

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

November 21, 2008

Prepared and Submitted by  
CIIC Staff

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**CORRECTIONAL INSTITUTION INSPECTION COMMITTEE REPORT:  
INSPECTION AND EVALUATION OF THE  
WARREN CORRECTIONAL INSTITUTION**

**INSPECTION PROFILE**

**Date of Inspection:** October 3, 2008

**Type of Inspection:** Unannounced

**CIIC Member and Staff Present:** Representative John White,  
CIIC Chairman  
Toni Del Matto, Inspector  
Darin Furderer, Inspector  
Gregory Geisler, Inspector  
Adam Jackson, Inspector

**Facility Staff Present:** Wanza Jackson, Warden  
Rudolph Pringle, Deputy Warden  
Chris Dehart, Deputy Warden  
Tom Schweitzer, Major  
Julia Bush, Administrative Assistant

**Areas and Activities included during the Inspection:**

Entry/Exit Meeting with WCI Executive Staff	Food Services
Residential Treatment Unit	Library/Law Library
Special Management Housing	OPI Shop
Educational/Vocational Services	Infirmery
General Population Housing Units	Gymnasium

**INSPECTION SUMMARY**

The CIIC Director provided a brief summary of issues that were relayed or observed during the inspection. A summary of the communication to the DRC Assistant Director on October 6, 2008 regarding the Warren Correctional Institution is provided below:

- The main subject of widespread complaint and discontent pertains to the plumbing situation, with broken toilets and showers unable to be repaired due to lack of funds, also resulting in no water in the cells or only cold water in the cells and showers. Showers and sinks were observed as running constantly. Their frustration over the water temperature was reported to be the major burning issue. Inmates continue to believe that the water is not safe to drink due to arsenic content of lab reports.
- CIIC staff were pleased to see that there is no medical or dental backlog.

- Segregation outside the cells was neat and orderly. However, inside the cells, there is a need for both cleaning and painting. Although the inmates in segregation did not have many concerns to relay, approximately six inmates relayed personal safety concerns, including problems with gangs.
- The Residential Treatment Unit was calm and relaxed.
- In the housing units, many inmates were idle, and staff were sparse.
- In-service training has been halted due to staff shortages. They are short about 30 officers, though are now authorized to hire 10 new officers. Prior to the halt of training, overtime was mandated.
- Education staff propose that the under 22 mandatory education requirement be changed. Prior to such requirement, classes were full of students who wanted to be there. Now, many who are motivated are unable to enroll.
- They have had no construction vocational program for several years due to lack of an instructor. However, the C-Tech certification program was cited as a highlight during the inspection. The Networking and Fiber Optics Course was cited as impressive. The Instructor relayed problems acquiring course material because the supplier is located out of state, and they must purchase equipment through a vendor. He also noted the difficulty of evaluating effectiveness of the program because of the difficulty in tracking inmates after they leave the institution.
- The OPI shop and lockers made by OPI for local schools were most impressive.
- Food services equipment is in need of repair, with many broken pieces of equipment observed, which frequently prevents adherence to the Heart Healthy menu plan. Inmates report that they do not even have soap to run the dishwasher in food services. This, plus the problem of no hot water poses a serious health issue.
- Inmates relayed that they have to explain why they want an informal complaint form to unit staff. No Informal Complaint forms were at officers' desks. Staff explained that the restricted access to forms is to try to resolve the problem without paperwork. However, that is not how inmates perceive it. Staff relayed that inmates use or misuse the forms as scratch paper.
- Some black inmates alleged that white inmates are allowed to have their preference to cell with a white inmate after refusing to cell with black inmates. Black inmates alleged that their requests to cell only with black inmates and refusals to cell with white inmates are denied. Several inmates alleged racial discrimination.

### **Follow-up Communication**

On October 16, 2008, follow-up communication was provided regarding the plumbing, segregation conditions, staffing, the condition of equipment in food services, the reported unavailability of informal complaints in the housing units, racial balances and cell assignments as noted below:

The Warden reported that the main issue was plumbing (i.e. sinks, showers, boilers). On October 8, 2008, WCI received \$37,000 to purchase parts and supplies for showers, sinks, toilets, and boilers. The majority of those orders were processed. There was some delay in procurement due to the bid process.

The maintenance department painted the B-side of segregation and half of A-side, approximately 18 months ago. The officers on second shift provide chemicals to the inmates to clean and maintain cell sanitation. This issue will continue to be monitored by the Chief of Security.

In regard to the current staffing situation of correction officers, there are 26 vacant positions, 12 officers on disability/workers compensation leave, and four officers on military leave. Approval has been granted to fill ten correction officers positions as soon as possible.

The food service department received authorization to purchase four new ovens. This order has been processed. A used oven was received from another facility. There is not a problem with hot water in the food service department, nor is there a problem with soap for the dishwasher. This information was reported by inmates and is not true.

Informal complaints are available from the counselors and Case Managers in the housing units. The Inspector is required to make weekly rounds in the housing units to ensure availability of informal complaint forms and address any other issues. He has not received any complaints regarding the availability of these forms. The Inspector provides this information to the inmate population during orientation and it is also provided in the inmate handbook. Due to budget constraints, this process was changed to improve availability of forms to the population. As a result of this inspection, WCI will post availability information on the bulletin boards.

The count office monitors racial balance in cell assignments and housing unit placement. Exceptions are made only when warranted due to possible threats to safety. Being that the current population is 60 percent black and 39 percent white, it is more difficult to achieve balance in cell assignment and housing unit placement.

## **FACILITY DESCRIPTION**

Upon request, the Warden provided written information to complement the observations and communication received during the inspection. Information was also referenced from the manual prepared for ACA audit members, the Inmate Handbook provided to new inmates, and a variety of other written materials related to the areas included in the inspection.

### **Overview**

According to written material provided on site, the Warren Correctional Institution was opened in 1989, and was built to house adult male offenders that are classified as level 3

(close security). The institution was designed to house 679 offenders in single cells. On the date of the inspection the population count was reported to be 1,363. Almost all cells were occupied by two inmates with the exception of several four-man cells.

The institution is arranged in a campus style setting on 45 acres, with 12 buildings inside the fence, and one warehouse outside the fence shared with neighboring Lebanon Correctional Institution. Of the 12 buildings, eight buildings are general population housing units, two of which have special purposes. One is a Residential Treatment Unit, which provides care for inmates diagnosed with serious mental illnesses, and a Literacy/Alcohol and Other Drug Treatment Program. Other buildings located inside the compound include: the dining facility, recreation and religious services, OPI and educational services, infirmary, segregation, and the administration building.

Until the year 2006, the institution was one of three institutions that housed inmates classified to Protective Control (PC) status. The Department assigns inmates to PC when the safety of those inmates cannot be maintained in general population at any institution. The institution underwent a significant change in 2006 when the Department sought to increase the number of beds for inmates classified as security level 2 (medium). The Warren Correctional Institution PC unit and the Marion Correctional Institution PC units were shut down, consolidated, and re-established at Southern Ohio Correctional Facility. The Ross Correctional Institution was split into two security levels and reportedly 300 to 400 inmates from RCI were transferred to WCI. Reportedly, this presented a challenge to the staff at WCI as they had to adjust to the loss of the PC mission and the increased number of higher-security inmates.

### **Warren Correctional Institution Mission Statement**

WCI is committed to maintaining effective and appropriate supervision of adult offenders. This is accomplished by providing an environment that is safe, secure and humane for all internal and external stakeholders.

WCI is devoted to encouraging the offender's sense of responsibility, by improving his ability to become a productive citizen.

WCI strives for high performance in the workplace by promoting staff development and training, efficient allocation of resources and developing positive partnerships with the community.

### **Budget**

According to the institution's website on October 8, 2008, the operations budget was \$29,787,836. It was also reported that the cost per day to house an inmate is \$64.37, or \$23,495 annually. The handbook prepared for the American Correctional Association audit shows that the institution served over 1.5 million meals during fiscal year 2008 at a cost of \$.94 per meal.

