

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

**Prepared and Submitted by CIIC Staff**

**July 8, 2008**

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**Correctional Institution Inspection Committee Report  
on the Inspection and Evaluation of  
Dayton Correctional Institution**

**INSPECTION PROFILE**

Inspection Date: April 28, 2008

Type of Inspection: Unannounced

CIIC Member and Staff Present: Representative John White, CIIC Chair  
Shirley Pope, CIIC Director  
Toni DelMatto, CIIC Inspector  
Carol Robison, CIIC Inspector

Facility Staff Present: Lawrence Mack, DCI/MEPRC Warden  
Don Overstreet, ACA Coordinator and Labor Relations Officer  
Alan Mattingly, Inspector of Institutional Services

The Warden was present from the beginning of the inspection of the Dayton Correctional Institution inspection until noon, when he and DCI Inspector Mattingly accompanied Representative White and CIIC Inspector Robison to the Montgomery Education Pre-Release Center. A separate report on the inspection of the Montgomery Education Pre-Release Center was completed on June 26, 2008.

The ACA Coordinator and Labor Relations Officer Overstreet accompanied CIIC Director Pope and CIIC Inspector DelMatto throughout the inspection of the Dayton Correctional Institution, while Representative White met with correctional officers to gain a better understanding of their job and challenges.

Many additional DCI staff were met in their respective work areas during the course of the inspection, including but not limited to: Entry Officers, HVAC Vocational Instructor, Health Care Administrator, Food Services Supervisor, Activity Therapist, Employee of the Year, past and present Officer of the Year, Deputy Warden of Operations and former MEPRC Warden.

**AREAS AND ACTIVITIES INCLUDED IN INSPECTION:**

- Medical Services including sick call waiting area, exam rooms, records room, Infirmary, Dental Clinic, Optometry
- Segregation Unit including indoor/outdoor recreation area
- Food Services
- Chapel/Orientation Area
- Education Area
- Library

- Recreation Department including gymnasium
- Heating, Ventilation, Air Conditioning Vocational Program
- Housing Units: Raiders Unit, Tartans Unit including Family Life Center (Tartans 1) and Preferred Housing (Tartans 2) including Greyhound Rescue program, Exodus Program Unit
- Visiting Room for closing/exit discussion, plus discussion with “GEM” volunteers with Group Dynamics, Education and Mentoring Program.

### **STATUTORY REQUIREMENT TO ATTEND GENERAL MEAL PERIOD**

CIIC staff attended the general meal period in the inmate dining room, which included a discussion with the Deputy Warden of Operations and ACA Coordinator. The meal consisted of a hamburger, fried potatoes, corn, whole orange, and green Kool-Aid. A plastic combination spoon and fork was issued to each person at the food line. The food was appropriately warm and of satisfactory taste. It was reported to be a very popular meal with the inmates. The dining room was quiet during the meal, but it was neither silent nor tense. Not even one inmate approached the CIIC, asked a question, or relayed any concern during the meal.

While in the segregation unit, DCI staff relayed that the inmates in segregation had lunch between 10:30 and 11:00 p.m. One of the inmates relayed that he had a hamburger, fruit, potatoes, vegetable and milk or juice. The meal was described as “good,” and meals generally were described as “Okay.”

### **STATUTORY REQUIREMENT TO ATTEND A REHABILITATIVE OR EDUCATIONAL PROGRAM**

The inspection included observation of orientation being provided to nine inmates who arrived at the institution in the past seven days. One presenter provided information on the Children of Incarcerated Parents Program.

The CIIC also visited the Family Life Center located in housing unit Tartans-1, where participants of the Children of Incarcerated Parents program reside. Unit staff relayed that eligibility criteria of participants include the following:

- That a participating parent or relative live in Hamilton County,
- That the inmate be less than six months to release, and
- That the inmate has no domestic violence conviction.

Staff relayed that the program is provided in partnership with Talbert House, whose staff visit the institution to teach participants corrective thinking, a form of cognitive behavior therapy, while the institution staff provide programs such as financial management and parenting. The staff relay that they work with the inmate, while Talbert House works with the family, which may be the inmate’s partner or other relative, often their mother.

While in the Preferred Housing Unit, Tartans 2, CIIC spoke with three inmates who are dog trainers in the Greyhound Rescue Program, who interacted with each of their assigned dogs. Two of the dogs were in a large cage inside of their inmate's cell, while one inmate preferred not to use the cage. In his cell, a bed of blankets for his dog was on the cell floor.

A portion of a class in the Heating, Ventilation, Air Conditioning (HVAC) Program taught by Instructor Glen Walker was observed. Seventeen students were present. In addition, a communications class was in progress with 11 inmate students. The atmosphere was respectful, yet relaxed.

Observation included four classes of students, each with a teacher present and with students actively participating. Classes included:

- Adult Basic Education,
- Pre-GED
- GED and
- Computer program classes.

One class had three students, while another had six. Another class had 11 students. The largest class had 12 students.

## **SUMMARY**

Built in 1987, Dayton Correctional Institution is a level two (medium) and level one (minimum) security facility that houses 481 male offenders. The institution is unique in the fact that it is the only level two (medium) security facility in which all inmates are housed in single cells in one of four different housing units. The grounds and architecture are also more campus-like than a traditional prison. An abundance of programs and educational classes are available to inmates including: HVAC, Culinary Arts, GED Preparation, Sinclair College, Exodus II, Children of Incarcerated Parents, and Advanced Job Training. The inmates were observed as very orderly, and there were no indications of idleness. DCI staff members were genuine, friendly and courteous to CIIC staff, and they demonstrated positive interaction with the inmate population. Staff layoffs due to the budget cuts have obviously affected staff and morale. However, there were no staff complaints or even pointed discussion about the layoffs, just a quiet acceptance and unspoken sadness.

## **FACILITY PROFILE**

As stated on the ODRC website:

- *The Dayton Correctional Institution seeks to provide offenders of felony convictions within Ohio with a safe, efficient, humane and appropriately secure correctional institution, while maintaining dedication to the protection of citizens of the State of Ohio and the local community.*

- *The institution seeks to provide its employees with opportunities for professional growth and development through education, mentorship, and training.*
- *Mindful of Ohio Department of Rehabilitation and Correction's initiatives of re-entry, community service, and victim reparation, they seek to instill in offenders an improved sense of responsibility and the capacity to be law-abiding members of society.*

The Dayton Correctional Institution is also unique in that it is in an urban setting. The facility's campus style layout contributes to a positive, less-institutional environment. The housing units are equally impressive in their architecture, with a design that is perfectly compatible with unit management. Although staff referred to the housing areas as "dorms" they were observed as individual single cells grouped into blocks or pods. The facility is also unique because there is no overcrowding at DCI due to the use of single or one-man cells. The "dorms" are named Flyers, Marader, Raider, and Tartan. One is labeled "Exodus II" based on the unique re-entry program of the same name that began at the Marion Correctional Institution.

DCI staff relayed that the nearby Montgomery Education and Pre-Release Center is now considered to be a minimum correctional camp under DCI jurisdiction. The camp was also referred to as a "community service camp." Inmates assigned to MEPRC will come from and through Dayton Correctional Institution, and must be Level One (minimum) security. MEPRC will have inmates classified as level one A and those classified as level one B.

### **AMERICAN CORRECTIONAL ASSOCIATION ACCREDITATION**

Facility staff proudly relayed that the Dayton Correctional Institution is the only institution that has achieved back-to-back 100 percent American Correctional Association (ACA) standard compliance, and staff are hoping to achieve three consecutive 100 percent ACA standard compliance in the next audit.

Staff relayed that three years ago, Performance-Based Standards were developed with outcome measures. Staff relayed that they review monthly statistics to monitor outcomes and it provides a new way to monitor practices as well as the results of changes.

Staff relayed that "Ohio Standards" reportedly created and followed by DRC, "supercede" ACA Standards and in many cases go beyond the requirements of the ACA Standards. In follow-up on the subject, CIIC staff contacted the DRC Public Information Office to request information on the "Ohio Standards." It was relayed that such standards are used by DRC to prepare for ACA audits.

## STAFF

There were 210 total staff members at Dayton Correctional Institution as of April 2008. The security staff accounts for 101 of the total staff, comprising 48.1 percent.

### Displacement and Job Abolishment

Many of the staff members were deeply affected by the impending ODRC staff reduction. Just days prior to the inspection, major changes had already taken place among the staff at Dayton Correctional Institution and Montgomery Education Pre-Release Center. Staff relayed that between the two institutions, 40 positions have been eliminated and some staff have accepted demotions. Some of the employees now work at both institutions as part of the consolidation. Staff relayed that the staff reduction schedule is divided into three phases as follows:

- Phase One: Some in unclassified positions are moved into available classified positions.
- Phase Two: Some management positions are abolished
- Phase Three: Some in bargaining unit positions are displaced on a seniority basis.

In follow-up communication from the DRC Assistant Director, a letter regarding the staff reductions of May 9, 2008 from the DRC Director to colleagues was shared. It includes:

Today, we will begin the process of notifying exempt staff that will be affected by the displacement and job abolishment process. We began our reviewing, reassessing and restructuring process back in January. I realize this has been a challenging and stressful time for all of our DRC family. No one could have foreseen that we would be in the midst of such a massive staff reduction.

There will be employees who have many years of service with this agency in the ranks of the unemployed and others who will find that they have been displaced to another position within this agency. As we prepare to begin the process of notification I want to remind all employees that this is a stressful time for everyone here at DRC and we need to continue to exhibit compassion and concern for one another.

The DRC Intranet Budget Impact site is still the official site for updates and accurate information. In an effort to assist those affected employees, we will have the Retention Certification List posted on this site and there will be a link to the newly created **Transitional Employment Opportunities** site. Hopefully you will utilize these links to seek employment opportunities with private and government agencies that are actively recruiting and hiring.



Also, please be mindful that you can contact the **Employee Assistance Program** or refer to our **H.E.A.L.** resource manual if you feel that you need some outside support. Contact information is located on the Budget Impact site.

While this is a challenging and somber time, we must continue to operate our agency in an efficient and effective manner. I am confident that we can and will be able to navigate our way through this process while still maintaining the mission of DRC.

Please remember to utilize all of the resources available to you. We will continue to keep current information on the Intranet site to assist all of our colleagues as we go through this reorganization and transitional process.

### **Suicide Prevention**

During the observation of an inmate suicide cell at Dayton Correctional Institution and discussion of proposed improvements in the DRC policy on suicide prevention, facility staff mentioned that a special program has been developed on suicide prevention for DRC employees. In follow-up communication on the subject, a copy of the H.E.A.L. Community Resource Guide, which stands for Helping Employees through Awareness and Learning, was provided for review. The packet of information includes a communication of October 23, 2007 from DRC Director, Terry Collins to all ODRC employees regarding an Employee Focus Survey. The memo includes:

...there have been a number of recent employee suicides in the ODRC family. In response to these tragic circumstances, a Committee has been appointed and tasked with developing recommendations for improving services to employees which are aimed at providing support and resources to assist them in managing the daily stresses and strains in their lives. The Committee consists of a team of ODRC employees, Union Executives, and outside (e.g., DYS, EAP) who are actively working on designing and developing stress management, awareness, and intervention programs.

The memo relays that a random sample of employees was selected to complete a survey. The information packet also includes a memo of April 2, 2008 from DRC Deputy Director, Toni Brooks to Managing Officers relaying the following:

In recent years, the Ohio Department of Rehabilitation and Correction (ODRC) has experienced several staff suicides both during and after work hours. This is an area of great concern to our Department. Because of this, Director Terry Collins assigned a task force to address staff suicide. Working in the field of corrections can be stressful, and research shows that correctional employees have a higher rate of divorce, early death, medical problems and substance abuse. While it is stressful, it is also

important to point out that the work we do has a positive impact on many individuals and the community. We want our employees to lead a life that is both productive and fulfilling at work and at home. While achieving and maintaining balance is a goal, oftentimes, it may seem that life stressors are overwhelming, never ending and solutions are hard to find. Whatever the situation may be, it is important to recognize that help is available and the situation can improve with proper intervention and access to resources. This is a resource guide for employees. It is our hope that this guide will lead our employees to the resources that may assist them in addressing their concerns and of those they care about. Please make this guide accessible for all employees.

