

**CORRECTIONAL INSTITUTION INSPECTION COMMITTEE:
REPORT ON THE INSPECTION AND EVALUATION
OF THE
NORTH CENTRAL CORRECTIONAL INSTITUTION**

September 26, 2008

Prepared and Submitted by
CIIC Staff

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**CORRECTION INSTITUTION INSPECTION COMMITTEE REPORT:
INSPECTION AND EVALUATION OF THE
NORTH CENTRAL CORRECTIONAL INSTITUTION**

INSPECTION PROFILE

Date of Inspection: July 14, 2008

Type of Inspection: Unannounced

CIIC Member and Staff in attendance: Representative Matt Huffman
Toni Del Matto, Inspector
Gregory Geisler, Inspector

Facility Staff Present: Clifford Smith, Warden
John Coleman, Deputy Warden
Lyneal Wainwright, Deputy Warden
Dave Marquis, Major

Areas and Activities included during the Inspection:

Entry and Exit Meeting with NCCI Administration	Infirmary
Mental Health Offices	R&D
Special Management Housing	Library
Inmate Dining Facility	Educational/Vocational Building
Sex Offender Programming Unit	OPI Shop
IPP/Community Service Housing Unit	

INSPECTION SUMMARY

The CIIC Director provides a brief, immediate summary of each prison inspection to the DRC Assistant Director on the day following each inspection. Excerpts are provided below from the July 15, 2008 communication regarding the inspection of the North Central Correctional Institution:

- The facility was observed to be clean and well organized.
- In light of the impact of the budget cuts, staff morale was better than expected.
- Staff relayed that due to lack of funds, vocational programs are unable to operate, in some cases because they cannot afford to purchase supplies or updated learning materials used to facilitate vocational programs.
- Staff seemed to have good rapport with inmates.
- Inmates relayed concerns about a medical backlog.

- Inmates were also upset about commissary prices and frequent interruptions of recreation. Interruptions of recreation are reportedly due to staff shortages when officers need to transport inmates off the compound.
- Staff relayed that they are short 14 officers.
- Some staff indicated that the current disciplinary system is not effective with flat timers.
- Improvements were suggested in segregation in terms of cell cleaning and enforcement of rules prohibiting covering the windows and doors. These practices in segregation are reportedly related to crowding, and a desire to avoid confrontation with inmates.

FOLLOW-UP COMMUNICATION

In follow-up communication on July 17, 2008, the DRC Assistant Director relayed that he would check into the report of vocational programs not being operational, as well as the reported recreation interruptions due to prisoner transports.

On July 24, 2008, further follow-up communication was provided. It was relayed that they are currently working to resolve issues that still need to be addressed. According to the DRC Career Technical Director of the Ohio Central School System, cabling is not a Career Tech program funded by ODE. Rather, it is a part of EIPP, as is the NCCER Core for construction technology. These programs give vocational skills to the inmates, but are reportedly a small portion of what is taught in the CT programs. The Department is working to rectify the situation as soon as grant money is available. EIPP is a program that has several components. NCCER CORE and cabling are two of the components.

The Warden also provided follow-up communication. It was relayed that the last day for the Cabling Technology (C-Tech) class was July 10, 2008 due to lack of supplies. The School Administrator has been communicating with OCSS for several months regarding supplies needed for this program.

The Warden also reported that NCCI had a total of 34 emergency trips in June, and 27 in July (as of July 24, 2008). There are various reasons for the trips, from chest pains to acute hepatitis. In June, ten of the trips were admitted to OSU Hospital and in July, eight of the trips resulted in admission.

In regard to recreation, it was relayed that NCCI has three recreation officers on first and second shift. All three posts are utility according to their pick-a-post agreement. The majority of their CO vacancies are on second shift. When they have an emergency trip on second shift, they have to pull from utility posts. When this occurs, they reportedly close inside recreation only. They are able to keep outside recreation open with yard officers. The Warden relayed that when they fill their CO vacancies, the problem will be reduced. It was also relayed that they have identified a tool control officer post in the maintenance

shop that needs to be a tool control/utility post, which will go through the pick-a-post process and negotiations. This will help with keeping inside recreation open.

Regarding the medical concerns, it was relayed that five inmates communicated concerns to CIIC during the inspection, and all were investigated. It was further relayed that the inmates either received appropriate medical treatment or they expressed concerns to CIIC that they had not previously relayed to medical staff. Their concerns were reportedly lengthy and very detailed. It was also relayed that inmates who sign up for medical care are usually seen within one to two days. It was relayed that if it is an emergency, they are seen immediately.

The Warden also relayed that in early June, NCCI assaults were up. This was anticipated due to drugs confiscated in May during the clear-out. NCCI drugs are reportedly drying up. Random drug test results for June were down to 1.6 percent.

Regarding segregation, it was relayed that an offender had a sheet covering the end of his bed, and it was immediately addressed and corrected. Three inmates had toothpaste covering the shower window and lights, which was also addressed. Painting the cells due to graffiti is slowed down due to segregation crowding. They usually wait until they have several cells open before sending in paint crews. They will resume painting of segregation cells as the cells become empty. The Warden relayed that there is no practice of avoiding enforcement of the rules to avoid confrontation with inmates.

The Warden also noted that their VVA chapter was awarded the 2008 Ohio Chapter of the Year for 2008. In addition, their first Kairos weekend is scheduled for September 17 through 21.

On October 2, 2008, the DRC Assistant Director provided additional information in response to the CIIC inspection report, noting that corrective measures have been or are being implemented. In communication of September 30, 2008 from NCCI, it was reported that a deep cleaning of segregation started September 25, 2008 and is scheduled for completion on October 2, 2008. The following was also relayed:

Education:

The CIIC did not note any major concerns with regard to the education department; however, they did mention a concern expressed by an employee. On page 32 of the report an NCCI education employee expressed numerous concerns with regard to the Intensive Prison Program (IPP) and its expenditures. The following statement clarifies the employees concerns.

It is true that C-Tech is currently not being taught due to lack of supplies. We have been told by OCCS that they are working on bids to purchase the necessary materials for the program. We will restart this program as soon as we are able.

There were problems this past year for Career Tech teachers in ordering materials for their programs, due to the implementation of the OAKS system. This has since been corrected. Teachers have been given opportunity this current fiscal year to order supplies and equipment for their career tech classes.

We did implement a new program of Career Enhancement classes as of July 1, 2008 in an effort to offer more educational programming to offenders with less than one year on their sentence. These programs are not the same as unit programs. They do include employability information, as do the career development programs. Changes were made in the requirements and implementation of the career development programs at the same time. Teachers have been given opportunity to purchase necessary supplies for the career enhancement classes. They also, are given days at the beginning and end of each CE module to complete the necessary paperwork for the program.

Health Services:

Overall the offender health services received a good review. However there was some concern noted with regard to delays in seeing the Doctor and offenders being told that they are on the list. These are the steps that have been implanted to provide corrective action to those concerns.

- All Cinicare Consultant physician concerns have been marked “non compliant” on the monthly contractual monitoring that we do. This should improve the delay of seeing a Doctor.
- There has been “complaint to vendor” also done for the physician contract regarding our need for a full time on site medical director.
- Ms. Daily HCA and Mr. Skinner AHCA have kept Dr. DesMaris, Dr. Mendal and also Peggy Bockey RNA apprised of all the daily needs of NCCI medical department. A weekly report of our patient backlog for doctor’s sick call has been reported.
- Offenders are seen in Medical within 24 hrs. Sun-Thurs when submitting a Health Service Request form. The forms are picked up every morning and the individuals requesting medical attention are seen within a 24 hour period unless an emergency situation requires more immediate attention.
- Dental complaints have been addressed and there is no waiting list. When an offender complains of pain they are seen the same day as long as Dental is on grounds. If Dental is not on grounds then they are seen and triaged per medical nurses.
- All new loads with a dental complaint of pain are put onto a “dental emergency” referral log as well as being triaged by the medical staff.

- Any and all emergent needs are met with a call to the medical physician as well as the on call dental physician. Offenders are also sent out to the Hospital as needed.

Segregation:

The segregation area was an area of major concern for the inspection committee. The committee noted numerous sanitation issues as well as security issues with regard to offenders covering their windows. The report reflected that the institution was tending to overlook some of the security concerns in order to avoid confrontation and use of force incidents with offenders. It should be noted that at no time was the institution condoning covering of windows and the bed area; however the institution did attempt to use a variety of tools such as cell restrictions and restitution through the RIB process in order to reduce the number of use of force incidents in the segregation area. The committee recommended that “a rotating plan of sanitation, maintenance, and painting of cells is needed to include documentation of any damages, including any new graffiti or markings found in cells for processing through the disciplinary procedures”.

The institution began to set a plan in motion shortly after that inspection which included a tracking mechanism and a deep cleaning. Since that time the NCCI maintenance department has begun to repaint all cells in segregation as well as sanitize each cell. Two ranges have since been completed with the third range of segregation scheduled to be completed in October.

In order to maintain the sanitation and unobstructed cells, a segregation cell inspection sheet has been developed that will result in the inspection of each cell prior to an offender being placed in the cell and following the offenders release. It will check the mattress, pillow, blankets, uniforms, sink, toilet, bed, shower, window, mirror, door, floor, walls, lights, caulking, and the laundry bag. If any of the items do not meet with a passing grade from the Officer a conduct report will be issued with subsequent charges being assessed to the offender.

All offenders in segregation will be required to clean their cells at least weekly and if they refuse a porter will be assigned the task. The offender who refuses will be issued a conduct report. Additionally, it should be noted that the segregation porter duties have been expanded upon to include a thorough cleaning of all of the common areas, recreation, as well as cells as needed. All of the segregation officers have also been briefed about the importance in maintaining the segregation unit and the steps that are to be taken to ensure that segregation remains clean, free from obstructed views, graffiti, and that offenders are held accountable for their actions.

FACILITY DESCRIPTION

The Warden provided requested information to supplement the observations and interviews during the inspection of the institution. Information was also extracted from the manual prepared for ACA audit members, the Employee Handbook and Reference Manual, the Inmate Handbook provided to new inmates, and a variety of prepared documents related to the areas included in the inspection.

Overview

According to the information provided, the North Central Correctional Institution opened in 1994 and houses adult male offenders that are classified as level one or two (minimum-medium) security. On the date of the inspection, the inmate population was reported to be approximately 2,350 inmates. Its campus-style setting is located on 70 acres inside the fence. There are 17 buildings inside the perimeter. Ten of these buildings are general population housing units that house approximately 244 inmates each. Other buildings on the grounds of the facility contain the special management-housing unit, infirmary, R&D, dining facility, recreation and special services, and educational/vocational services.

Mission

The mission of the facility is to establish an environment that provides a secure correctional setting encouraging growth and personal development in the offender to prepare him for a successful return to society. The following mission statement is located on the institution's website:

The North Central Correctional Institution seeks to provide offenders of felony convictions within the State of Ohio a safe, efficient, humane and appropriately secure correctional institution, while maintaining dedication to the protection of citizens of the State of Ohio and 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, we seek to instill in offenders an improved sense of responsibility and the capacity to become law-abiding members of society.

Budget

According to the institution's website, the current estimated budget is \$33,060,869, with a daily cost per inmate of \$45.39. Annually this daily cost per inmate amounts to an approximate \$16,567. According to the previous 2004 CIIC inspection report on the facility, the annual budget was reportedly \$32,656,154, with a daily cost per inmate of \$39.80. The difference reflects an approximate increase of \$404,715 or 1.22% for the annual operating cost, and an increase in the daily cost per inmate of \$5.59, or 1.23%.

Employee Data

According to information provided on the institution's website, NCCI employs 443 staff, including 250 assigned to security positions, comprising 56.4 percent of their staff. At the time of the previous inspection of the facility in 2004, NCCI had 239 security staff. The ACA handbook for 2007 states that there were 290 officers, and 157 support and/or program staff.

On the date of the inspection, staff relayed that the institution is only *down 14 security positions*. It was also relayed that the most recent staff reductions implemented by the Department to address the restraints of the diminished budget only resulted in the *loss of two staff*. However, according to written information provided on site, there are *54 total staff vacancies, including 35 Correctional Officers*.

According to the *Department's Monthly Fact Sheet, ODRC Workforce Composition as of July 1, 2008*, NCCI employed 435 staff, including 249 Correctional Officers. Males comprise 295 staff positions, and 195 are assigned to security positions. Females comprise the remaining 140 staff, including 54 security positions.

The racial composition of the 295 *male staff* consists of 261 Caucasians (88.5%), 23 African-Americans (7.8%), and 11 Other staff (3.7%).

The racial composition of the 140 *female staff* consists of 119 Caucasians (85%), 15 African-Americans (10.7%), and six Other staff (4.3%).

Of the 249 *Correctional Officers*, 220 are Caucasian (88.4%), 18 are African American (7.2%) and 11 Correctional Officers identified as Other (.4%).

Table 1. Number of NCCI Staff with Breakdown by Race on July 1, 2008

Employee Race	Number	Percent
Caucasian	380	87.4%
African American	38	8.7
Other	17	3.9
Total	435	100%

Table 2. Number of NCCI Staff with Breakdown by Gender on July 1, 2008

Employee Gender	Number	Percent
Male	295	67.8%
Female	140	32.1
Total	435	100%

Table 3. Number of NCCI Staff with Breakdown by Gender and Race on July 1, 2008

Gender	Caucasian	African-American	Other	Total	Gender Percent
Males	261	23	11	295	67.8%
Females	119	15	6	140	32.1
Total	380	38	17	435	100%
Racial Percent	87.4%	8.7%	3.9%		100%

Table 4. Number of NCCI Male Staff by Race on July 1, 2008

Race	Number	Percent
Caucasian	261	88.5%
African American	23	7.8
Other	11	3.7
Subtotal	295 Males	100%
435 Total Staff	295 Males	67.8%

Table 5. Number of NCCI Female Staff by Race on July 1, 2008

Race	Number	Percent
Caucasian	119	85%
African American	15	10.7
Other	6	4.2
Subtotal	140 Females	100%
435 Total Staff	140 Females	32.2%

INMATE DATA

Population and Racial Composition

On the date of the inspection, there were approximately 2,350 inmates housed at NCCI. The institution was built with a rated capacity of 1,855 inmates, and the current population is *127% above that capacity*.

According to the information on the institution’s website, the population was reported to be 2,364 inmates, with 1,305 White inmates (55.2%), 950 Black inmates (40.2%), 87 Hispanic inmates (3.6%), and 22 inmates (0.9%) identified as “Other.”