## Significant Expenditures

The following information was provided on site:

### Total Allocations for Fiscal Year 2009:

General Revenue Fund	\$ 2,455,668
Food Services	\$ 676,797
Telephone Revenue	\$ 2,708
<b>Total</b>	<b>\$ 3,135,173</b>

**Funding for Prison Operations** (excludes medical, mental health, education, and recovery services):

FY 2007	\$745,896
FY 2008	\$633,581
FY 2009	\$328,874

### Overtime Expenditures Year To Date (as of August 2, 2008)

Correctional Officer	470,071
Captain	42,675
Lieutenant	40,228
Sergeant	2,794
Food Service	40,218
Unit Management	2,895
Medical	32,868
Residential Treatment Unit Nurses	32,281

### Food Service Operations Expenditures

FY 2007	\$1,035,444
FY 2008	\$1,158,762
FY 2009	\$ 676,797

### Industry and Entertainment Funds

The Industrial and Entertainment funds assist in purchasing the following supplies and equipment: recreation, library aid/books, barbershop, religious services materials, laundry equipment (housing units), chairs and tables (housing units). *An average decrease in deposits of \$20,646 occurred in the past three fiscal years* due to commissary and vendor prices increases, purchases from the Access catalogs and more inmates with court costs, fines and child support deductions.

FY 2007	\$90,132
FY 2008	\$76,093
FY 2009	\$70,211

#### Action taken to offset the reductions to the Industrial and Entertainment Fund

- Increasing the visiting sessions from two to three; this change will provide some increase to vending commission.
- Increasing the minimum amount available in inmate accounts after deductions for court costs, fines, etc. from \$10 to \$15.
- Providing quick turnover items in the commissary, while still focusing on the “Heart Healthy” diet.
- Reducing the number of club fundraisers from 12 to four per year will result in inmates purchasing more items from the commissary.

#### Reported Cost Saving Initiatives

According to information provided on site, the institution is seeking to reduce spending through cost saving initiatives to “meet the basic needs of the facility.” According to the information, the institution is purchasing what they have determined to be only the necessary items, and are attempting to manage the costs associated with operational needs as well as they can. They further reduced spending by scrutinizing purchase requests that eliminated some purchases, and providing information on and implementing cost saving efforts.

- All maintenance contracts were suspended on copiers and printers
- Generator testing was reduced from monthly to quarterly, saving \$2,371.
- A team of staff members conducted a back to basics on inmate property issues with regard to pack ups. The revisions have improved accountability of lost/stolen clothing and/or personal items.
- New lighting project completed to reduce electric usage.
- Refill printer cartridges instead of purchasing new ink cartridges.
- All office supplies have been reduced to “as needed” purchases only. There is currently no inventory for these items.
- Housekeeping supplies are monitored carefully to eliminate waste, especially with floor stripper and wax. Several areas no longer utilize wax; instead maintain the floor with a buffing solution. Floor wax and stripper is distributed only twice a year (March and October), unless approved by the Warden.
- The “Crayons to Computers” store provides the institution with items for the reading room. They also provide items for gift bags that are given to children during the Holiday Season.
- During the summer months, ODOT brings employees to WCI to conduct training on bulldozers and other large land moving equipment. As a result, the perimeter road and firing range is maintained. Potholes are filled with gravel and other areas are cleared of weeds and bushes.

- Installation of auger equipment at the flow tank to reduce surcharges from Butler County Wastewater Treatment Plant.
- Hazardous Waste and trash is no longer picked up on daily and/or weekly schedule; instead trash is removed on an on-call basis, as needed. This change reduces overall trash removal expenditures.

According to the information, for four years two housing units were closed. Due to the rapid increase of persons incarcerated in Ohio, those units had to be reopened. During the time that those units were closed, maintenance staff used the parts from that unit as their source of spare parts. As a result, when the units had to be reopened, it required a great deal of work and money to make the units livable. The cost to prepare the units was \$51,522. These required changes had a reported negative impact on the budget for FY 07 and FY 08. *As a result, budgets for security, facility maintenance, inmate clothing, housing keeping supplies, and vehicle maintenance were scaled back.*

The institution also reported that \$21,958 was spent to repair the security fence and camera systems. While many cameras have been repaired or replaced since first being installed, there are still cameras that are in need of replacement or repair.

### **Employee Data**

According to the institution's website, there were 378 total staff employed at the institution, of which 218 or 57.6 percent were employed in security. It was reported that the institution is authorized 242 Officers, and a total of 416 staff. Facility staff relayed that the institution is short 30 Officers. Reportedly, there were 19 other Officers off on disability, military, or some "other" form of leave. Facility staff further reported that the institution had just been authorized to hire ten Officers to fill vacant positions, which they are working to fill quickly. *Follow up information from the Warden after the inspection clarified that there were 26 vacant positions, 12 Officers on disability/workers compensation leave, and four Officers on military leave.*

In regard to the recent reductions in the number of staff, it was relayed that the staff that were "bumped" into new positions were adjusting well to their new responsibilities, and having a positive impact already. Staff relayed that new staff demonstrated their competence and experience during the recent ACA audit, which had a significant and positive impact on the results.

The following information was provided on site regarding the reorganization of the staff due to recent budgetary changes.

- The Department went to a two Deputy Warden system by distributing the responsibilities of the Deputy Warden of Administration to the Deputy Warden of Operations and the Deputy Warden of Special Services.

- Unit Management was reorganized to include one Unit Management Administrator, one Unit Manager, six Case Managers, four Corrections Counselors, and two secretaries.
- Elimination of positions include the Quartermaster, Building Maintenance Supervisor, Network Administrator, Training Officer, Painter 2, Deputy Warden of Administration, two secretaries, two Unit Managers, Job Coordinator, ACA Coordinator, three Sergeants.

According to the *Department's Monthly Fact Sheet, ODRC Workforce Composition as of October 1, 2008*, WCI employed 378 staff, including 218 Correctional Officers. Males comprise 285 staff positions, and 182 are assigned to security positions. Females comprise the remaining 93 staff, including 36 security positions.

The racial composition of the 285 male staff consists of 243 Caucasians (88.2%), 41 African-Americans (14.3%), and 1 other staff (.3%).

The racial composition of the 93 female staff consists of 63 Caucasians (67.7%), and 30 African-Americans (32.2%) staff.

Of the 218 Correctional Officers, 175 are Caucasian (80.2%), and 43 (19.8%) are African American (14.2%).

**Table 1. Number of WCI Staff with Breakdown by Race on October 1, 2008**

Employee Race	Number	Percent
Caucasian	306	80.9%
African American	71	18.7
Other	1	0.3
Total	378	100%

**Table 2. Number of WCI Staff with Breakdown by Gender on October 1, 2008**

Employee Gender	Number	Percent
Male	285	75.3%
Female	93	24.7
Total	378	100%

**Table 3. Number of WCI Staff with Breakdown by Gender and Race on October 1, 2008**

Gender	Caucasian	African-American	Other	Total	Gender Percent
Males	243	41	1	285	75.3%
Females	63	30	0	93	24.7
Total	306	71	1	378	100%
Racial Percent	80.9%	18.7%	0.3		100%

**Table 4. Number of WCI Male Staff by Race on October 1, 2008**

Race	Number	Percent
Caucasian	243	85.2%
African American	41	14.3
Other	1	.3
Subtotal	285 Males	100%
378 Total Staff	285 Males	75.3%

**Table 5. Number of WCI Female Staff by Race on October 1, 2008**

Race	Number	Percent
Caucasian	63	67.7%
African American	30	32.2
Other	0	100%
Subtotal	93 Females	100%
378 Total Staff	93 Females	24.6%

## INMATE DATA

### Population and Racial Composition

On the date of the inspection, there were approximately 1,363 inmates housed at WCI. Considering that the institution was built with a rated capacity of 679 inmates, the current population is *149 percent above that capacity*.

According to the information on the institution's website, the population was also reported to be 1,363 inmates, with 820 Black inmates (60.1%), 534 White inmates (39.1%), and nine inmates (.6%) classified as "Other."

According to the ACA handbook provided during the inspection, the *age range of offenders at WCI is age 18 to 81. The Correction's Officer to Inmate Ratio is reportedly one to 4.52.*

**Table 6. Number of Inmates at WCI with Breakdown by Race on October 6, 2008**

Race	Number	Percent
Black	820	60.1%
White	534	39.1
Other	9	.6
Total	1,363	100%

## **Deaths/Suicide Attempts**

According to the September 2008 WCI monthly medical report, there have been no inmate deaths that have occurred at the institution in 2007 or 2008. *However, information prepared for the ACA Audit reports that two inmates died unexpectedly in June 2008, and one inmate died unexpectedly in November 2007.* According to the follow-up communication with staff, the monthly medical report also did not reflect another inmate death that occurred in January 2008, and neither was it documented in the ACA Audit fact book. Reportedly, the information contained in the monthly reports are controlled by Central Office, and due to a clerical error, the information was not correctly documented by Central Office staff who are reported to be responsible for inputting that data. Incident reports of the inmate deaths that occurred in June have been requested, as well as clarification as to the reason why they were previously not provided to CIIC staff. Per mutual agreement between the CIIC and DRC, DRC provides CIIC with notice of all inmate deaths by way of the incident reports.