The information packet from the institution includes a memo of April 14, 2008 from the Dayton Correctional Institution Warden to DCI/MEPRC staff regarding H.E.A.L. It includes:

Several months ago a large random sample of employees were selected to participate in an Employee Focus Group Survey that dealt with stressors on and off the job, mental health issues, substance abuse and other concerns that may lead to staff suicides. Once ODRC received the results from Survey-Monkey, Director Terry Collins assigned a task force to effectively assist our staff and their families to better deal with the serious mental health concerns. In working with DRC Staff, Unions, Ohio Department of Mental Health, the Ohio Employee Assistance Program, the Ohio Suicide Prevention Foundation and other professionals have created the H.E.A.L. (Helping Employees through Awareness and Learning) Community Resource Guide available in hardback manual or CD. It is important that all staff and their families have this H.E.A.L. Community Resource Guide and/or CD available to them...Lastly, it is important that we remember to be sensitive to those around us and remain compassionate during these difficult times as there are stressful days ahead for all of us.

The Resource Guide includes a letter from the DRC Director which states:

The employees who comprise this department are all dedicated and committed persons who work in an environment that can be stressful and demanding. Over the past three years, staff suicide has become a problem that we, the DRC family, have experienced. As Director of this department, I have become concerned about these suicides and their affects on staff and family members, that I have appointed a task force to examine the issue of staff suicides. The Department has stressed the importance of suicide prevention for offenders and worked unceasingly to improve our prevention efforts. We now need to pay attention to prevention issues within our corrections family. We must be encouraging our staff to utilize the same prevention information (signs and symptoms)

that we provide in our pre-service trainings with our co-workers. We must be committed to addressing the serious mental health issues of our staff and co-workers, when the outcome could be a serious one...We are committed to finding new ways to effectively assist our staff and their families with this mental health concern. As a start, I have included contact numbers of mental health professionals for staff who may be aware of co-workers who present signs and symptoms, or staff who are experiencing problems themselves...Please know that I am concerned about each and every employee in this department and I am hopeful that this task force will be able to shed some light on this problem. We have to be mindful of our co-worker and make sure that we continue to operate in the spirit of a corrections family.

The DRC Director further relayed that he appointed the North Regional Director and Chief of the Bureau of Mental Health Services as co-chairs of the task force, who will be working with DRC staff, the unions, Department of Mental Health, Ohio Employee Assistance Program and Ohio Suicide Prevention Foundation.

The Resource Guide includes sections on:

- Suicide Education and Prevention with Warning Signs and How to Help:
- Employee Assistance Programs and ODRC Coordinators
- United Behavioral Health, the manager of mental health and substance abuse treatment.
- Mental Health Services and Resources
- Addiction Services
- Domestic Violence including physical, sexual and psychological abuse
- Veterans Administration Resources
- Aging Population and Services
- Financial Resources for Financial Stressors
- Legal Assistance
- Family Resources
- Grief Stages: Denial, Anger, Bargaining, Depression, Acceptance
- Workplace Violence Prevention: ODRC has implemented the Prevention, Identification, and Response to Workplace Violence Policy, 31-SEM-08 to promote a safe work environment through prevention of workplace violence by outlining steps to respond to incidents of workplace violence, identifying ways to support victims of workplace violence, and informing all employees that the ODRC has “zero tolerance” for violence in the workplace.
  - All incidents are to be reported both verbally and in writing. Each institution and APA regional office will identify a Workplace Violence Liaison who will work closely with the Victim Coordinator to support the victim of workplace violence, track workplace violence incidents within their location, and report all incidents identified to the Office of Victim Services.
- Critical Incident Stress Management Program: The Program serves DRC employees and their families during emotional or traumatic situations. Each

institution and APA Region has Critical Incident Support Team Members available to support staff during difficult times. The Teams include peers and licensed professionals.

- **Alternative Dispute Resolution:** Help to resolve a conflict is available through mediation, which is an informal, structured process in which a neutral third person assists disputing parties in finding their own solutions to a problem. Mediators are trained DRC employees and are selected from a worksite other than the worksite that has requested the mediation.
- **Self-Assessments:** Signs and symptoms associated with mental health concerns, burn-out and self-assessment tools.

### **Social Service Management Model**

The DRC Assistant Director provided follow-up communication regarding the DCI staff report that unit management in the higher security institutions will be eliminated due to the budget and staff reductions. According to the information, planners believe the Social Services Management Model will strengthen the DRC response to needs of offenders. It will be used to guide services at the Level 3 prisons (Lebanon, Mansfield, Ross, Warren, Toledo and Trumbull Correctional Institutions), and the Level 4 and 5 prisons (Southern Ohio Correctional Facility and Ohio State Penitentiary). Implementation was to occur on July 1, 2008.

### **Other**

The Correctional Officer of the Year was introduced. Staff relayed that two to three Officers from each shift serve on an interview panel along with unit staff, management and the past CO of the Year to select the Correctional Officer of the Year.

One staff person in the administration relayed that a kite was received from an inmate with many questions and concerns regarding his release day. The administrator relayed that she would interview the inmate, who had been placed in segregation since the date of the kite communication. It was later verified that the administrator did in fact speak to the inmate. The kite prompted questions about why the inmate did not contact or was unable to receive answers to his questions from his unit staff.

## INMATES

As of April 2008, the Dayton Correctional Institution inmate population was 481. Of the 481 inmates, 310 were black, comprising 64.4 percent, 167 were white, comprising 34.7 percent, and four were considered “other”. In regard to security level, as of April 2008, 251 inmates were classified as security level one (minimum security), comprising 52.2 percent of the population, and 230 inmates were classified as security level two (medium security), comprising 47.8 percent of the population.

Table 1.  
**Racial Breakdown of Inmate Population at the Dayton Correctional Institution in April 2008 with Number and Percent**

Inmate Race	Number	Percent
Black	310	64.4%
White	167	34.7%
Other	4	.8%
<b>TOTAL</b>	481	100%

Staff relayed that inmates with a medical classification of level 3 and above are *not* eligible for placement at Dayton Correctional Institution. DRC policy defines medical level three inmates as:

*Those inmates requiring frequent intensive, skilled medical care but who need assistance with no more than one of their activities of daily living.*

Further, inmates who require psychotropic medication, which would include those classified as mental health level C1 and C2, are *not* eligible for placement at DCI.

Additional criteria for placement at DCI from the Bureau of Classification is as follows:

- No capital offenses
- No psychiatric inmates
- No serious medical inmates
- Board or release date should not exceed six years
- Inmate’s security level cannot exceed Level 2
- No prior or current escape history
- No prior or current felony 1 or 2 convictions or current convictions for kidnapping, abductions, sex offenses, etc.
- No high notoriety cases
- No inmates over the age of 45.

Based on CIIC staff’s understanding of facility staff communication regarding the extent to which sex offenders are totally excluded from placement at the Montgomery Education Pre-Release Center, clarification was provided in follow-up communication. It was relayed that the sex offender issue relates to the policy instituted due to a 1986 agreement

with the city of Dayton, which is still used to place inmates at Dayton Correctional Institution. The above listed current criteria were also provided, which reflected information provided by facility staff on site. It was also relayed that the seventh bullet point in the above criteria list specifically prohibits sex offenders.

Facility staff relayed on site that all MEPRC inmates will first be assigned to DCI for decision on who is appropriate for MEPRC. This was verified in follow-up communication, noting that if an inmate is ineligible for Dayton Correctional Institution, the inmate will not be able to be placed at MEPRC. Therefore, the above listed criteria equally apply to DCI and MEPRC. It was clarified that this is not a change for the agency. It was also relayed that neither Dayton Correctional Institution nor the Montgomery Education Pre-Release Center has ever received sex offenders. Staff relayed that professional staff screen inmates being considered for placement at MEPRC as level one A or B (formerly minimum 1 and minimum 2).

From January to April 2008, there have been eight reported use of force incidents at DCI. All eight of the inmates involved were black inmates. Out of the eight use of force reports, two were assigned to a Use of Force Committee, while the remainder were found to have no additional action needed.

Also during the same time period, inmates filed a total of 76 informal complaints. Only five actual inmate grievances were filed with the Inspector, and two of the grievances came from the same inmate.

### **CIIC DATABASE: CONTACTS AND CONCERNS 1/1/07 to 4/22/08**

From January 1, 2007 to April 22, 2008, the CIIC has received 2,502 contacts expressing 9,187 concerns regarding prisons statewide. Remarkably, only three contacts regarding Dayton Correctional Institution have been received from two individuals. Of those three contacts, only two types of concerns about DCI were reported to the CIIC office.

Contacts have been received regarding 30 institutions, and the Dayton Correctional Institution ranks lowest on that list, with the least amount of contacts. For the breakdown of contacts by institution, please refer to Table 2. below.

The four most common concerns reported system-wide pertain to Use of Force/Inappropriate Supervision, Staff Accountability, Health Care, and the Inmate Grievance Procedure. None of the two categories of concerns received regarding Dayton Correctional Institution fall in these most common categories. Instead, the concerns pertaining to Dayton Correctional Institution fall in the Legal Services and Inmate Visiting categories. Specifically, one complaint was received about the typewriters being replaced in the library with computers, and one complaint was received about the visiting rules. Table 3. shows the categories of concern relayed to CIIC, showing how the concerns reported regarding DCI rank in comparison to the rest of the prisons.

**Table 2. NUMBER OF CONTACTS RECEIVED BY CIIC REGARDING THE PRISONS WITH BREAKDOWN BY INSTITUTION FROM JANUARY 1, 2007 TO APRIL 22, 2008**

<b>INSTITUTIONS</b>	<b>NUMBER OF CONTACTS</b>
SOCF	448
NCCI	156
MCI	156
WCI	141
GCI	118
OSP	109
ManCI	108
CCI	106
ACI	100
LeCI	100
LaECI	93
MaCI	80
LoCI	71
ToCI	61
Other	59
NCI	55
ORW	47
TCI	35
NEOCC	32
BeCI	31
HCF	26
OCF	22
LorCI	19
CRC	18
NCCTF	13
SCI	13
CMC	5
FPRC	4
NEPRC	4
<b>DCI</b>	<b>3</b>
<b>TOTAL</b>	<b>2,502</b>

**Table 3. NUMBER OF CONCERNS REPORTED TO CIIC REGARDING THE PRISONS FROM JANUARY 1, 2007 TO APRIL 22, 2008 BY CATEGORY OF CONCERN**

<b>Category of Concern</b>	<b>Number of Concerns</b>
Use of Force/ Inappropriate Supervision	1,304
Staff Accountability	1,126
Health Care	934
Inmate Grievance Procedure	845
Non-Grievable	634
Institution Assignment	368
Other	324
Safety/Sanitation	290
Special Management Housing	287
Protective Control	278
Personal Property	260
Facility Maintenance	254
Food Service	254
Discrimination	215
Mail	179
Security Classification	164
Housing Assignment	148
Psychiatric/ Psychological	148
<b>Legal Services</b>	<b>139</b>
Inmate Account	138
Commissary	132
<b>Visiting</b>	<b>130</b>
Job Assignment	123
Education/Vocational Training	87
Laundry	68
Recreation	68
Dental	61
Records	45
Librarian	44
Recovery Services	44
Telephone	41
Religious Services	35
Inmate Account	20
<b>TOTAL</b>	<b>9,187</b>



## CIIC DATABASE: CONCERN CODE LIST

With each contact from or regarding a particular institution, the problem, issue or concern is logged into the CIIC Database, using subject categories similar to those used by the ODRC in categorizing their inmate grievances.

