisions? **Yes**

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**INSTITUTION OVERVIEW**

**Population**

Opened in 1995, Belmont Correctional Institution (BeCI) is a level two (medium) security facility, which houses level one (minimum) and level two (medium) security inmates. As of August 17, 2009, the population total was 2,698 inmates, with 1,470 black inmates (54.5%) and 1,211 white inmates (44.9%) and 17 classified as other. The further breakdown of their population by security level shows that the largest proportion are level two (medium) security, with 1,754 inmates (65%), followed by 942 level one (minimum) security (34.9%).

The 158 acre institution has a main compound with a reported rated capacity of 1,250 as well as a minimum camp, which has approximately 495 beds, a total of 1,745 rated capacity. The population of 2,698 computes to 154.6 percent of their total rated capacity.

It was reported that the inmate population count on the day of the inspection was 2,695. Staff explained that the overcrowding has become the norm and mentioned that their numbers have not changed for some time now.

Staff relayed that one of their challenges is the constant population change. They explained that they have a very transient population which affects the communication and makes it harder to

know and manage the inmates. BeCI releases approximately 225 inmates per month and the average length of stay has decreased from three years to 18 months.

Staff reported that they conduct count six times per day and inmates have the opportunity to recreate outside for eight hours.

### **Staffing**

Total staff as of August 17, 2009 was reported to be 476 on their website. The October 1, 2009 ODRC Workforce Composition Monthly Fact Sheet shows a total staff of 479 at BeCI, including 286 officers (59.7%). Male staff totals 365 (76.7%), of which 330 are white (90.4%) and 32 black (8.8%), with seven classified as other. Of the 114 female staff at BeCI (23.9%), 107 are white (93.9%), six are black (5.3%) and one is classified as other. Of their 246 male officers, 221 are white (89.8%), 23 black (9.3%) and two are classified as other. Of their 40 female officers, 37 are white (92.5%), two are black and one is classified as other.

The August Community Service Monthly Report shows that 120 inmates at BeCI provided 36,403 hours of community service for schools, charges, governmental agencies, and for the community. Community Service programs at BeCI listed on their website include:

- Highway Litter Control
- City of Bridgeport Project
- Speak-Out Program
- Local School Projects
- Lafferty Fire Department Project
- Allison Mills Recreation Center
- Peidmont 4H Club Project
- Barkcamp State Park Project
- Local Church Projects
- Toys for Tots
- Community Action Commission

The facility also lists academic programs on their website to include Adult Basic Education, Pre-GED, GED, University of Findlay and Literacy Program. Their vocational programs include Adult Basic Education, GED, Special Education, Computer Lab, TEP and Title One Services.

### **Building Problems**

Staff commented that they built a new medical facility to replace the old medical building, which had significant structural and foundation issues. They explained that the building had many problems from the beginning that needed repair. One small example of the problems they incurred was the replacement of 96 faulty valves. However, they mentioned that DRC sought redress in the courts. As a result, the construction company that worked on the old building incurred a cost in excess of three million dollars. When asked about the oversight during that project they explained that staff, including the state architect and liaison, were there to supervise the project, but maintained that they did not know the building had substantial problems until

years later. Staff also commented that they have structural problems with segregation as well as Seven House. In addition, they stated that they had to install a floating footer underneath Eight House. They expressed that they were never reimbursed for some of the necessary repairs.

### **Tobacco Ban**

Staff explained that they have not many problems with the tobacco ban and stated that it has affected the staff more than the inmates. However, they relayed that the smuggling of tobacco has increased recently with visitors as some have been caught bringing it in their shoes and then trading shoes. They added that some of the staff may be bringing it in as well. Reportedly, one staff member was caught smoking on camera. In addition, they stated that cigarettes go for around 60 dollars a pack and a tin of snuff/chew goes for approximately 100 dollars.

### **Court Ordered Collections**

The Department of Rehabilitation and Correction (DRC) is charged with the task of managing inmate's court costs by processing collections, and submitting them to the respected court for inmates who ordered to pay a stated obligation. It was apparent that this remains a continuous concern for staff members at BeCI. They stated that they have the largest number of inmates on court ordered collections with approximately 1,300 to 1,400. It was also explained that they conducted a study, which showed that staff spend around 40 hours per week collecting court ordered payments, though other staff later gave a lower estimate of the hours it takes to complete the collections process. They commented that DRC is basically a free collections agency, adding that all of the collected money goes to the courts and DRC does not receive any compensation for their time, services, materials, or resources used to file the paperwork.

They maintained that court ordered collections have increased the amounts of thefts and robberies, as inmates are only permitted to retain 15 dollars on their account each month per the Administrative Rule (AR) 5120-5-03. Although this amount recently increased from ten dollars per month and they reported that commissary items are cheaper in the institution than in society, they relayed that 15 dollars is not even enough to purchase basic necessities such as hygiene items. They commented that inmates are either not using hygiene products or they are stealing it from others. In addition, they stated that if an inmate gets something taken or is caught taking something and is beat up, they have to foot the bill. It was also relayed that the collections go to the courts, not the victims and stated that the county courts have received enough money just from collections that they could afford to hire new staff.

In place of the current system, where inmates may only retain 15 dollars per month, some staff suggested making a significant change to the current system to ensure that inmates have enough funds in their accounts, possibly \$100 per month. It was suggested that if inmates could keep half of what they make and receive from money orders, with the remainder sent to the courts, the court payment amounts would likely increase significantly. This would permit the inmates to not only access the items they need, such as shoes or hygiene items, but would also result in an increase of money going to the courts. As it stands now, many families/friends, whose loved one is on the collection plan, do not send money into the institution, as it nearly all goes towards court collections. However, it is believed that more money would be mailed in if the inmate

could retain a percentage, consequently enabling the courts to receive more money. In addition, it is believed that the theft problems would drastically be decreased if more inmates had access to the items needed.

### **Security Threat Groups (STG)**

Staff relayed that they have approximately 40 different Security Threat Groups (STG) and close to 500 identified STG inmates. Staff stated that the recent assault on an officer, as a result of one of the disturbances, sparked some concerns from staff about safety regarding gang issues.

### **Incidents**

Staff stated that Central Office mandates each shift to train for security threat situations and they have a full scale scenario once every year. On the day of the inspection, unit staff was divided into two groups for outside training (one in the morning and one in the afternoon).

Staff relayed that they recently had two separate disturbances at the institution, but neither of them were major. The most recent incident was a fight between three inmates. They stated that an officer, trying to break up the fight, was struck with a weapon that one of the inmates fashioned using two locks and a belt. Staff mentioned that the Ohio State Highway Patrol is currently handling the investigation as an assault on an officer. Staff stated that prior to the date of the incident, the inmate morale was good. Reportedly, inmate morale was “sketchy” after the incident but has improved since then.