*The Attempted Suicide data from January 1, 2008 through September 30, 2008 shows that four inmates attempted suicide at the institution.*

Information provided on site shows that *there have been no completed suicides at WCI to date since November 2007.* Mental health staff relayed that the last suicide occurred in 2007. They further relayed that they approve of the new suicide prevention policy being implemented, which would pair a potentially suicidal inmate with another inmate. The aim is to increase the amount of interpersonal contact with an individual as opposed to isolating the potentially suicidal inmate in a suicide cell alone. The approach has reportedly been successful when utilized in other locations outside of the Department.

## **STATUTORY REQUIREMENTS**

Per the Ohio Revised Code, CIIC is required to attend a general meal period, and an educational or rehabilitation program during each inspection. On the date of the WCI inspection CIIC had the opportunity to attend the lunchtime meal, and several educational/rehabilitative programs in progress were observed.

### **Attendance at a General Meal Period**

On the date of the inspection CIIC attended the lunchtime meal. The CIIC staff ate the same meal being served to the inmates, which consisted of tuna casserole served with peaches, white bread, mixed vegetables, a serving of lettuce, apple butter, and a choice of juice or a bag of milk. Inmates relayed that their portions were larger because of the presence of CIIC. The meal was palatable, but not appetizing.

### **Attendance at an Educational/Vocational Program**

G.E.D. programs were observed while in progress in the education building, and a walk through of the Literacy Dorm was conducted. CIIC also had the opportunity to speak

with several teachers, and the instructor of the C-Tech/Cabling program. The institution also provides career development and enhancement to inmates in preparation for their release. *It was relayed that the construction vocational program has not been in operation for several years because they could not find anyone to fill the position.* The space now serves as storage for the community service program that is also located in the education building. Education staff of these respective areas shared their concerns with regard to their areas of responsibility, which will be discussed later in the report.

### **Attendance at a Rehabilitation Program**

I.M.P.A.C.T. Ministries “World Tour” was conducting several performances at the institution on the day of the inspection. The performances consist of the members of the ministry demonstrating feats of strength such as breaking bats, or lifting automobile engines. All of the members of this organization were physically impressive in size and muscular development. The Ministry is an international group that performs two types of programs depending on their intended audience. One is a spiritual message in which they speak about their commitment to God, and the other is a character message focusing on making positive choices. According to what was relayed, organizations in the Dayton area raised money so that the group could tour all of Ohio’s correctional institutions. *It was relayed that inmates are not forced to attend, and do so under their own volition.* The Warden relayed that there is a large number of inmates who participate in religious services programming at the institution.

## **THE INSPECTION**

### **Entry/Exit Building**

*The entry building was clean and orderly.* One inmate was observed cleaning the area. Since it was an unannounced inspection, the Officer on duty was not expecting the CIIC, and could not locate the names of any of the CIIC staff in the passbook. *The Officer appeared to be organized in the processing of visitors, and employed security instruments such as metal detectors and a wand to perform a more thorough examination of staff and visitors.* One staff member was observed screening himself until the walk-through metal detector sounded its alarm, which prompted the Officer to conduct a once-over with the wand.

### **Meeting**

Prior to the beginning of any inspection, CIIC members and staff meet with the Warden and their executive staff. The Warden, the Deputy Warden of Operations, Deputy Warden of Special Services, the Major, and the Warden’s Administrative Assistant attended the meeting. The Institutional Inspector and Investigator briefly joined the meeting after it was already in progress. Among the many issues discussed were the *staff concerns and morale including the loss of staff to budget reductions, the impact of staff vacancies, ability to clothe inmates, the reported lack of hot water and maintenance issues in the institution, the increased size of the inmate population, and the positive work*

*accomplished towards meeting the objectives of the Fussell agreement, satisfaction with the medical contractor, and the reported negative impact of the heart healthy diet.*

*Among the issues also discussed were the concerns about the Department's effort to implement the faith based initiatives, and the institution's progress toward establishing a team to recruit community volunteers to mentor inmates in the institutions. Facility staff relayed that no team is currently in place yet. It was relayed that the staff member who was responsible for organizing the faith based programming had her position eliminated, and was reassigned. However, the Warden stated that the institution already has a large number of volunteers. Reportedly, one of the challenges is providing adequate security for volunteers when visiting the institution. A local church has recently donated time to remodel a room within the institution for use by volunteers.*

### **Ohio Penal Industries (OPI) SHOP**

The Warren Correctional Institution's penal industries shop produces notebook binders, office chairs, computer stands, shelving units, notepad holders, partnership chairs, locker units, and stainless steel food service cabinets. Staff also reported that they have been working with the Department of Youth Services to develop study carrels for testing. According to information provided, D.Y.S. has expressed interest in 150-200 units. However, staff relayed that D.Y.S. requested a quote for 615 units. Reportedly, the staff continues to pursue new and different products.

According to the institution's table of organization, there are 92 inmates employed in positions such as machine setters, machine feeders, maintenance mechanics, saw operators, grinders, welders, Q.A. Inspectors, material handlers, assemblers, cushion makers, spray painters, forklift operator, porters, clerks, On the Job Trainees, and an OJT Trainer. Reportedly, there are only 51 inmates assigned to the shop. Inmates can earn wages in the following five pay grades:

- **Pay Grade 1** pays 47 cents/hour
- **Pay Grade 2** pays 42 cents/hour
- **Pay Grade 3** pays 35-cents/hour
- **Pay Grade 4** pays 27 cents/hour
- **Pay Grade 5** pays 21-cents/hour

During the inspection, a walk through of the OPI shop was conducted including discussion with staff members responsible for the area. *The shop was observed to be immaculately clean, and well organized.* Staff relayed that D.Y.S. contracted with OPI to produce special chairs for juveniles with destructive behaviors so they cannot be damaged by the youth as easily. The lockers that the shop has been contracted to produce were well made, and exhibited the same quality as those available on the commercial market. *Staff relayed concern that purchases from the Department had significantly decreased over the past year due to budget reductions. The shop has a year-to-date loss of \$77,602.*

## FOOD SERVICES

The walk through of the kitchen and dining room was conducted at the beginning of the lunchtime meal. It was reported that there are approximately 30 inmates working in food service per meal to run a dining hall that serves 210 inmates at a time. Reportedly, the dining hall previously used for feeding the Protective Control inmates is used to serve inmates that have special dietary needs. *Inmates were served in an orderly manner. They proceeded to sit where they like, and the atmosphere of the dining hall was relaxed.*

*Food Service Operations is projected to consume less of the budget in FY 2009 than in the previous two years.* According to the documentation provided, the institution spent the following on food services.

FY 2007	\$1,035,444
FY 2008	\$1,158,762
FY 2009	\$ 676,797

*The kitchen exhibited the usual appearance of a food services department that was busy preparing a meal for a large number of inmates. Large puddles of water were on the floor as a result of an overflowing tilt skillet and a leaky sink. Staff relayed that a maintenance request had been submitted to repair the leak. An inspection of the walk-in freezer, refrigerator, fresh and dry foods found them to be clean. Organized preparation for a meal was being conducted.* Additional information provided reported that the floors in the walk-ins had recently been replaced.

*The kitchen was exhibiting signs of long term and continuous use, both in terms of physical facilities, and equipment. Food Service Management relayed their concerns regarding their inability to abide by the heart healthy menu plan established by Central Office as a result of the Fussel agreement. It was relayed that due to inoperable equipment, their ability to provide a diversity of meals is significantly diminished. Several examples were noted. Four of six convection ovens were inoperable. Oven doors could not open because of missing or broken handles. There were insufficient numbers of hot boxes to store food. A lack of grills reportedly makes it difficult to follow the heart healthy menu plan. Reportedly, it has been four months since they have been able to cook chicken because they cannot hold it at sufficient temperatures too far ahead of lunch or dinner with the current number of hot boxes. The only working equipment observed to produce meals were two tilt skillets, three kettles, and two convection ovens. Follow-up information provided by the Department after the inspection stated that the institution was able to purchase four new convection ovens, and a fifth used oven was transferred from another institution.*

Staff is required to provide special diets for inmates if it is a medical necessity, and so that inmates can adhere to the standards of their religious practices. Reportedly, staff provide assistance with 65 inmates who have special diets, many of which are HS snacks, and low protein diets. Staff reported that they only have to provide two kosher meals presently, with approval for one more waiting on a decision from Central Office.