The “Complaint Code List” from the ODRC Inspectors’ monthly reports was used as the basis of the CIIC database to log and categorize the reported concerns relayed by those who contact the CIIC. According to the ODRC list, and as standardized in the CIIC database, the categories consist of the following:

### I. INSTITUTIONAL OPERATIONS

#### **Health Care**

- Access/Delay in receiving medical care
- Improper/inadequate medical care
- Delay/denial of medication
- Medical records
- Eye glasses
- Forced medical testing
- Medical transfer
- Prosthetic device
- Medical co-pay
- Medical restriction
- Medical aide/device
- Other

#### **Dental Care**

- Access/delay in receiving dental care
- Improper/inadequate dental care
- Delay/denial of dentures
- Dental co-pay
- Other

#### **Psychological/Psychiatric**

- Denial/inadequate treatment
- Forced treatment
- RTU assignment
- Psychiatric medication
- Psych co-pay
- Mental health files
- Other

#### **Safety and Sanitation**

- Fire safety measures
- Dirty living quarters/work areas
- Cleaning supplies
- Vermin
- Unsafe living area
- Smoking/Non-smoking
- Unsafe work areas
- Unsafe work practices
- Handicapped facilities
- Air-water quality
- Other

#### **Facilities Maintenance**

- Toilets
- Sewers
- Showers or sinks
- Water temperature
- Painting/repair
- Windows
- Privacy screens
- Other
- Building temperature
- Lighting
- Ventilation
- Ceilings

#### **Food Services**

- Food temperature
- Food not properly prepared
- Poor quality
- Deviation from menu
- Inadequate substitute
- Foreign object in food
- Food portions
- Medical diet
- Religious diet
- Unsanitary cooking conditions
- Denial
- Other

#### **Laundry/Quartermaster (state clothing/bedding)**

- Clothing lost/ not returned
- Clothing damaged
- Improperly charged for damaged clothing
- Received soiled/damaged linen
- Denied exchange
- Does not fit
- Refusal to alter/repair clothing
- Denied item
- Other

**Commissary**

- Charged for item not received
- Denied commissary privileges
- Inadequate selection
- Insufficient quantities
- Pricing
- Poor quality
- Exchange/refund
- Warranty
- Other

**Inmate Account**

- Funds lost/not posted
- Funds improperly refused
- Account balance
- State pay
- Court ordered collection (AR 5120-5-03)
- Other

**Personal Property**

- Lost, damaged, confiscated by staff
- Stolen or damaged by inmate
- Denied permission to receive/possess
- Other

**II. INSTITUTIONAL PROGRAMS****Education/Vocational Training**

- Educational programs
- Vocational programs
- Other

**Inmate Groups**

- Denial of permission to start
- Staff interference
- Other

**Job Assignments**

- Job assignment
- Job removal
- Preferential treatment
- Racial balance
- Evaluations
- Other

**Library**

- Library materials
- Library hours
- Other

**Recovery Services**

- Recovery services programs
- Earned credit
- Other

**Recreation**

- Recreation facilities/equipment
- Selection of activities
- Recreation hours
- Other

**Recreation**

- Recreation facilities/equipment

**Religious Services**

- Prevented from worship
- Religious materials
- Services for particular faith
- Other

**III. COMMUNICATIONS****Mail/Package**

- Delay/failure in delivery
- Delay/failure in sending
- Publication screening
- Handling of legal mail
- Handling of packages
- Damaged or missing
- Denial
- Postage charges
- Other

**Visitation**

- Visitor not approved/removed from list
- Visitor denied access
- Visit cut short
- Hours
- Rules
- Special visit
- Other

**Telephone**

- Inadequate access
- Denial of phone privileges
- Other

**IV. ADMINISTRATION****Records**

- Good time credit
- Jail time credit
- Inaccurate calculation
- Release of information
- Earned credit
- Other

**Legal Services**

- Law library hours
- Legal reference materials
- Legal assistance
- Typewriters
- Legal Kit
- Copy services
- Notary services
- Legal service in special management
- Access to legal property
- Other

**IV. STAFF/INMATE RELATIONS****Force/Supervision**

- Use of force with no report
- Abusive language
- Racial or ethnic slurs
- Conduct report for no reason
- Intimidation/threats
- Retaliation for filing grievance
- Retaliation for filing lawsuit
- Retaliation for voicing complaints
- Privacy violations
- Other

**Discrimination**

- Programs
- Jobs
- Benefits
- Disciplinary action
- Transfer
- Other

**Staff Accountability**

- Access to staff
- Failure to perform job duties
- Failure to respond to communication
- Failure to follow policies
- Other

**V. CUSTODY AND HOUSING STATUS****Security Classification**

- Instrument overdue
- Instrument incorrect
- Instrument overridden
- Procedural issues
- Other

**Institution Assignment**

- Transfer or denial
- Other

**Housing Assignment**

- Unit assignment
- Cell/bed assignment
- Racial bunching
- Other

**Special Management Housing**

- Placement
- Release
- Privileges
- Other

**Protective Control**

- Placement

## VI. INMATE GRIEVANCE PROCEDURE

- Informal Complaint
- Inspector
- Chief Inspector

## VII. NON-GRIEVABLE MATTERS

- RIB/Hearing Officer
- APA
- Court
- Legislative action
- Separate appeal process
- Other

## INSPECTION

### Entry/Exit

The CIIC member and staff were promptly received on arrival at the institution. Staff who were posted in the entry and exit area were extremely courteous and professional. Processing and screening was quick yet thorough.

### Medical Services

The inspection included the Medical Services department. Staff relayed that the most common problem seen in the infirmary is the common cold and sports injuries. A group of inmates was seated in a waiting area near the entrance, waiting to be seen on sick call. One inmate relayed that he “put in to see the dentist one year ago” and was still waiting. When asked if he used the grievance procedure to have the problem resolved, he responded that he did not use the grievance procedure. Other inmates relayed that the grievance procedure “doesn’t work” reportedly because “everybody sticks up for their co-workers.” The inmate’s name and number were provided to the Warden during the closing discussion at the end of the inspection, with the request for follow-up to determine the facts regarding the reported year wait to see the dentist.

The Health Care Administrator accompanied the CIIC throughout the medical department. Staff noted that the Health Care Administrator serves both the Dayton Correctional Institution and the Montgomery Education Pre-Release Center.

It was relayed that x-rays may be taken on site, eliminating the need for trips to outside facilities for x-rays. The emergency equipment that is transported to patients in need of such care was observed. Staff relayed that they are able to respond in four minutes or less. It was also noted that each week, from one to two emergency calls are received. Staff also relayed that they appreciate the fact that they now have a “scheduler” on staff, a person who coordinates all outside medical services at the Ohio State University Hospital. Staff relayed that they use Miami Valley Local Hospital when needed.

In one of the rooms, a Nurse Practitioner was seeing a patient. Staff relayed that the Nurse Practitioner conducts a “form of Doctor’s Sick Call.” It was relayed that the doctor

comes to the institution two times per week, while the Nurse Practitioner is there everyday.

Staff relayed that if an inmate needs medical services, they fill out a Health Services Request Form and drop it in the designated box. Outside the door to the infirmary was the sick call box, along with plenty of request forms. Staff relayed that the forms are picked up every day on second shift, and the inmate will be seen the following day.

If an inmate requests to see a doctor, even though the nurse may disagree that the inmate needs to see the doctor, the staff relayed that the inmate *will* be seen by the doctor. Such has reportedly been their practice for a long time.

Two observation cells were viewed. Staff relayed that they are used for medical purposes only, including for test preparation prior to outside medical services at OSU Hospital.

Their safe cell in the infirmary is huge compared to any single cell. Running water is accessible inside the cell, but it had been turned off. A shower was taken out of the cell as a safety precaution. The bed consists of a leather-like vinyl covering with an incline instead of a pillow. There are metal rings on the floor where restraints may be attached. Staff relayed that they have had no need to use restraints in the last several years. Staff relayed that an officer is stationed outside the door and observes an inmate that is placed in the safe cell. There is a very clear view looking into the safe cell from outside the door. It was also relayed that they have had three or four suicides in DCI's history, and that all occurred in the housing units.

The infirmary also has both a dental and optometry clinic. It was relayed that the dentist comes to the institution two times per week, but the schedule is expected to change to three days per week. Staff also noted that the Optometrist visits the institution once per month.

Examination room one, the medical and mental health records room, and conference room with telemedicine equipment were also observed. The entire area was clean and in excellent order. Staff relayed that inmate porters are assigned to clean the area. It was also relayed that no inmate provides medical or related services.

The medical monthly institutional summary for DCI shows that in the month of March 2008, there were 144 inmate visits to sick call. Twenty-five of those inmates were referred to see the physician. The physician worked a total of 80 hours in the month of March. The infirmary handled 18 emergencies on site in March, while two emergencies required the inmates to be sent to a local hospital.

In addition, the summary shows that there were 103 inmate visits to the dentist, and three of those visits were for emergency dental care. The dentist worked a total of 62 hours in March 2008.

Other medical services included 10 inmates seen for optometry services and 13 inmates seen for podiatry in March.

The pharmacy at Dayton Correctional Institution filled 471 prescriptions, of which 118 were refills and 353 were new prescriptions.

### **Segregation**

The segregation unit has 20 cells available for use. On the day of the inspection, 19 of the cells were occupied. Four of the inmates were not in their cell during the walk-through due to participating in their recreation period. One of the inmates in segregation relayed that he is being transferred to Lebanon or Warren Correctional Institution, reportedly due to a conduct report for disrespect, which he alleged was his only rule violation since arrival at Dayton Correctional Institution. Staff relayed that it is unusual to have so many in segregation at DCI. It was explained that a number of inmates were reportedly involved in gang activity, accounting for the higher than normal number in segregation.

Four of the inmates in segregation were in Security Control. The Administrative Rule on the subject states:

*An inmate may be placed in security control: When needed to facilitate an investigation prior to the issuance of a conduct report or other administrative action, criminal prosecution; and/or, Pending a hearing before the rules infraction board; Pending transfer to another institution; As a temporary housing assignment for inmates to facilitate an inmate's appearance in judicial or administrative proceedings. The deputy warden of operations may authorize an inmate to be held in security control pursuant to an investigation for up to seven days. If the investigation has not concluded at the end of the initial seven-day period, the warden may authorize that the inmate be held in security control for an additional seven days.*

Seven of the inmates in segregation were in Disciplinary Control. Placement into disciplinary control results when:

*An inmate who has been found guilty of a rule violation by the RIB, pursuant to rule 5120-9-08 of the Administrative Code, may be placed in disciplinary control. An RIB panel may impose up to fifteen days in disciplinary control for a single violation or series of violations arising out of a single event.*

Eight of the inmates in segregation were in Local Control. Department of Rehabilitation and Correction's Administrative Rule on Local Control provides the following:

*An inmate may be placed into local control if the warden determines after a hearing that: The inmate has demonstrated a chronic inability to adjust to the general population, or the inmate's presence in the general population is likely to seriously disrupt the orderly operation of the*

*institution. Placement in local control shall be for an indefinite period, but shall not exceed one hundred eighty days unless the prior written approval of the director or his designee has been obtained.*

At the time of the inspection, no inmates in the segregation unit were under investigation for protective control placement. Staff relayed that the 20 cells are not designated for a particular status, such as local control, disciplinary control, or security control. Rather, any cell may be used for any such status.

Facility staff relayed that all inmates housed in segregation stay in a single cell, which is definitely not the case at other level two institutions and most level three institutions where double-celling in segregation is common. The layout of the DCI segregation unit includes two wings and two floors. The unit is separated into "Priority 1" and "Priority 2". Each side of the unit has five cells on the first and second levels. Fire doors are available on both sides of the unit in case of an emergency evacuation.

Staff relayed that when an inmate is placed in segregation, they are taken to a cell, strip-searched and given the proper clothing for segregation. Dayton Correctional Institution had plenty of clothing available to give the inmates, and also had a variety of sizes on hand. It was relayed by staff that they always make sure to follow the pack up policy on inmate's belongings and make sure that the inmate's property is safe when they are in segregation.

Staff relayed that two officers are assigned to work in the segregation unit. One of the responsibilities of the officers in the unit is to check on the inmates every 30 minutes to ensure the safety of all inmates placed in segregation. In addition, the officers are responsible for distributing all meals within the unit. Inmates reportedly were given lunch trays between 10:30 and 11:00 p.m. One inmate relayed that they had a burger, fruit, potatoes, vegetable, milk or juice. This was the same meal as the meal served in the inmate dining room to the general population inmates. Staff relayed that they transport the meal to segregation as soon as it is ready, without delay, and ensure that hot foods are hot and cold foods are cold. Staff relayed that food temperatures are taken on arrival to segregation to make sure the temperature is appropriate. The Food Service Coordinator reportedly transports the food and maintains a Food Temperature Log.