The other incident resulted from the theft of an inmate’s property. It was reported that a group of inmates from Cleveland were the perpetrators. The inmate whose property was stolen, reportedly had STG (Security Threat Group) affiliations and rounded up his friends. They explained that most of the thieves were on court ordered collections and only permitted to retain 15 dollars per month on their account. All inmates reportedly involved were placed in segregation. The housing unit (Four House) where the fight broke out, was put on lockdown. Staff also expressed that all inmates denied Heartless Felons affiliations and commented that four of the inmates who were involved in the theft are going home in a month.

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### **Bullying and Violence Reduction: Expectations Questions and Responses**

1. Does everyone feel safe from bullying and victimization (which includes verbal and racial abuse, theft, threats of violence and assault)? **Probably not**
2. Are active and fair systems to prevent and respond to violence and intimidation known to staff, prisoners and visitors? **Yes**
3. Has the prison developed an effective strategy to reduce violence and intimidation, which has earned the commitment of the whole prison and has drawn on multi-disciplinary consultation including feedback from prisoners? **Yes**

- a. Is the violence reduction strategy widely publicized? **Yes**
  - b. Is monitoring part of the strategy and as a minimum, does it cover feelings of safety among prisoners, incidents of bullying (verbal and physical), number of assaults, number of racist incidents, location of incidents and action taken? **Yes – in conjunction with Inspector’s office.**
  - c. Do staff understand their duty to maintain a safe environment and what they do to promote this? **Yes**
  - d. Are staff alert to threats to a safe environment, and do they confront all forms of victimization? **Yes**
  - e. Are prisoners consulted as part of the strategy development and maintenance? **Not that I know of.**
  - f. How effective is the strategy in promoting safer custody and violence reduction? **Somewhat**
4. Are prisoners consulted and involved in determining how their lives in the prison can be made safer, how bullying, verbal and physical abuse, racial abuse and threats of violence are confronted, how conflicts can be resolved and what sanctions are appropriate? **Yes**
    - a. Has there been any consultation in the last six months? **Unknown.**
    - b. Has an annual confidential survey to all prisoners about bullying been undertaken? **Not that I am aware of.**
    - c. Are there wing representatives? **No**
  5. Do staff supervise and protect prisoners throughout the prison from bullying, verbal and physical abuse, racial abuse and threats of violence? **Yes they attempt to.**
  6. Are staff consistent in challenging these behaviors? **Yes, for the most part.**
    - a. How many incidents occurred in the last six months? **Unknown**
    - b. Are there particular areas where prisoners feel vulnerable to bullying? **Housing units.**
    - c. What policies provide protection of vulnerable prisoners? **Rules Infraction Board – Grievance Process.**
    - d. Do staff lead by example in the way they treat their colleagues/prisoners, and understand that their duty is to foster a safe environment, by confronting unacceptable behavior quickly and fairly? **Somewhat.**

- e. What are the arrangements for movement, exercise, mealtimes and discharge, especially for those who are considered vulnerable? **Yes**
  - f. Is particular attention given to prisoners who have asked for protection from other prisoners or those who may be victimized because of the nature of their offense or other individual circumstances? **Somewhat.**
7. Are prisoners' families and friends encouraged to make suggestions about how the prison could better protect prisoners from victimization and to provide information to help identify those prisoners likely to be at risk? **Yes**
- a. Are prisoners' families encouraged to come forward if they feel they are being bullied to bring drugs into prison? **Yes**
  - b. Is a visitors' survey distributed systematically? **Unknown.**
  - c. Do visiting families know about reporting procedures and do they think that visiting staff are approachable and sympathetic? **Somewhat.**
  - d. Are there posters in visiting rooms? **Not that I know of.**
8. Is an effective strategy in place to deal with bullying which is based on an analysis of the pattern of bullying in the prison and is applied consistently throughout the prison? (**Blank**)
- a. Has a strategy been formed by systematic consultation with prisoners across the prison? **Not that I am aware of.**
  - b. Is a central log of bullying kept, and are incidents of bullying reviewed regularly by a multidisciplinary committee? **Yes – RIB.**
  - c. Are staff alert to potential bullying and do they confront all forms of victimization? **For the most part.**
  - d. Are all sources of information including security reports, accidental injuries etc. used for evidence of bullying/intimidation? **Yes**
  - e. How do staff contribute to the strategy? **Yes**
  - f. Is there a coordinated approach by all departments? **Somewhat.**
9. Are allegations of bullying behavior treated consistently and fairly? **Yes**
- a. Are they investigated promptly? **Yes – Mostly.**

- b. Are outcomes of investigations recorded and is the prisoner who reported the bullying supported? **Sometimes.**
10. Are prisoners made aware of behavior that is unacceptable through a well-publicized policy and are made aware of the consequences of bullying? **Yes**
11. Is inappropriate behavior consistently challenged? **Yes, mostly.**
- a. Are there bullying posters throughout the prison? **No**
  - b. What information is distributed to new arrivals? **Rules of conduct – Staff assistance.**
  - c. Is bullying clearly defined to prisoners? **Appropriate behavior is.**
  - d. Are staff aware of both direct and indirect forms of bullying? **Yes**
12. Do anti-bullying measures support the victim and take the victim's views about their location into account? **Yes**
- a. Do staff understand the link between bullying and aggressive and disruptive behavior generally? **Yes**
13. Are appropriate interventions in place to deal with bullies and support victims? **Yes**
- a. What interventions are available to challenge bullies and to support victims of bullying? **Discipline – Victim service/support person.**
  - b. Are interventions aimed at achieving sustained and agreed changes in behavior? **Yes**
  - c. Do prisoner records contain comprehensive updates on how bullied and bullying prisoners have been supported and/or challenged? **(Blank)**

### **Use of Force**

BeCI staff relayed that the use of OC spray has not been a big issue and relayed that there are three stages of progression when it comes to use of force. The first is IPC, the second is OC, and the third stage is physical contact. They explained that all officers are trained and certified to carry mace and reported that the policy mandates canisters to be weighed monthly as well as after each use. However, Belmont staff reportedly go above and beyond the policy and weigh the canisters at the beginning and end of each shift. Staff conveyed that previously all incidents of OC had to go to the Use of Force Committee and expounded that now, only those with discrepancies go to the Committee such as those where the inmate and officer have conflicting accounts of the incident.