During the Muslim holy month of Ramadan, staff reported that they prepared special meals for 58 Muslim inmates while they engaged in fasting from pre-dawn to sunset. *However, Muslim inmates reported that staff at the institution failed to provide them with the adequate number of calories for these meals. One inmate relayed that for the first two weeks of the month, the institution did not provide the required 2,000 calories a day, which he stated is not enough to sustain good health. Staff later relayed that they provided the sufficient amount of calories, but they were unprepared for the number of inmates who requested accommodations for the month.* Clarification was sought from the Administrative Staff on this issue. *Reportedly, only a portion of the Muslim inmates housed in the institution attends religious services on a regular basis. Staff relayed that only those inmates who attend religious services on a regular basis signed up for the meals for Ramadan. Reportedly, when Ramadan neared, Muslim inmates who do not attend religious services on a regular basis requested accommodations. This reportedly exhausted the amount of resources prepared to accommodate Muslim inmates for the month. However, they stated adjustments were made to accommodate the additional inmates requesting services, and the required caloric needs were met.*

## **MENTAL HEALTH SERVICES**

The inspection included a walk through of the mental health services department and the Residential Treatment Unit (RTU). The institution offers both in-patient mental health services in the RTU, and outpatient services to general population inmates. Staff reported that they employ three Psychologists, two Psychiatrists, two Psychology Assistants, two social workers, a nurse, two secretaries, a mental health administrator, and two activity therapists. *Reportedly, there are no staff vacancies at this time. The reported number of inmates on the mental health caseload in September 2008 was 236, with an average of 44 inmates receiving treatment in the RTU for the month. According to the information provided, the three primary diagnoses are Schizophrenia, Major Depression, and Bi-Polar Reaction.*

According to the inmate handbook, the institution's mental health department provides inmates with counseling for personal problems and adjustment problems, crisis intervention, and psychiatric referrals. The mental health staff at the institution also conduct evaluations for the Parole Board and the administrative staff. The written material provided details numerous programs reportedly provided at the institution to treat the mental health needs of the population. It was reported that there are 28 groups for outpatient programming, and 149 groups scheduled for the Residential Treatment Unit.

**Table 7. WCI Mental Health Caseload by C-Code, October 3, 2008**

<b>Mental Health Classification</b>	<b>Number</b>
<b>C-1 (Psychiatric Caseload)</b>	159
<b>C-2 (Psychiatric Caseload)</b>	71
<b>C-3</b>	6
<b>Total Mental Health Caseload</b>	<b>236</b>

*C-Code Classification Levels: Code N: No treatment necessary, Code C3: General Outpatient Services, Code C2: Psychiatric Caseload (non-seriously mentally ill), Code C1: Psychiatric Caseload*

### **Residential Treatment Unit**

Residential Treatment Units are secure in-patient psychiatric units within a prison, primarily used to stabilize inmates diagnosed as mentally ill who demonstrate an inability to function in general population. Each of these units is staffed with mental health professionals whose focus is on the inmate, and how mental illness challenges his ability to function independently. RTU patients are assigned to a treatment team that develops a comprehensive plan to address these needs. According to literature provided, teams are utilized to manage the mental health needs and prison adjustment needs of the population. These plans often strive to improve the quality of life for the patient by empowering him through the development of skills and habits that make a person more independent.

On the date of the inspection, *the Residential Treatment Unit was observed to be calm and relaxed. There were 45 inmates residing in the RTU, which has a total capacity of 51.* According to records, the RTU serves inmates from the Warren Correctional Institution and the Lebanon Correctional Institution who have been diagnosed as seriously mentally ill. It should be noted that the DRC Policy on Residential Treatment Units revised October 22, 2008, the admission criteria consists of the following:

- Serious Mental Illness OR
- On the mental health caseload and illness is causing impairment in behavior and/or functioning, and efforts to stabilize the offender in a less restrictive environment have been unsuccessful OR
- Offenders needing crisis level of care due to experiencing an acute episode of compromised mental health.

The DRC policy also defines an RTU as a secure treatment environment that has a structured clinical program for offenders with mental illness or offenders who are experiencing a crisis.

*Staff relayed that their RTU used to house 83 inmates but now is half of its former capacity. Unit 1C was converted into a general population housing unit to meet the dire need for space to house this growing portion of the population.*

Cells for inmates are equipped like any normal cell, and include a bed, a sink, toilet, and a window. *The condition of the unit was observed to be clean and orderly. However, some of the cells were observed only to be moderately clean and in need of attention. As opposed to other housing units, the showers were immaculate, and plumbing concerns and the lack of hot water were not issues expressed by inmates.*

The RTU also has cells reserved for special purposes. Four cells are used as safe cells, and two cells are reserved either for RTU inmates that committed disciplinary rule infractions, or inmates who were new to the unit, or under observation. All three of the safe cells were occupied. Both of the cells used for segregation were occupied during the inspection. *The condition of the safe cell was observed to be very clean. One inmate in the cell used for segregation alleged that he had been held there too long. While it was not clear, staff commented that this particular inmate was a “thrower,” or an inmate who has a reputation for throwing bodily waste at others. It was also reported that staff are very involved with RIB hearings for inmates who are mentally ill. During the time spent in the RTU, interactions between the inmates in the RTU and the staff appeared to be positive, and the Administrative staff on site promptly addressed any concerns inmates brought to their attention. The inmates that spoke to CIIC did not relay any burning issues.*

The length of time an inmate spends in an RTU is determined individually, and can be for a very short period of time, or in some cases, an inmate may be permanently assigned to an RTU. Inmates housed in the RTU are classified as levels 1 through 4. These levels denote the amount of progress they have made toward accomplishing their treatment goals and objectives. When inmates are admitted to an RTU, they are assigned to level 1, and as they make progress with their treatment regimen, they move up levels with the goal of achieving level 4. With each level an inmate reaches, he is granted more liberty, and privileges within the unit. The RTU levels are different than security classification levels.

Inmates that are classified as RTU level 1 and level 2 have the least amount of liberty. They tend to be less stable, and initially require more intervention and observation. Inmates who are level 1 receive up to one hour of out of cell time per day, and inmates who have achieved status level 2 receive four hours of out-of-cell time each day. During the inspection, it was noted that level 2 inmates were eating out of cell in the common area of the RTU. Inmates that are level 3 and 4 have more liberties, which include more out of cell time, leaving the unit for meals, pill call, library visits, employment, and recreation.

In accordance with the Department’s policy 67-MNH-15, Treatment Planning, staff develop a treatment plan within 14 days of the inmate’s transfer into the Residential Treatment Unit. These plans seek to address the inmate’s behavioral problems, and the goals and objectives to deal with the identified problems. This plan also seeks to develop recommendations regarding housing, institutional employment, and participation in programming.

67-MNH-15 details how frequently treatment plans for inmates are reviewed. Inmates who are level 2 receive a review of their treatment plan weekly for 30 days, and then for every 30 days thereafter. RTU level 2 inmates who are not moved from that status after 60 days are referred to the Clinical Director and a consult by the treatment team is performed to develop an individualized treatment plan. Inmates who have been moved to level 3 receive a review of their progress after 30 days, and then after every 90 days. After inmates have progressed to level 4, their treatment plan and progress is reviewed every 30 days until release from the RTU.

Inmates housed in the RTU are kept busy throughout much of the day. *An activity schedule provided for review shows that inmates participate in programs intended to develop life and employability skills, hygiene and grooming, general programming, arts and crafts, musical expression, and meetings with the members of their Treatment Team.* On the weekends, the unit apparently takes on a more relaxed atmosphere. According to the activity schedule, inmates have the choice to watch movies and participate in board games. Throughout the day, inmates are still required to be accounted for during count time. If they are taking medications, they must attend pill call outside of the unit if they are level 3 or 4. *Some of the programming that is conducted in the RTU consists of Self-help, Anger Management, Problem Solving, Positive Thinking, Stress Reduction, Life Skills, Sleep Hygiene, Coping Skills, Transition skills, and Medical Education.*

### **Residential Treatment Unit Programming**

Activity Therapy Groups	Anger Management
Anger Management/Impulse Control	Arts & Crafts
Assertiveness Group	Bingo
Grief Recovery	Current Events
Gardening Group	Humor for Healing
Illness Education	Insight Group
Keeping Fit	Keeping in Touch
Medication Education Group	Mental Health Support Group
Music Group	Positive Image
Pre-release Group	Problem Solving
Psychosocial Skills Group	Promoting Independence and Responsibility
Reflections	RTU Library
Self Esteem	Socialization
Stop Smoking Program	Stress Reduction Group

## Outpatient Treatment Programming Provided at WCI

Anger Management	Anxiety/Stress Management
Appropriate Communication	Art Therapy
Chronic Disease Self-Management	Criminal Thinking Errors Group
Current Events Group	Depression Management
Interpersonal Skills	Medication Education Group
Mediation Group	Mood Swing Group
Prison Adjustment	Sleep Hygiene Group
Substance Abuse Mental Illness	Support Group A
Transition Group	