Staff relayed that per DRC Administrative Rule 5120-9-11, inmates in segregation have the opportunity to shower and have recreation time at least five days per week. A review was made of the above referenced Administrative Rule in that regard. It states that Inmates placed in either security control or disciplinary control "shall receive the following cell privileges," which include:

- Opportunity for recreation exercise, outside of the cell, **no less than one hour per day, five days per week;**
- Opportunity to shower and shave **no less than five times per week.**

It is CIIC staff's understanding that the opportunity to shower and shave is *not* supposed to reduce the minimum required recreation time in segregation. This issue was raised long ago at a different prison, and resolved through a grievance appeal decision on the subject. It was CIIC staff's understanding from facility staff that Dayton Correctional Institution allows inmates to have the "choice" to shower or have recreation time for one hour five days out of the week. However, in follow-up communication CIIC staff were assured that the inmates do not have to choose between one or the other, and that the Warden will ensure that relevant staff are aware of required practices in this regard.

The segregation unit has two outside recreation areas in a courtyard in the middle of the building. Both areas are separated by a block wall and have a metal cage top. Each outdoor recreation area has a basketball hoop and pull-up bars for exercise. Two inmates are permitted to recreate together. If the weather is unpleasant, inmates have their recreation time in an inside room. The indoor recreation room is equipped with a picnic style table, a pull-up bar, and an inclined sit-up bench. The indoor recreation room includes a small three-shelf bookshelf with books for the inmates to read.

Staff relayed that inmates in segregation are also able to request books from the library once per week. Staff relayed that they do not allow newspapers in segregation, but they do allow them in general population. (Based on the visit to the library, the civilian librarian position has been and will likely continue to be vacant. In the interim, teachers are reportedly volunteering their time so that the library can stay open.)

One Segregation Officer relayed that an inmate porter goes around to the cells when they are all locked down and gives them "chemicals" to clean their cells. The staff person did not know what type of chemicals are reportedly provided. Staff also relayed that inmate porters used in segregation are segregation inmates, not general population inmates. Staff added that they are assigned to work the "whole day" but noted that a whole day of work in the prison is not equivalent to an eight-hour workday. Reportedly, they have a "six hour day at best."

An Individual Segregation Record Sheet was hanging on a clipboard outside of each cell. This sheet keeps track of both the meal and exercise times and must be signed off by the Officer in segregation. The segregation record sheet also keeps track of when the inmate received linens, clothing, a shower, hygiene items, toilet tissue, medical care, barber services, the ability to shave and clean the cell. Every seven days this record sheet is to be reviewed by supervisory staff, to ensure that basic needs are being met.

Staff also relayed that the Warden, Deputy Warden, Inspector, and Unit Staff come to segregation once per week to check on the inmates. Staff relayed that inmates would feel comfortable telling such staff about any problem.

Staff relayed that inmates in local control for extended periods of time are permitted to have some items from the commissary. An approved list of items allowed in segregation includes writing supplies and hygiene products. Inmates housed in segregation under



disciplinary or security control status are not permitted to purchase items from the commissary.

There is one safe cell in the segregation unit. Unlike the safe cell in the infirmary, this cell has running water in the sink and toilet. The cell appeared to be clean and there was a clear view from the outside of the cell for an inmate to be monitored. The bed was the same style as observed in the infirmary, made of a leather-like vinyl material with rings around the bottom, should the use of restraints be needed.

Staff relayed that copies of DRC Policies and Administrative Rules are kept in segregation for the inmates to review if they request them.

### **Food Service**

The meal provided to the general population inmates in the inmate dining room consisted of a hamburger, bun, mustard, fried potatoes, corn, whole orange, green Kool-Aid and a plastic combination fork and spoon termed a “spork.”

The dining room was occupied with inmates eating their lunch meal. It was quiet and orderly. The line proceeded in an orderly fashion and the inmates working the line wore hairnets and gloves. Inmates are called to the inmate dining room in the order of the cleanest unit, with the winner always eating first. Inmates on lock restrictions or drug sanctions are the last inmates allowed to eat. Staff relayed that inmates are permitted to sit where they choose in the dining room. The seating capacity is reported to be approximately 148.

Once inmates got up from eating their lunch, the inmate dining room workers were very quick to clean up the tables. Inmates leaving the dining room area were observed being patted down by an officer.

The food service preparation and serving areas were included on the inspection. All areas were clean. The sink for hand-washing had hot running water. Upon arriving to the kitchen area off of the inmate dining room, inmates were cleaning up from lunch.

The kitchen has two shifts for inmates assigned to food service, and they work one or the other. Staff relayed that about 50 inmates are assigned to work in food service. It was also noted that many like the fact that they work in food service because they stay busy, and like the incentives, such as food. The inmate workers do not include the inmates enrolled in culinary arts.

The civilian staff includes two supervisors and six food service coordinators. The floors, walls, ceiling, and all the kitchen equipment appeared to be in very good condition. It was reported that there are no current maintenance issues in the kitchen, and that the kitchen was renovated about nine months ago.

It was noticed that another medical sick call box is located in the dining room upon exiting the food service area.

### **Chapel/Orientation**

While inspecting the education building, new inmate orientation was underway. Staff relayed that such orientation is held weekly in the Chapel. A unit secretary provided information to nine new inmates about the Children of Incarcerated Parents Program available at the institution. Staff relayed that one person does not facilitate the entire new inmate orientation. Instead, staff from different departments provides orientation. While observing the orientation, Dr. Kamen from Mental Health Services provided a presentation for the inmates on suicide prevention.

Staff relayed that inmate orientation is to be provided to inmates within seven calendar days of their arrival at the institution. It was also noted that upon the initial arrival to the institution, verbal and written information is given to the inmates about sexual assault, the grievance procedure, and how to access medical and mental health care services.

Institution Inspector reports show that from January to April 2008, 140 inmates were given orientation from the Inspector on the inmate grievance procedure. Orientation was given to new arrivals once per week during this time period.

### **School**

Not only are education classes conducted in the education building, but programs are also conducted. The library is located in the education building as well. Classes observed included pre-GED with 12 students and a teacher, one class with six students and a teacher, an advanced GED class with 11 students and a teacher, and a computer program class with three students and a teacher present. Facility staff relayed that Sinclair College conducts classes in the evening.

As of April 2008, 50 inmates have been awarded GEDs in the year. During the month of April, 58 inmates were involved in Basic Education and four inmates were in Special Education. Another 46 were in Career-Tech Programs including eight in Culinary Arts, and 38 in HVAC. No inmates were enrolled in the cabinet-making program. Advanced Job Training served another 52 inmates in April, while 32 inmates were involved with an Apprenticeship.

### **Library**

Facility staff relayed that the library has not had a librarian for two to three months. It was noted that a librarian was interviewed and selected, but was not able to be hired due to the budget cuts. Admirably, teachers have been volunteering to open, close and provide staff coverage for the library. Their volunteerism truly deserves positive recognition. The library was actually closed at the time of the inspection, but inmates

were cleaning the area. Staff relayed that the library is currently open for use from Tuesdays through Friday from 8:00 a.m. to 3:30 p.m.

Staff relayed that there are five inmate workers assigned to the library: two Library Aides, two Law Clerks, and one Sanitation Worker/Porter. One of the Law Clerks relayed that the most common request of the Law Clerks is assistance with judicial release and jail time credit.

The library has ample seating and an adequate selection of books. Newspapers are available in the library for general population. As noted previously, newspapers are not permitted in segregation for security reasons.

CIIC staff requested to view the DRC Policies and Administrative Rules available in the library. At first, Administrative Rules were shown that are maintained in a binder on a high shelf not far from the ceiling. Sections of the Administrative Rules and updated Administrative Rules were missing. A second set of Administrative Rules is stored in a locked closet or small room. Since no staff person in the library had keys to the closet, another staff person with the keys was called to the library. The Administrative Rules were also maintained in a large binder, and also contained outdated material.

The teacher who was volunteering her time in the library relayed that if inmates need a copy of an Administrative Rule or Policy, it is provided to them at no cost by the following day. Copying costs for all other items were reported to be five cents per copy. It was noted that requests for Administrative Rules are extremely rare.

One of the Law Clerks was called in to locate current DRC Policies and Administrative Rules. The inmate relayed that he has been working in the library for three years but to his knowledge, the library has never received any copies of new Administrative Rules to update those in the binders. The inmate showed the CIIC staff a bound book of the Ohio Administrative Code dated June 30, 2006, which contained no insert of updates since that time. However, the inmate worker relayed that inmates may access the current Administrative Rules and DRC Policies on the computers in the library using Westlaw. It was explained that if an inmate wanted to print a copy, they would save it to their inmate number on the computer and then would be charged five cents per page.

If the vacant library position absolutely cannot be filled, further consideration should be given to other options to ensure that the library as well as current Administrative Rules and DRC Policies are accessible. While the inmate workers can be a very valuable resource, nothing can substitute for the presence of civilian staff, fully trained and knowledgeable of the required and desirable library materials, and the particulars on location, access, and relevant procedures and rules. If the Administrative Rules and Policies are accessible to all inmates on one of the computers in the library, the availability of at least one current hard copy is still considered to be important. As noted above, one of the clerks clearly went to the 2006 Administrative Code when asked where inmates are guided to view the Administrative Rules. It is recommended that at least one

up to date copy of both the DRC Policies and Administrative Rules be accessible as a reference in the library.

The Correctional Institution Inspection Committee Restart Memo of October 15, 2003 was posted on a bulletin board in the library detailing the duties and functions of the CIIC and welcoming communication from inmates and staff. An updated memo was provided to the DRC Assistant Director on February 25, 2008 with the request for distribution to the wardens so that it may be posted in the libraries and any other locations deemed appropriate. In follow-up communication regarding the concern that the 2003 memo was still posted, it was relayed that the concern has been corrected, and that the updated CIIC memos have been posted. It was also noted that inmates remove the postings periodically to send to family or to keep for themselves. It was relayed that facility staff will check that the memos are still posted when doing rounds and will be more vigilant in this area to ensure that they remain posted. It was also reported that the CIIC information is cycled into the Dayton Correctional Institution internal TV channel that can be viewed by any inmate with a television.

### **Recreation**

The gym has a basketball court for inmates to use, and at the time of the inspection several inmates were playing a basketball game in the gym. Exercise equipment is available for use outside the staff office. Per DRC policy, inmates are given three one-hour sessions with the exercise equipment. Inmates are given a card to track their time on the equipment.

The indoor recreation area is open seven days per week from 9 a.m. to 8 p.m. but closes briefly for inmate count. Staff relayed that recreation is open to all and is not restricted to a particular housing area. The only inmates that have limited recreation are those in the Mandatory Substance Abuse Program. The inmates assigned to this program have tested positive for drugs within the institution. They may be identified by the stripes on their clothing. Inmates in the program lose desirable privileges for a specific period of time.

According to facility staff, outdoor recreation is open from 8:30 a.m. to 10:30 a.m. from approximately 11:30 a.m. to 3:30 p.m., and from approximately 4:15 p.m. to 7:30 p.m. Staff relayed that repairs will soon be made to the softball field, which then will be able to be used during outdoor recreation time.

Facility staff relayed that the recreation department has five employees including the supervisor. It was also noted that many recreational activities are planned for the inmates, for example, a three-on-three basketball tournament, music program, soccer and kickball games, and softball league.

Closed circuit television called DCTV is also broadcast throughout the facility. Inmates are able to watch the programming, which is produced by inmates under the supervision of both the Activity Therapist and Captains office. The programming includes movies as well as educational programming. In addition, during count time DCTV shows

information about policy changes, religious programming schedules, recreation information, and anything else staff would like to relay to the inmates. It was also relayed that Islamic programming is shown on Fridays and Christian programming is available on Sundays.

### **HVAC Class**

The inspection included a visit to a Heating, Ventilation and Air Conditioning Class that was in session. The Instructor noted that he has 21 years of experience. There were 17 inmates in the workshop and another 11 students in an adjacent communications class. The class was very orderly and its environment seemed conducive to learning. Staff relayed that there is another HVAC program available through Sinclair Community College. Reportedly, the college program has more theory, while the program through the institution teaches more hands-on, practical skills.