According to data provided during the inspection, the *age range of offenders at NCCI is age 18 to 84*.

Table 6. Number of Inmates at NCCI with Breakdown by Race, July 11, 2008

Race	Number	Percent
Caucasian	1,305	55.2%
African American	950	40.1
Hispanic	87	3.6
Other	22	.9
Total	2,364	100%

Deaths/Suicide Attempts

Based on information provided by staff, there have been no inmate deaths at the institution to date in 2008. However, one inmate was transported from NCCI to the Corrections Medical Center who expired from natural causes. There have been *no suicides at the institution in 2008.*

Attempted suicide data for 2008 through August 31, 2008 shows that NCCI had *only one attempted suicide, which occurred in May 2008.*

STATUTORY REQUIREMENTS

Attendance at a General Meal Period

Per the Ohio Revised Code, CIIC is required to attend a general meal period with the institution's general population. On the date of the inspection, CIIC attended the lunchtime meal. One CIIC staff member sampled the standard meal served to the majority of the population. The other CIIC staff member sampled a vegetarian meal prepared for inmates who either wish not to eat meat, or those who cannot eat meat for medical or religious reasons. *The standard meal consisted of pork fajitas with two small tortillas, rice, salad, and a portion of spice cake. The meal was well prepared, of appropriate temperature, considered bland, but palatable. The vegetarian meal consisted of a serving of refried beans, rice, tortillas, and salad with Italian dressing, spice cake, and canned plums. The vegetarian meal was also bland, and the plums were considered unappetizing.*

The milk that was available with the *meal was in plastic bags. Inmates in Local Control relayed on site their dislike of these bags. Milk was also served in these bags to the general population during lunch.*

Attendance at a Rehabilitation Program

One of the special missions of the institution is to provide rehabilitative programming to the inmates convicted of sex offenses. A walk-through was conducted of the dormitory dedicated to sex offender rehabilitation programming.

In addition, a group session was attended in which the Director of Sex Offender Services led nine inmates enrolled in the *Comprehensive Sex Offender Program* in a discussion about issues such as empathy, placing emphasis on attempting to understand the victim's perspective, and the impact sex offenses have on society. The group also discussed the demographics of inmates who sexually offend.

A walk-through was also conducted of the *education department, which is also the location for GED programming, and other vocational programming*. Staff involved with educational programming at the institution shared their concerns. More information about their concerns is provided in greater detail later in this report.

THE INSPECTION

Entry/Exit Building

On arrival, CIIC was *cordially processed* by the entry control Officer, who contacted the Warden's office for notification. Walk-through metal detectors are used for individuals entering and exiting the institution. *Security staff inspected personal belongings thoroughly according to routine security procedures*. Security procedures included a requirement to insert the CIIC identification card into a viewer for the control staff before being permitted to enter the sally port leading on to the yard.

The area in which the entry control point is located was clean and polished. In the waiting area, advertisements for *different ride sharing programs and transportation services were posted for individuals* who cannot afford to travel to the institution for visits, or do not have transportation to visit their incarcerated friends or family members. Rates and locations for these services were also included.

Meeting

Meeting with the Warden and the institution's executive staff is a routine function conducted at the beginning of inspections. Prior to the Warden's arrival, the Deputy Warden of Operations, the Deputy Warden of Special Services, and the Major met with the CIIC. Important issues affecting the institution were discussed, such as *staff shortages, the impact of the budget cuts, concerns about medical services, security threat groups (gangs), drugs, programs, cost savings initiatives, and the documented contacts and concerns by the CIIC staff*.

During the most recent round of cuts and reductions, NCCI reportedly has fared well. Only two staff have been laid off, but several positions including the Investigator position, have been frozen. In all, based on information provided, staff shortages amounted to 54 staff vacancies across the institution, with the majority consisting of security positions. Throughout the inspection, it was more than apparent that staff are positively adapting to this challenge.

Five staff were reportedly removed in the past year for conveyance of drugs into the institution, with at least three convictions. Investigations of alleged staff involvement in such criminal behavior is reported to be an ongoing process. Their efforts have paid off, as positive inmate drug tests from random testing resulted in a low 1.6% for June 2008.

Institutional staff relayed positive aspects of the institution including that *the Horticulture Instructor was named the Ohio Teacher of the Year by the Correctional Education Association, and was recently represented at the national awards ceremony for her accomplishments.* Staff also reported that they have *higher than average graduation rates for vocational programming in turf management, barber certification, and computer repair programs.* It was also relayed that the institution conducts the *largest sex offender program in the state, and the institution also operates a community service dormitory where inmates contribute time to completing projects for a variety of organizations.*

The Warden's executive staff also discussed the implementation of *cost savings initiatives over the past year. NCCI reportedly saved \$95,000 in the past year by recovering items like mattresses and chairs. Staff should be applauded for such efforts. It was relayed that other cost savings programs are being solicited from staff and inmates alike.*

MENTAL HEALTH SERVICES

One of the first areas visited was the mental health department. According to the inmate handbook, mental health services are provided at NCCI by a *team comprised of Social Workers, Psychiatric Nurses, Psychology Assistants, Psychologists, Psychiatrists, and Community Linkage Services through the Ohio Department of Mental Health.* Staff relayed on site that there are *two staff vacancies in the Mental Health Department.* Although it was reported that *one of the two positions was going to be filled, they are still short one Psychology Assistant that will remain vacant due to the hiring freeze.*

According to the inmate handbook provided to each inmate, the mental health department provides services for general population residents in the housing units. It was reported that *all new inmates receive an orientation to mental health services, and a personal interview to obtain information about mental health history and background.* The handbook relays that *mental health staff can assist inmates who have serious mental or emotional problems, and assist in the development of behaviors for responsible ways of living.* Further, the handbook states that *inmates must have a pass or an appointment to be seen by the mental health department. However, in case of emergency or problems in need of immediate attention, inmates are advised to communicate with their unit staff, who can contact the mental health staff.*

Programs that are available to inmates through the mental health department include:

- Assessment and treatment of mental illness
- On-going psychiatric care
- Crisis intervention

- Residential mental health treatment and hospitalization if necessary
- Assistance in dealing with stressful problems
- Group or individual counseling
- Psychological evaluations as requested by the Parole Board
- Referral to a Psychiatrist and treatment with medication if necessary
- Specialty group counseling
- Parole Planning Assistance through Community Linkage
- Crisis stabilization services
- On-going Psychiatric care, and
- Sex-Offender programming.

The inspection included a discussion with the Director of Mental Health Services at NCCI. It was relayed that mental health staff handle a *caseload of approximately 400 inmates. There are approximately 100 seriously mentally ill inmates (also known as C1 in the mental health classification system).* The rest of the inmates on the caseload are classified as either C2 or C3. *Staff reflected positively upon the changes in the Mental Health Department at Central Office. Reportedly, staff previously spent more time on charts and records of the inmate, but are now getting more clinically involved with the inmate.*

According to the DRC Mental Health Classification Policy, Serious Mental Illness is defined as:

A substantial disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality or cope with the ordinary demands of life within the prison environment and which is manifested by substantial pain or disability. Serious mental illness requires a mental health diagnosis, prognosis and treatment, as appropriate, by mental health staff.

The policy further defines the three mental health classification categories, C1, C2 and C3 as follows:

C1: Psychiatric Caseload (SMI)- the inmate is on the psychiatric caseload and meets criteria for SMI designation: a substantial order of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality or cope with the ordinary demands of life within the prison environment and which is manifested by substantial pain or disability. Serious mental illness requires a mental health diagnosis, prognosis and treatment, as appropriate, by mental health staff.

C2: Psychiatric Caseload (non-SMI)- The inmate is on the psychiatric caseload but does not meet the criteria for SMI. Inmate is receiving mental health care and supportive services, which include medication prescription and monitoring, individual and group counseling and therapy, crisis intervention and behavior management.

C3: General Caseload- The inmate is receiving group or individual counseling, therapy and skill building services. He/she has a mental health diagnosis and treatment plan and is being treated by mental health staff other than the psychiatrist.

According to the monthly mental health caseload report for *June 2008*, NCCI had a total inmate population of 2,234, and 398 inmates on the mental health caseload. Therefore, the number on the caseload comprised 17.8 percent of their total population. Of those on the caseload, 86 were C1 (*Seriously Mentally Ill*), 244 were classified as C2, with a total psychiatric caseload of 330. There were 68 inmates classified as C3. It was also reported that 15 of the inmates on the mental health caseload were in Segregation.

Table 7. Number of NCCI Inmates on Mental Health Caseload by Classification, June 30, 2008

MH Classification	Number	Percent
C2	244	61.3%
C1	86	21.6
C3	68	17.0
Total	398	100%

According to the communication on site, the NCCI Director of Mental Health Services is *seeking to develop new programs* to treat what she has observed to be problems throughout the inmate population. She cited the *need for counseling groups to treat Post Traumatic Stress Disorder and anxiety, in order to improve the lives of inmates and soften the impact of incarceration. A pattern has reportedly been observed, which indicates that there are many inmates who have experienced traumatic incidents in their lives, but have never addressed the residual effects of the trauma. There is a reported need to develop a more effective way to address anxiety disorders.*

Treating anxiety with counseling would reportedly prove to be more effective in a correctional environment, than treating the disorder with medication. According to the staff, the medication used to treat anxiety disorders is expensive, potentially highly addictive, and can only be issued to treat the individual for two weeks. The potential for addiction associated with the medication was cited as a concern. It was also relayed that inmates can use the medication as contraband by engaging in dealing, or extort inmates who are prescribed this medication.

SEGREGATION

The special management-housing unit is adjacent to the mental health department, and houses inmates assigned to Local Control, Disciplinary Control, and Security Control. This is also where the Rules Infraction Board convenes to hear conduct reports for inmates who have violated the rules.

There are three strip cells at the immediate entrance of the unit, where inmates being placed in segregation remove their uniform, are searched for contraband and other prohibited items. *The cells were observed to be clean.* One inmate was standing handcuffed in the doorway of a strip cell waiting to go before the RIB. Another was being escorted by an officer from the RIB hearing room, and was secured in another strip cell.

Upon entering the central control unit, inmate porters were observed preparing the lunchtime meal to be served to the inmates in segregation.

There are reportedly *50 cells designated for segregation.* The current number of inmates assigned to Local Control, Disciplinary Control, and Security Control is posted on a board. On the day of the inspection, there were *85 inmates in segregation.*

Twenty-five inmates were assigned to Local Control, where inmates can be held up to 180 days. Per Administrative Rule, inmates may be placed in 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.

There were *25 inmates assigned to Disciplinary Control,* which is for inmates who have violated inmate rules of conduct. Inmates assigned to Disciplinary Control can be held up to 15 days for a rule violation, but up to 30 days for multiple rule violations.

There were *35 inmates assigned to Security Control,* which is used for multiple reasons, such as for inmates who are under investigation for a violation of a rule, pending hearing of a conduct report by the Rules Infraction Board, for personal safety during a protective control investigation, and pending transfer to a higher security institution.

Two inmates occupied most cells, although some inmates assigned to Local Control were celled alone. The segregation supervisor stated that he and his staff attempt to cell inmates with compatible cellies to reduce the likelihood of conflicts, predatory behavior, and violence between inmates. Overall, the three ranges of the unit were quiet. The main corridors of each unit were clean, and the temperature was noted to be tolerable in comparison to the temperature outside.

The cells can accommodate two inmates. They contain a metal sink, toilet, and shower. There is a window that allows light from the outside of the building into the cell, one window that allows officers to observe inmates in the shower from the hallway, and one window built into the cell door.

Indoor and outdoor recreation cages were observed. They are approximately two stories high, and are secured by fencing on the top. The outside recreation areas are equipped

with a basketball hoop. The inside recreation rooms are equipped with bars to perform exercises such as pull-ups and dips.

A walk-through was conducted on all three ranges, accompanied by the Major and Lieutenant assigned as the Segregation Supervisor. *Most of the cells were dirty and in disarray. One of the glaring concerns was the number of cell windows covered by paper, or smeared with toothpaste. Other methods used by inmates to block out hallway lights included covering the ends of their bunks with clothing or towels, or stretching the shower curtain in front of the shower window. Other inmates blocked out the light coming in from the outside with clothing or other material. Either one or both windows were covered preventing staff from observing inmates in their cells.*

Based on comments by staff present, this was not just a random or isolated occurrence that happened to be observed on the date of the inspection. This was reported to be acceptable behavior by the staff present as a way to prevent discord between the staff and the inmates. According to staff, as long as one of the two windows allowed staff to observe the inmate in the cell, then blocking one window is reportedly acceptable. If the inmate refuses the staff's orders, this could lead to a cell extraction by force. This same belief was reiterated at the close out meeting with the Warden. However, there were several instances where inmates had covered one window, and also covered the ends of their bunks as noted above preventing any meaningful supervision by staff.

In regard to the condition of the cells, staff stated that the increased population was cited as the reason for the difficulty with maintaining clean cells. Staff relayed that they "prayed" to get inmates into segregation and off the yard every time they received a new shipment of inmates from reception due to the limited bed space in general population. This understandably prevents staff from ensuring that all the cells have been sanitized and painted on as needed basis to cover the gang graffiti or other markings observed. A rotating plan of sanitation, maintenance, and painting of the cells is needed, to include documentation of any damages, including any new graffiti or markings found in cells for processing through the disciplinary procedures.

In the CIIC's previous inspection report of the institution, it was noted that the cells are not equipped with a shower curtain, or a lip at the bottom of the showers to prevent water from wetting everything else in the cell. *To their credit, it was observed that staff have attempted to remedy these problems by securing a block on the floor of the shower sill, and using the material from old mattresses that could not be salvaged to make shower curtains attached to the walls.*

In follow-up communication from the Warden, it was acknowledged that *there were inmates covering up their shower windows and cell lights.* It was relayed that *three inmates had toothpaste covering their shower window and lights. Another inmate had also covered the end of his bunk with a sheet.* According to the Warden, *these problems were addressed.* While he re-stated that the *progress in keeping the cells painted was slow due to segregation crowding, it was relayed that they would resume the painting of the cells as cells become empty.* It was also relayed that there was *miscommunication*

with regard to the enforcement of rules. According to the follow-up communication, there is no practice of avoiding enforcement of the rules in order to avoid confrontation with inmates.