## SEGREGATION

The inspection of the facility included a walk-through of the institution's segregation unit, which is utilized to house inmates charged with violations of the inmate rules of conduct. *On the date of the inspection, the total number of inmates housed in segregation was documented to be 86.*

The segregation unit is divided into two halves, A and B-sides, the latter of which has a larger capacity with 52 cells. Each cell can house two inmates, and is equipped with a bunk bed, a sink, and a shower. Inmates are mostly paired with another inmates unless special circumstances exist. A records sheet for each cell is placed on the outside of cells, which documents when inmates were fed, given sanitation materials, participated in recreation etc. General population inmates are employed serving meals to inmates housed in segregation, who eat in their cells. Inmates housed in segregation also have the opportunity to participate in out of cell recreation. The general population inmates are responsible for cleaning the hallways and area around the control center, while inmates housed in segregation are supposed to be provided materials and supplies to clean the interior of their cells. *It was observed that the segregation cells were in need of a thorough cleaning and painting. Staff reported that one half of segregation had been painted, but no routine or log was established to ensure that the cleanliness or condition of cells was maintained to an acceptable level. As noted in follow-up communication, the maintenance department painted the B-side of segregation and half of the A-side approximately 18 months ago. Officers on 2<sup>nd</sup> shift provide cleaning supplies to inmates to clean and maintain cell sanitation.*

*Inmates housed in segregation expressed a multiplicity of concerns regarding the quality of food service, concerns about the cleanliness of the cells, property issues, lack of hot water, and concerns about being denied Protective Custody. Inmates also expressed concern that there are no copies of the administrative rules in segregation. Inmates reportedly have to kite the law library for a copy of a particular administrative rule, and wait for a reply.*

**Table 8. Segregation Snapshot by Segregation Disciplinary Status**

<b>Segregation Status</b>	<b>Number</b>
Security Control	35
Local Control	32
Disciplinary Control	19
<b>TOTAL</b>	<b>86</b>

**Security Control:** Used for holding an inmate in isolation during the investigation before a conduct report is issued, administration, criminal prosecution, pending a hearing before the RIB, or pending a transfer to another institution.

**Disciplinary Control:** After an inmate is convicted of a rule infraction, the RIB panel may impose 15 days in disciplinary control for two or more unrelated violations, not to exceed a total of thirty days.

**Local Control:** Used for inmates who inmates who have demonstrated a chronic inability to adjust to the general population, or the inmate’s presence in general population is likely to seriously disrupt the orderly operation of the institution. Inmates can be held in this status for up to 180 days, with reviews conducted by the Warden every thirty days.

**MEDICAL SERVICES**

*A walk through of the institution’s infirmary was conducted during the inspection, which was most impressive. It was observed that the area was extremely organized, and sanitized. While a few inmates were seen in the waiting area, no inmates were observed interacting with the medical staff. A general exam room was observed, as were examination rooms used by the optometrist, the dental clinic, and Telemed conference room. The infirmary was also equipped with six cells used for the purpose of housing inmates that need to be held over night for observation or for other reasons. There were no dry cells in the infirmary, but the dry cell located in the Residential Treatment Unit was used if necessary. The institution’s dental services clinic was also observed, which just received a third dental chair per the ratio stipulated by the Fussel agreement. The dental clinic was also observed to be very clean and well organized. Medical services available at the institution are access to Physicians, Pharmacy services, laboratory, Optometry, Dental Services, X-Rays, and Podiatry.*

The inmate handbook states that medical services provides 24 hour nursing coverage, seven days a week. To access health services, inmates complete health service requests and place them in Medical Sick Call boxes located in the dining rooms. Sick call is reportedly conducted Sunday through Friday beginning at 7:00 A.M. and on Saturdays as needed. *The reported length of time it takes to see a nurse after a request has been submitted is 24 hours. Inmates are charged a co-pay of \$2.00 for medical visits, but not for dental visits.* If the Nurse determines that the inmate needs to see the institution’s Physician, there is no further charge. Inmates are also charged a co-pay of \$2.00 to see the Podiatrist.

*Dental services are provided to inmates at the institution free of charge. The institution is equipped with a dental clinic that can provide care in:*

- Dental emergencies (uncontrolled bleeding, broken jaw, constant severe pain, big swelling or infection),
- Urgent dental care (Toothache, broken tooth, broken denture, infection, large painful cavity), and
- Routine dental care (cavities, problems chewing, cleaning, dentures).

*Inmates who are incarcerated for a year or less are only eligible for urgent dental care unless they have a chronic medical condition or severe gum problems. Only inmates who are serving more than three years are eligible for dentures.*

*The Warden expressed that they are very pleased with the services that have been provided by the medical and dental contractors. Reportedly, the doctor completes 40 hours per week, and the Nurse Practitioner completes 20 hours per week. According to what was relayed, inmates are seen within 24 hours after they sign up for sick call, and are seen by the Doctor within 48 hours. The Medical Monthly Institutional Statistical Summary, for September 2008, reports that there were 229 Nurses Sick Call assessments performed in September, 229 referrals from the Nurse to the Physician, and the Physician performed 589 sick call appointments for the month. The report shows that there were 65 no-shows for the month.*

Reportedly, the institution's dental clinic performs services six days per week. The contractual Dentist performs 32 hours a week, and another part time contractual Dentist performs 16 hours a week. Reportedly, *inmates with complaints of pain are seen the very same day they bring their concerns to the attention of staff.* The Warden relayed that they are working to get the Dental contractor performing up to 40 hours a week. According to the Medical Monthly Institutional Statistical Summary, there were 284 scheduled visits performed during the month of September, and 39 emergency visits. The report shows that there were only two no-shows for the month.

Of the specialty care services performed on site, the monthly report states that the Optometrist performed seven hours of services for September, and tended to 21 inmates. The average number of patients seen for the months of January to September 2008 was 27, and the average number of hours spent on site for the same period of time was 11 hours.

The Podiatrist performed six hours of services for September, and tended to 24 inmates. The average number of inmates tended to for the months of January to September 2008 was 20, and the average number of hours spent on site was approximately six hours.

For the month of September, the Pharmacy filled 1,357 medical refills, and 274 refills for mental health prescriptions. According to information contained on the institution's monthly medical report, an average of 1,187 medical prescriptions were filled each month, and approximately 237 mental health prescriptions were refilled. The Pharmacy

reported that they filled 1,685 new medical prescriptions for the month of September, and 310 new mental health prescriptions also for the same month. Reportedly, there were also 58 controlled prescriptions dispensed for September. The average number of new medical prescriptions filled for the period of January to September 2008 was 1,368, and for the same period 310 new prescriptions for mental health were dispensed on average per month. The average number of controlled prescriptions dispensed per month was approximately 52.

## **GENERAL POPULATION HOUSING UNITS**

The inspection included a walk through of four general population-housing units, Units 1A, 2A, 2B, and 2C. *The institution's general population housing units house approximately 130 to 140 inmates each, are two stories tall, and have two man cells, with a few three-man cells.* Reportedly, over the past two years, WCI renovated several units to make room for more inmates. Two housing units that used to be mothballed were reopened, and the unit formerly used for protective control was converted to a general population unit. *The institution's population grew by 450 inmates as a result. In light of the increase, staff is being challenged by staff layoffs. In contrast to a greater number of inmates, there are less unit staff and other support staff to meet the needs of the population. During the inspection, very few non-custody staff were seen in the housing units.* As noted in the written material provided on site, due to budget cuts, unit management was reorganized to include one Unit Management Administrator, one Unit Manager, six Case Managers, four Corrections Counselors and two secretaries. Eliminated positions included two Unit Managers, and three Sergeants (Corrections Counselors).