While in the classroom, one of the students asked questions about the CIIC, and additional students requested information on how to contact the CIIC. That they felt free to ask a question and communicate with CIIC was regarded as positive

### **Housing Units**

There are four housing units at Dayton Correctional Institution with unit staff in each building. All of the units are of similar design. There are two wings on each unit and each wing has four levels. There is a common area on the first and second range, with a pool table, television, water fountain, ice machine, and sitting area for the inmates to use. There are 120 cells in each unit and there are 60 on each wing in which the inmates are in single cells. Each cell has a bed, desk, cabinet, and chair.

Staff noted that the units are painted every few years, and many of the metal tables and drawers are in need of repainting. Inmates wash their own clothing, and there is a laundry room in each wing. In addition, each wing has four showers upstairs and four showers downstairs. The officer's desk in each unit is in the middle of the wing, which provides a clear view of the entire area with only minimal blind spots.

The CIIC memo was not posted in any of the housing units.

It was relayed that total staffing for all housing units consists of: one Unit Manager, four Case Managers, four Correctional Counselors, and eight Correctional Officers. During first and second shifts, two Correctional Officers are assigned to each unit. On third shift, one Correctional Officer is assigned to each unit.

The Inmate Handbook outlines the four purposes to be served in all of the housing units at Dayton Correctional Institution:

- To provide a **secure** environment

- To provide **constructive activities** and programs to meet the **correctional needs of the unit's inmate population**
- To provide as **normalized environment** as possible for the inmates
- To provide a **clean and safe** environment

The Raiders unit was extremely clean. The inmates appeared to be very relaxed in the unit and everyone was orderly with very minimal noise.

The Tartans Unit houses inmates participating in the dog training program and parenting program which are located in T1. The T2 side provides housing to inmates who have been selected for preferred housing. On entry to the unit, special vending machines are available as a privilege for the inmates in the preferred housing to use. Staff relayed that inmates are provided with a special debit card to purchase snacks and soda pop from the vending machine.

Preferred housing in T2 houses inmates who have not received conduct reports for rule violations for a specified period. Staff relayed that they are viewed as the "cream of the crop." It was also noted that many of the inmates preferred housing are level one (minimum) security, though some are level 2 (medium security), and many are serving longer sentences.

T1 has beautifully painted wall murals created by highly artistic inmates. In addition, T1 has immaculately clean showers, as well as newly painted floors. Staff relayed that at some point they would like to have stainless steel put into the shower area.

The lower range of T1 is the residence for those participating in the Greyhound Program. Inmates who are interested in participating in the program must first sign up and complete the application and interview process. Participants work with the dogs from four to six months after which the dogs are ready for adoption. Some of the dogs were observed with their handlers, sharing the inmate's cell.

T1 is also the housing location for participants in the Children of Incarcerated Parents Program. Staff relayed that Talbert House staff in Cincinnati facilitate the program. In order to participate in the program, an inmate must be eligible for release within the next six months. Staff also relayed that inmates with prior convictions of welfare fraud or domestic violence are not eligible to participate. The mother or eligible relative must be willing to participate in the program and they must reside in Hamilton County. Talbert House then works with the family and the facility staff works with the inmate within the CIP program. Staff relayed that DRC staff teach the inmates in the program financial management and good parenting, while staff from Talbert House conduct Cognitive-Behavioral Therapy with the inmates.

The Flyers Unit houses residents of Exodus II, which is modeled after the Exodus Program at Marion Correctional Institution. The walls in this unit also had beautifully painted murals on the wall. The Flyers unit was also very clean and orderly just as with the other units visited.

## **GEM Program**

At the conclusion of the inspection, CIIC staff met briefly with volunteers from the GEM Program in the visiting room. GEM stands for Group Dynamics, Education, and Mentoring, and the program focuses on offender re-entry. They meet three to four times per week for group and/or one-on-one sessions. Cognitive-Behavioral Therapy is also an element of the program. The program lasts approximately one and one-half years. Although a new class starts approximately every six months, it was relayed that the program should start every three to four months. It was explained that this is due to lack of funding to buy materials. Twenty-five inmates are admitted to the program at the same time. It was relayed that of that number, approximately eight to 12 will graduate from the program. The volunteers relayed that since they began the program, they have admitted approximately 100 inmates.

## **Additional Programming**

In addition to the programs visited by CIIC staff there are numerous other programs available both during the day and evening at Dayton Correctional Institution. The additional programs are taught by both staff and outside agencies as detailed in the Institutional Program Booklet. The programs are as follows:

### ***Culinary Arts***

The goals of the Food Production, Management and Services program are development of food production, management, and services competencies in order to prepare students for gainful employment in entry-level (or higher) jobs. The subject matter and learning activities are concerned with the basic principles and processes of sanitation and safety; side work; service; operating equipment; nutrition and menu development; food management operations; employability skills; communications and leadership development; and related food service mathematics.

### ***Cabinetmaking***

The purpose of the program is to prepare students for entry-level positions in the cabinetmaking industry. The course provides classroom and lab experience in the design, construction, finishing, and installation of cabinets. The program also focuses on the safe operation of all hand tools necessary for construction of cabinets.

### ***Advanced Job Training Program***

The Advance Job Training Program through Sinclair Community College offers two certificate programs: Personal Computers in Business and HVAC. The Personal Computers in Business 2-year certificate program provides basic instruction in Microsoft Office, Accounting, Management, Interpersonal Communications, Math and Language. The Heating Ventilation and Air Conditioning program provides basic instruction in

heating and air conditioning systems, troubleshooting, and repair. College credit received is transferable.

***Apprenticeship Program***

Training in a variety of trades in areas approved by the U.S. Department of Labor are offered within the system. Completers are issued a certificate from the Department of Labor in their particular trade, which is recognized by trade areas once an inmate is released.

***New Beginnings Intensive Outpatient Program***

The New Beginnings Intensive Outpatient Program provides group and individual counseling and substance abuse education to individuals who have a significant history of use and/or abuse of alcohol and other drugs. This program meets for two sessions each day on three days each week for a total of 16 weeks. Inmates who were sentenced in accordance with the provisions of Ohio Revised Code Section 2967.193 as enacted by House Bill 261 or Senate Bill 2 and who maintain appropriate attendance, behavior, and participation in the New Beginnings Intensive Outpatient Program may be eligible to receive earned credit for each month they are in the program.

***New Beginnings Intensive Outpatient Program – Continued Care Program***

Individuals who successfully completed an earned credit eligible program at DCI or at some other facility operated by the DRC during their current period of incarceration are eligible to participate in the New Beginnings Aftercare and Continuing Care program. At present, participants are required to attend weekly Alcoholics Anonymous or Narcotics Anonymous meetings as the condition for receiving earned credit for being in this program

***Drug Awareness Program***

The Drug Awareness Program provides information about the effects of a variety of drugs, including alcohol that are commonly used and/or abused. This is a voluntary program that does not award earned credit for participation. Because it is educational in nature, this program is open to all persons regardless of whether or not they have a history of the use of alcohol and other drugs. The Drug Awareness Program meets one time each week for a total of nine weeks.

***Mandatory Tobacco Cessation Program***

Department of Rehabilitation and Correction Policy 70-RCV-04, “Tobacco Education and Cessation Program”, states that all inmates entering the DRC must complete this mandatory program that does not award earned credit for participation.



***Voluntary Tobacco Cessation Program***

The Voluntary Tobacco Cessation Program provides education and support to those who are trying to reduce or eliminate their use of tobacco products. This is a voluntary program that does not award earned credit for participation. This program meets one time each week for a total of eight weeks.

***Mandatory Substance Abuse Program***

DRC Policy 70-RCV-03, "Inmate Drug Testing", states that any inmate who is in violation of Rule 39 – Unauthorized Possession, Manufacture, or Consumption of Drugs or Any Intoxicating Substance, Rule 41 – Unauthorized Possession of Drug Paraphernalia, or Rule 43 – Refusal to Submit Urine Sample or Otherwise Cooperate with Drug Testing, must participate in the Programming Component of the Mandatory Substance Abuse Program. Orientation to the Programming Component will include reason for the sanctions, program expectations, program rules and program exit criteria. All participants must complete 40 hours of programming as determined by the Bureau of Recovery Services.

***Self-Help Programs***

The Recovery Services Department coordinates Alcoholics Anonymous and Narcotics Anonymous meetings for those individuals who wish to be involved in a self-help fellowship group.

***Positive Parenting Program***

A representative from the Montgomery County Combined Health District comes to DCI to conduct the Positive Parenting Program. This is a voluntary program that does not award earned credit for participation. The Positive Parenting Program meets one time each week for a total of eight weeks. The program focuses on the development of new or improved parenting skills and addresses topics such as health, safety concerns, nutrition, self-esteem, parent as the child's first teacher, stress management for parents, discipline, and communication.

***Responsible Family Life Skills***

This three-phase program is designed to address the unique problems of the incarcerated parent and the necessity of maintaining and establishing strong familial support for the eventual transition back to their community.

***Cage Your Rage***

This program helps the inmate learn to recognize and control anger by getting to know how they think, "how they got to where they are," how to control their feelings, and feel better about themselves.

***Victims Awareness***

The Victim Awareness Program focuses on the effect various crimes have on victims. The class uses written exercises and victim impact panels to bring the offender face-to face with not just a crime, but a person directly affected by the crime. The class does not focus on the victimization of the offender, but instead, on persons victimized by crimes committed by the offender. Facilitators of this program are required to attend a one-week training offered by the Office of Victim Services.

***Eliminating Self-Defeating Behavior***

The objective of this program is teach an inmate how to eliminate his self-defeating behavior, through recognition of the symptoms of the self-defeating behavior.

***Anger Management***

This is a seven week anger management program that offers those who complete the program a certificate of completion.

***Building Positive Behavior***

This is a seven week program that offers those who complete the program a certificate of completion.

***From the Inside Out***

This is a seven week program that offers those who complete the program a certificate of completion.

***Managing Money***

This program addresses the financial needs of inmates, through preparing budgets, building a positive credit history, monitoring credit history, how to open and maintain a checking/savings account, and how to develop a small business.

***Release Preparation Program***

This program addresses the total release preparation program. Courses are offered in the following areas: Employment Preparation (Goal Setting, Work History, Resume Writing, Job Search, Job Retention, Job Interview Skills, Offender and Offender Job Linkage) Community Resources (Identification, Voting Rights, Expungement, Ohio Job and Family Services) and other components including Faith Based Workshop, Recovery Services Workshop, Mental Health and workshops offered by the Adult Parole Authority.

***LINC Program***

The Linking Individuals with New Chances Program is facilitated by staff members from the Talbert House. Intensive case management services are provided to program participants four months prior to release, securing

treatment and linkage with community service providers. The Talbert House case manager continues to work with the offenders upon release from the institution ensuring a smooth and seamless transition from incarceration to the community, while providing a high level of care.

***OIC of Clark County – WORKPLUS CENTER***

This program is offered to offenders who will be released to Clark County, Ohio. It is designed for people who have formerly been incarcerated or have a conviction that may be standing in the way of a more hopeful future. OIC of Clark County, Jobs and More, and Urban Light have collaborated together to provide services designed to service ex-offenders in Clark County. The services offered are: Job Readiness Training, Spiritual and Emotional Growth, Peer Mentoring, Supportive Services, and Job Placement.

***The Redemption Project***

Facilitated by Community Behavioral Health, Inc., this program's goal is to meet the re-entry needs of ex-offenders by offering employment services and case management to address the obstacles to re-entry. The objectives of the Redemption Project are:

- Provide support and employment services for qualifying ex-offenders using well established and effective evidence based practices
- Provide continuing follow-up care after employment is achieved
- Provide long-term positive changes with a monitoring plan
- Provide quick response where needed, to bring family and other parties significant to the ex-offenders together to assist them in attaining and maintaining competitive employment
- Aid in successful re-entry into the community and family
- Work in close coordination with other agencies and organizations involved with the ex-offender's re-entry into society.