MEDICAL SERVICES

The institution provides medical services for inmates *24 hours a day, seven days a week.* According to literature provided on site, inmates *sign-up for Nurses Sick Call by completing a Nurses Sick Call Form, and depositing the form in a secured box, which is emptied daily. Reportedly, sick call is held five days a week for general population. Sick call for inmates in segregation is held Monday through Friday on second shift.*

According to the information provided, a *Podiatrist and an Optometrist* provide specialty medical services. A *full range of Dental Services* are also provided to inmates as well. Staff reported that they also have one full time *Phlebotomist, and share a Lab Technician* with a neighboring institution. It was also relayed that they do not have a full time Medical Director.

The result of *Fussell* is reportedly *helping the institution's medical staff in terms of staff and equipment.* This will reportedly result in *more nurses and support staff with the resources to reduce the potential for errors to occur.* One new staff position reportedly added because of the lawsuit is a *Quality Assurance Coordinator, who performs a variety of functions such as audits, chart reviews, and communicating with infirmary staff on policy changes and other important issues related to their department.* The *Q&A* also conducts inmate education on a monthly basis related to *self-maintenance and self-care issues on subjects such as MRSA, heat illness, medications, recovery services, skin cancer, and TB education.* It was relayed that inmates may sign up for these programs. The *Q&A Coordinator* also provides inmates who are newly diagnosed with *Hepatitis C, and MRSA etc. with educational information.*

Overall, the infirmary was clean and in good order. On arrival, there were four inmates waiting to be seen by the medical staff. *Exam rooms were observed to be clean and well lit.* There is one cell dedicated to inmates from segregation, which was occupied. There are also two safe cells, one of which was occupied, and two negative airflow cells that were occupied. *The infirmary has one suicide/safe cell that was empty, but was observed to have a small amount of trash on the floor. Two patient examination rooms were also observed, and noted to be large and well lit, as well as clean and organized. In one of the rooms, the institutional Doctor was observed having a discussion with a patient.*

Staff relayed that the average length of stay for inmates who require further observation and must be kept in the *infirmary is approximately three to five days.* Reportedly, if an inmate requires outside medical attention, they attempt to treat more serious medical problems at the *local hospital in Marion.* However, *if the procedure is serious, and cannot be performed at the local hospital, inmates must be transported to the Ohio State University Medical Center for treatment.* Staff relayed that they prefer to have inmates

treated at the local hospital because they are billed at a lower rate for services than the rate at which they are billed by the Ohio State University Medical Center.

According to follow-up communication, NCCI made 34 emergency trips during the month of June and 27 as of July 24, 2008. The reasons for the trips were various, from chest pains to acute hepatitis. Ten of the trips resulted in admissions to OSU in the month of June, and eight emergency trips resulted in admissions to OSU in July.

The Dental Clinic was also observed, and it appeared to be clean and well organized. On arrival in the infirmary, the dental staff had just concluded their morning appointments. Reportedly, the services of the previous contract dentist were recently terminated due to inability to keep pace with the institution's needs. In the meantime, a contract dentist from the Ohio Reformatory for Women is filling in as needed. Reportedly, Fussell mandates that the institution add a fourth dental chair to increase the amount of services they can provide based on the size of the inmate population.

Staff relayed that dental services at NCCI are contracted through *Mid-America Health*. Overall, staff were pleased with the contractors provided by the company. According to the company's website (www.mahweb.com careers/corrections-division) their Corrections Division provides *dental services to 16 of Ohio's prisons. The positions for Dentists appear to be in high demand as they offer a sign-up bonus of up to \$10,000 for filling vacant positions at London, Marion, Orient, Chillicothe, and Marysville.*

During the inspection, inmates relayed concerns about the medical department. Reportedly, *most of their concerns centered on the medical staff's responsiveness to their concerns:*

- *One inmate relayed a complaint that every time he has sought treatment for the pain he reportedly experiences in his teeth, he is informed that he is "on the list," or that he has to sign up for treatment every six months.*
- *Another inmate relayed that he was told it would be six weeks to see the Doctor.*
- *Yet another inmate reportedly informed the medical staff that he cannot swallow, and was told to get more rest.*

The reported concerns were shared with the Warden during the exit meeting. He was most willing to follow-up with the complaints to ensure that their concerns were addressed.

In follow-up communication, the Warden relayed that *all five complaints were investigated, and that all of the inmates had received appropriate medical treatment, or "complained to CIIC about something that they never went to medical about."* The Warden further stated that the *staff see inmates within one to two days of signing up for sick call. This was also echoed by medical staff during the inspection, that inmates are seen within 24 hours unless it is an emergency, in which case they are seen immediately. However, staff did report that they were a few weeks behind with referrals to Doctor's*

sick call, which is consistent with one of the concerns relayed during the inspection by an inmate on the yard.

RECEIVING AND DISCHARGE

During the inspection, the Receiving and Discharge Department was observed. They were processing 20 new inmates who had just arrived from the Corrections Reception Center. Inmates were still dressed in their bright orange uniforms with white t-shirts. Approximately half were waiting to have their property inventoried by staff, and the other half whose property had been inventoried, were waiting in an adjacent room.

Each inmate's property from the reception center was stored in bags, and transferred to a steel 2.4 locker box. Several inmates were having their property inventoried by the staff. As the inmate transferred the item from the bag to the box, a staff member confirmed the item with the property sheet completed by staff at the Reception Center. *Staff has modified the 2.4 locker boxes in an effort to try to reduce the amount of property boxes that are 'kicked' by inmates. When a box is "kicked," it refers to one inmate breaking the lock off of another inmate's box to steal his property. The modification consists of welding a piece of metal over the latch where the combination lock secures the lid. The extent to which this has been effective was unknown.*

Staff were observed providing inmates with a copy of the Department's Sexual Assault Policy, and a copy of the inmate grievance procedure. Staff relayed that inmate orientation is conducted once a week, and they receive more information about the inmate grievance procedure. According to the inmate handbook, during orientation, inmates are provided with information on each department within the institution, and the services that they provide. Inmates also receive information on work program assignments, supervision level review, count times, American Disability Act policy, community justice, and housing unit rules.

A walk-through was conducted of the package room, also located in the same area of Receiving and Discharge. Sundry boxes that are purchased for inmates from Access Secure Pack are stored in the package room until the inmates pick them up. *The staff member reported that requiring inmates and their families to use Access Secure Pack has essentially stopped all contraband from entering the institution through care packages. It was reported that any boxes that arrive damaged upon delivery are rejected by the staff to ensure that any potential to undermine the security of the process is prevented. This is also where big-ticket items, such as personal televisions, are titled with the inmate's information by the staff, thus preventing inmates from trading the item, or if it is stolen, it assists in the possible recovery.*

FOOD SERVICES

The inspection included observation of the inmate dining facility prior to the lunchtime meal being served. This allowed inspection of the food preparation area and the area behind the food service lines. It was reported that the *Food Service Manager is known for*

having the cleanest kitchen of all level two prisons in the state. According to staff, 120 inmates work at lunch, and there are a total of 630 inmates employed in the food service department. There are four serving lines in a dining facility that is divided into two dining halls that seat 240 inmates on each side. Staff relayed that they serve the entire population in about one and one half hours.

The meal being served to the general population consisted of pork fajitas, rice, a salad, spice cake, tortillas, and a beverage. While the meal was palatable, and the portion size was sufficient, overall it lacked flavor. The vegetarian meal consisted of a serving of refried beans and rice, two small tortillas, salad, canned plums, and spice cake. The cake was good, but the vegetarian meal was considered unappetizing. At the head of the serving lines, a sign was posted that warned inmates about the nutritional deficiencies that could occur from consuming vegetarian meals, and advising inmates to consult a physician prior to doing so.

Inmates did not provide any positive commentary about the quality of the food. They expressed disappointment in the new heart healthy meal plan implemented by the department. They relayed that the portions decreased, and they never serve enough food.

The food preparation and food storage areas of the dining facility were inspected. At the time, inmates were busy cleaning the cooking kettles, grills, and floors before the preparation of the evening meal began. Four coolers were used for the storage of different food items. Each cooler was observed to be organized, clean, and set to the temperature appropriate for the food being stored.

On the serving line, staff pointed out where the physical condition of the coolers used to supply the serving lines was beginning to deteriorate. The seals around the doors had deteriorated to the point where the cool air leaked out, causing the coolers to use more electricity to maintain the set temperature. Staff stated that this had been a problem for about one year. Food service staff also pointed out where several of their grills need to be replaced and are inoperable, as were several of the ovens. They relayed that they cannot be repaired, and due to the cost, it was difficult to get the grills replaced.

One area of the food service department that was particularly impressive was the three kosher cooks who prepare meals for inmates of the Jewish faith, Sabbatarians, and those with special allergies. These inmates spoke very highly of the accommodations that the staff have provided for them, stating staff do the best they can to address this important need. These inmates, who are all Jewish, work in a very small area to the right of the serving line, and were very proud of the opportunity to serve in this fashion. It was reported that the raw products are delivered to the institution to be prepared in accordance with kosher guidelines. Due to the higher than average cost of the meals, there was concern that some inmates (termed "frauds" by the inmates) were taking advantage of the system in order to be served these meals. Their cost saving suggestion provided to the administration is to reduce the number of inmates on the kosher meal list. The staff relayed that they were recently ordered by the Court to provide kosher accommodations to a group known as the Sabbatarians, which increased the number of

inmates requiring this accommodation by about 10. Other inmates consume these meals because of reported allergic needs.

The Food Service Manager clearly took a lot of pride in his area of responsibility. He seemed to fully understand the importance of producing the best quality product with the food he was provided. He also understood the need for developing good work habits in the inmates under his supervision. Reportedly, incentive pay is one way of rewarding inmates who exhibit good work performance that he is exploring, which would provide inmates the opportunity to earn higher wages. The Ross Correctional Institution implemented this procedure some time ago, and reported positive results. Staff are aware that inmates do not look highly upon working in food service, as it does not pay well, and often times inmates are reclassified to food service as punishment after breaking one of the rules of conduct. This attitude towards food service could be reflected in the meals that are produced. Staff recognizes that meals provided to inmates are one of the most important factors in keeping a population content. Staff also recognizes that if they make working in food service more desirable, and boost morale, this could have a positive effect on inmates working there, with a net effect of a better quality meal being produced.

COMMISSARY

The commissary was visibly well stocked, and organized. The institution commissary operates like a small convenience store. Inmates often supplement their diet with the variety of food items available for purchase, as well as hygiene, tobacco, over the counter medical products, stationary, and a number of sundry items from toothpicks to batteries. Each unit has a designated store day, which is dictated by the schedule posted in the housing units. Inmates fill out a commissary slip before shopping, which is distributed by staff the day prior to the shopping day. The inmate is then assigned to groups of 20 inmates, who are sent to the commissary to shop. Inmates can check their balance outside of the commissary by swiping their identification card prior to shopping. Once inmates enter the commissary, they provide their shopping list to the staff, and they watch their order being filled, scanned and bagged. After the inmate has shopped, they are instructed to return to their unit and secure their items in their locker box. They are also instructed to keep their receipt in order to show ownership. Any item in an inmate's possession that he cannot provide proof of purchase is often times considered contraband.

One concern expressed by inmates that surfaced again and again during the inspection was in regard to the rising prices of items purchased in the commissary. Reportedly, commissary managers are permitted to increase the price of the produce ten percent on top of the base price of the product. The proceeds from the profits are supposed to be routed into the inmate entertainment fund. However, the prices for the majority of products in the commissaries have increased recently by seven percent, for an estimated total of just under 17 percent for the year. This has caused discontent from inmates who depend on state pay to purchase sundry items, and other necessities that are not issued to them. Throughout the inspection inmates expressed their frustration about the increase of prices of particular staple products that they rely on.

Institutional staff relayed that Ohio Penal Industries would be taking over the purchasing of items for institutional commissaries at some point, which should reduce prices in the long run. However, staff did not sound optimistic about OPI's intervention. It has been relayed on previous inspections that one way Commissary Managers keep prices low is by shopping around from multiple vendors in an effort to find items that inmates want at a reasonable price. Reportedly, OPI's intervention removes the ability of Commissary Managers from performing this function.

In follow-up communication from the Chief of OPI, it was relayed that the Department's goal is to put OPI fully in charge of conducting purchases in an effort to reduce the cost of commissary prices. Although no date is set for this transition to occur, the only change that has occurred is the appearance of commissary staff on OPI's Technical Order. If OPI consolidates purchasing for all 32 institutions, instead of each institutions making purchases separately, it should reduce the price at the institution for the customer. This move would be appropriate regardless of whether or not a fiscal crisis currently exists, as it would reduce prices, allowing inmates to purchase more items from commissaries resulting in greater revenues for the Department. According to what was relayed, this is considered a standard industry practice as many state correctional departments already have implemented this manner of purchasing.

OHIO PENAL INDUSTRIES

Ohio Penal Industries' mission is to assist the institutions in the management of offenders through training, by producing quality, cost-efficient products and services, contributing to their successful re-entry to society. *The OPI shop at NCCI is one of the most innovative work programs provided to inmates under the supervision of DRC. This shop reflects one the changing trends in the American labor market from manufacturing to information services. NCCI's OPI shop departs from the traditional mold of penal industries by training inmates in skill sets that are reflective of the changing trends in the United States labor market.*

There are reportedly 31 inmates employed at the OPI shop at NCCI. On the date of the inspection, inmates were returning to work from lunch. They clocked in with the staff supervisor, and proceeded to their workstation and immediately began working. Inmates work at a desk equipped with a computer and several monitors. *It appeared much like any other normal workplace environment.*

According to what staff relayed, inmates must have at minimum of a *G.E.D. and must apply for the position like any normal job. Since these positions are few in number and can pay three times the normal wage that inmates earn at the institution, applicants' records are screened for disciplinary infractions and other discrepancies before they are granted an interview.* If they are accepted into the program, the inmate receives an initial three months of training on basic CAD, and then they are paired with a more experienced inmate who is familiar with the program. *Staff relayed that it takes about one year to get an inmate up to speed and fully trained before they are placed on a project with minimal supervision.* These inmates work on one of three computer-based operations:

- Computer Aided Drafting and Design
- General Data Entry, and
- Document Scanning, Indexing, Cataloging and Plotting.

Literature provided on site described the projects that are presently being completed at the institution.

Computer Aided Drafting and Design:

Inmates receive training in Computer-Aided Drafting (Micro-Station) and project related training. Upon completion, the inmates are assigned to different projects within the CAD Shop. These projects are with state and local Agencies like Ohio Department Of Transportation, Ohio Department of Natural Resources, and individual counties and municipalities. Project Management is a shared venture between the client and OPI.