*The common area of all of the units was observed to be very clean, and porters were busy sweeping and moping the floors. The sanitary standards were consistent with the exception of the showers and hot water, which overrode all other concerns or complaints that one would expect to be brought forth in a correctional setting. In each of the units inmates congregated in the common areas at tables engaged in playing cards, or hung out in their cells. During one conversation with a group of inmates in their cells, the inmates openly smoked despite the presence of Officers. Offenders housed in unit 1A were observed making Christmas hats and chair back covers for school kids in a room designated for community service activities. However, it was repeated several times that idleness is an issue of concern among the inmates.*

*The issue regarding the lack of hot water, building temperature, and dysfunctional plumbing that existed throughout all housing blocks overrode all other concerns inmates may have shared at other times. While inmates did relay complaints about the stagnation of state pay, inmates in each unit and in other areas of the inspection bombarded CIIC with concerns over this issue and their perception that staff were not doing anything to resolve the problem. One inmate alleged that if you want heat, you don't get hot water, if you want hot water, you don't get any heat (referring to the building temperature). Staff stated that they have sign-up sheets posted in the housing units for inmates to notify the*

*maintenance staff of problems with their cells, but inmates allege that inmates had signed up six months ago and no action had been reportedly taken.*

*Showers in each of the units were observed to be either out of order, or to have a stream of water pouring out of the shower heads that was tepid or cold. Nearly all of the showers were stained with rust-like discoloration from the water pumped up from the wells that supply water to the institution. One cell in 2C that was located next to a shower stall was observed to be “sweating” with water, causing the cell wall to be discolored from the water. An inmate in 2B stated that prior to the ACA audit, only two showers of eight showers worked for over 100 inmates. It was reported that it was only because of the audit some of the other showers were repaired. In 2A, only three out of eight showers were operable. The 4<sup>th</sup> Edition of the American Correctional Association Standards for Adult Correctional Institutions states that there should be one shower for every eight inmates, and the temperature should range from 100 degrees to 120 degrees. Many inmates stated that they were concerned about the coming drop in temperatures outside, and the potential for sickness as a result. They alleged that they had been without water that was warm enough to take showers for several weeks. While a thermometer was unavailable, the water pouring from a shower in 2A and in 2C was cold. Inmates also expressed allegations with regard to mold growing in the showers because they were not provided adequate cleaning supplies. However, another pressing and visible issue was the rust-like discoloration caused by the well water. Inmates stated that near the end of spring the institution reportedly runs out of cleaning products.*

*In regard to the plumbing, conditions in the cells in 2A, 2B, and 2C were observed to be no different. Inmates in all of the units displayed running faucets where water reportedly poured out constantly for 24 hours a day. According to inmate’s statements, if they wanted the problem resolved, maintenance staff would merely shut off the water to the sink as the resolution. Other inmates in 2C showed where their toilet water was leaking from the base of the toilet throughout the cell and onto the range. Reportedly each morning the inmate had to mop up a large puddle that formed overnight.*

*Inmates also expressed concerns about the safety of the drinking water, and the discoloration of their clothes caused by the ground water while laundering them. They relayed that they let ice from the ice machine melt instead of drinking water straight from the faucet. All of the institution’s water comes from wells beneath the land where the institution, and Lebanon Correctional Institution are located. The water treatment plant at neighboring LeCI supplies the water for WCI. Concerns about the drinking water were explored further when documentation of the water tests conducted by an independent company was provided for review. According to the documentation provided, tests showed that in 2007, the Arsenic levels in the institution’s water source were found to be 0.015mg/L, which is over the Ohio Environmental Protection Agency’s acceptable limit of .01 mg/L. Two tests performed in the year 2008 showed that the levels of Iron and Manganese were over the acceptable levels established by the Environmental Protection Agency.*

*In February, the level of Iron was documented to be 988 micrograms per liter, and in July the level of Iron was documented to be 2,070 mcg/L. The reported maximum safe amount is reported to be 300 mcg/L. The test conducted in February showed the level of Manganese to be 45.6, which is below the maximum limit of 50 mcg/L, but in the test conducted in July the level was documented to be just over the acceptable limit at 50.2 mcg/L. Despite the report, a staff member reported that the water was tested by the EPA, and meets the legal limits.*

The institution has a policy of keeping cells locked when not occupied, and the Officer assigned to the block making range checks every 30 minutes during their shift. *The Officer stated that the electronic controls that open or lock doors are frequently inoperable, and require the Officer to walk the ranges. If an inmate wants to get into their cell, they must wait for the Officer to make his rounds in order to gain access. Inmates are prohibited from visiting cells other than their own in an attempt to deter assaults, thefts, and other unwelcome activities. Practices such as this have been reported to be effective at reducing such illicit activity at other level 3 institutions. According to staff, this policy was implemented at WCI after an increase in assaults and robberies. Inmates complained about this policy alleging that some inmates were defecating in the showers because the Officers would not open the cell for them to use the toilet. An inmate expressed his opinion that the locked cell policy does not achieve its intended aim of deterring assaults and thefts. The inmate insisted that instead more assaults and thefts occur. Staff balked at this allegation, stating the rationale that if cell doors remain locked when unoccupied the opportunity for cell robberies would be reduced. Further, if inmates congregate in common areas of the housing unit the presence could potentially deter an inmate from assaulting another. While the staff did not discount the reality that a motivated inmate could initiate violence at anytime, they stated that staff could respond to incidents that occur in common areas more quickly than in more isolated areas of the unit. The Chief of Security relayed that he makes frequent rounds to the units, and according to him, inmates know they can anonymously notify him if the Officers fail to perform this essential task. According to him, he has not heard anything recently in regard to this allegation.*

*Inmates also relayed that the microwave for unit 2B had been in disrepair for some time preventing them from cooking soups or heating other food items. They went as far as to suggest donating money from their accounts to purchase a new microwave, but staff had rejected the proposal. According to the staff, the Industrial and Entertainment funds account (I&E) was depleted when the institution purchased replacement washers and dryers for each of the units, as well as new ice machines, and chairs for the common areas of the units. Reportedly, the capital that replenishes the I&E account comes primarily from commissary sales, and will be greatly reduced after the institution stops selling tobacco products in the commissary in 2009.*

*Inmates also relayed concerns about the need to clean the air ducts in the housing units. Reportedly, many inmates have experienced respiratory problems due to the problems caused by birds, and their nests and feces. Other concerns with regard to the windows in*

*cells were shared. Inmates stated that air leaks into their cells from broken seals on windows causing discomfort during the colder months.*

*Another concern that was also expressed was in regard to the bars on the inside of cell windows. Inmates relayed that this makes it easier for suicidal inmates to hang themselves. It is unknown if staff have explored whether or not wire mesh screens could be secured overtop of the bars to reduce this risk.*

*Throughout the inspection, inmates alleged that unit 2C was the “homosexual block.” While staff denied this, upon the walkthrough of the unit, inmates echoed the allegation. However, from an objective point of view it was not possible to determine if there was a concentration of homosexual inmates celled in the block.*

*One inmate expressed concerns regarding alleged staff indifference towards resolving problems with incompatible cellmates. Reportedly, upon arrival at the institution the inmate and his cellmate did not get along. Staff was reportedly unresponsive to his attempts for assistance on this issue, and ignored his request to move to a new cell or housing unit. While the inmate was perfectly capable of using violence to resolve his disagreements, he packed his property up, and brought his items to the staff to notify them that he was “refusing to lock,” which resulted in a segregation placement. Inmates who seek help from staff in this manner have reported similar lack of assistance from staff in the past. Although it is not reasonable for staff to shuffle inmates about whenever a dispute between cellmates arises, more sensitivity to such requests should be given as a potential to prevent violence. Further, alternatives to simply placing an inmate in segregation that reports serious problems with his cellmate should likewise be explored. The same inmate reported inadequate medical care and assistance with mental health counseling services to assist with trauma as a result of an assault that occurred at another institution.*

*During the inspection the units that were inspected appeared to have a greater percentage of black inmates than whites. However, as noted earlier, their inmate population is over 60 percent black. In regard to racial bunching, staff relayed that the count office attempts to balance the ratio of blacks and whites in each of the housing units. Inmates alleged that there is a practice of racial preference in regard to cell assignments. According to one inmate, whites that request not to be celled with black inmates are granted this upon request. However, if blacks make any such request, he alleged that they are denied. Later, a white inmate expressed that white inmates are given a harder time about requesting such separations than black inmates. It has been the understanding of this office based on past communication from white inmates incarcerated at WCI that the administration is very reluctant to grant “racial cell separations.”*

## **INSTITUTIONAL RECOVERY SERVICES and PROGRAMS**

Any attempt to rehabilitate offenders rests in the quality of programming opportunities provided to them, and is the backbone of reform. The special services department facilitates this effort through recovery and mental health services, religious services,

academic programs, community service programs, and re-entry preparation programming. The inmate handbook provides a description of each of these programs and instructs inmates on how they can enroll in them. *The inspection of the facility included observations of GED preparation programming, the C-Tech/cabling program, and a faith-based program performed by IMPACT ministries. Staff in the education and vocational department also provided input which was most appreciated.*

The institution provides programming for inmates in the general population, in-patient residential programming, mandatory programming, and programming for inmates with special needs. According to the inmate handbook, these programs are operated Monday through Friday. Inmates are instructed to send a “kite” to either particular staff members, or the Recovery Services department.