***Miami Valley Re-Entry Initiative***

A program for strengthening ex-offenders and their families by providing jobs and access to the services and support needed to help them with a successful transition back into society. Services provided through this program are: individual treatment plan, substance abuse and/or mental health program, conflict resolution, victim awareness, domestic violence, employment, reuniting families, and education training.

***Success After Prison***

This is a faith-based program that prepares offenders for successful re-entry into the community. Success After Prison develops partnerships among faith communities, ministries, community agencies, and business organizations.

## **Exit Meeting**

CIIC staff closed out the inspection with an exit meeting with the Warden and other key DCI/MEPRC staff members. CIIC staff were genuinely impressed with the cleanliness, orderliness and overall appearance of the facility, the warmth and friendliness extended by staff, and lack of idleness among the inmates. The Warden was advised of the specific inmate's report that he has been waiting for dental care for over a year, so that the facts could be determined, and if warranted, corrective action taken.

## **INTRODUCTION TO THE QUESTIONNAIRES**

Two questionnaires were developed by CIIC for use on 2007-2008 inspections. One of the questionnaires 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.

The second 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.

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.

## **ADULT EXPECTATIONS**

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

## **NOTABLE RESPONSES TO EXPECTATIONS**

In reviewing the responses to the questions pertaining to Expectations, some are notable because they indicate a possible area in need of improvement. Others are notable because they reflect a particularly positive practice. Selected responses are indicated below, while the complete questions and responses are provided at the end of this report.

### **ENVIRONMENT AND RELATIONSHIPS**

#### ***Residential Units***

- There is no double bunking of inmates
- “Accommodations are made when needed” for older, infirm and disabled inmates
- “There are trained inmates to assist with CPR. They are certified through the Red Cross. Usually the inmates have other jobs and receive state pay but volunteer to assist when CPR may be needed.”
- Residential staff members are aware of prisoners within their care with disabilities “to a certain extent with regards to the HIPAA Law.”
- “DCI inmates can summon the officer by a button in their cell...C/O’s do 30 minute rounds.”
- Notices are displayed to inmates through “Bulletin boards and TV monitor”.
- Provisions are provided to inmates that cannot read notices because of literacy, language, eyesight problems, and other disabilities.

#### ***Clothing and Possessions***

- Inmates “receive three sets of state issue.”
- Prisoners have at least weekly access to laundry facilities. “State laundry and washer and dryers in the housing units as well.”
- Facilities are available to launder clothing that has been stored for long periods. “Clothing is laundered prior to storage per ACA Standard.”

#### ***Hygiene***

- Shower cubical is adapted for older, less able, and disabled prisoners.
- Prisoners are able to shower and bathe daily. “Showers are not limited at this time.”
- Inmates do have necessary hygiene items.
- There is a system for the replacement of mattresses in operation. “Sgts. assigned to unit check bedding at least quarterly.”
- Clean pillows are available to inmates. “Note new mattresses are being ordered with pillow built in!”

### ***Staff-Prisoner Relationships***

- There is a well-ordered environment and inmates are treated fairly by staff. “Inmates with concerns can have them addressed through the grievance process.”
- “Staff are held accountable and abide by standards of employee conduct.”
- Staff members set personal examples in the way they carry out their duties at all time. “Fair, firm, and consistent from their 1<sup>st</sup> day to retirement.”
- “Department heads and executive staff conduct weekly rounds.”
- Inmates are encouraged to be involved in activities. “Unit Staff develop a RAP – Reentry Accountability Plan to encourage involvement.”

## **DUTY OF CARE**

### ***Complaint/Grievance Procedure***

- “Inspector has open door policy. Also orientates all new arrivals of the grievance procedure.”
- Inmates do feel safe from retaliation for using the inmate grievance procedure. “I would not allow staff retaliation over an inmate filing a complaint.”
- Information is reinforced through notices and posters throughout the institution.
- Blind, learning disabilities, those who English is not their first language can be assisted filing a grievance by unit staff or the Inspector.
- Prisoners are encouraged to solve disputes informally. “Absolutely! Yes”
- Forms are not required to access complaint forms. “They can ask their housing unit officer or get a complaint form from the library.”
- Inmates are free of any pressure to withdraw any complaints or grievances
- “ICR’s are easily available.”
- Complaints are resolved within “7 days for ICR, 14 days for formal grievance, 30 days for appeal”
- Forms are sent back to inmates for technicalities. “Unless the ICR needs to be redirected to a more appropriate staff to respond.”
- Quality of responses to complaints is ensured through “In-Service training to address issues/responses.”
- Staff members usually do not clearly print their name; they sign their name instead.
- Staff is responsive to request for urgent help. “Absolutely – Yes – Urgent matters especially where inmate feels that his safety may be at risk – immediate action would be taken to investigate.”
- “Inspector monitors retaliation especially if staff tries to retaliate after a complaint is placed on them.”
- Responses are objective and factual, “policy and procedure based when possible.”
- Inmates are reminded of the right to appeal a grievance decision.
- Inmates know how to contact the Correctional Institution Inspection Committee. Postings are in all housing units about the CIIC.

- Inmates know how to contact the Inspector and Chief Inspector
- Inmates can receive help contacting legal advisors and making applications to the court. “Legal library is available and legal forms. Inmates are allowed to have attorney of records on their visitation list.”
- “Inspectors have to watch for trends as an employee may continue to deny. However preponderance of the evidence may lead to further action being taken.”

### ***Bullying and Violence Reduction***

- Everyone feels safe from bullying and victimization.
- DCI has developed an effective strategy to reduce violence and intimidation.
- The violence reduction strategy is widely publicized.
- The strategy to promote safer custody and violence reduction is “Very effective – no reported sexual assaults.”
- “I do not believe” there is an annual confidential survey of inmates about bullying being undertaken.
- There have been no incidents in the last six months.
- “DCI/MEPRC does not have any need to arrange movements.”
- Inmates who ask for protection from other prisoners are given particular attention. “P/C is available and also institutional transfer.”
- Staff are alert to potential bullying and do confront all forms of victimization

### ***Self-Harm and Suicide***

- Staff are trained “as needed annually during in-service training.”
- Specific needs of different inmate groups are recognized “especially segregated inmates.”
- Protocol is in place to ensure continued interaction and to avoid over reliance on safe cell use. “Close to constant watch if needed.”
- All staff are fully trained in suicide prevention, and know what to do in case of an emergency.
- Safe cells are used for those in risk of committing suicide.
- Incidents of self-harm are monitored and analyzed to establish any trends and to implement preventive measures.



## ACTIVITIES

### *Learning Skills and Work Activities*

- There are no prisoners locked up during the day, unless in segregation.
- The rated capacity at DCI/MEPRC is up to 852 and it “never exceeds that amount.”
- It is easy for inmates to get a job “if an inmate has minimum qualities for job.”
- Schedule of activities are available to all inmates. They are “posted on bulletin board of recreation area.”
- Inmates with special learning needs are not in production work instead of classes. “We offer specialized education.”
- Inmates that cannot work do receive “medical idle pay – also – if possible we try to have them do a sit down job for full pay if ok by medical.”
- Inmates are given accurate information, advice, and guidance about prison activities through “RAP – re-entry accountability plan.”
- “APA and faith based programs are assisting offenders on release.”
- DCI accurately records purposeful activity hours through “Release Prep Report – also individual program track attendance.”

### *Library*

- Inmates with mobility problems can access the library through the kite system and it is wheelchair accessible.
- The library includes material on literacy, math, language, employability, vocational training, social, and life skills.
- The library includes up-to-date legal textbooks and DRC Administrative Rules and DRC polices “but mostly online access now.”

## GOOD ORDER

### *Security and Rules*

- Rules and routines are well publicized, proportionate, fair, and encourage responsible behavior.
- Dynamic security is in place: Staff and inmate relationships are positive, inmates receive special attention from staff, and there are constructive activities to occupy inmates.
- Strip and squat searches are only used for sound security reasons.
- Visitors subject to bans or restrictions are reviewed every month online.

### *Rules*

- Rules can be found in the inmate handbook.
- For rules that are broken, staff will thoroughly explain to the inmate the how and why.

## SERVICES

### *Food Services*

- “ODRC installed a heart healthy diet which reduced need of numerous diets.”
- All food is prepared according to religious, cultural, food safety, and hygiene regulations.
- “All inmates are prescreened by medical if concerns working in food service.”
- “All inmates offered heart healthy diet, however medical diets are Dr. ordered. Religious observances are adhered to.”
- Options for religious or cultural meal require the inmate “must be a participating offender.”
- “Food surveys are offered to the offenders.” and “Food surveys are reviewed as received.”
- Inmates have access in housing units to water

## NOTABLE RESPONSES TO CORRECTIONAL FAITH-BASED INITIATIVES RECOMMENDATIONS

### INFRASTRUCTURE

- *Exodus and Powernet* are two faith-based programs at DCI that address criminogenic needs.
- Program *evaluation is taking place* through the use of *pre/post tests*.
- The culture within the *institution is encouraging community volunteers*. “More faith based groups are being offered. Citizen Circles in the community encourage community involvement”
- “Warden encourages local colleges for student internships and works with UMA to encourage community involvement.”
- “ODRC Policies encourage use of volunteers – In fact, some volunteers have had past criminal behavior but have turned their life around and it is beneficial for the offenders to see this!”
- “ODRC promotes Reentry programming. The programming preparing offenders for release is very good. More work on filling the gap from when the offender leaves to his/her placement, to getting a job is needed.”
- “Faith based is really working in assisting offender upon release which is vital.” The faith community is encouraged to volunteer to provide programs and services.
- “ODRC does an exceptional job with community service – as a way for offenders to pay back to the community in numerous ways.” This works as a marketing plan to overcome the public’s misperceptions of offenders.
- It is unclear how individuals and groups can volunteer in the prisons.
- Communication about programs and services between staff and volunteers takes place by both parties being able to put in their own input on policy updates. Staff and the community communicate through Community Advisory Boards.
- It is unclear if Ohio law has removed unnecessary and unreasonable collateral sanctions that inhibit offenders’ reentry. “...Ohio does offer Bonding for offenders to assist in obtaining work.”

## ALTERNATIVES TO INCARCERATION

- “Probation Departments typically make their recommendations as to community options at time of sentencing.”
- Services have been expanded to offenders in the community through the use of electronic monitoring

## INSTITUTIONAL PROGRAMMING

- Current programs include: life skills, financial management and budgeting, family programs. It is unclear if personal hygiene programs are in place.
- The faith community is not currently involved in the development of release plans for offenders.