**Table 5. BeCI Report of Racial Breakdown and Use of Force  
July 2009**

	Black	White	Other	Total
<b>1. Use of Force Incidents during the month</b>	<b>9</b>	<b>5</b>	<b>0</b>	<b>14</b>
2. Number of those reports (from #1) above that were:				
<b>Logged as “No Further Action Required”</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>10</b>
Assigned to a Use of Force Committee	4	0	0	4
Referred to the employee disciplinary process	0	0	0	0
Referred to the Chief Inspector	0	0	0	0
3. Number of those reports (from #2) where the investigation was not completed in 30 days and were extended	0	0	0	0
4. Number of extended investigation(s) from previous months that were:				
Completed	0	0	0	0
Not Completed	0	0	0	0

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**Good Order (Security and Rules): Expectations Questions and Responses**

***Security and Rules***

1. Are security and good order maintained through positive staff- prisoner relationships based on mutual respect as well as attention to physical and procedural matters? **Yes**
2. Are rules and routines well publicized, proportionate, fair and encourage responsible behavior? **Yes**
3. Are categorization and allocation procedures based on assessment of a prisoner’s risks and needs? **Yes**
4. Are they clearly explained, fairly applied and routinely reviewed? **Yes**

***Security***

5. Are there any obvious weaknesses or anomalies in the physical and procedural security of the facility? **No**
6. Are the elements of “dynamic security” in place? **(Blank)**
  - a. Are staff-prisoner relationships positive? **Mutual.**
  - b. Do prisoners receive personal attention from staff? **Yes**
  - c. Is there constructive activity to occupy prisoners? **Not enough.**

1. Do staff cluster during association? **Yes**
2. Are there enough staff in dorm/block areas to facilitate good officer work?  
**Yes**
7. Does effective security intelligence safeguard prisoners' well-being? **Yes**
  - a. Do staff comply with security requirements in terms of filing reports? **Yes**
  - b. Are there recent incidents where security reports have led to action? **Yes**
8. Is prisoners' access to prison activities impeded by an unnecessarily restrictive approach to security? **On occasion, but rarely.**
9. Is strip and squat-searching of prisoners carried out only for sound security reasons? **Yes**
10. Are prisoners strip or squat searched only in the presence of more than one member of staff, of their own gender? **Not necessarily by more than one staff but always by same gender.**
  - a. If squat searches are used, does their incidence and authorization need to be logged and regularly checked? **Only if the search is conducted outside the "routine."**
  - b. Are squat searches only used in exceptional circumstances? **No**
11. Is the criteria to ban or otherwise restrict visitors visible and unambiguous, with an appeal process available? **Yes**
  - a. Are the visitors subject to bans or restrictions reviewed every month? **No**

### **Rules**

1. Are local rules and routines publicized prominently throughout all residential and communal areas? **(Blank)**
  - a. Are rules and routines posted/distributed on units/blocks/dorms? **Yes**
  - b. Are they accessible to those with language and literacy needs? **Yes**
2. Are rules and routines applied openly, fairly and consistently, with no discrimination? **Yes**
3. Does staff use only the level of authority necessary to ensure a prisoner's compliance with the rules? **Yes**
4. When rules are breached, does staff take time to explain how and why to the prisoner concerned? **Yes**

5. When decisions are conveyed to prisoners, are appeal arrangements explained and made available? **Yes**
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## MEDICAL SERVICES

**Table 6. BeCI Medical Monthly Institutional Statistical Summary  
May through July 2009**

	May	June	July	Total
<b>Sick Call</b>				
Nurse Intake Screen	250	212	236	698
Nurse Referrals to Doctor	200	221	230	651
New Intakes Referred to Physician	122	130	116	368
Nurse Sick Call and Assessments	553	623	683	1,859
Doctor Sick Call	536	549	362	1,447
Doctor H & P Done	6	5	5	16
Doctor No Shows	63	42	28	133
<b>Emergency Triage</b>				
Sent to local ER	25	21	26	72
Sent to OSU ER	0	0	0	0
Sent from Local to OSU	2	2	4	8
Inmate Emergencies Treated On Site	232	274	339	845
Staff Treated	21	21	28	70
Visitors Treated	0	1	0	1
<b>Infirmiry Care</b>				
Bed Days Used for Medical	51	66	56	173
Bed Days Used for Mental	9	15	24	48
Bed Days Used for Security	10	24	22	56
<b>Dental Care</b>				
Scheduled Visits	505	363	445	1,313
Emergency Visits	51	38	47	136
Total Visits	556	401	492	1,449
No Shows	0	0	18	18
AMAs	17	21	10	48

<b>Specialty Care On Site</b>				
<b>Optometry</b>				
Consults	53	76	73	202
Inmates Seen	43	62	63	168
Emergencies Seen	0	0	0	0
Hours On Site	20	20	22	62
<b>Podiatry</b>				
Consults	15	27	11	53
Inmates Seen	13	25	7	45
Emergencies Seen	0	0	0	0
Hours On Site	8	8	8	24
<b>Pharmacy</b>				
Medical Refills	1,274	1,342	Not Reported	2,616
Mental Refills	0	0	0	0
Medical New Prescriptions	2,578	2,380	4,593	9,551
Mental New Prescriptions	466	449	Not Reported	915
Total Prescriptions	0	0	0	0
Medical Controlled Prescriptions	3	1	15	19
Mental Controlled Prescriptions	0	0	0	0
<b>Lab Data</b>				
Blood Draws	260	260	337	857
DNA Blood Draws	0	0	1	1
Mental Health Blood Draws	46	41	35	122
EKGs	7	3	15	25
Non CMC X-Rays	86	88	65	239
<b>Infections Disease Data</b>				
Number Inmates Tested for TB	9	11	7	27
Positive PPD Test	0	0	0	0
Staff PPD	2	0	1	3
Inmates Completed INH	0	0	2	2
Inmates Incomplete INH	24	24	24	72
Inmates Refusing INH	0	0	0	0
HIV Positive Inmates	16	14	14	44
Inmate HIV Conversions	0	0	0	0
<b>Deaths</b>				
Deaths Expected	0	0	0	0
Deaths Unexpected	0	0	0	0
Suicides	0	0	0	0
Homicides	0	0	0	0
Deaths at Local Hospital	0	0	0	0
Deaths at OSU	0	0	0	0
Deaths at CMC	0	0	0	0

## **STAFF COMMUNICATION**

When asked what concerns CIIC will likely hear from staff, it was reported that they will most likely relay concerns about the budget, the general uncertainty of job security, and the possibility of the institution losing 42 security posts. It was relayed that the post reduction could result in a loss of six to nine positions, which does not necessarily equal people, as they are hopeful that they will only lose the vacant positions. Staff commented that theoretically by minimizing posts overtime will also be minimized. In addition, they described staff morale as “rough” due to the unknown situation that lies ahead.

Staff also commented on the ten cost savings days, which was an initiative to save money by mandating employees to take ten days off without pay. However, staff explained that it has increased overtime as other employees have had to cover the workload and time. It was reported that some of the staff members may receive the 10 work days back.

When asked about the greatest needs of the institution, staff relayed that they need to fix the problem of court ordered collections, get a better handle on younger inmates as well as STG inmates, and although it is out of the hands of many people, one of the greatest needs, without saying, is money for the agency to operate as it should. Staff relayed that although the budget cuts reportedly did not affect unit staff, in follow-up communication it was relayed that it has affected unit staff in that they lost three unit secretaries. Further, staff on site relayed that every staff member they lose equals a loss of a set of eyes and ears. Others mentioned that security is their greatest need and stated that staff reduction increases thefts. Staff explained that they have an acting Major and relayed that the budget cuts have forced them to be more creative with ideas.