**Institutional Recovery Services Programs**

Relapse Prevention Counseling/Support	Mandatory Drug Program
Narcotics Anonymous	Addiction and Recovery
Mandatory Drug Program	Grassroots Violence Prevention
Drug Education Day Program	RTU Dual Diagnosis Group
12 Steps Study Group	Mediation Group, Stress and Relaxation
Advanced Study Group	Tobacco Cessation
Big Book Study Group	Relapse Support Group
Alcoholics Anonymous	Bright Future
Advance 12 & 12 Support Group	Life Without a Crutch

**Alcohol and Other Drug Treatment/Literacy Treatment Unit:**

*Unit 2B is a dormitory designated with a combined special purpose as a literacy unit and an Alcohol Other Drug (AOD) treatment unit where the Bright Future program is conducted. The program has 45 beds, and 91 inmates participated in the program in 2008. Sixty-one inmates reportedly completed the six-month program successfully that offers extensive alcohol and other drug treatment education. It also serves inmates who do not have a GED or high school diploma. According to the information provided, random drug testing is conducted at the institution. Inmates who test positive for drugs through random drug testing are assigned to the unit, and through several other ways; based on assessments conducted during intake that reveal a substance abuse problem, through referral from staff based on documented evidence, or self-report. The treatment consists of three phases, Pre-treatment, Primary Treatment, and Post Treatment.*

**Pre-treatment:** Residents in pre-treatment receive screenings and assessment, orientation AOD Education, and fellowship meetings. The approximate pre-treatment duration is one to two months.

**Primary-treatment:** Residents in primary treatment participate in treatment planning, Communications, Literacy Education, Cognitive Skills Solution Training, Cognitive Therapy-Commitment to Change, Price of Freedom, and Free Your Mind, AOD

Additional Education, Violence Prevention Counseling, AOD individual and group counseling, AIDS education, life skills education, Rational Emotive Therapy, Adult Children of Alcoholics/Addicts, parenting and other AOD related services for 2 ½ to 5 hours per day, Monday through Friday. The approximate primary treatment duration is three to four months.

**Post-treatment:** Residents in post treatment receive a variety of continuing AOD treatment and academic studies to include relapse prevention counseling, group counseling and continued academic education.

**Table 9. 2008 Recovery Services Program Data: Number of Participants and Successful Completions.**

Program Name	Number of Participants	Successful Completions
Self Help/Peer Groups	258	N/a
Outpatient services	129	82
AOD Literacy Group	63	33
Intensive Outpatient	62	48
Substance Abuse/Mentally Ill	9	4
<b>TOTAL</b>	<b>521</b>	<b>167</b>

## INSTITUTION EDUCATION/VOCATIONAL PROGRAMS

The institution’s education department provides services for offenders who possess little or no education to collegiate level courses for offenders who qualify. Warren Correctional Institution’s educational department is operated in conjunction with the Ohio Central School System school district, which is chartered by the Ohio Department of Education. The education programs available to inmates are Literacy/Adult Basic Education, Pre-GED, GED, High School Options, Special Education, Mandatory Education, and Advanced Job Training-Willington College. The institution also provides career technical programming for inmates. These programs teach offenders advanced skills and trades that can hopefully lead to employment upon release. The programs include Electronic/Computer Repair, Horticulture, and Apprenticeship Programs.

The inspection of the facility included a walk through of the building used for education programming, and a walk through of the shop used to teach career technical programs. While the career technical programs were not in session, the cabling program instructor was available to discuss the program. *Only three career technical programs are offered at the institution, Electronics/Computer Repair, Horticulture, and Apprenticeship Programs. The staff relayed that a carpentry program has been out of operation for about four years. Reportedly, when the last teacher retired, a new instructor was either never hired, or a new volunteer to teach the class was never sought. Inmates relayed that WCI had less vocational programs or trades than any other institution.*

GED classes were observed being conducted in several classrooms, and two instructors took time out away from their responsibilities to share their insight and concerns. The GED instructors relayed that they were working on the language arts at the time of the inspection. Classes are conducted in the morning from 7:45 to 10:15 A.M., and in the afternoon from 12:45 to 3:00 P.M. Monday through Friday.

*Staff of the GED program relayed that their biggest challenge is motivating younger students to participate in class. According to what was relayed, there are some students who do not participate, and just pass time in the classes. The teacher relayed that there are some students who are or should be in special education programs, and the staff member did not understand why there is no special education programming conducted in prisons. However, the inmate handbook states that special education is provided. The staff relayed that the apparent apathy displayed by the younger inmates is a direct result of the fact that policy requires inmates under the age of 22 with no GED or high school diploma to participate in class. They expressed the intent of the policy is well meaning, though it was their opinion that it does more harm than good.*

*According to the staff, before the law requiring mandatory participation for inmates under the age of 22 was enacted, classrooms were filled with inmates who wanted to be in class learning. They stated that now the classrooms are mostly filled with younger inmates who “could give a rip” about being in class because they are forced to be there and do not want to be. It was reported that “mandated” inmates clog the system, and it was relayed that based on their experience they believe there are more inmates in general population that want to enroll but cannot because they do not fit the criteria established by the policy.*

*DRC policy 57-EDU-01 states inmates who do not possess a high school diploma or a GED must complete at least two quarters of appropriate academic or career technical programming. Mandatory education was established through 5145.06 of the Ohio Revised Code which states that the Department shall require each prisoner who has not obtained a high school diploma or GED to take courses toward completion of an Ohio certificate of high school equivalence, an Ohio high school diploma, or courses that provide vocational training. 57-EDU-01 gives priority to inmates:*

- *Who are under the age of 22 who are identified as a student with a disability or a student who is suspected of having a disability?*
- *Inmates under 22 years of age.*
- *Mandatory education inmates with the earliest release or parole consideration dates.*
- *Inmates who have not obtained a high school diploma or GED and are in the process of being hired to work for an Ohio Penal Industries shop.*
- *Voluntary students on a first-come first served basis.*

## **Education Programs**

**Literacy/Adult Basic Education:** This is a mandatory program for all inmates who possess a reading level below 6.0, or do not possess a high school diploma or GED. The program focuses on the improvement of reading, math, and life skills.

**Pre-GED:** This program is for students who score between 6.1 to 9.0 reading levels on institutional assessment tests and do not possess a high school diploma or a GED. Separate morning and afternoon classes concentrating on writing skills, literature and the arts, mathematics, social studies, and science are conducted weekdays.

**GED:** The program is for inmates who have a reading level score of 9.1 and above, and do not possess a high school diploma or a GED. Emphasis is placed on writing the GED essay, higher math skills to include algebra and geometry, and calculator skills needed to successfully achieve the GED.

**High School Options:** The principal, school administrator, and or guidance counselor determine those inmates whose needs can best be met through the high school options program. The high school options program is designed to allow those inmates who are within three units of graduating high school to complete their diploma at their parent institution.

**Special Education:** *The Department provides appropriate education in accordance with federal and state guidelines. Inmates who are identified as requiring special placement because of physical, mental, or emotional, or learning disabilities are placed in educational or career-technical programs equivalent to their abilities, needs, and interests.*

**Advanced Job Training:** According to the inmate handbook, Wilmington College has been offering classes since 1989 at the institution. The college program offers coursework in the areas of Business Administration. The curriculum includes Fundamentals of Business Education I, Advanced Business I and Advanced Business II. The North Central Association of Colleges and Schools and the Ohio Board of Regents approved the Warren Branch for accreditation. The College is a founding member of the Ohio Penal Consortium that works with representatives from 10 other universities and state corrections officials to maintain and improve the quality of post-secondary education programming in Ohio. To enroll in the program inmates must have a high school diploma or GED, must have a total reading score of 8.0 or higher, have less than five years to a parole board hearing or release from incarceration but enough time to complete at least one term of enrollment, fewer than three separate adult incarcerations, no more than two RIB convictions in the previous year, and has not already completed another program offered through the Ohio Penal Education Consortium.

## **Career Technical Programs:**

**Horticulture:** According to the inmate handbook, the program is a comprehensive entry-level course, which includes the study of soils, plant sciences, landscape design, plant identification, propagation, pest control, sales, and nursery management. The “learning lab” includes the classroom, the comprehensive book and video library, a 2,400 square foot greenhouse, and the grounds of the Warren Correctional Institution, which assists the students to gain the necessary skills to acquire employment in the industry. Students who successfully complete the program earn a certificate from the Ohio Central School System, and are also eligible to earn the industry recognized Horticulture Certificate from the Ohio Nursery and Landscape Association. The vocational horticulture program includes growing Poinsettias for the Governor’s Mansion in the spring. Also, each housing unit develops their landscape plan and receives recognition for finishing first, second, and third. The winning housing unit is awarded snacks or a movie.