## QUESTIONS AND RESPONSES TO EXPECTATIONS

### Environment and Relationships

#### *Residential Units*

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?
  - a. Are there cell sharing risk assessments? **There are measures taken if inmates are not compatible.**
  - 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**
  - e. Are older prisoners in shared cells with bunk beds given priority for lower bunks? **N/A – no double bunking**
  - f. Do shared cells have screened toilets? **Not sure what is meant by “screened toilets”**

4. Are reasonable adjustments made to ensure that prisoners with disabilities and those with mobility problems can access all goods, facilities, and services?
  - a. Do prisoners with disabilities and those with mobility problems have ease of access to different locations and services? **Yes – ADA compliant**
  - b. Are older, infirm and disabled prisoners assigned to landings, which hold most of the communal facilities? **DCI and MEPRC average age is under 30. However, accommodations are made when needed.**
  
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?
  - a. How are volunteers identified, trained and assigned? **Depending on “volunteer activity” – ex. There are trained inmates to assist with CPR. They are certified through Red Cross. Usually the inmates have other jobs and receive state pay but volunteer to assist when CPR may be needed.**
  
6. Are residential staff aware of prisoners within their care with disabilities and their location? **Yes to a certain extent with regards to the HIPAA Law**
  - 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? **We actually have handicapped cells.**
  - 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? **See above**
  
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? **Yes – However at risk youth are housed at MACI**
  - a. Are there single cell risk assessments? **Yes – at MACI**
  - b. What are procedures in any case where young adults are identified as posing a risk to others? **Not sure – youthful offenders not housed at this facility.**

9. Do all prisoners have access to an in-cell emergency call button/bell that works and is responded to within five minutes? **At DCI inmate can summon the officer by a button in their cell. At MEPRC inmates are not locked in their cells. C/O's do 30 minute rounds.**
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 – handicap cells**
13. Do prisoners feel safe in their cells and in communal areas of the residential units? **Yes**
  - 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 – bulletin boards and TV monitor**
  - a. Is adequate provision made for any prisoners who cannot read notices because of literacy, language, or eyesight problems or any other disability? **Yes – Unit Staff assist as well as an assigned staff interpreter.**
15. Are residential units as calm and quiet as possible both to avoid incidents and to enable rest and sleep, especially at night? **Yes**

### *Clothing and Possessions*

1. Do prisoners have enough clean prison clothing of the right size, quality and design to meet their individual needs? **Yes – each receive 3 sets of state issue.**
  - a. Are older prisoners provided with additional clothing and bedding, if required, without the need for medical permission? **Yes if the need arises, however average age 30 and under.**
2. Do prisoners have at least weekly access to laundry facilities to wash and iron their personal clothing? **Yes – state laundry and washer and dryers in the housing units as well.**

- a. Do they have access to laundry/exchange facilities outside the weekly rotation? **Yes – arranged with quartermaster**
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 if staff is negligent in following proper procedures.**
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 – male facility (Yes – there is a standardized checklist for female and a different one for males.)**
  - 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 – clothing is laundered prior to storage per ACA Standard.**

### *Hygiene*

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? **Yes**
  - a. Are screened toilets in shared cells? **“screened”?**
  - b. Is there a shower cubicle adapted for use by older, less able or disabled prisoners as well as baths with grab handles? **Yes – handicap cells**
3. Are prisoners able to shower or bathe daily, and immediately following physical activity, before court appearances and before visits? **Yes – showers are not limited at this time.**
  - c. Is there access at any time during the day? **Yes**
  - d. Are older, less able or disabled prisoners helped to have a bath or shower every day? **N/A – average age is 30 and under**

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 – Sgts assigned to unit check bedding at least quarterly.**
  - b. Are clean pillows available for new prisoners as well as other bedding? **Yes – note new mattresses are being ordered with pillow built in!**
6. Is a prisoner's valuable property routinely security marked before it is issued? **Yes – TV's engraved and titled as well as other property of value**

### *Staff-Prisoner Relationships*

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 and inmates with concerns can have them addressed through the grievance process.**
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 staff are held accountable and abide by standards of employee conduct.**
4. Are staff aware that they should set a personal example in the way they carry out their duties at all times? **Yes – fair, firm, and consistent from their 1<sup>st</sup> day to retirement.**
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. Department heads and executive staff conduct weekly rounds.**

- a. Does staff help and encourage older and less able prisoners to participate in and access all facilities offered across the prison? **Yes as needed.**
8. Does staff routinely knock before entering cells, except in emergencies? **Yes**
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? **Unit Staff develop a “RAP” – Reentry Accountability Plan to encourage involvement.**
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 – IPC skills are encouraged before other actions are taken.**
11. Are prisoners encouraged and supported to take responsibility for their actions and decisions? **Yes**

## **Duty of Care**

### *Complaint/Grievance Procedure*

1. Are there effective complaint procedures in place that are easy to access, easy to use, and provide timely responses? **Yes – Inspector also has an open door policy. Also orientates all new arrivals of grievance procedure.**
2. Do prisoners feel safe from repercussions when using these procedures and are they aware of an appeal procedure? **Absolutely – I would not allow staff retaliation over an inmate filing a complaint.**
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? **Yes**
  - 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? **Yes**
  - 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? **Yes – staff interpreters available.**



- c. Is information on the units/blocks always displayed and do prisoners understand it? **Yes**
  - d. What are the procedures for blind prisoners? **Unit Staff or Inspector would assist**
4. Are prisoners encouraged to solve areas of dispute informally, before making official complaints? **Absolutely! Yes**
5. Can prisoners easily and confidentially access and submit complaint forms?
- a. Are forms required to access complaint forms? **No. They can ask their housing unit officer or get a complaint form from the library.**
  - b. Are there forms, and at least one kite box on each block/dorm? **ICR's in all housing areas – kite box on walkway.**
  - c. Are the boxes emptied daily by a designated officer? **Yes – mailroom officer.**
  - d. Are form dispensers always stocked with forms? **ICR's are easily available – also Inspector's office.**
  - 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? **Unit Staff and/or Inspector will assist**
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? **Yes**
- a. Are complaints resolved? **Yes. 7 days for ICR, 14 days for formal grievance, 30 days for appeals.**
  - b. Are complaints answered within three working days, or within 10 days in exceptional circumstances? **See above**
  - c. Are forms sent back to prisoners because of technicalities in procedure? **Usually unless the ICR needs to be redirected to a more appropriate staff to respond.**

- d. Are such complaints referred to the relevant staff member, not back to the prisoner? **Yes**
  - e. Are target return times recorded? **Yes**
  - f. Are letters of complaint/concern from third parties, such as legal representatives, family or voluntary organizations, logged and answered? **Yes – usually request come from CIIC or Attorney Gen. Office.**
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 Inspector**
- a. Regarding the quality of responses, is there a quality assurance system in place? **In-service training annually to address issues/responses.**
  - b. Does the staff member who dealt with the complaint clearly print their name on the response? **Signed, usually not printed.**
  - c. Are staff responses to confidential complaints returned in sealed envelopes? **Yes or hand delivered usually.**
10. Do prisoners feel able to ask for help in completing their complaint or grievance form and in copying relevant documentation? **Yes**
- a. Are staff responsive to requests for help with forms? **Yes**
  - a. Are translation services provided for those who need them? **Yes**
  - b. What are the arrangements for prisoners with literacy problems, and for those who are blind? **Unit Staff or Inspector are available.**
11. Is any declaration of urgency by prisoners fully assessed and answered? **Yes**
- a. Are staff responsive to requests for urgent help? **Absolutely – Yes – urgent matters especially where inmate feels that his safety may be at risk – immediate action would be taken to investigate.**
12. Are prisoners who make complaints against staff and/or other prisoners protected from possible reprimand? **Yes**
- a. What protection measures are in place and put into practice? **Inspector monitors retaliation especially if staff tries to retaliate after a complaint is placed on them.**

- b. Are responses objective and factual, and conclusions based on evidence rather than supposition? **Yes – policy and procedure based when possible.**
  - c. What are the adverse effects of filing complaints? **None**
  - d. Do prisoners know that there are protection measures if they complain about staff or other prisoners? **Yes – during orientation.**
13. Do prisoners know how to appeal grievance decisions? **Yes**
- a. Are appeals dealt with fairly, and responded to within seven days? **Up to 30 days for appeals**
  - b. Are prisoners reminded of their appeal option on the relevant forms? **Yes**
  - c. How many have appealed in the last six months? **0 – MEPRC - DCI**
  - d. What was the outcome, and how promptly were they answered? **Normally 30 days or less from Chief Inspector**
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 – posted in all housing areas**
- 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**
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? **Yes**
- a. Do blocks/dorms have contact details and information? **Yes**
17. Do prisoners receive help to pursue grievances with external bodies if they need to?
- a. Do they also receive help in contacting legal advisers or making direct applications to the courts? **Legal library is available and legal forms. Inmates are allowed to have attorney of records on their visitation list.**
  - b. In the last month, how many original grievances and appeals were sent to the Chief Inspector? **0**
  - c. What do they tend to be about? **N/A**

- d. What proportion are generally resolved? **N/A**
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? **Yes**
- a. Is data studied and is action taken when strong patterns/trends emerge? **Yes – Inspector’s have to watch for trends as an employee may continue to deny however preponderance of the evidence may lead to further action being taken.**

***Bullying and Violence Reduction***

1. Does everyone feel safe from bullying and victimization (which includes verbal and racial abuse, theft, threats of violence and assault)? **Yes**
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?
- 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? **Yes – beginning at orientation**
- f. How effective is the strategy in promoting safer custody and violence reduction? **Very effective – no reported sexual assaults**
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 – rules of conduct and inmate handbook**

- a. Has there been any consultation in the last six months? **Yes at orientation**
  - b. Has an annual confidential survey to all prisoners about bullying been undertaken? **No, I don't believe so.**
  - c. Are there wing representatives? **Not that I am aware of, however, no bullying reports submitted to Inspector**
5. Do staff supervise and protect prisoners throughout the prison from bullying, verbal and physical abuse, racial abuse and threats of violence? **Yes**
6. Are staff consistent in challenging these behaviors? **Yes**
- a. How many incidents occurred in the last six months? **0**
  - b. Are there particular areas where prisoners feel vulnerable to bullying? **0 cases in the last 6 months**
  - c. What policies provide protection of vulnerable prisoners?
  - 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? **Yes**
  - e. What are the arrangements for movement, exercise, mealtimes and discharge, especially for those who are considered vulnerable? **DCI/MEPRD does not have any need to arrange movements.**
  - 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? **Yes – P/C is available and also institution transfer.**
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?
- a. Are prisoners' families encouraged to come forward if they feel they are being bullied to bring drugs into prison?
  - b. Is a visitors' survey distributed systematically?
  - c. Do visiting families know about reporting procedures and do they think that visiting staff are approachable and sympathetic?

- d. Are there posters in visiting rooms?
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?
- a. Has a strategy been formed by systematic consultation with prisoners across the prison?
  - b. Is a central log of bullying kept, and are incidents of bullying reviewed regularly by a multidisciplinary committee? **No cases in last 6 months**
  - c. Are staff alert to potential bullying and do they confront all forms of victimization? **Yes**
  - d. Are all sources of information including security reports, accidental injuries etc. used for evidence of bullying/intimidation?
  - e. How do staff contribute to the strategy?
  - f. Is there a coordinated approach by all departments?
9. Are allegations of bullying behavior treated consistently and fairly?
- a. Are they investigated promptly? **N/A no cases in last 6 months**
  - b. Are outcomes of investigations recorded and is the prisoner who reported the bullying supported? **N/A**
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?
- a. Are there bullying posters throughout the prison?
  - b. What information is distributed to new arrivals?
  - c. Is bullying clearly defined to prisoners?
  - d. Are staff aware of both direct and indirect forms of bullying?
12. Do anti-bullying measures support the victim and take the victim's views about their location into account?
- a. Do staff understand the link between bullying and aggressive and disruptive behavior generally?

13. Are appropriate interventions in place to deal with bullies and support victims?
- a. What interventions are available to challenge bullies and to support victims of bullying? **No cases last 6 months**
  - b. Are interventions aimed at achieving sustained and agreed changes in behavior? **N/A**
  - c. Do prisoner records contain comprehensive updates on how bullied and bullying prisoners have been supported and/or challenged? **N/A**

***Self-Harm and Suicide***

1. Does the prison work to reduce the risks of self-harm and suicide through a whole-prison approach? **Yes**
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? **Yes**
3. Are prisoners who have been identified as vulnerable encouraged to participate in all purposeful activity? **Yes**
4. Are all staff aware of and alert to vulnerability issues, appropriately trained, and have access to proper equipment and support? **Yes – as needed and annually during In-service training**
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? **Yes**
  - a. Are the specific needs of different prisoner groups recognized, as are the levels of risk in different areas of the facility? **Yes – especially segregated inmates**
  - 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? **Yes**
  - c. Is staff training appropriate? **Yes**
  - 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 at both DCI/MEPRC**
  - 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? **Yes – close to constant watch if needed.**

6. Does a multi-disciplinary committee effectively monitor the prison's suicide prevention policy and procedures? **Yes**
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? **Not sure if a member of the local community is involved, however numerous staff from various depts. assist.**
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?
  - 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?
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? **Yes**
10. Are personal factors or significant events that may be a trigger to self-harm identified? **Yes**
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?
12. Are arrangements in place for following up after a care and support plan has been closed?
  - a. Do unit officers have knowledge of policy and support plans?
  - b. What level of training have they received?
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?
  - a. Is a care suite available to support the work of Listeners? **No**
  - b. Is there access to counselors, the chaplaincy team, Listeners and Samaritans at all times? **Yes**
  - 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? **N/A – male facility only**