### **Representative Staff Meeting**

Staff relayed that they think they are doing an outstanding job and stated that the people at BeCI are professional. It was also mentioned that security supervisors and unit staff work hard at resolving issues at a low level. Staff commented that they had their three year accreditation at the end of April and reported that they were 100 percent compliant with mandatory standards. They further relayed that they were over 99 percent compliant with non-mandatory standards. It was explained that they failed to meet only four non-mandatory standards, three of which were out of their control. The other one was addressed before the end of the day.

Treatment staff mentioned that they have approximately 495 offenders on the mental health caseload and the rough breakdown is 77 C3s, 130 C2s, and over 200 C1s (Seriously Mentally Ill). They expressed that they can best be described as an outpatient service and communicated that they use the Residential Treatment Unit at Chillicothe Correctional Institution. In addition they commented that they have a prompt response to any referral. They stated that their suicide risk assessment is foremost.

Educational staff relayed that they are fairly happy working with other staff members. It was also relayed that they have increased students in the classes and have over 1,000 inmates on the waiting lists for the plumbing program system-wide. However, they did relay a concern with

having only one guidance counselor, which is shared with five other institutions, lack of staff for Adult Basic Literacy Education program and only one special education teacher

One employee stated that when there is a change they make sure everyone who will be affected is notified. BeCI was described as being as safe as any other institution. Staff communicated that they have a great working relationship with the three unions and commented that they average seven employee grievances per month.

It was relayed that they have 477 full time staff members, which does not include contractors. They explained that out of the 477, there are 284 officers. They stated that they have the lowest turnover rate of any institution in the state.

One staff member relayed concerns regarding the Ohio Shared Services, which are scheduled to start in October. It was explained that some who have been working at BeCI for 27 years would lose their job. The loss will reportedly result because of the centralization of the business offices. Staff expressed that they budget to the penny and will not be able to do it with one staff member.

Two other main concerns relayed by staff during this meeting related to the OAKS system and the Court Ordered Collections, both of which are outlined in previous sections of this report. In addition, one relayed concerns about Ohio Shared Services (OSS). It was explained that it will not start until October, but they will have people who have been working there for years that will lose their job. They stated that they managed their money well and were able to budget money to the penny, unlike other institutions.

A Central Office staff member stated that BeCI has a good reputation. It was added that some prisons just want to get by, but this is not the case at BeCI.

## **INSPECTION**

### **Processing**

The visitor/processing area in the institution was exceptionally clean and the building contained adequate amenities for visitors. Processing staff were efficient, organized, and followed all proper security procedures.

### **Meeting with Administration**

CIIC met with the Warden and the administration for a brief meeting before the inspection. CIIC also met with the administration as well as a representative group of staff at the conclusion of the inspection to provide quick feedback about concerns and notable highlights.

### **Compound**

The main compound has eight general population housing buildings as well as several specialized population housing units including, but not limited to, a literacy unit, an older

offender unit, a merit dorm, and the former TC unit. However, unlike some institutions, they relayed that they do not have a specialized under 21 unit or building. Instead they have designated under 21 areas and rows throughout the compound. Staff stated that the general population housing units cause the most problems.

In the center of the compound the institution has boxes for kites and mail. The compound also has a fenced dog area, basketball courts, volleyball courts, and several picnic tables.

### **Seven House – Former Therapeutic Community Substance Abuse Treatment Unit**

Seven House is a 272 person building divided into two 136 person dormitories and was also the location of the former Therapeutic Community during its operation. The inmates were on count upon the CIIC team entering the building. Some of the bunks in the dorm had cubicle style walls around them, which were left over from the TC. There were also inspirational mottos still painted on the walls. Staff commented that both inmates and staff feel the loss of the program, adding that the TC inmates regulated themselves better.

Both sides of the dorm area has three walkways with beds on each side and inmates have access to payphones, a laundry room, which has three washers and dryers, microwaves, a counter area with a sink, and an ice machine. The dorm also has several common areas/dayrooms with picnic tables and televisions for recreation.

Regarding laundry services there are three washers and dryers. It was explained that everyone has certain days to get clothing washed. They commented, upon inquiry, that there is hot water and the equipment works well.

Although it was noted that the beds were neatly made and the entire unit was clean, staff pointed out areas on the floors and the walls where they have had to make repairs due to the structural problems.

Staff remained attentive to inmate concerns and addressed problems on-site. They also mentioned that they have minimal programming space, but explained that they are creative and use strategic planning to accommodate the need. Staff relayed that they use back dayrooms and even the former staff dining room for programming. Staff commented that the ventilation system works fine.

One inmate said, “This is a good housing unit to be in because the younger guys are rowdier in the other areas.” It was relayed there is a waiting list for this unit, and that the officer” runs a tight ship.”

### **Three House**

Three house had a similar layout and design as Seven House. There did not appear to be any deficiencies within the building. There were several paintings on the walls of the building which appeared to be completed by professionals. The paintings included a mural of John Wayne as well as various professional sports and college logos.

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**Residential Units: Expectations Questions and Responses**

1. Do prisoners live in a safe, clean and decent environment within which they are encouraged to take personal responsibility for themselves and their possessions? **Yes**
2. Are cells and communal areas (blocks, dorms, dayrooms) light, well decorated and in a good state of repair? **Yes**
3. Do all prisoners occupy accommodation that is suitable for the purpose and for their individual needs? **(Blank)**
  - a. Are there cell sharing risk assessments? **Yes**
  - b. Are cells sufficiently warm in winter and cool in summer? **Yes**
  - c. Are cells ventilated and do they have sufficient daylight? **Yes**
  - d. Do prisoners have their own bed, corkboard, lockable cupboard/locker box, and use of a table and chair? **Yes, depending on their lock assignment and what property is permissible for that lock**
  - e. Are older prisoners in shared cells with bunk beds given priority for lower bunks? **Yes**
  - f. Do shared cells have screened toilets? **No**
4. Are reasonable adjustments made to ensure that prisoners with disabilities and those with mobility problems can access all goods, facilities, and services? **(Blank)**
  - a. Do prisoners with disabilities and those with mobility problems have ease of access to different locations and services? **Yes**
  - b. Are older, infirm and disabled prisoners assigned to landings, which hold most of the communal facilities? **Yes**
5. Is there a system whereby nominated volunteer prisoners on each residential unit are trained to help less able prisoners and they are paid for this work? **Yes**
  - a. How are volunteers identified, trained and assigned? **Unit staff I.D. and assure training.**
6. Are residential staff aware of prisoners within their care with disabilities and their location? **Yes**