General Data Entry

Various contractors or state agencies supply General Data Entry work to the shop. Inmates assigned to this area receive intense keyboarding training as well as project specific training.

Scanning and Plotting

OPI provides clients with cost effective scanning, image cleaning, and inventory control services. Inmates are trained on various scanners that can process a wide variety of document sizes to meet the client's needs.

OPI SHOP PROJECTS

Several of the current and former projects were described in the literature as follows:

- **Project: Bedrock-Client ODNR:** Statewide geographic information system (GIS) coverage for the Ohio Division of Geographical Survey's most recently completed *Ohio Bedrock Geology and Bedrock Topography map series*. The responsibility of OPI CAD Department was to capture dates in 2D and 3D formats through a digitizing process, utilizing computer aided drafting software and hardware.
- **Project: Tax Parcels-Client Preble County:** Conversion of approximately 20,000 real estate tax map parcels to digital vector format polygon converge, using a combination of Coordinate Geometry methods and 'heads-up' digitizing.
- **Project: Floodplains-Client ODNR:** The scope of work included the scanning and digitizing of the *100-year and 500-year flood zone boundaries* for Ohio's 88 counties. Insurance companies use these maps to determine the necessity of

additional flood insurance. In emergencies, F.E.M.A. relies on the accuracy of these maps.

- **Project: Utilities-Client: Butler County:** This project includes the data capture of *Water, Sanitation and Storm Systems* from As-build drawings to digital GIS maps. An Arc-Info coverage is created that covers the entire areas of Butler County and parts of the adjacent counties of Hamilton and Warren. OPI delivers full ARC Coverage's for the Water, Sanitation, and Storm System. The ARC coverage allows the user to view specific information with a click of a button.
- **Project: Mines and Reclamation-Client ODNR:** This project consists of the heads-up digitizing of over 2800 *surface mine maps* for the Ohio Department of Natural Resources, Division of Mineral Resources Management. It includes the capture of the mine's size and location, along with identifying permit and affected acreage areas and soil test bores locations.
- **Project: Soil Classification-Client Loramie Valley Alliance (LVA):** The Loramie Valley Alliance (LVA) project consisted of creating geographic information system (GIS) coverage for the Conservation Reserve Program (CRP) within the associate counties of Shelby, Darke, Mercer, and Auglaize. This includes the digitizing of soil maps, capturing farmland tracts boundaries, filter strips and soil classifications.
- **Project: Well Drill Records-Client ODNR:** Cards of oil and gas wells were scanned and indexed. All information from these cards was typed into a database. Quality control is performed before the finished products are returned to ODNR.
- **Project: Jefferson County Scanning-Client Jefferson County:** Created by TIFF Images from approximately 14,000 Tax, Survey and Cab/Plat source documents.
- **Project: Bridge Structure Cards-Client ODOT:** Bridge Structure-cards were scanned and inventoried. The information of each card was entered in a customized database for direct merge with ODOT's database.

LIBRARY

The institution's library and education department are contained within the same building. A walk through was first conducted of the institution's large library. *The library includes a set of computer workstations, a reentry resource center, and a section dedicated as their law library, in addition to the large quantity of fiction, non-fiction reading selections, and reference materials. The re-entry resource center contains information to aide inmates when they are release, such as jobs, acquiring social security cards, birth certificates, and government assistance. Inmates are provided three free copies of resources. Copies after that are five cents apiece.*

The law library contained an extensive amount of up-to-date administrative rules, and Departmental policies; volumes of legal reference materials; other relevant legal reference materials and publications, and information on a variety of government resources, law schools, and legal services associations. NCCI appears to have a well-equipped law library.

According to the librarian, she has positions for up to ten law clerks, but currently has three vacancies. Reportedly, factors such as ensuring that there are a racially balanced number of clerks, and educational levels determines who can occupy those vacancies. The staff relayed that there are a lot of requests for resources from inmates in segregation, and on medical policies and procedures. One of the most frequent requests for information from the law clerks pertains to application for judicial release.

A review of the informal complaints filed by inmates showed *only one informal complaint regarding legal services*. The institution's monthly grievance statistics for June show *only one grievance pertaining to the library's hours*.

Reported concerns to the CHC from January 1, 2007 to date include 16 complaints regarding legal services, and two regarding the library at NCCI.

EDUCATION/VOCATIONAL DEPARTMENT

During the inspection, *no education programs were in progress*. However, the inspection included discussion with several of the teachers and administrators, which pertained to their *concerns regarding the educational opportunities provided at NCCI*. The institution provides a *diverse array of academic and vocational programs or release preparation programming to offenders in an effort to assist in the development of job skills that can be useful in obtaining employment upon release*.

According to information provided on site, the institution provides offenders with the opportunity to take advantage of *GED programs and special education programs, high school options, Fast Track Program/GED Study Table, Career Technical Programs, Marion Technical College, Apprenticeship Program, Re-Entry, and programs upon request for inmates in Segregation and Special Population Units*. The Ohio Central School System administers these programs, which are available to nearly all inmates under the supervision and control of DRC. According to their website:

The OCSS provides a thorough education program that addresses the needs of the vastly undereducated and under-skilled inmate population. The OCSS believes that the assessment and relevance of educational content and practice shall be continuous, and that every effort must be concerted to discover the most effective instructional methods for each student educational needs.

Adult Basic Education is for those students who could benefit from reviews in remedial skills in the areas of language, reading, and mathematics. This program provides the student with the skills to earn their GED certificate.

The **General Education Development** program is for students who score high enough on assessment tests, and for students who have completed Adult Basic Education. According to the literature provided, *it works to develop skills in the five critical areas of the GED test: writing, social studies, science, literature and the arts, and mathematics.* Inmates are also required to complete six life skills classes that develop problem solving life skills.

Placement for GED programs is prioritized for inmates under the age of 22, or by outdate. Reportedly, there is not enough staff to teach the large amount of inmates without their GED, so a lengthy waiting list exists. In an effort to address this problem, staff began a “GED Study Table” to supplement the standard GED program for inmates who cannot get into the program due to the large number of inmates on the waiting list. This program allows inmates to study for the GED test during their free time. Inmates work their assigned job, but can attend the study table either in the morning or the afternoon for two and a half hours. Due to the reported success of the study tables at boosting graduation rates, other institutions have reportedly copied this program.

The **Special Education** Department is for students who may have learning problems. Reportedly, students can refer themselves or be referred by a teacher to address challenges to learning. Students under the age of 22 receive priority placement for these services.

According to literature provided, inmates can earn a high school diploma through the **High School Options** program for students with no less than four credit hours to complete the high school graduation requirements.

CAREER TECHNICAL PROGRAMS

The career technical programs at NCCI require a reading score of 231 CASAS prior to enrollment. The following descriptions contain excerpts from information provided on site:

Horticulture

The areas covered in this program include Landscape Design, Plant, Weed, and Tree Identification, Landscape Construction and Installation. Instruction includes hands-on experience, text and lab-based learning, and Computer Aided Design. In addition, students are introduced to resume writing and business planning concepts, which are essential in workforce preparation and development. This program requires 600 shop hours for completion.

Barbering

Skills obtained in the Barbering program included haircutting, styling, shaving, mustache/beard trimming, and chemical services. Training is divided into three areas of study: theoretical students in the classroom, hands-on scientific barbering practice, and clinical general practice. This program requires 1800 shop hours for completion, after which students are required to take and pass the State Barber Board Exam.

Electronics/Computer Repair

The Computer Troubleshooting program offers skills training in PC Electronics, Servicing, and Troubleshooting, with a focus on preparation for A+ Technical Certification. Students in this program gain valuable experience with MS-DOS, Windows OS, PC Hardware and Software, monitors, printers, and networking. Participants must accumulate 500 shop hours for graduation.

Automatic Technology

The program is designed to offer students comprehensive training, covering eight major areas of vehicle maintenance, Engine Repair, Automatic Transmission & Transaxle, Manual Drive Train & Axels, Suspension and Steering, Brakes, Electrical Systems, Heating and Air Conditioning, and Engine Performance. Students are introduced to a variety of technical training employing the latest Computer Diagnostic Equipment and hands on training with all basic hand-tools. This program requires 720 hours.

Automotive Detailing

The Automotive Detailing program is designed to offer student training that covers the necessary skills in cleaning and restoring a vehicle to its original showroom appearance. Areas of study include Shop Safety, Vehicle Washing and Waxing, Carpet and Upholstery Cleaning, Engine Cleaning, Wheels and Tires and Under-carriage Cleaning, Tire Changing and Balancing, Writing Estimates, Professionalism and Employability. Students receive hands on training with pressure washers, vacuum cleaners, hydraulic floor jacks and jack stands, and proper and safe uses of chemical cleaning compounds. Students must accumulate a minimum of 180 class hours over six months.

Marion Technical College-Business Management

Marion Technical College offers an in-house college program at NCCI. Students attending this program have the opportunity to participate in a one year Business Management certificate program. An individual must be fewer than five years to parole or release, no more than two inmate numbers, and have enough time to complete at least one quarter of the college program. Candidates for the college program must have a verified high school diploma or GED. Marion Technical College is an accredited academic institution; credits earned in this program may be transferred to other colleges or universities.

Apprenticeship Program

At NCCI, correctional staff members who are skilled in the appropriate trade, teach apprenticeship trade skills to inmates. The goal of the Apprenticeship Program is to provide inmates with skills that will assist them in future employment. Upon release, the apprentice can re-enter the community as a skilled worker in a craft that promotes self-improvement and honorable citizenship. The applicant must be at least 18 years old and have enough time to complete half the program before release or parole hearing. NCCI currently offers Inmate Apprenticeships in the following trades:

- Baker-A
- Welder Assistant-A
- Auto Mechanic-A
- Carpenter Assistant-A
- Horticulture-A
- Environmental Servicer-A (HVAC)
- Plumber-A
- Cook-A (food preparation)
- Alteration Tailor-A
- Electrician (maintenance)
- Janitor-A (education department).

Fast Track Program/GED Study Table

Any inmate who has low probability of getting into a GED class can kite the Guidance Counselor or Education Specialist to be Pre-GED tested. *If inmates pass the Pre-GED test, they will be given an opportunity to take the GED test.*

Re-entry Workshops

Re-entry Workshops have replaced the pre-release program. These workshops help the offender successfully re-enter the community. *Approximately one to two months before release, inmates receive mandatory passes to six workshops. These include an:*

- Interview workshop
- Resume workshop
- Application workshop
- Recovery services workshop
- Community resources workshop, and
- Religious services workshop.

Segregation and Special Population Units

Inmates assigned to special population units or segregated status for more than 60 days, are provided with *educational services upon request*. Inmates are directed to send a kite to the Education Department requesting services.

Release Preparation Programs

According to the Inmate Handbook, Release Preparation is conducted near the end of an offender's sentence, and consists of workshops that assist the offender with the following:

- Job placement
- Social services connections (food, clothing, shelter, medical, mental health, and substance abuse)
- Social security, and
- Birth certificates.

The institution also conducts job videoconferences on a monthly basis for eligible inmates seeking employment upon release. To be eligible for these programs, inmates must:

- Be within 30 days to release,
- Possess a definite release date,
- Attend a Resume Workshop
- Produce a typed resume,
- Attend an Interview Workshop to prepare for the video interview, and
- The county of return must match the county for the videoconference.

OTHER WORKSHOPS

Workshops available to inmates include: Recovery/Substance Abuse, Community Resources, Faith Based Resources, Resume, Applications, and Employment Interview. These workshops are provided by a variety of staff consisting of recovery services staff, case manager, Chaplains, and educational services. Summaries are provided below:

Applications Workshop: This workshop helps the offender to complete an application form that creates a good impression and increases the chances of being considered for employment.

Resume Workshop: The offender creates a comprehensive resume that reflects the offender's work history, skills, and abilities.

Faith-Based Workshop: Provides assistance to offenders prior to release to obtain spiritual guidance, shelter, food, clothing and utilities through various community agencies.

Recovery Services Workshops: Explains what prevents relapse, triggers for relapse, and the steps to be taken to prevent relapse. Support groups include Alcoholics Anonymous and Narcotics Anonymous. Lists of meetings and phone numbers are provided. Getting sponsors in AA/NA and getting involved with the program are discussed. Types of AA/NA meetings are reviewed. Discuss family programs and support systems.

Community Resources Workshop: Provides information and assistance regarding:

- Birth certificates
- Social security
- Veteran's discharge (DD-214)
- Federal housing
- Ohio voting rights
- Adult emergency assistance
- Housing and food
- Substance abuse
- Family counseling
- Health clinics
- Credit bureaus
- Educational opportunities.

STAFF CONCERNS

In regard to concerns of educational staff at NCCI, overall, *staff expressed concerns that they are being requested to conduct programming without being provided the adequate funds to purchase necessary supplies. Examples provided related to the Cabling Tech (C-Tech) program, which was cited as an excellent program for IPP inmates, and the computer repair program/A+ certification program, which is a nationally recognized certification that teaches diagnostics and computer repair.*

Graduates of the *C-Tech program* are prepared to install copper wire and fiber optic cables. Reportedly, a graduate of this program can generally find employment within several weeks upon release. Students who complete the *Computer Repair program* have the equivalent of six months of work experience after graduation, which likely improves their chances of employability. *According to the instructor, the computer repair program*

students at NCCI have a reported higher graduation rate than the national average graduation rate for non-offenders. In addition to higher test scores, the instructor assists the students with guidance in marketing themselves, and provides preparation for students to deal with the questions that they may encounter during a job interview regarding the fact that they have felonies on their records.

Following the inspection, the DRC Assistant Director was advised by the CIIC Director that reportedly due to lack of funding, vocational programs are unable to operate, in some cases because they cannot afford to purchase supplies or updated learning materials used to facilitate the vocational programs. In follow-up communication, it was confirmed that the last day for the Cabling Technology program was July 10, 2008 due to the lack of supplies. It was relayed that the School Administrator had been communicating with OCSS for the past few months regarding supplies needed for the program. It was also relayed that the Director of OCSS is aware that the last day of the Cabling program was July 10, 2008. It was further relayed that cabling is a part of the intensive program prison, and as soon as grant money is available, they would rectify the situation.

Staff on site relayed that use of funds for vocational programs has been a constant problem. According to some staff, there is a lack of communication between the institution and central office regarding needs of vocational programs, leading to a reported inefficient use of funds by reportedly purchasing things that are not needed. Reportedly, staff in charge of processing purchase orders submitted by vocational instructors to central office reportedly let them expire. Institutional staff relayed that this has made it difficult to acquire needed parts and material for the program to run consistently. One example provided was in regard to a bulb needed for a smart board used to instruct students. The bulb was an expensive item, but after submitting a purchase order approved at the institution, the instructor relayed that it was reportedly ignored until it expired.