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**
  - a. Are prisoners given the opportunity and assistance to make a written contribution to their review?
  - 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?
15. Are all staff, including night staff, fully trained in suicide prevention and clear on what to do in an emergency? **Yes**
  - a. Is there a program of refresher training in place? **Yes – annually in In-service training**
  - b. Do staff have access to first aid kits and shears? **Yes**
  - 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 – safe cells**
16. Are incidents of self-harm closely monitored and analyzed at regular intervals to establish any trends and to implement preventive measures? **Yes - SPART**
17. Are serious incidents properly investigated to establish what lessons could be learned and to promote good practice? **SPART examines all cases of self-harm.**
18. Where appropriate, are family or friends of the prisoner informed through a family liaison officer? **Depends on seriousness of the situation.**
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? **Yes**
  - b. Are there attempts to understand underlying causes and/or trends? **Yes**
  - b. Have there been any reviews of recommendations from previous deaths in custody?  
**Yes**
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 for the most part.**

## Activities

### *Learning Skills and Work Activities*

1. Are prisoners encouraged and enabled to learn, and do they have access to good library facilities? **Yes**
2. Is sufficient purposeful activity available for the total prisoner population? **Yes**
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? **Yes**
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? **Yes**
  - a. Does provision meet the needs of older, younger adult, and disabled? **Yes**
5. Are there sufficient activity places to occupy the population purposefully during the core working day?
  - a. How many prisoners are locked up during the day? **None in general population – segregation up to 20 inmates (DCI) 15 at (MEPRC)**
  - b. How many are formally registered as unassigned? **0**
  - c. What is the rated capacity compared with current population? **DCI/MEPRC – holds up to 852 – never exceeds that amount**
  - d. How easy is it for a prisoner to get a job? **If inmate has minimum qualities for 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? **Yes – especially re-entry programming**
7. Are facilities and resources for learning and skills and work appropriate, sufficient and suitable for purpose? **Yes**
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? **Yes – posted on bulletin board of recreation area**
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?
  - 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? **No – we offer specialized education.**
  - c. How are unit-based jobs (cleaners, painters, food service workers etc.) allocated, as these often bypass formal procedures? **Job Coordinator and Unit Staff**
  - c. 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? **Medical idle pay – also – if possible we try to have them do a sit down job for full pay if ok by medical.**
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**
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 – most are voluntary.**
  - a. What systems are in place for managing punctuality and encouraging attendance at prison activities? **Earned credit for educational and substance abuse programs**

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 – RAP – re-entry accountability plan**
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 – Apprenticeship Programs**
19. Are prisoners helped to continue on their courses when transferred or to progress to further education, training or employment on release? **APA and faith based programs are assisting offenders on release.**
20. Does the prison accurately record the purposeful activity hours that prisoners engage in, excluding non-purposeful activities in their calculations? **Monthly – Yes – Release Prep Report – Also individual programs track attendance.**

### *Library*

1. Does the prison have an effective strategy for maximizing access to and use of a properly equipped, organized library, managed by trained staff? **Yes**
  - a. How do prisoners with mobility problems get access? **Kite but is wheelchair accessible**
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? **Yes – also can get through inter-library loan.**
3. Do all prisoners have access to a range of library materials, which reflect the population's needs and support learning and skills? **Yes**
4. Does this include:
  - a. Literacy? **Yes**
  - b. Math? **Yes**
  - c. Language? **Yes**
  - d. Employability? **Yes**
  - e. Vocational training? **Yes**

- f. Social and life skills? **Yes**
5. Do library materials include a comprehensive selection of up-to-date legal textbooks and DRC Administrative Rules and DRC Policies? **Yes – but mostly online access now**

### **Good Order**

#### *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**
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?
  - a. Are staff-prisoner relationships positive? **Yes**
  - b. Do prisoners receive personal attention from staff? **Yes**
  - c. Is there constructive activity to occupy prisoners? **Yes**
    - 1) Do staff cluster during association?
    - 2) Are there enough staff in dorm/block areas to facilitate good officer work? **Yes**
7. Does effective security intelligence safeguard prisoners' well-being?
  - 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? **No**

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? **Usually - yes**
- a. If squat searches are used, does their incidence and authorization need to be logged and regularly checked?
  - b. Are squat searches only used in exceptional circumstances?
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? **Yes - online**

### ***Rules***

1. Are local rules and routines publicized prominently throughout all residential and communal areas? **Yes**
  - a. Are rules and routines posted/distributed on units/blocks/dorms? **Yes**
  - b. Are they accessible to those with language and literacy needs? **Yes – also inmate handbooks**
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**

## Services

### Food Services

1. Are prisoners offered varied meals to meet their individual requirements? **Yes – however ODRC installed a heart healthy diet which reduced need of numerous diets**
2. Is food prepared and served according to religious, cultural and prevailing food safety and hygiene regulations? **Yes**
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? **Health? Yes**
  - c. Are appropriate serving utensils used to avoid cross-contamination? **Yes**
  - 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**
    - Prisoners with disabilities? **If needed**
  - 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 – however all inmates are prescreened by medical if concerns working in food service.**
7. Do medical clearance forms exist on food service workers, and are training courses offered?
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**
  - b. Do prisoners on transfer miss out on their main meal? **No**
9. Do prisoners have a choice of meals including an option for vegetarian, religious, cultural and medical diets? **All inmates offered heart healthy diet, however medical diets are Dr. ordered. Religious observances are adhered to.**
- 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? **Must be a participating offender.**
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? **Food surveys are offered to the offenders**
  - b. Is there a food comments book? **Food surveys are reviewed as received**
11. Is the breakfast meal prepared on the morning it is eaten? **Yes**
12. Is lunch served between noon and 1:30 pm and dinner between 5 pm and 6:30 pm? **Yes – Dinner 4:30 – 6:30**
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 by housing unit**
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? **Desk with chair**
17. Do pregnant prisoners and nursing mothers receive appropriate extra food? **N/A**



**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 – Exodus and Powernet**

- 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? **Release Prep Program – UMA and Unit Manager has release prep manual available.**
- 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? **Not Sure**
- c. What is in place to ensure that the recommendation is implemented? **N/A**
- e. What methods of program evaluation are being explored to further document program success? What methods are in place? **Prep/Post Tests**

**Refer to UMA would be better for this survey.**

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? **DRC continues to encourage faith based.**

- a. Is the culture within the institution continuing to evolve to encourage community volunteers? Explain. **Yes – more faith based groups are being offered. Citizen Circles in the community encourage community involvement.**
- 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? **Warden encourages local colleges for student internships and works with UMA to encourage community involvement.**
- c. How is the DRC/DYS administration working with wardens/superintendents to collaboratively develop protocols that will proactively assist with changing the culture? **Not Sure**
- d. Have such protocols been developed? **Not Sure**

- e. What are they? **N/A**
  - f. Have policies been reviewed to determine if they might inhibit use of community volunteers, and have necessary changes been made accordingly? **Yes – annual policy review – all ODRC employees and volunteers**
  - g. What policies have been reviewed? By whom? **All ODRC policies including volunteers**
  - h. What policies have been changed so that they do not inhibit use of community volunteers? **ODRC Policies encourage use of volunteers – In fact, some volunteers have had past criminal behavior but have turned their life around and it is beneficial for the offenders to see this!**
3. Has DRC/DYS developed a marketing plan to assist in recruiting volunteers from the community and faith-based institutions? **Not Sure**
- a. Does the plan discuss educating volunteers about the justice system? **Not Sure**
  - 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? **ODRC promotes “Reentry” programming. The programming preparing offenders for release is very good. More work on “filling” the gap from when the offender leaves to his/her placement to getting a job is needed.**
  - 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 – faith based is really working in assisting offender upon release which is vital.**
  - d. Has a marketing plan been developed to overcome the public’s misperceptions of offenders? **ODRC does an exceptional job with community service – as a way for offenders to pay “back” to the community in numerous ways.**
  - 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? **Not Sure**
  - f. Is information provided on how individuals and groups can volunteer in the prisons? **Not Sure**

- 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? **Not Sure**
4. Has DRC/DYS developed a standard training program for staff, volunteers, and the community to facilitate working in institutions together? **Yes – a very effective orientation program**
- 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**
- This and more!**
- 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**
6. Has Ohio law been revised to remove unnecessary and unreasonable collateral sanctions that inhibit offenders' successful reentry? **Not sure but Ohio does offer "Bonding" for offenders to assist in obtaining work.**
7. What improvements have been made regarding communication about programs and services between:
- Staff and volunteers? **Policy updates to both staff and volunteers and allows their input.**
  - Staff and the community? **Community Advisory Boards etc.**
  - Other parts of the criminal justice system and the community? **LEADS**

- a. What improvements have been made in effectively communicating among staff within the facilities, as well as with the community? **Use of roll call, email and institution staff TV with current info. Community Advisory Boards – Quarterly Meetings**
- b. Has an improved communication mechanism been developed in order to ensure these efforts? **See Above**
- 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 – CBCF / Judicial Release etc.**
  - 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**
  - 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? **Not Sure**
  - c. Have local probation departments prepared a listing of community options currently available for judicial use? **Probation Departments typically make their recommendations as to community options at time of sentencing**
  - 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. **Not sure**
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? **Not Sure**
  - a. Is DRC/DYS working with community organizations and probation departments to expand services available for offenders? How? **Yes – electronic monitoring**
  - b. Has a community model been created that will help meet the basic needs of offenders within the community? Is it being created? Explain. **Not Sure**

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? **Not Sure**
- 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? **Not Sure**
  - 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? **Not Sure**
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. **Yes**
- a. Has a job placement program been implemented? **Annual job fairs**
  - b. Does it provide:
    - Information on job fairs to ex-offenders? **Yes**
    - Education of businesses/employers on the benefits of hiring ex-offenders?
    - 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? **Not Sure**
  - 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? **Yes**
  - e. Has the DRC Omnibus Reentry legislation been enacted to reduce unnecessary sanctions in the law and thus made training more relevant? **Not Sure**

***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?

- Life skills? **Yes**
- Financial management and budgeting? **Yes**
- Personal hygiene?
- Family programs including:
  - Family and community-based orientation? **Yes**
  - Family mediation? **Not Sure**
  - Family education and orientation program? **Yes**
  - Transportation and video conferencing for visitation? **Yes**
  - 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 – Release prep program sections require all sections to have a criminogenic need.**

b. Have specific life skills programs been developed in the following areas?

- Budgeting? **Yes**
- Parenting? **Yes**
- Job searches? **Yes**
- Anger management? **Not Sure**
- Appropriate leisure-time activities? **Not Sure**

- c. Is emphasis centered on using a mentor-type relationship for such training?  
**Yes for the most part**
- d. 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.? **Not that I know of at this time**
- e. Have video-conferencing opportunities for the families, particularly children of offenders, been expanded? Are they used as an incentive program? **Option is available – not sure if utilized**
- f. Do volunteers facilitate the improvement of family relations through coaching in basic relational skills or involvement in family mediation programs? **Not Sure**
12. Has DRC/DYS expanded partnerships with national organizations including faith-based and community organizations to provide programming in state institutions? Explain. **Not Sure**
- 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?
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. **Not at this time**
- a. Are community actors and organizations a part of reentry planning for those offenders who will shortly be returning home? Explain. **APA - Yes**
- 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? **This area is steadily increasing and improving**
- c. Is there a mentorship program for offenders at your facility?
- d. Are faith-based and community volunteer groups actively developing such a program for participation by offenders at your facility? Explain.

***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?
  - a. What has been done to make the faith community aware of programs and training for the faith community's involvement?
  - b. What has been done to create awareness among the faith community of the needs of ex-offenders and the avenues to get involved?
  - c. What effort has been made to inform the faith community of the needs of ex-offenders and volunteer opportunities available?
  - d. Have leaders among the faith community been identified? How? When?
  - e. Have staff been used to accomplish this, using existing organizations, groups and established relationships? Explain.
  - f. Has this educational opportunity been extended to faith groups of all kinds?
  - 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?
  - 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?
  
15. Are offenders informed of various housing options before leaving prison or immediately upon release? How is this done?
  - 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?
  - b. Is legal advice in these situations available? Have partnerships been formed with local law schools to achieve this end?
  - 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?



- d. How has DRC/DYS made better use of existing federal programs that aim to address the issue of housing?
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?
- a. What educational efforts have been made to:
    - 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
    - Inform the public of the many needs of ex-offenders to help them transition successfully back into society?
  - 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?