- a. Are safe evacuation procedures in place to assist those prisoners who may need help in an emergency? **Yes**
  - b. Are there visible markers on cell doors? **Yes**
  - c. What system is in place to highlight to other staff that any prisoners with disabilities and/or mobility problems may need assistance in an emergency? **Staff training through the prisoner ADA Coordinator.**
7. Do prisoners have access to drinking water, toilet and washing facilities at all times? **Yes**
- a. Is water in the cells certified as drinking water, if used in this way for prisoners? **Yes**
8. Are age-appropriate risk assessments in place to ensure the safety of young adults from any other prisoners? **Risk Assessments are completed at intake.**
- a. Are there single cell risk assessments? **Yes**
  - b. What are procedures in any case where young adults are identified as posing a risk to others? **Safe cell or segregation SC status.**
9. Do all prisoners have access to an in-cell emergency call button/bell that works and is responded to within five minutes? **No**
10. Do observation panels in cell doors remain free from obstruction? **Yes**
11. Is there a clear policy prohibiting offensive displays, and is it applied consistently? **Yes**
12. Are prisoners' communal areas (activity and shower areas) clean, safe, meet the needs of the prisoner population, and effectively supervised by staff? **Yes**
- a. Are there adaptations for older, infirm and disabled prisoners? **Yes**
13. Do prisoners feel safe in their cells and in communal areas of the residential units? **At times no. This is addressed via our PC Committee process.**
- a. Is there a suitable design of residential units e.g. good sightlines, and supervision in high-risk areas? **Yes**
14. Are notices displayed in a suitable way for the population? **Yes**
- a. Is adequate provision made for any prisoners who cannot read notices because of literacy, language, or eyesight problems or any other disability? **Yes**

15. Are residential units as calm and quiet as possible both to avoid incidents and to enable rest and sleep, especially at night? **Yes**
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### **Clothing and Possessions: Expectations Questions and Responses**

1. Do prisoners have enough clean prison clothing of the right size, quality and design to meet their individual needs? **Yes**
    - a. Are older prisoners provided with additional clothing and bedding, if required, without the need for medical permission? **No**
  2. Do prisoners have at least weekly access to laundry facilities to wash and iron their personal clothing? **Yes**
    - a. Do they have access to laundry/exchange facilities outside the weekly rotation? **Yes**
  3. Is prisoner property held in secure storage, and can prisoners access their property within one week of making a request? **Yes**
  4. Are prisoners fairly compensated for clothing and possessions lost while in storage? **Yes**
  5. Is there a standard list detailing the possessions that women prisoners are allowed to keep, and used across all women's prisons? **N/A**
    - a. Is there a standard list also employed for male facilities of the same security category? **Yes**
  6. Are suitable clothes and bags available to discharged prisoners who do not have them? **Yes**
  7. Are facilities available before discharge to launder clothes that have been in storage for long periods? **Yes**
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### **Hygiene: Expectations Questions and Responses**

1. Are prisoners encouraged, enabled and expected to keep themselves, their cells and communal areas clean? **Yes**
  - a. Are older and disabled prisoners enabled to keep themselves and their cells clean? **Yes**
2. Do prisoners have ready access to both communal and in-cell toilets, baths and showers in private? **No**
  - a. Are screened toilets in shared cells? **No**

- b. Is there a shower cubicle adapted for use by older, less able or disabled prisoners as well as baths with grab handles? **Handicap accessible shower. No cubicle available.**
3. Are prisoners able to shower or bathe daily, and immediately following physical activity, before court appearances and before visits? **Yes**
- a. Is there access at any time during the day? **Yes, except at count times**
- b. Are older, less able or disabled prisoners helped to have a bath or shower every day? **No**
4. Do prisoners have access to necessary supplies of their own personal hygiene items and sanitary products? **Yes**
5. Is fresh laundered bedding provided for each new prisoner on arrival and then on at least a weekly basis? **Yes**
- a. Is there a system for the replacement of mattresses in operation? **Yes**
- b. Are clean pillows available for new prisoners as well as other bedding? **Pillows integrated into mattress. Other bedding available.**
6. Is a prisoner's valuable property routinely security marked before it is issued? **Yes**

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#### **Rules Infraction Board (RIB)**

An RIB hearing was observed during the inspection at which point an inmate was being charged with fighting. The inmate maintained that it was simply self-defense, but later was found guilty by the RIB. He *stated that he did not feel safe on the compound*, was given ten days Disciplinary Control, and did not request an appeal.

Inmates must sign various papers during the process such as notification of rights, appeals, and RIB disposition on an electronic pad. However, it was noted that *they cannot see what they are signing at the time*. In follow-up communication, the Warden relayed that the inmate does receive a copy of what he just signed.

Staff reported that the Administrative Assistant is used if there needs to be a tie breaker on the Rules Infraction Board. *The formerly three person panel has been reduced to two system-wide. Other staff committees have similarly been reduced system-wide to one or two, presumably to ease the burden on understaffed facilities.*

## **SEGREGATION**

The entrance to the segregation area had a recently cleaned scent. Staff commented that they do not use the kitchen located in segregation and instead use carts to transport trays from the main food service area. They have three holding cells outside of the entrance to the segregation control center. Staff mentioned that the three ranges are not separated by segregation status.

The institution has 98 beds in segregation and, on the day of the inspection, the segregation count was 80. However, staff explained that the normal segregation population is close to full. In addition, they commented that they used to have one range that was completely single celled, but clarified that this is no longer the case.

They relayed that they recently transferred ten inmates for refusal to lock (refusing their cell assignment), but still have ten in segregation with personal safety concerns. Staff stated that they meet with the inmates who refuse lock (refuse their assignment in general population) to identify the problem and explained that they try to laterally transfer them to other institution's general populations instead of simply increasing their security or keeping there to clog up their valuable segregation space. The administration mentioned that it is not uncommon for institutions to help each other out by trading inmates who are refusing to lock. However, they expressed that some do receive LC placement as well as an increase in their security classification.

### **B-Range**

On B-Range, the air was stale, stagnate, and significantly hotter than it was in the control center. However, there were fans located in the range. One inmate commented that he was sleeping on the floor because the temperature is cooler on the floor. Cells appeared to be in good condition and all of the segregation log sheets were clearly posted.

The indoor recreation cell had a dip and pull up rack as well as a picnic table.

### **A-Range and STG Graffiti**

The air quality and conditions of A-Range were similar to that of B-Range. A few of the shower windows on the range were completely blocked.

There were two outside recreation areas in A-Range, one of which had a noticeable etch from a Security Threat Group, the Heartless Felons. It was also noted that D-120 cell had extensive writing on the wall, a mural of inappropriate markings. However, it was unclear whether it had been there for a while or was new.

On exiting the segregation area, inmates became increasingly louder. One inmate began banging on his cell door reportedly to get the attention of staff.

## Suicide Watch

One inmate in the range was on constant suicide watch and was being observed by an officer. Per DRC Policy 67-MNH-09, there are two types of suicide watch which are described below:

Close Watch: A crisis precaution that requires staff observation at irregular, staggered intervals not to exceed fifteen minutes.

Constant Watch: A crisis precaution where the offender is observed on a continuous uninterrupted basis, with documentation of the watch every fifteen minutes.

System-wide, as of November 30, 2009, there have been 68 suicide attempts in Ohio prisons, with six in November, 17 in both the first and second quarter, and 20 in the third quarter of 2009. Three suicide attempts occurred at the Belmont Correctional Institution in 2009, with one in February, one in April, and one in August 2009.