Reportedly, money has also been unnecessarily spent to purchase approximately 20 new computers that were reportedly not needed, instead of spending less money to purchase updated learning material, software, and other supplies. Staff relayed that new computers were purchased when they were not needed, instead of new program material. They stated because the class teaches students to repair computers, new computers were not necessary. The previous computers could be monitored or controlled by the instructor from a remote station to either guide a student through a problem, or to monitor their progress, whereas the new models do not permit the instructor to do this without the purchase of more costly equipment. Reportedly, when the program was started in the year 2000, the instructor attempted to purchase computers from another institution's computer refurbishing shop, which reportedly would have cost a total of \$1,400. Reportedly, he was prohibited from doing so, and the Department instead purchased \$40,000 worth of equipment.

Staff also reported that their class sizes were doubled in some cases to teach reentry programming formerly taught by unit staff such as "Career Enhancement." The Career

Enhancement track consists of teaching 180 students in five-week blocks for two and a half hours each, and is intended to meet the needs of short-term offenders.

Staff expressed frustration that they are supposed to teach a computer repair program that takes one year to complete, in half-day increments, and then have their student load doubled to teach employability skills through Career Enhancement in the afternoon, without supplying the materials to teach the students. According to what was relayed, the computer repair program takes one year of teaching students five days a week in morning and afternoon sessions. Reportedly, now that these instructors have to teach Career Enhancement, they are only allowed to teach computer repair in the morning, and the career enhancement students in the afternoon. According to the staff, by mandating that they only teach the computer repair program in half-day increments, this dilutes the content of the curriculum and the ability to achieve the reported high testing scores.

Enrollment

The following is taken from the May 2008 institution's monthly enrollment report:

Table 8. Number of NCCI Participants in Academic Programs from January 2008 through May 2008 and Number on Waiting List

Program	Year to Date Enrolled	Waiting List	Year to Date Completed
Literacy	288	290	94
Pre-GED	280	164	103
GED	206	61	53
GED Evening	0	0	0
HS/HS Option	0	0	0
ABLE	0	0	0
Academic Total	774	515	250

Table 9. Number of NCCI Participants in Career-Tech Programs from January 2008 through May 2008 and Number on Waiting List

Career-Tech	Year to Date Enrolled	Waiting List	Year to Date Completed
Computer Repair	39	215	18
Automotive Technology	44	142	18
Turf Management	35	84	15
Auto Detail	69	79	20
Barbering	24	80	18
Academic Total	211	600	71

	Year to Date Enrolled	Waiting List	Year to date Completed
Apprenticeship	91	0	3
Special Education	43	0	0

RECOVERY SERVICES

The inmate handbook provides information to inmates on the Recovery Services programs available to inmates. The handbook relays that the *programs provided at NCCI “not only focus on drug use and its effects, but on the thought processes that lead to poor decisions and a life that is unmanageable.”* The literature relays that *these programs are for anyone that has poor character, poor decision making, inefficient time management, the lack of ability to set and achieve goals, lack of honesty and integrity, and ineffective communication and listening skills.* The programming attempts to develop a “foundation of character, a new perspective on life, and personal purpose.”

NCCI offers several recovery services programs to assist inmates. Those programs include an *Intensive Out-Patient long-term Alcohol or Other Drug program that has room for 30 participants, and takes six months to complete, and an eight-week Tobacco Cessation program, Self-Help, Alcoholics Anonymous, Narcotics Anonymous, Other Fellowship programs, and Mandatory Alcohol or Other Drug program.*

Recovery Services Voluntary Treatment Program is a six-month outpatient treatment program. The model of this program is reportedly based upon the U.S. Department of Mental Health and Human Services publication entitled “Enhancing Motivation for Change in Substance Abuse Treatment.” This is a three-phase program that discusses *addictive personalities, anger management, domestic violence, emotional management, freeing your mind, goal setting, money management, moral reasoning, relapse prevention, relationships, self-defeating behaviors, and stress management/relaxation.* According to information provided, participants are required to develop a mission statement, a personalized recovery program, and a personalized relapse prevention plan following completion of the six-month program. They present this information to the staff and their peers at the graduation ceremony.

According to the written information, the *mandatory education component* is to deter inmate drug use and trafficking and to provide a measuring tool to evaluate drug interdiction efforts in compliance with ODRC policy and procedure regarding the use of illicit substances. In addition, the program serves as an *additional sanction for the unmotivated participant while also allowing the motivated participant to evaluate the effects of Alcohol or Other Drug abuse in the offender’s life.* The *Life Without a Crutch* curriculum is enhanced with supplemental information to provide the required hours of education to participants.

The literature also details the institution’s *90-day Intensive Outpatient AOD Treatment Program, which is based on principles of Cognitive Behavioral Therapy.* Using a set of seven self-assessment manuals, small groups are *facilitated by one licensed and/or credentialed counselor.* *Each group consists of 12 offenders meeting three times each week.* They also participate in a weekly session to reinforce effective use of Rational Self-Analysis Tools that aid the individuals in identifying and correcting thinking errors. Six of the manuals listed include the following:

- Orientation Manual
- Personal Change Manual
- Rational Self-Counseling Manual
- Living With Others Manual
- Criminal Lifestyles Manual, and
- Relapse Prevention Manual.

While no data for 2008 is available, the 2007 data reports that the ***Intensive Out-Patient Program*** had 67 participants during 2007, 15 early terminations, 34 successful completions, and 18 carried over to the following year.

Self-help groups at NCCI reported a total of 139 participants; voluntary tobacco cessation reported **zero** participation, but **mandatory** tobacco cessation reported **1,519** participants who successfully completed the program.

GENERAL POPULATION HOUSING UNITS

Per CIIC statutory requirements, a walk-through was conducted of several housing units, including the *Intensive Program Prison/Community Service Dormitory*, and the dormitory designated for *sex offender treatment programming*.

Overall, the dormitories were observed to be clean. Some of the units appeared to be more crowded than others. The inmates were paired with others in bunks separated by partitions for greater privacy. Each shared a shelf area, and each inmate had other property stored in his locker box. At the time of the walk-through, many inmates were waiting to be released to afternoon recreation.

Inmates expressed few complaints about their living conditions on site. However, inmates pointed out one ceiling fan that was inoperable, which was subsequently communicated to the Warden. It was reported that a work order for the fan had been completed, and they were waiting on the parts.

Another inmate relayed frustration with the fact that his bunkie had been moved. Due to long sentences, some inmates prefer being paired with other inmates serving long sentences for the sake of consistency and other reasons.

Based on a review of the information provided on informal complaints, *only one inmate in June submitted an ICR on their housing assignment. No grievances were submitted in June regarding their housing assignment.*

CIIC's database documented *four complaints regarding unit or bed assignment from January 1, 2007 to the date of the inspection on July 14, 2008.*

Intensive Program Prison Dorm:

Inmates assigned to this dormitory are assigned to the Intensive Program Prison program. According to the Department, the Intensive Program Prison refers to *several 90-day programs for eligible inmates, which target the offender with different treatment needs*. Inmates who successfully complete the program, have their sentences reduced to time served and are released on post-release control. According to information on the Department's website, the goal is two fold:

- First to reduce recidivism, and
- Second to determine the needs of the inmate and addressing those needs through a particular program suitable to those needs.

While many of the IPP programs operated by the Department emphasize treatment for drug and alcohol abuse, the Intensive Program Prison at NCCI *emphasizes academic and vocational education*.

Eligibility for participation in the Intensive Program Prison program depends on several factors, which the inmate is screened for at reception. After the inmate has been determined eligible through the screening process, in most cases, notice is sent to the sentencing judge who must respond either approving or disapproving of the inmate's application to the Intensive Program Prison within ten days. Once the initial approval occurs, the inmate is screened further for pending warrants and detainers, security threat group participation, and mental or physical limitations, which result in approval or disapproval for the program.

In the past, inmates expressed concern about the judge's ability to influence program participation. In several instances, inmates had served almost the complete amount of time towards completing the Intensive Program Prison before the judges reportedly objected to their participation, despite the timelines set in the Administrative Rule. As stated, judges have *ten days to respond favorably or unfavorably to the inmate's request*. Based on what was relayed, it appears that *the Department has enforced the stated timelines, and has let inmates complete the program if the judges reportedly fail to respond in a timely manner*. A review of the CIIC database showed only one inmate wrote CIIC prior to the inspection regarding the judge rejecting his participation in the program and ordering him to stay incarcerated.

During the inspection, *the dorm appeared clean and orderly. Inmates assigned to this program have a smaller amount of property, which likely reduces the potential for clutter. The showers and restrooms appeared clean for the most part. Inmates were observed in the common areas playing cards, or watching television, and all others appeared occupied with some task for the most part.*

The inmates seemed to have common concerns. While no inmate had any problems with the IPP program, they relayed concerns about property that had been lost during a shakedown. One inmate presented a copy of a grievance that was denied, but relayed that

he could not get an appeal form for the Chief Inspector. Other inmates relayed concerns about the state pay compared to the reported increasing prices at the commissary. Inmates echoed this concern throughout the inspection.

Community Service Program Housing Unit

The other half of the dormitory is dedicated to community service. These inmates work on projects that support schools, churches, government and community programs. According to statistics on the Prisoner Community Service program website, 272 inmates completed 30,574 hours of community service. Inmates completed 2,373 hours for schools, 6,722 hours for churches, 4,355 hours for government programs, and 17,124 hours for community organizations. In all, 272 inmates completed an average of 112.40 hours per person. The institution was expected to complete 106,254 hours for the year, and to date had already surpassed that amount, reportedly completing 150,822 hours for the year.

Another program that many prisons are proud to have is the dog-training program. *Pilot Dogs is a program that “Trains dogs for the visually and hearing impaired.”* According to the Prisoner Community Service program website, these dogs are trained for tax-exempt organizations that serve people with disabilities. According to the information on the website, their clients range from Ohio to Russia, Israel, Canada, and Mexico. Reportedly, many institutions participate in *Inmate Community Service Dog Programs, including training and caring for puppies and dogs for programs that assist persons who are physically and/or visually impaired.*

Other community service organizations and programs that the institution partners with or participates in, include recycling cardboard, bi-metal, aluminum cans, and paper; Palace Theater, City and County Schools; City and County Schools; Member-Marion Area Chamber of Commerce; and Ohio Reads.

Sex Offender Program Unit

Per statutory requirement, each inspection is to include attendance at an educational or rehabilitative program. A walk-through was conducted of the housing unit designated for housing 224 inmates convicted of sex offenses. Inmates assigned to the unit participate in the *Magellan Program*, which is a sex offender rehabilitation program.

A group counseling session was observed, which was conducted by the Program Director. The group consisted of nine, predominantly white inmates, who were openly contributing to conversation. *The Program Director did a thorough job of engaging the class, and eliciting their insight about the topic. The topic of discussion for the class at that moment was empathy. The group discussion hashed out further issues related to empathy such as naming the victim, putting themselves in the place of the victim, compassion, and awareness. The Program Director encouraged the participants to consider the “rock in the pond,” as a metaphor for thinking about others who may be impacted by the offender’s crimes.* Offenders provided ideas related to the community,

families, local law enforcement, the offenders' employer and taxes, etc. The group also discussed common demographics shared by offenders, such as tending to have higher-paying jobs, and oftentimes coming from the best-behaved and educated portion of society.

Since 2006, the Department has been operating under *a new set of policies and directives that address the need for sex offender treatment programming in Ohio prisons*. The changes implemented new programming models that allowed the programming to be expanded from NCCI and the Chillicothe Correctional Institution, to the Ohio Reformatory for Women, the Belmont Correctional Institution, the Lebanon Correctional Institution, the Richland Correctional Institution, the Madison Correctional Institution, and a small program for low-functioning inmates at the Allen Correctional Institution in conjunction with the Apple Glen Unit. *According to the NCCI Director, the policies are effective at providing the treatment staff that conducts the programming at the eight correctional facilities the necessary tools to do their job. According to what was relayed, any needed policy modifications are generated based on the needs and input from program staff in the institutions administering the programs.*

According to information provided on site, *there are 9,879 incarcerated sex offenders, and approximately 5,500 sex offenders on community supervision*. The Department conducts *two types of programs for sex offenders, mandatory sex offender education plan, and comprehensive sex offender programs*.

The mandatory program, or the "Deniers Program" as it is sometimes called, is approximately 12 weeks in length for inmates who score medium-high to high-risk to sexually re-offend on the STATIC-99. Most of these inmates are serving shorter sentences, maintain their innocence, or deny their responsibility for their crime. It consists of providing the offender information about the rationalizations and the distortions that offenders possess about their choice to sexually assault another person. It includes discussion of the following :

- Denial of responsibility
- Anger
- Trust
- Myths about rape
- Effects of sexual victimization and violence
- Risk management, and
- Development of a risk management plan.

Aside from discussions about taking responsibility for their behavior, the most prominent theme that is discussed is victim empathy. Staff relayed that this is the first time that offenders have ever heard of or discussed the term in their lives. It was reported that offenders participate in this program two times per week for a total of 24 sessions. At the completion of the program, inmates have the opportunity to go on to the Comprehensive Treatment Program. According to what was relayed, 25% of inmates who participate in the mandatory program go on to participate in the comprehensive treatment program.