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### Self-Harm and Suicide: Expectations Questions and Responses

1. Does the prison work to reduce the risks of self-harm and suicide through a whole-prison approach? **The risks of self-harm are consistently addressed and acknowledged for every level and aspect of the prison including personnel and offenders.**
2. Are prisoners at risk of self-harm or suicide identified at an early stage, and is a care and support plan drawn up, implemented and monitored? **These individuals are initially identified as soon as they arrive at our reception centers; screenings for this takes place as soon as incarceration begins; once identified the problem is placed on an individual treatment plan, addressed and regularly monitored.**
3. Are prisoners who have been identified as vulnerable encouraged to participate in all purposeful activity? **Yes, policies dictate all prisoners to participate in reentry planning. Individual and group treatment is available. All are encouraged to attend religious, educational and recovery programming.**
4. Are all staff aware of and alert to vulnerability issues, appropriately trained, and have access to proper equipment and support? **Training is initiated for all staff during pre-service training. Annual training is provided and required for all personnel. This topic is mandated and recorded. (Cut down tools available throughout facility).**
5. Is there a safer custody strategy in place that recognizes the risks to prisoners, particularly in the early days in custody, and sets out procedures, which help to reduce the risk of self-harm? **Screenings are conducted and designed to recognize risks which are identified on a treatment plan. These are individually monitored throughout incarceration and reentry into the community.**

- a. Are the specific needs of different prisoner groups recognized, as are the levels of risk in different areas of the facility? **Both of these areas are consistently and readily addressed.**
  - b. Does the strategy recognize the specific needs of the population e.g. women and minority groups, those with substance misuse problems, and those not on normal location? **ODRC policies and procedures mandate that the needs of minority groups and those with substance abuse issues are not only recognize but also addressed.**
  - c. Is staff training appropriate? **Diversity training is appropriate and required.**
  - d. What is the availability and use of safer cells, particularly in areas of the prison where risks of self-harm are higher? **Safe cells are available and we have a sufficient number for this population. (At this time).**
  - e. Does the protocol in place recognize the need for continued interaction, and avoid an over reliance on the safer cell as a preventative measure? **Absolutely, safe cell placement is a last resort action. Other interventions are employed prior to safe cell placement.**
6. Does a multi-disciplinary committee effectively monitor the prison's suicide prevention policy and procedures? **Suicide Prevention and Review Team (SPART) meets quarterly to monitor BeCI's suicide prevention, policies and procedures. Drills are conducted monthly. Offenders view a prevention DVD monthly, this is also displayed weekly to new offenders and used annually for staff members during annual in-service training.**
  7. Is the committee chaired by a manager responsible for the policy and does membership include prisoners, staff representatives from a range of disciplines, and a member of the local community mental health team? **Yes**
  8. Are prisoners' families, friends and external agencies encouraged, through local arrangements, to provide sources of information which may help identify and support those prisoners likely to be bullied or who have a history of self-harming behavior? **Yes, poster and institution numbers are provided to families during visits and new inmate orientation.**
    - a. Are there posters in the visiting room about who to contact with concerns and is that information sent out with visiting orders alerting families to the help available? **Yes, all of this is part of our established routine.**
  9. Is there a detailed care and support plan prepared with input from the prisoner, which identifies needs, as well as the individuals responsible including a key worker? **Prisoners participate in all treatment plans; their signature is required on such to verify their participation.**

10. Are personal factors or significant events that may be a trigger to self-harm identified?  
**Yes, plans are individualized.**
11. Do regular reviews take place involving staff from a range of disciplines and family and friends as appropriate, which provide good support and care for all prisoners at risk?  
**Regular reviews are conducted quarterly; sooner if the need dictates.**
12. Are arrangements in place for following up after a care and support plan has been closed?  
**Yes, we refer to these as relapse prevention plans.**
- a. Do unit officers have knowledge of policy and support plans? **If the individual's needs warrant such, any staff person may be utilized to provide necessary support.**
  - b. What level of training have they received? **They are incorporated into the plan development and provided with directives to facilitate achievement of goals.**
13. Are prisoners at risk of suicide and self-harm held in a supportive and caring environment with unhindered access to sources of help including peer supporters? **Peer support is not done formally at this facility but is clearly on the horizon and will soon be implemented throughout the system. We frequently utilize this informally.**
- a. Is a care suite available to support the work of Listeners? **Yes and we have a Peer Support Program for staff.**
  - b. Is there access to counselors, the chaplaincy team, Listeners and Samaritans at all times? **Yes, we have arranged for counselors and listeners to always be available.**
  - c. Are appropriate free telephone help lines/interventions available, in particular, to address specific aspects of women's prior victimization such as rape crisis, domestic violence and others? **No free telephone at our facility. I do not believe that they are available at any ODRC facilities.**
14. Are prisoners encouraged to express any thought of suicide and/or self-harm, and encouraged to take part in all purposeful activities as part of the support plan? **Yes, they are encouraged to express suicidality to any staff member.**
- a. Are prisoners given the opportunity and assistance to make a written contribution to their review? **Yes, they have this distinct opportunity.**
  - b. Are prisoners encouraged to identify their own support needs and are they able to draw on opportunities for informal support from other prisoners if they wish? **Yes, this intervention is frequently utilized.**
15. Are all staff, including night staff, fully trained in suicide prevention and clear on what to do in an emergency? **Yes, this training is mandatory for all staff.**

- a. Is there a program of refresher training in place? **Yes, this is conducted annually.**
  - b. Do staff have access to first aid kits and shears? **Yes, these are located throughout the facility.**
  - c. If facility does not have a first night center, do night staff know where first night prisoners and those at risk are located? **Yes, this is known days before they arrive at their parent institution.**
16. Are incidents of self-harm closely monitored and analyzed at regular intervals to establish any trends and to implement preventive measures? **Absolutely, follow-up plans are individually developed on all cases.**
17. Are serious incidents properly investigated to establish what lessons could be learned and to promote good practice? **Yes, investigated and follow-up meetings to discuss “lessons learned” are always conducted.**
18. Where appropriate, are family or friends of the prisoner informed through a family liaison officer? **We don’t have a designated liaison family officer but families are contacted when offenders have a medical or mental health emergency.**
19. Is an action plan devised and acted upon promptly as a result of an investigation into an apparent self-inflicted death? **Yes**
- a. Is this reviewed following subsequent findings of an investigation? **Reviews are conducted throughout the system for all involved staff.**
  - b. Are there attempts to understand underlying causes and/or trends? **Yes**
  - c. Have there been any reviews of recommendations from previous deaths in custody? **Yes, correlations of past events and trends are examined.**
20. Is all information about prisoners at risk of self-harm or suicide communicated to people who are able to offer support in the community? **Yes, we have a very viable community linkage program and community linkage protocols.**

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**QUESTIONS AND RESPONSES TO CORRECTIONAL FAITH-BASED INITIATIVES  
TASK FORCE RECOMMENDATIONS**

**Infrastructure**

1. Is DRC/DYS being encouraged, wherever practical, to use faith-based and community programs that address documented criminogenic needs? How? By whom?  
**Yes, by our department this is part of our reentry accountability plan.**

- a. Is DRC/DYS in conjunction with the Governor's Office of Faith-Based and Community Initiatives, making available to the faith community, examples of evidence-based programming shown to impact offenders' lives? What examples? How are they being made available?  
**Yes, through our religious program and through churches and the community.**
  - b. Is information being used and disseminated to faith-based and community organizations so that they provide programs that are evidence based and can truly impact the lives of ex-offenders and their families? **Yes, CIP, Children Incarcerated Parents.**
  - c. What is in place to ensure that the recommendation is implemented?  
**Administrators making staff accountable.**
  - d. What methods of program evaluation are being explored to further document program success? What methods are in place?  
**Certificates showing completion. Reentry accountability plan known as RAP.**
2. Is the DRC/DYS Director working with wardens/superintendents to develop programs that will facilitate a cultural change in institutions to encourage collaboration with faith-based and community service providers? How? What programs have been developed?  
**Family Life program and the Ridge program.**
- a. Is the culture within the institution continuing to evolve to encourage community volunteers? Explain.  
**Yes, the community is a large part of the reentry accountability plan. We also keep volunteers coming inside the institution, this is very important.**
  - b. How is the warden/superintendent supporting and encouraging a cultural shift and institutional change as a day-to-day practice to encourage community volunteers?  
**The Warden plays a major role in the community. She builds great relationships in the community.**
  - c. How is the DRC/DYS administration working with wardens/superintendents to collaboratively develop protocols that will proactively assist with changing the culture?  
**Lots of training such as culture diversity training. We as administrators lead by example.**
  - d. Have such protocols been developed?  
**In-service Training.**
  - e. What are they?  
**In-service is training we are mandated to have through the years.**
  - f. Have policies been reviewed to determine if they might inhibit use of community volunteers, and have necessary changes been made accordingly?  
**Yes**

- g. What policies have been reviewed? By whom?  
**Everyone of our policies are reviewed annual; by our department.**
- h. What policies have been changed so that they do not inhibit use of community volunteers?  
**N/A**
3. Has DRC/DYS developed a marketing plan to assist in recruiting volunteers from the community and faith-based institutions?  
**Yes**
- a. Does the plan discuss educating volunteers about the justice system?  
**Yes**
- b. Is there a need to increase programming for incarcerated offenders to improve the likelihood they will be reintegrated into the community successfully upon release from prison?  
**There is always need for more programming for offenders. We have many vocational programs such as GED, AOT, Barber school, Plumbing, Horticultural and many reentry programs.**
- c. Is the faith community being encouraged to volunteer to provide programs and services to assist offenders in both the institutions and the community?  
**Yes, we have a very close relationship with our community. We also have volunteers and Interns from different Colleges and Universities come into our facilities.**
- d. Has a marketing plan been developed to overcome the public's misperceptions of offenders?  
**Yes**
- e. Has DRC developed an educational program to motivate the faith community to get involved in volunteering, including a video to educate volunteer groups about offenders and their needs in institutions?  
**Yes, on line.**
- f. Is information provided on how individuals and groups can volunteer in the prisons?  
**Yes**
- g. Does the marketing campaign include information on the needs of the adult/youthful offenders, information on how the justice system works, and information on the different ways to volunteer?  
**Yes**
4. Has DRC/DYS developed a standard training program for staff, volunteers, and the community to facilitate working in institutions together? **Prerelease programs.**

- a. Does the program include information on:
    - Ethics of working with offenders? **Yes**
      - Confidentiality issues? **Yes**
      - Ensuring safety and security of volunteers? **Yes**
      - Working with volunteers? **Yes**
      - Rules and regulations for volunteers? **Yes**
  - b. Does the program include information to volunteers on the security requirements for the institution, why the requirements are in place, and how to properly work with offenders? **Yes**
  - c. Has a standardized training program been developed for volunteers to facilitate their work in institutions? **Yes**
  - d. Has DRC/DYS established an orientation program for volunteers, held at preset intervals to allow community organizations to plan for the training as part of their program planning? **Yes**
5. Has Ohio law been revised to remove unnecessary and unreasonable collateral sanctions that inhibit offenders' successful reentry? **Yes**
  6. What improvements have been made regarding communication about programs and services between:
    - Staff and volunteers? **Communication and training.**
    - Staff and the community? **Communication and training.**
    - Other parts of the criminal justice system and the community? **Training and online information about our department.**
    - a. What improvements have been made in effectively communicating among staff within the facilities, as well as with the community? **Updated information is on our website.**
    - b. Has an improved communication mechanism been developed in order to ensure these efforts? **Yes**
    - c. Has the system been developed collaboratively with staff and volunteers to address observed problems? **Yes**

## Alternatives to Incarceration

7. Has the statute been revised to increase judicial use of community options for non-violent offenders so prison space can be reserved for violent offenders? **Yes, this is currently in process today.**
  - a. Working with faith-based and community service providers, have programs been developed in the community to effectively provide treatment while protecting public safety? **Yes, Safety is our number one concern. We believe security and programs go hand and hand.**
  - b. Has the Ohio Criminal Sentencing Commission reviewed additional options to encourage judges to use these community options rather than sending non-violent offenders to limited prison space? **This process is already in effect.**
  - c. Have local probation departments prepared a listing of community options currently available for judicial use? **Yes**
  - d. Have faith-based and community programs contacted local probation departments through the Juvenile Court, Common Pleas Court, and Municipal Courts to inform them of programs and services available? Explain. **Yes, through our legislatures.**
8. Are faith-based and community programs being encouraged to supplement existing community and diversionary programs for offenders and to provide services that are not currently available? How? **Yes; Reentry Accountability Plan.**
  - a. Is DRC/DYS working with community organizations and probation departments to expand services available for offenders? How? **Yes, by working the Rap process.**
  - b. Has a community model been created that will help meet the basic needs of offenders within the community? Is it being created? Explain. **Some of our community model that is really working for us in the Ridge program, Children Incarcerated Parents known as CIP and Safe People.**
9. Has DRC/DYS taken a more active role in linking with the faith-based community to develop programs to meet the gaps in services to adult and juvenile offenders? How? **Yes, we have many prison ministries that come in our prisons.**
  - a. Has DRC/DYS reviewed current grant or subsidy programs to determine eligibility for faith community programs, in order to increase the number of faith-based and community programs available to judges for sentencing? **Yes**
  - b. Following identification of funding sources, is DRC/DYS actively working with the Governor's Office of Faith-Based and Community Initiatives to provide information to these organizations on funding availability? How? What is in place? **Yes, we are always researching to find funds to improve our offenders returning to our communities.**

- c. Is the Governor's Office of Faith-Based and Community Initiatives providing technical assistance to the faith community to assist them in developing competitive applications for state and federal funding? **Yes**

**10.** Has DRC/DYS, and Job and Family Services expanded efforts in partnership to work with employment centers and the faith community to increase practical employment opportunities for offenders in the community? Explain. **Pre Release.**