According to policy 67-MNH-12, Sex Offender Services, there are *administrative sanctions for inmates who refuse to attend mandatory treatment programming, but there is little more that can be done to force the treatment on the offenders because they cannot be held past the expiration of their sentences. The staff stated that inmates serving short sentences tend to be the most difficult to deal with because they know they cannot be held past their outdate. However, staff also stated that they want inmates to voluntarily attend class because attempting to make them change out of fear is ineffective.* According to the Program Director, the motivation has to appeal to a higher level of emotion than fear. Sanctions listed in the above referenced policy include *restrictions on privileges, conduct reports, placement in disciplinary control, and/or recommendations for increases in security classification if necessary.*

The second type of programming that is used at NCCI is the *Comprehensive Treatment Programming*. The programming addresses all sex offender treatment goals and objectives, is long-term, and focuses on relapse prevention strategies. According to Department policy, *relapse prevention is a self-management model that equips sex offenders with coping strategies and interventions to stop and manage the internal process of personality functions, which leads to a sex offense. Programming groups consist of six small groups of eight to 11 inmates each. Reportedly, there are 65 inmates going through the program at NCCI currently. This program also places emphasis on taking responsibility for actions, and a thorough understanding of empathy.*

An important part of the comprehensive program is the *statement of responsibility to the offender's victim. This statement is a tool in the form of a letter that is never actually sent to the victim, but challenges the offender to act as if he is the victim of his crime reading the letter he has written. The Director relayed that she demands that the inmate perfect the statement of responsibility to ensure that they understand and accept what it means to take full responsibility for their actions. Inmates complete several drafts of this until it meets her criteria. Inmates in the program also complete an autobiography of their lives, where inmates put everything out there for other program participants to see. At the end of the program, inmates complete a Relapse Prevention Plan, and the program staff conducts individual interviews with the inmate. During the interview, inmates are questioned about their plan. Staff conducts these interviews to ascertain the depth of understanding inmates have about their plan to the point they can repeat it without looking at it. They are asked how they would deal with challenging situations that may trigger a relapse.*

During observation of the group, the Program Director relayed to the group that she has only found that *23 inmates of 1,500 who have completed NCCI's sex offender programming have been re-incarcerated for new sexually based offenses. In follow-up communication with the Program Director, she relayed that she maintains a database of the 1,500 offenders who have completed one of the sex offender treatment programs at NCCI since 1995. She stated that while many have been re-incarcerated, only 23 of the offenders who have completed the programs have been re-incarcerated for new sexual*

offenses. However, she acknowledged that there might be others who committed new sex offenses, but were not convicted or re-incarcerated for those offenses for various reasons.

RECREATION

Inmates are provided the opportunity to participate in a variety of indoor and outdoor recreational activities. The inspection included observation of inmates playing handball, jogging on a dirt track, and playing basketball. There were also fitness stations where inmates could perform pull-ups, dips, and sit-ups on the yard. Inmates were observed grading the baseball diamonds.

Many inmates expressed concerns over the reported frequent closure of the recreation yard and facilities. According to staff, due to the limited number of Correctional Officers and staff, if an incident occurs where an inmate has to be transported to an outside medical facility for treatment, they must take Officers from posts, and assign them to security for the inmate transport. This reduces the number available for supervision of recreation. One of the factors that staff cited as a reason for frequent cancellation of recreation included the mandatory training staff must conduct on either a regular or annual basis.

However, inmates believe that staff close the yard down for arbitrary reasons, or due to the actions of one inmate, which results in the punishment of the entire compound. One inmate relayed that 90 percent of the time there is no indoor recreation at all. Older inmates frequently repeated this concern, stating that they try to escape the heat during the summer time by spending time at the indoor recreation facilities. It was also relayed that recreation takes longer to start because of the staff shortages, and if an ambulance comes in, they must shut down the yard, because medical round trips to CMC pull staff from the recreation department.

According to follow-up communication from the Warden, there are three recreation officers on 1st and 2nd shift. All three posts are utility according to the pick-a-post agreement. The majority of the CO vacancies are on 2nd shift, and when there is an emergency trip on 2nd shift, staff are pulled from utility posts. When this occurs, only inside recreation is closed. Reportedly, they are able to keep outside recreation open with yard officers. It was noted that hopefully when Correctional Officer vacancies are filled, the problem would be reduced. The Warden was also attempting to modify a staff post to a utility post through negotiations with the Union in an effort to add that staff member to the staff who can supervise recreation, in an effort to reduce closing recreation when staff are pulled to go on emergency runs.

Another concern cited by inmates regarding recreation was related to an institutional policy that requires inmates to wear shirts during outdoor recreation. According to inmates, this was not mandatory in the past. Inmates relayed that they have only three uniforms to wear, and are only permitted to launder their clothing a few times per week. Requiring inmates to wear their full uniform during recreation in the summer heat causes them to become dirty more quickly. Combined with the reported limited number of

uniforms and opportunities to launder them, creates an inconvenience. Inmates cited this as another example where group punishment was being utilized in response to the actions of one inmate. According to one inmate, an inmate assaulted several staff members, and as a result everyone was being punished for his offense. However, according to page eight of the NCCI Inmate Handbook:

When an inmate is leaving the dormitory, he will be properly dressed in the uniform of the day. Inmates are permitted to wear their gym clothes, (i.e. sweats, shorts, etc.), to and from the recreation department and basketball court. Prior to 4:00 P.M. gym clothes are not permitted on the outside basketball courts in from of the units.

This has reportedly always been a rule in the inmate handbook, but previous Administrations never enforced the rule until now.

A review of the CIIC database revealed that *five contacts have been received from inmates prior to the inspection regarding issues surrounding recreation.*

SECURITY THREAT GROUPS

Security threat groups (STG) are a presence at nearly every prison. While the dynamics of each STG differ from one group to another, and from prison to prison, no matter their size, level of organization and motivation, they all have the potential to pose a very serious risk to the safety and security of the institution. Per departmental policy, inmates are only permitted to belong to groups that have been authorized by the institution, and under the supervision of staff. The Department considers security threat groups as unauthorized groups.

Security Threat Groups engage in various activities intended to concentrate power and wealth within institutions. Most have a dedicated hierarchical chain of command that ensures order and discipline within the gang, and that members carry out orders as dictated by the leadership. They often achieve their goals through the use of violence, threats, and intimidation to extort money and property from other inmates or their families. They are generally responsible for the majority of drug trafficking that occurs within prison, and engage in gambling rackets, running stores, and other illicit profit driven enterprises.

According to information provided on site, there are *358 profiled inmates* at NCCI identified to be members of Security Threat Groups. During the inspection of the facility in *2004, it was reported that there were approximately 215 STG members* at the institution. According to documentation, there are *271 inmates classified as belonging to one of seven security threat groups within the institution, and 87 inmates classified as belonging to "other" groups. Those seven gangs include the Bloods, Crips, Folks, People Nation, Aryan Brotherhood, White Supremacist, "Motorcycle Club," and "Others."*

According to information provided by DRC, *Security Threat Group members are responsible for a disproportionate amount of the violence that occurs within Ohio prisons. The Department's 2007 annual report cited that members of security threat groups were responsible for 22 percent of assaults on staff in 2007. The same report cited that security threat group members were responsible for 27 percent of all inmate on inmate assaults. Inter-gang violence, either within the gang, or between gangs also contributed to a significant amount of assaults. Reportedly, 18 percent of the offender victims of assaults were affiliated with security threat groups themselves.*

While no inmates expressed concern about Security Threat Group members during the inspection, follow-up communication was received from inmates after the inspection regarding these gangs. One inmate alleged that gang violence has been a serious issue, and relayed that gang violence could be prevented if the administration would do more to respond to the pleas of victims of the gangs. According to the same inmate, there were seven to ten inmates in segregation because of threats made against them by gang members.

Another inmate's family contacted the CIIC regarding threats and extortion they were reportedly subjected to by alleged gang members who reportedly acquired the inmate's family contact information when his locker was robbed. They reportedly began issuing demands if they did not send money to purchase tennis shoes and other property for them. The staff was reportedly unable to verify the threats, and the inmate remained in segregation waiting for a transfer to another institution for his safety.

RELIGIOUS SERVICES

Inmates are provided a variety of special services to meet their religious needs and obligations. A full list of religious services and programming is available on the institution's website. Catholic, Protestant, Muslim, Native American, Jewish, Jehovah Witness and Buddhist religious services, meetings, and prayer groups are conducted for inmates of their particular faith. Other faith-based organizations such as Kairos, conduct parenting classes, Bible studies, and prayer groups for the benefit of inmates. While no inmates expressed any concerns about religious services programs on site, one inmate wrote the CIIC prior to the inspection, citing that he was allegedly being prevented from worshipping under the conditions of his particular faith.

GRIEVANCE PROCEDURE

Informal Complaints

Monthly inmate grievance statistics for June 2008 show that there were 229 *informal complaints filed by inmates in June 2008* at NCCI. Below is a summary of each category of informal complaint, and further description of the areas most cited by inmates as problem areas.

Table 10. Informal Complaints on Institutional Operations

Institutional Operations	Number
Personal Property	56
Health Care	41
Commissary	13
Inmate Account	13
Food Service	8
Laundry/Quartermaster	6
Safety/Sanitation	5
Psychological/Psychiatric	4
Dental Care	3
Facilities/Maintenance	2
TOTAL	151

The largest number of informal complaints pertains to *institutional operations*, with a total of 151, comprising 65.9 percent of the complaints.

The largest group of complaints within the category of *Institutional Operations* pertains to *personal property* with 56, comprising 37 percent of the complaints within the category. Of the 56 informal complaints, an overwhelming majority pertained to staff's handling of an inmate's personal property.

Health care ranked second highest within the group, with 41 complaints, comprising 27 percent of the complaints in the group. The majority of health care complaints pertained to perceived improper/inadequate medical care or access/delay in receiving medical care.

Table 11. Informal Complaints on Staff/Inmate Relations

Staff/Inmate Relations	Number
Force Supervision	38
Discrimination	2
Staff Accountability	2
TOTAL	42

The second largest category of complaints was in regard to Staff/Inmate Relations, with 42. The majority pertained to Force/Supervision where inmates cited concerns regarding use of force, harassment, and unprofessional conduct of staff.

Table 12. Informal Complaints on Institutional Programs

Institutional Programs	Number
Recreation	6
Religious Services	5
Job Assignments	5
Educational/Vocational Training	5
TOTAL	21

Complaints regarding institutional programs and services filed by inmates focused mostly on recreation, religious accommodations for a particular faith, removal from or assignment to a particular job, and access to particular educational/vocational programs.

Table 13. Informal Complaints on Communications

Communications	Number
Mail/Package	5
Visiting	2
TOTAL	7

Complaints regarding the handling, or failure of delivering of a package, and denial of mail comprised the bulk of these concerns. Visiting rules and hours filled the remainder of the complaints submitted regarding this category.

Table 14. Informal Complaints on Custody/Housing Status

Custody/Housing Status	Number of Complaints
Special Management Housing	3
Housing Assignment	1
Protective Control	1
TOTAL	5

There were only five complaints in the Custody/Housing Status category, with three regarding Special Management Housing (segregation), one regarding a Housing Assignment, and one regarding Protective Control.

Table 15. Informal Complaints on Non-Grievable Matters

Non-Grievable Matters	Number of Complaints
Non-Grievable	4
TOTAL	4

The complaints on Non-Grievable Matters are those that are unable to be grieved, typically due to having a separate appeal process, such as transfers, classification decisions, and Rules Infraction Board convictions.

Table 16. Informal Complaints Regarding the Administration

Administration	Number
Records	1
Legal Services	1
TOTAL	2

The two complaints regarding Administration pertained to documentation of good time credit, and law library hours.

Grievances

The information provided regarding informal complaints does not indicate whether or not the subject of the informal complaint was resolved. *However, of the 229 informal complaints filed by inmates in June 2008, only 27 grievances were filed, comprising 12%.*

Two grievances were denied due the failure of the inmate to use the informal complaint. According to inmate grievance statistics for June 2008, there were *29 grievances completed during this period, that is, they were investigated and decided by the Inspector.* Seven of the grievances were granted and the problem was corrected, comprising 24 percent of the decisions in the month. Eighteen of the grievances were denied (62 percent) reportedly because:

- No violation of rule, policy, or law occurred;
- Staff action was a valid exercise of discretion;
- Insufficient evidence existed to support a claim; or
- Inmate failed to file an informal complaint.

Table 17. provides a summary of the subject matter of the complaint, and whether or not it was granted or denied. *Inmate grievances regarding property still represent a significant number with regard to the total number of grievances filed, followed by an equal number of grievances concerning inmate “state pay,” commissary issues, and health care concerns.*

Table 17. Grievances by Subject in June 2008 with Number Granted and Denied

Category of Complaint	Granted	Denied	TOTAL
Inmate Account-State Pay		5	5
Personal Property-Lost/Damaged by Staff	1	2	3
Personal Property-Stolen/Damaged by Inmate		1	1
Personal Property-Lost or damaged during transfer		1	1
Medical Records		2	2
Medical Co-pay		1	1
Medical Aid/Device	1		1
Access/delay in receiving dental care	1		1
Smoking/non-smoking		2	2
Facilities Maintenance-ceilings	1		1
Commissary-Pricing		3	3
Commissary-Other	1		1
Job Assignment		1	1
Job Removal		1	1
Library Hours		1	1
Staff Supervision-Other	1		1
Staff Accountability-Failure to perform job duties	1		1
Staff Accountability-Other		2	2
TOTAL	7	22	29
PERCENT	24.1 %	75.9 %	100%

USE OF FORCE

The Report of Racial Breakdown and Use of Force describes the number of times a use of force occurred during the month at a particular institution. At NCCI for the month of *June 2008, there were six use of force incidents. Three of the incidents involved black inmates, and three of the incidents involved white inmates.* None of the incidents were assigned for investigation by a use of force committee.

DRUGS

From January 1, 2008 to June 30, 2008, there were 40 incidents in which cannabinoids and alcohol were confiscated by institutional staff from inmates. The majority of the contraband was reportedly discovered in the housing units. However, one incident was documented to be in recreation, and one listed as “other.”

Table 18. Number and Type of Drug Confiscations at NCCI, January through June, 2008

Drug	Number of Documented Finds
Cannabinoids	24
Alcohol	14
Unlisted	2
Total	40

WEAPONS

From January 1, 2008 through June 30, 2008, NCCI reported confiscation of 16 knives/shanks or other sharp objects by staff. The majority of these weapons were discovered and confiscated in the general population housing units, while two were recovered on the yard, one from a location listed as "Other," and one location not listed. Approximately two thirds of the weapons confiscated were found in the possession of an inmate or their property.

CIIC DATABASE: CONTACTS AND CONCERNS

The CIIC database documents each contact and reported concern received by the CIIC from inmates, concerned family or friends, and staff members during each biennium of the Ohio General Assembly. Detail regarding the number of contacts and concerns regarding NCCI is provided below, based on the cumulative totals from *January 1, 2007 to July 15, 2008. As of September 24, 2008, the CIIC has received 3,542 contacts system-wide, relaying 13,980 problems, issues or concerns. There were 213 contacts regarding North Central Correctional Institution, who reported 926 problems, issues or concerns. NCCI contacts represent six percent of all contacts, and NCCI concerns comprise 6.6 percent of all reported concerns.*

As of July 15, 2008, the most frequently reported problem issue or concern regarding NCCI is Staff Accountability, comprising 13.5 percent of the reported concerns. This category includes complaints regarding:

- Access to Staff
- Failure to Perform Job Duties
- Failure to Respond to Communication
- Failure to Follow Policies, and Other.

The second largest number of concerns from NCCI is in regard to Force/Supervision, comprising 13.0 percent. This category includes complaints regarding:

- Use of Force
- Use of Force with No Report
- Abusive Language
- Racial or ethnic slurs
- Conduct report for no reason
- Intimidation/threats (by staff)
- Retaliation for filing grievance/lawsuit/voicing complaints
- Privacy violations
- Harassment.

The third largest number of reported concerns pertains to Health Care, comprising 10.2 percent of the reported concerns. This category includes issues regarding:

- 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, and Other.

Table 19. Number of Reported Concerns Received by CIIC by Subject from January 1, 2007 to July 15, 2008 at NCCI

CATEGORY OF COMPLAINT	NUMBER	PERCENT
Staff Accountability	102	13.5
Force Supervision	98	13.0
Health Care	77	10.2
Inmate Grievance Procedure	76	10.1
Non-Grievable Issues	47	6.2
Institution Assignment	42	5.6
Inmate Account	35	4.6
Special Management Housing	30	4.0
Personal Property	27	3.6
Discrimination	25	3.3
Other	20	2.7
Job Assignments	20	2.7
Security Classification	20	2.7
Commissary	19	2.5
Legal Services	16	2.1
Mail/Package	15	2.0
Protective Control	12	1.6
Safety/Sanitation	11	1.5
Education/Vocation	10	1.3
Recreation	8	1.1
Facilities Maintenance	7	.93
Food Services	6	.80
Laundry/Quartermaster Supplies	6	.80
Dental Services	5	.70
Visiting	4	.53
Housing Assignment	3	.40
Records	3	.40
Religious Services	3	.40
Library	3	.40
Recovery Services	2	.30
Inmate Groups	2	.30
TOTAL	754	100%

THE QUESTIONNAIRES

Consistent with 2007 and 2008 CIIC inspections, two questionnaires were provided to the Warden on arrival for the inspection. One is based on the 16 recommendations of the Correctional Faith-Based Initiatives Task Force. The intent was merely to gather information on the extent to which progress is being made in implementing the recommendations. Only brief, handwritten responses to the questions were requested. The Warden was asked to refer the questions to any staff person knowledgeable of the subject.

The second questionnaire is based on selected sections of Expectations, which contain inspection criteria used by the British Inspectorate. These Expectations were presented 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. Responses from other facilities to date have already helped to identify an area in need of improvement or a method by which an issue or reported concern may be addressed.

To avoid burdening any one staff person at the facility with the task of responding to the entire questionnaire, sections and subsections were identified by topic, separated and stapled, ranging from one to three pages each. The Warden was advised via introductory memo that each section may be given to a different staff person to complete who is knowledgeable of the particular area. It was noted that answers may be very brief, with a “Yes”, “No,” and/or explanation, indicating the extent to which the facility’s practices are similar or different from Expectations. Completed questionnaires were requested in the next ten days following the inspection.

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? **Yes**
 - a. Are there cell sharing risk assessments? **Predators are assessed.**
 - 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? **Based upon medical need.**
 - f. Do shared cells have 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**
 - b. Are older, infirm and disabled prisoners assigned to landings, which hold most of the communal facilities? **All one level**
5. Is there a system whereby nominated volunteer prisoners on each residential unit are trained to help less able prisoners and they are paid for this work? **Yes and Yes**
 - a. How are volunteers identified, trained and assigned? **By unit staff through reclassification.**
6. Are residential staff aware of prisoners within their care with disabilities and their location? **Yes. Wheelchair inmates are identified and deaf inmates are housed in one area.**
 - a. Are safe evacuation procedures in place to assist those prisoners who may need help in an emergency? **Yes**
 - b. Are there visible markers on cell doors? **Yes**

- c. What system is in place to highlight to other staff that any prisoners with disabilities and/or mobility problems may need assistance in an emergency?
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?
- a. Are there single cell risk assessments? **Yes**
 - b. What are procedures in any case where young adults are identified as posing a risk to others? **Separations and cell alone orders are issued.**
9. Do all prisoners have access to an in-cell emergency call button/bell that works and is responded to within five minutes?
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? **Handicapped shower stall and toilet facilities.**
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?
14. Are notices displayed in a suitable way for the population?
- a. Is adequate provision made for any prisoners who cannot read notices because of literacy, language, or eyesight problems or any other disability?

15. Are residential units as calm and quiet as possible both to avoid incidents and to enable rest and sleep, especially at night?

Clothing and Possessions

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

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? **Yes**
- b. Is there a shower cubicle adapted for use by older, less able or disabled prisoners as well as baths with grab handles? **Yes**
- 3. Are prisoners able to shower or bathe daily, and immediately following physical activity, before court appearances and before visits? **Yes**
 - c. Is there access at any time during the day? **No.**
 - d. Are older, less able or disabled prisoners helped to have a bath or shower every day? **Yes**
- 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, washer and dryers are available on the unit.**
 - a. Is there a system for the replacement of mattresses in operation? **Yes**
 - b. Are clean pillows available for new prisoners as well as other bedding? **Yes**
- 6. Is a prisoner's valuable property routinely security marked before it is issued? **Yes, it is titled.**

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**
- 3. Are all prisoners treated with humanity, and with respect for the inherent dignity of the person? **Yes**
 - a. Is staff aware that the prison has a duty of care for all prisoners, to ensure no prisoners are at risk of physical or emotional abuse by staff or prisoners, and that prisoners are to be held in decent and humane conditions? **Yes**
- 4. Are staff aware that they should set a personal example in the way they carry out their duties at all times? **Yes**

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

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? **There are procedures in place to help resolve complaints. The procedures allow easy access, ways to use and provide for responses within a reasonable amount of time unless extenuating circumstances dictate otherwise.**
2. Do prisoners feel safe from repercussions when using these procedures and are they aware of an appeal procedure? **Overall, prisoners feel safe from repercussions for using this procedure. All are aware of the appeal procedure.**
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? **The grievance procedure is available upon arrival. There are no posters in the living areas however the procedure is available upon arrival in each living area upon request.**

- 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? **Inmates are given oral and written information on the “Inmate Grievance Procedure” upon arrival at the institution. Within several days of arrival during the institution orientation.**
 - 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, the inspector assists with all foreign consular requests. All other language barriers are handled within ODRC by interpreters who are fluent in the language.**
 - c. Is information on the units/blocks always displayed and do prisoners understand it? **Information is typed and placed in a locked display case. If inmates do not understand they are encouraged to see their unit staff or dorm officers.**
 - d. What are the procedures for blind prisoners? **N/A to NCCI**
4. Are prisoners encouraged to solve areas of dispute informally, before making official complaints? **Prisoners are encouraged to handle all complaints informally. That is also reinforced with staff members during In-service training.**
 5. Can prisoners easily and confidentially access and submit complaint forms? **Yes.**
 - a. Are forms required to access complaint forms?
No, complaint forms are available in the officer’s area for any offender who requests form.
 - b. Are there forms, and at least one kite box on each block/dorm? **Yes**
 - c. Are the boxes emptied daily by a designated officer? **Yes**
 - d. Are form dispensers always stocked with forms? **Yes**
 - 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?
The Inspector assists them in writing the complaint.
 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.**
 - b. Are complaints answered within three working days, or within 10 days in exceptional circumstances? No
 - c. Are forms sent back to prisoners because of technicalities in procedure?
At times they are sent back due to procedural errors.
 - d. Are such complaints referred to the relevant staff member, not back to the prisoner? **Informal complaints are sent to the relevant staff supervisor.**
 - 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?
Not by the Inspector. All legal correspondence as well as family correspondence is handled however there is no log made.
8. Do prisoners receive responses to their complaints/grievances that are respectful, legible, and address the issues raised? **Yes**
9. Are formal grievances signed and dated by the respondent? **Yes**
- a. Regarding the quality of responses, is there a quality assurance system in place? **Yes, all responses are reviewed by a second party.**
 - b. Does the staff member who dealt with the complaint clearly print their name on the response? **Most of the time, however some are signed without a printed name.**
 - c. Are staff responses to confidential complaints returned in sealed envelopes?
Yes
10. Do prisoners feel able to ask for help in completing their complaint or grievance form and in copying relevant documentation? **Yes**
- a. Are staff responsive to requests for help with forms? **Yes**
 - b. Are translation services provided for those who need them? **Yes**
 - c. What are the arrangements for prisoners with literacy problems, and for those who are blind? **The Inspector assists those who need help with completing the forms.**
11. Is any declaration of urgency by prisoners fully assessed and answered? **Yes**
- a. Are staff responsive to requests for urgent help? **Yes**
12. Are prisoners who make complaints against staff and/or other prisoners protected from possible recrimination? **Generally.**

- a. What protection measures are in place and put into practice?
Possible discipline to employees who attempt to violate an inmates rights.
 - b. Are responses objective and factual, and conclusions based on evidence rather than supposition? **Yes**
 - c. What are the adverse effects of filing complaints? **Those who file multiple complaints generally get known well throughout and institution.**
 - d. Do prisoners know that there are protection measures if they complain about staff or other prisoners? **Yes**
13. Do prisoners know how to appeal grievance decisions? **Yes**
- a. Are appeals dealt with fairly, and responded to within seven days?
Yes, not responded to in seven days.
 - b. Are prisoners reminded of their appeal option on the relevant forms?
Yes, they are told the procedure when they get off the bus and when they attend orientation
 - c. How many have appealed in the last six months? **56**
 - d. What was the outcome, and how promptly were they answered?
Twelve open, 2 modified with No Additional Response Required-42 affirmed. Most answered within the 30 day time line.
14. Do all prisoners (and staff) know how to contact members of the Ohio General Assembly's Correctional Institution Inspection Committee, and can they do so in confidence? **Yes**
- a. Is CIIC contact information posted in dorms, blocks, library and other areas to ensure that staff and inmates are aware of how to contact CIIC? **Yes**
 - b. Are there any difficulties with access to the CIIC? **No**
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? **No, the information is contained in the information given out at orientation**
17. Do prisoners receive help to pursue grievances with external bodies if they need to?
Yes

- a. Do they also receive help in contacting legal advisers or making direct applications to the courts? **Help is available via the legal library. If they needed the inspector can assist an inmate with court information and documents.**
 - b. In the last month, how many original grievances and appeals were sent to the Chief Inspector? **One grievance, nine appeals.**
 - c. What do they tend to be about? **NOG-on Policy and Appeals on personal Property, Health Care, Non Smoking Dorm, Job Assignment, Staff Accountability.**
 - d. What proportion are generally resolved? **All**
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? **Monthly reports indicate what patterns exist. This information is monitored and any unusual trends are reported immediately to the managing officer.**

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)?
- 2. Are active and fair systems to prevent and respond to violence and intimidation known to staff, prisoners and visitors? **Literature provided to inmates and staff.**
- 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? **Institution operations are designed to put both custody and treatment staff in close proximity to the inmate population. This reduces opportunities for violence and intimidation.**
 - a. Is the violence reduction strategy widely publicized?
 - 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?

- d. Are staff alert to threats to a safe environment, and do they confront all forms of victimization?
 - e. Are prisoners consulted as part of the strategy development and maintenance?
 - f. How effective is the strategy in promoting safer custody and violence reduction?
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?
- a. Has there been any consultation in the last six months?
 - b. Has an annual confidential survey to all prisoners about bullying been undertaken?
 - c. Are there wing representatives?
5. Do staff supervise and protect prisoners throughout the prison from bullying, verbal and physical abuse, racial abuse and threats of violence? **See number 3 response.**
6. Are staff consistent in challenging these behaviors? **Yes**
- a. How many incidents occurred in the last six months?
 - b. Are there particular areas where prisoners feel vulnerable to bullying?
 - 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?
 - e. What are the arrangements for movement, exercise, mealtimes and discharge, especially for those who are considered vulnerable?
 - 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?
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?
 - c. Are staff alert to potential bullying and do they confront all forms of victimization?
 - 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? **Yes**
- a. Are they investigated promptly? **Yes**
 - b. Are outcomes of investigations recorded and is the prisoner who reported the bullying supported? **Yes**
10. Are prisoners made aware of behavior that is unacceptable through a well-publicized policy and are made aware of the consequences of bullying? **Rules contained in the inmates handbook.**
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? **Yes**
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?
 - b. Are interventions aimed at achieving sustained and agreed changes in behavior?
 - c. Do prisoner records contain comprehensive updates on how bullied and bullying prisoners have been supported and/or challenged?

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**
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**
 - 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? **We have four cells, two in segregation, and two in medical specifically for suicide watches.**

- 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**
6. Does a multi-disciplinary committee effectively monitor the prison's suicide prevention policy and procedures? **Yes, SPART team.**
7. Is the committee chaired by a manager responsible for the policy and does membership include prisoners, staff representatives from a range of disciplines, and a member of the local community mental health team? **Yes**
8. Are prisoners' families, friends and external agencies encouraged, through local arrangements, to provide sources of information which may help identify and support those prisoners likely to be bullied or who have a history of self-harming behavior? **Yes, we frequently send out signed released of information.**
 - 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? **No, not to my knowledge.**
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? **Yes**
12. Are arrangements in place for following up after a care and support plan has been closed? **Yes**
 - a. Do unit officers have knowledge of policy and support plans? **Yes**
 - b. What level of training have they received? **In service training, mental health training.**
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, particular suite but there are quiet rooms and offices to be used.**
 - b. Is there access to counselors, the chaplaincy team, Listeners and Samaritans at all times? **No**

- c. Are appropriate free telephone help lines/interventions available, in particular, to address specific aspects of women's prior victimization such as rape crisis, domestic violence and others? **No**
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? **Yes**
 - b. Are prisoners encouraged to identify their own support needs and are they able to draw on opportunities for informal support from other prisoners if they wish? **Yes**
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**
 - 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? **No**
16. Are incidents of self-harm closely monitored and analyzed at regular intervals to establish any trends and to implement preventive measures? **Yes**
17. Are serious incidents properly investigated to establish what lessons could be learned and to promote good practice? **Yes**
18. Where appropriate, are family or friends of the prisoner informed through a family liaison officer? **No**
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? **No**
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?