- a. Has a job placement program been implemented? **Yes**
- b. Does it provide:
- Information on job fairs to ex-offenders? **Yes**
  - Education of businesses/employers on the benefits of hiring ex-offenders? **Yes**
  - Incentives for employers to hire ex-offenders (i.e., tax breaks)? **Yes**
  - Increased involvement of faith-based and community groups? **Yes**
- c. Is there collaboration between the DYS, DRC and Job and Family Services who started the employment centers in Ohio? In what way? **Yes, because you have adults and youths. The laws have different criteria's for adult and youth.**
- d. Has a program been implemented with the goal to get jobs for offenders upon release, and also to match them up with jobs of interest to the offenders, specifically ones at higher wages and skill levels, if possible? Explain? **Pre Release and the one stop shop center.**
- e. Has the DRC Omnibus Reentry legislation been enacted to reduce unnecessary sanctions in the law and thus made training more relevant? **Not really.**

### **Institutional Programming**

**11.** Is DRC/DYS working with the faith community and faith volunteers to develop and expand programs within the institutions? **Yes**

- a. Do current programs include the following? Are they being developed? Are they being expanded? **Yes**
- Life skills? **Yes**
  - Financial management and budgeting? **Yes**
  - Personal hygiene? **Yes**

- Family programs including:
    - Family and community-based orientation? **(Blank)**
    - Family mediation? **(Blank)**
    - Family education and orientation program? **(Blank)**
    - Transportation and video conferencing for visitation? **(Blank)**
    - Parenting? **Yes**
- b. Dynamic risk factors that impact offender behavior and risk of reoffending include: antisocial personality, companions, interpersonal conflict, social achievement, substance abuse, and criminogenic needs. Treatment programs can influence and change offender behavior during the time they are in an institution. Programs that address criminogenic needs are programs designed to change offender attitudes, cognitions, behavior toward authority, employment instability, education, housing, and leisure time.
- Is DRC/DYS working proactively with faith-based and community groups in the development of programs that will meet the criminogenic needs of offenders in institutions? How?
- Yes; by giving them a balance of directions to be better prepared to go home and stay home.**
- c. Have specific life skills programs been developed in the following areas?
- Budgeting? **(Blank)**
  - Parenting? **(Blank)**
  - Job searches? **(Blank)**
  - Anger management? **(Blank)**
  - Appropriate leisure-time activities? **Yes**
- d. Is emphasis centered on using a mentor-type relationship for such training? **Yes**
- e. Has legislation created a new community-based reorientation program whereby non-violent offenders could be released to the community up to 30 days prior to the expiration of their sentence to arrange for suitable employment, housing, treatment services, etc.?
- Yes, in progress.**

- f. Have video-conferencing opportunities for the families, particularly children of offenders, been expanded? Are they used as an incentive program? **Yes, the CIP Program is an excellent example.**
- g. Do volunteers facilitate the improvement of family relations through coaching in basic relational skills or involvement in family mediation programs? **Yes**
12. Has DRC/DYS expanded partnerships with national organizations including faith-based and community organizations to provide programming in state institutions? Explain.  
**Yes, CIP, The Ridge Program, the Big Brothers and Big Sisters program and also Churches that come in.**
- a. Does DRC/DYS have a stated plan for the extent of their involvement in prison programming that specifies any limitations seen as necessary? What is it? **Yes, we have reentry approved programs.**
13. Does DRC/DYS involve the faith community when appropriate, in the development of release plans for the offender that flow from the institution to community reentry? Explain.  
**Yes, this is part of the Reentry Accountability plan. This follows the 8 domains.**
- a. Are community actors and organizations a part of reentry planning for those offenders who will shortly be returning home? Explain. **Yes, we have a short term offender program that is newly established.**
- b. The best ideas and programs will serve no purpose in helping offenders live out productive lives after their release if there is no effective community follow-through. Is there effective community follow-through? **Yes, again this is part of the Reentry Accountability Plan.**
- c. Is there a mentorship program for offenders at your facility? **Yes**
- d. Are faith-based and community volunteer groups actively developing such a program for participation by offenders at your facility? Explain. **Yes, we have volunteers that come in and see our offenders on a regular basis.**

### **Reentry Programming**

14. Have methods been developed to increase and encourage the involvement of the faith community in various reentry efforts, and to encourage collaboration among faith groups? What are they? **Yes, reentry and faith based while working with our community is our Department's priority.**
- a. What has been done to make the faith community aware of programs and training for the faith community's involvement? **Communication.**

- b. What has been done to create awareness among the faith community of the needs of ex-offenders and the avenues to get involved? **Communication and partnership.**
  - c. What effort has been made to inform the faith community of the needs of ex-offenders and volunteer opportunities available? **Meetings and working together.**
  - d. Have leaders among the faith community been identified? How? When? **Yes, through our partnership with them.**
  - e. Have staff been used to accomplish this, using existing organizations, groups and established relationships? Explain. **Yes, through our programs we have established.**
  - f. Has this educational opportunity been extended to faith groups of all kinds? **Yes.**
  - g. Has an easily visible section been added to the DRC (or DYS) web site for the faith community that identifies different programming opportunities for volunteers? **Yes.**
  - h. Does the section contain volunteer opportunities linked to specific communities in Ohio, including contact information for volunteer coordination within each department or institution as needed? **Yes.**
- 15. Are offenders informed of various housing options before leaving prison or immediately upon release? How is this done? **Yes, this is done through case manager. Also pre-release program.****
- a. Although the offender is no longer in prison, he/she is still subject to housing restrictions due to the crime committed (i.e. sex offenders), which creates more difficult circumstances and specialized needs. Are seminars, with free legal or consultation services provided, along with increased involvement of the faith community? **This may be something his parole or probation officer may help him with.**
  - b. Is legal advice in these situations available? Have partnerships been formed with local law schools to achieve this end? **No, I don't believe we can assist with legal advice.**
  - c. Are presentations by the federal Department of Housing and Urban Development provided to ex-offenders to provide information on their options upon leaving prison, and knowing how to navigate through the many restrictions placed on them? **Yes.**
  - d. How has DRC/DYS made better use of existing federal programs that aim to address the issue of housing? **By giving solid information to our clients before release.**
- 16. Has DRC/DYS partnered with grassroots and community organizations in an educational effort towards the general public aimed at decreasing the negative stigma of ex-offenders and making the public aware of the needs involved in the process of reentry? What has been accomplished and how? **We post a lot of information on the internet for our public.****

- a. What educational efforts have been made to:
  1. Assure the public that their best interest is at hand, that public safety is not at risk, but will improve with these efforts, and to  
**Work release programs. Victim awareness with our department working directly with the victims.**
  2. Inform the public of the many needs of ex-offenders to help them transition successfully back into society?  
**Our adult parole authority. Educating our public.**
- b. Are grassroots agencies and advocacy groups being made aware of and sold on this effort, so that they can help to market the increased public safety and reduced criminal justice costs associated with effective offender reentry? How? **Yes, but we probably could be much more effective. By communicating better through our public relations administrators.**