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? **Program space is not adequate for the needs of the population.**
 - a. How many prisoners are locked up during the day? **Segregation-98 is the maximum amount count.**
 - b. How many are formally registered as unassigned? **Only segregation and infirmary inmates.**
 - c. What is the rated capacity compared with current population?
 - d. How easy is it for a prisoner to get a job? **All inmates are assigned a job.**
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?
7. Are facilities and resources for learning and skills and work appropriate, sufficient and suitable for purpose? **No, program space is needed and funding for programs, education is inadequate to effectively serve the populations needs.**
8. Are all prisoners able to access activity areas? **Yes, except for those in segregation.**
 - 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?

- a. Is a full schedule of activities available to all prisoners? **Yes. Activity schedules are posted weekly.**
10. Is allocation to activity places equitable, transparent, and based on identified reentry planning needs? **Yes. Inmates with program recommendations in the RAP receive priority for program placement.**
11. Can prisoners apply for job transfers and are they given written reasons for any decisions? **Yes. Can apply by kite and will receive a written response and also receive a copy of reclassification action.**
- a. Does case management link with the reentry planning process? **Yes. Case management develops and monitors the Re-entry Accountability Plan**
 - b. Do prisoners with identified learning needs work in low-skilled, production line work, rather than relevant classes? **Prisoners with identified learning needs are placed in appropriate level Education classes prioritized by need, recommendation, and release data.**
 - c. How are unit-based jobs (cleaners, painters, food service workers etc.) allocated, as these often bypass formal procedures? **All inmate jobs are subject to formal classification procedures.**
 - d. Is there any favoritism or line jumping? **No**
12. Do local pay schedules provide disincentives for prisoners to engage in education or training activities? **No.**
- a. Do unskilled jobs with no links to learning offer more pay than education and training activities? **No. Same or less pay.**
13. Do prisoners who do not work because they are exempt (Long-term sick, etc.) receive sufficient weekly pay? **They receive less pay if classed as medical idle.**
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.**
- a. What systems are in place for managing punctuality and encouraging attendance at prison activities? **Inmates in programs are passed and can be issued a conduct report for absence and/or tardiness.**

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. During RAP and RMT interviews.**
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. Educational assessments are reviewed when complicating a Re-entry Accountability Plan.**
18. Do work placements provide purposeful and structured training for prisoners? **Yes**
 - a. Wherever possible, can vocational qualifications be obtained alongside their work? **Apprenticeships are offered in several work areas-Food Service etc.**
 - b. In the absence of such qualifications, are developed skills recognized and recorded? **Yes-refer to 18a**
19. Are prisoners helped to continue on their courses when transferred or to progress to further education, training or employment on release? **Yes. There Iep and RAP follow to a new institution and release for those leaving under supervision.**
20. Does the prison accurately record the purposeful activity hours that prisoners engage in, excluding non-purposeful activities in their calculations? **Program participation is recorded in DOTS-RAP.**

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?
 - a. How do prisoners with mobility problems get access?
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?
3. Do all prisoners have access to a range of library materials, which reflect the population's needs and support learning and skills?
4. Does this include:
 - a. Literacy?
 - b. Math?
 - c. Language?
 - d. Employability?
 - e. Vocational training?
 - f. Social and life skills?

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

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. Staff are accessible and open to inmate contact.**
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? **Classification policies in effect.**
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? **Yes**
 - a. If squat searches are used, does their incidence and authorization need to be logged and regularly checked? **Yes. Strip search log located in shift office.**
 - b. Are squat searches only used in exceptional circumstances? **Yes.**
11. Is the criteria to ban or otherwise restrict visitors visible and unambiguous, with an appeal process available? **Yes**
 - a. Are the visitors subject to bans or restrictions reviewed every month? **No**

Rules

1. Are local rules and routines publicized prominently throughout all residential and communal areas? **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**
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**
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? **No**
 - b. 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. **Yes**
 - Pregnant inmates?
 - Specific religions?
 - Prisoners with disabilities?
 - 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? **They are not health screened to avoid discrimination. Yes on the rest.**
 - a. Do medical clearance forms exist on food service workers, and are training courses offered?
7. 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? **They take sack lunch bag with them**
8. Do prisoners have a choice of meals including an option for vegetarian, religious, cultural and medical diets? **Yes**
 - 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? **Yes**

9. Are prisoners consulted about the menu, and can they make comments about the food? **Yes, they can make comments, but not consulted about the menu.**
- a. If logs of comments are kept, how frequently are they consulted? **They are not consulted**
- b. Is there a food comments book? **No**
10. Is the breakfast meal prepared on the morning it is eaten? **No**
11. Is lunch served between noon and 1:30 pm and dinner between 5 pm and 6:30 pm? **Between 11:30 A.M. and 1:00 P.M. and dinner between 4:30 p.m. & 6:00 p.m.**
12. Do prisoners have access to drinking water (including at night time), and the means of making a hot drink after evening lock-up? **They have access to drinking water in food service**
13. Are prisoners able to eat together (except in exceptional circumstances)? **Yes**
14. Does staff supervise the serving of food in order to prevent tampering with food and other forms of bullying? **Yes**
15. Where prisoners are required to eat their meals in their cells, are they able to sit at a table? **N/A**
16. 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, from our own Central Office and State Office (Governor's office) of faith based initiatives.**
 - a. Is DRC/DYS in conjunction with the Governor's Office of Faith-Based and Community Initiatives, making available to the faith community, examples of evidence-based programming shown to impact offenders' lives? What examples? How are they being made available? **Yes. Mentoring for example show cased by institutions.**
 - b. Is information being used and disseminated to faith-based and community organizations so that they provide programs that are evidence based and can truly impact the lives of ex-offenders and their families? **Yes.**
 - c. What is in place to ensure that the recommendation is implemented? **First in institutions then in the community.**
 - d. What methods of program evaluation are being explored to further document program success? What methods are in place? **I don't know other than personal contact with released offenders through operating mentor relationships. Word filters back to us.**
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? **Yes, meetings, seminars, mentoring-facilitated through ODRC prison Chaplains.**
 - a. Is the culture within the institution continuing to evolve to encourage community volunteers? Explain. **Yes. The process has been improving for several years now.**
 - 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? **They support and encourage the shift.**
 - c. How is the DRC/DYS administration working with wardens/superintendents to collaboratively develop protocols that will proactively assist with changing the culture? **Fairly clearly laid out 44 (or so) initiatives.**

- d. Have such protocols been developed? **In process.**
 - e. What are they?
 - f. Have policies been reviewed to determine if they might inhibit use of community volunteers, and have necessary changes been made accordingly? **It's getting more user friendly.**
 - g. What policies have been reviewed? By whom? **Yes**
 - h. What policies have been changed so that they do not inhibit use of community volunteers? **Volunteers process streamlined. Better training for prison staff who host. Standardized of volunteering across the state.**
3. Has DRC/DYS developed a marketing plan to assist in recruiting volunteers from the community and faith-based institutions? **We don't need a marketing plan. We have plenty.**
- a. Does the plan discuss educating volunteers about the justice system? **We do appropriate prior training.**
 - 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? **We have extensive training. Presently we don't have time or space for any more.**
 - c. Is the faith community being encouraged to volunteer to provide programs and services to assist offenders in both the institutions and the community? **Institution programs have been in place here for years. Community is coming along. eg. Community Circles.**
 - d. Has a marketing plan been developed to overcome the public's misperceptions of offenders? **Yes. Statewide seminars usually hosted by the faith community.**
 - e. Has DRC developed an educational program to motivate the faith community to get involved in volunteering, including a video to educate volunteer groups about offenders and their needs in institutions? **Yes.**
 - f. Is information provided on how individuals and groups can volunteer in the prisons? **Yes. Websites.**
 - g. Does the marketing campaign include information on the needs of the adult/youthful offenders, information on how the justice system works, and information on the different ways to volunteer? **Yes**

4. Has DRC/DYS developed a standard training program for staff, volunteers, and the community to facilitate working in institutions together? **Yes. Volunteer training is standardized and offered by cluster of institution.**

a. Does the program include information on:

- Ethics of working with offenders? **Yes**
- Confidentiality issues? **Yes**
- Ensuring safety and security of volunteers? **Yes**
- Working with volunteers? **Yes**
- Rules and regulations for volunteers? **Yes**

b. Does the program include information to volunteers on the security requirements for the institution, why the requirements are in place, and how to properly work with offenders? **Yes**

c. Has a standardized training program been developed for volunteers to facilitate their work in institutions? **Yes**

d. Has DRC/DYS established an orientation program for volunteers, held at preset intervals to allow community organizations to plan for the training as part of their program planning? **Yes**

5. Has Ohio law been revised to remove unnecessary and unreasonable collateral sanctions that inhibit offenders' successful reentry?

6. What improvements have been made regarding communication about programs and services between:

- Staff and volunteers?
- Staff and the community?
- Other parts of the criminal justice system and the community?

Leadership forum held 9/07. Recruitment of approx. 50 volunteers for Kairos Program, with regular meeting between Kairos and NCCI

a. What improvements have been made in effectively communicating among staff within the facilities, as well as with the community? **Quarterly staff assemblies, annual in-service training.**

b. Has an improved communication mechanism been developed in order to ensure these efforts? **Quarterly staff assemblies established to share information with all staff.**

c. Has the system been developed collaboratively with staff and volunteers to address observed problems? **Volunteer feedback forum is required by policy. This provides feedback from the volunteers to the staff.**

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?
 - a. Working with faith-based and community service providers, have programs been developed in the community to effectively provide treatment while protecting public safety? **Regarding treatment, no.**
 - 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?
 - c. Have local probation departments prepared a listing of community options currently available for judicial use?
 - 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.
8. Are faith-based and community programs being encouraged to supplement existing community and diversionary programs for offenders and to provide services that are not currently available? How? **Yes. Mentoring programs beginning while offender is incarcerated.**
 - a. Is DRC/DYS working with community organizations and probation departments to expand services available for offenders? How? **Yes. Mentoring programs, collaborative efforts with Social Security and Ohio Rehabilitative Services Commission.**
 - b. Has a community model been created that will help meet the basic needs of offenders within the community? Is it being created? Explain.
9. Has DRC/DYS taken a more active role in linking with the faith-based community to develop programs to meet the gaps in services to adult and juvenile offenders? How? **Yes. Community agency and faith based organizations have attended meetings in the institution discussing needs of the inmate population.**
 - 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?
 - 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?

- 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?
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. The one-stop shop.**
- a. Has a job placement program been implemented? **Yes.**
- b. Does it provide:
- Information on job fairs to ex-offenders? **Yes.**
 - Education of businesses/employers on the benefits of hiring ex-offenders? **Yes**
 - Incentives for employers to hire ex-offenders (i.e., tax breaks)? **Yes**
 - Increased involvement of faith-based and community groups? **Yes**
- c. Is there collaboration between the DYS, DRC and Job and Family Services who started the employment centers in Ohio? In what way? **Yes. Offenders may register with Job and Family Services prior to release.**
- 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. Several efforts have been made in this area including job fairs and teleconference employer interviews.**
- e. Has the DRC Omnibus Reentry legislation been enacted to reduce unnecessary sanctions in the law and thus made training more relevant?

INSTITUTIONAL PROGRAMMING

11. Is DRC/DYS working with the faith community and faith volunteers to develop and expand programs within the institutions? **Yes. Through mentoring programs.**
- a. Do current programs include the following? Are they being developed? Are they being expanded?
- Life skills? **Current.**
 - Financial management and budgeting? **Current.**
 - Personal hygiene? **Current.**
 - Family programs including:
 - Family and community-based orientation?
 - Family mediation?
 - Family education and orientation program?
 - Transportation and video conferencing for visitation?
 - Parenting? **Current.**

- 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?

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

- Budgeting? **Yes**
- Parenting? **Yes**
- Job searches? **Yes**
- Anger management? **Yes**
- Appropriate leisure-time activities? **Yes**

- d. Is emphasis centered on using a mentor-type relationship for such training?
Not for the most part.

e. Has legislation created a new community-based reorientation program whereby non-violent offenders could be released to the community up to 30 days prior to the expiration of their sentence to arrange for suitable employment, housing, treatment services, etc.?

f. Have video-conferencing opportunities for the families, particularly children of offenders, been expanded? Are they used as an incentive program? **No.**

g. Do volunteers facilitate the improvement of family relations through coaching in basic relational skills or involvement in family mediation programs?

12. Has DRC/DYS expanded partnerships with national organizations including faith-based and community organizations to provide programming in state institutions? Explain. **Yes, Kairos**

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. **Yes. This has been done through the faith based mentoring program**

- a. Are community actors and organizations a part of reentry planning for those offenders who will shortly be returning home? Explain. **Yes. Social Security, Rehabilitation Services Commission and several faith groups have been involved as resources for inmates returning to society.**
- 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? **Citizens circle.**
- c. Is there a mentorship program for offenders at your facility? **Yes**
- d. Are faith-based and community volunteer groups actively developing such a program for participation by offenders at your facility? Explain. **Yes. The New Horizons faith based mentoring program has been in place for two years.**

REENTRY PROGRAMMING

14. Have methods been developed to increase and encourage the involvement of the faith community in various reentry efforts, and to encourage collaboration among faith groups? What are they? **Yes. NCCI has developed a faith based mentoring programs.**
- a. What has been done to make the faith community aware of programs and training for the faith community's involvement? **Leadership forums and recruitment of volunteers.**
 - b. What has been done to create awareness among the faith community of the needs of ex-offenders and the avenues to get involved? **Leadership forums, recruitment of volunteers through current volunteers.**
 - c. What effort has been made to inform the faith community of the needs of ex-offenders and volunteer opportunities available? **Recruitment of volunteers through current volunteers. Leadership forums. Employees involved in community activities.**
 - d. Have leaders among the faith community been identified? How? When? **Yes, several community leaders identified and invited to prison.**
 - e. Have staff been used to accomplish this, using existing organizations, groups and established relationships? Explain. **Yes. Staff meet quarterly with community to share information.**
 - f. Has this educational opportunity been extended to faith groups of all kinds? **Yes.**

- g. Has an easily visible section been added to the DRC (or DYS) web site for the faith community that identifies different programming opportunities for volunteers?
 - 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? **Release planning begins with offenders 6 months prior to their release with their case managers.**
- 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? **Not at that time.**
 - b. Is legal advice in these situations available? Have partnerships been formed with local law schools to achieve this end? **Not at that time.**
 - 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? **No.**
 - 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?
 - c. Are grassroots agencies and advocacy groups being made aware of and sold on this effort, so that they can help to market the increased public safety and reduced criminal justice costs associated with effective offender reentry? How?
- Yes. NCCI is currently working with the KAIROS Community (volunteers) and the Favor Foundation (grass roots) to provide services and programs (community and faith based) to prison population.**