**Apprenticeship Program:** The apprenticeship program consists of inmates who have been selected and placed under an apprenticeship agreement with the Local Apprenticeship Advisory Committee for skilled crafts covered by the Multi-Craft Apprenticeship Committee Agreement. Inmates who are approved and accepted into the program are registered with the Department of Labor. Applicants must submit a written request to the Apprenticeship Coordinators, and must meet the following criteria.

- Must be at least 18 years of age.
- Have enough time remaining on their sentence to complete at least one half of the required training scheduled hours of their apprenticeship prior to release.
- Applicants must be physically able to perform all work required of the craft as determined by the institution Medical Director or designated health authority.

## **Electronics/Computer Repair Programs**

Literature about this vocational program was provided on site and includes the following:

The career tech electronic/ computer repair program is an open entry/ open exit program requiring at a minimum 450 hours with a maximum of 720 hours. Students will acquire a workable knowledge of basic electricity, AC/DC, C-Tech Network Cabling, and C-Tech Fiber Optic Cabling. Pre and post-tests are given and certification is awarded to students who successfully complete the program. A second component of the program will soon be added to include A-Plus Certification-Computer Repair to include hardware and software applications.

The institution utilizes a training program developed by the C-Tech Company. Graduates of this program earn certification as network cabling specialists that prepares graduates for entry-level positions in this career field. The instruction provides students with a basic overview on how to build computers from scratch, and also provides a basic overview of electronics. Students learn a complete knowledge of the hardware and software used in

this process. The course instructs students on installing category six cables, copper-based wiring, fiber optic networks, and computer networks.

The information provided states that a test consisting of 250 questions is administered at the end of the course by facility staff, but it is scored by C-Tech. Upon successful completion of the program, a lifetime certification is only awarded by C-Tech. Staff reported that according to the United States Department of Labor, cabling skills will remain in demand for at least 20 years. The average starting hourly wage for cabling connectors in Ohio is reported to be between \$12 and \$15 per hour. The type of employers for these occupations include television firms, telephone companies, and computerized offices and businesses.

Brief discussion was made regarding the ability to track whether or not graduates of the program were being employed after release, and the challenges offenders face attempting to gain employment. *The program instructor stated that the Department does not gather regular data to track the number of offenders that actually work in this field upon release. However, upon achieving certification, each graduate is assigned a number, and the C-Tech Company reportedly maintains a database of registered cabling contractors that can be accessed by construction contractors seeking to hire individuals with these skills to perform installations on job sites. The program instructor stated that the Department could access information on the number of ex-offenders being employed through the C-Tech Company, although it was reported that the information is not collected on a regular basis. Staff stated that they believe cabling is the future as every new building includes wiring for computer networks, telephone lines, and other devices of technology that require fiber optic cabling.*

*The instructor relayed that the program has been out of operation for one year. As reported at other institutions, the program is suffering from a lack of parts to run the program, caused by diminishing money to fund the program. During the inspection however, it was relayed that the reason the program ceases to operate is also because of another matter. According to what was relayed by the staff, C-Tech is the only company that offers this program, and because it is headquartered in New Jersey, the Department cannot purchase directly from them. Ohio Law reportedly mandates that the Department must only purchase from vendors in the state of Ohio. Therefore, program supplies and materials are purchased through an intermediary company who purchases the required items from C-Tech, and then sells the material to the Department for a percentage of the profit. Allegedly C-Tech has not maintained a business relationship with the intermediary due to this arrangement. It was relayed that the Department is currently looking for other vendors to supply the program materials so they do not have to deal with the issue between C-Tech and the intermediary.*

**Table 10. Number of WCI Participants in Academic Programs Year to Date and Number on Waiting List**

Program	Year To Date Enrolled	Waiting List	Year To Date Completed
Literacy	54	148	27
ABLE (0-6.0)	5	12	0
Pre-GED (6.1-9.0)	67	191	23
GED (9.1+)	30	71	7
GED Evening	0	0	0
HS/HS Option	0	0	0
<b>Academic Total</b>	<b>156</b>	<b>422</b>	<b>57</b>

**Table 11. Number of WCI Participants in Career Technical Programs Year to Date and Number on Waiting List**

Career-Tech Program	Year to Date Enrolled	Year to Date Waiting List	Year to Date Completed
Computer Repair/Cable	18	507	0
Horticulture	15	173	0
Career Enhancement	84	167	0
Apprenticeship	5	0	0
<b>Career Tech Total</b>	<b>122</b>	<b>847</b>	<b>0</b>

## RECREATION PROGRAMS

The institution provides opportunities for inmates to recreate during scheduled times throughout the week. *The inspection included a walk-through of the gymnasium, which included indoor basketball courts, and an area that included work out stations. The condition of the facilities was observed to be excellent. Reportedly, the recreation schedule was changed to control the number of inmates on the recreation yard at one time.* The institution also offers the following scheduled recreation activities and programs.

Aerobics	Cardiovascular Programming
Forty and Over Recreation	Institution Team Sports
Intramural League	Referee and Umpire Clinics

## Library Services

*During the inspection, a walk through of the institution's library was conducted. An array of materials appeared to be available for inmates, including a robust amount of legal reference materials, and publications. The portion of the library set aside as the law library included Departmental administrative rules and policies, and re-entry materials that could be accessed from the Librarian. At a glance, the administrative rules and policies appeared to be up to date, and current. The law library also included three*

*computers for Westlaw, and commonly used legal forms and documents. An inmate law clerk is available to assist inmates with researching information and the use of Westlaw. According to the law clerk, the addition of Westlaw significantly improves the services that can be provided to inmates in the law library.*

## **RELIGIOUS SERVICES**

*According to staff they have three religious service contractors, a Priest, a Rabbi, and an Imam, but no one to administer to Wiccans. Staff reported that they have employed the same Imam for 15 years. When inmates are admitted to the institution, they are encouraged to identify their faith. The inmate handbook states that the institution provides services for a number of faiths approved through the guidelines coordinated by the ODRC Religious Services Administrator. Services are provided for Catholics, Muslims, and Protestants, on a regular basis, and are provided for Jewish, Native Americans and Wiccans as announced at the interfaith chapel. Inmates can order items such as worship materials, or aids used in the practice of worship. However, the Chaplain must approve any such items prior to inmates being permitted to possess them.*

The religious services program schedule posted on the institution's website provides a detailed list of the variety of religious services programs and worship times conducted at the institution. The following lists those programs and services.

### **Institutional Faith Based Programs**

Protestant Praise Worship	Protestant Blended Worship Service
Kairos Reunion	Ecumenical Hispanic Service
“WCI Musicians” Music Practice	Catholic Instruction/Bible Study
Catholic Mass	Catholic Communion
Protestant Praise, Mentoring Bible Study	Judaic Instruction
Islamic Instruction	Protestant Instruction
Islamic Consultation	Protestant Bible Study
Protestant Praise Service	Native American Observance
Protestant 12-Step Bible Study	Islamic Jumah

The use of volunteers for religious services programming and other services was cited as an issue that the institution does not struggle with. While the position of the staff member who was responsible for seeking out and coordinating volunteers from the faith based community has been eliminated, facility staff relayed that the responsibilities were recently reassigned to another staff member. *Despite the delay, facility staff relayed that the institution has done a good job at recruiting and retaining a large number of volunteers from the community to come to the prison. According to the information provided, on the date of the inspection there were 213 volunteers who participate in prison ministry and other programs. However, one of the reported problems is the ability to provide security for the volunteers when they are in the institutions conducting classes and activities.*

**Table 12. Number of Religious Services Volunteers by Gender and Race**

<b>Gender</b>	<b>Caucasian</b>	<b>African American</b>	<b>Other</b>	<b>Total</b>	<b>Gender Percentage</b>
<b>Male</b>	106	31	15	152	<b>71%</b>
<b>Female</b>	25	25	11	61	<b>29%</b>
<b>Total</b>	131	56	26	213	<b>100%</b>
<b>Racial Percentage</b>	<b>61%</b>	<b>26%</b>	<b>12%</b>		<b>100%</b>

**Inmate Community Service**

The institution provides offenders with the opportunity to give back through community service. It is one aspect of the community justice program where, according to literature provided on site, the inmate is “able to make amends in some way” with himself, the victim and/or the community that was harmed. The schedule of programs an inmate participates in includes at least two of the following programs and/or activities: Community Service, Restitution, Victim Empathy, Inmate Accountability/Responsibility, and Community Involvement.

*During the inspection of the facility, one of the areas designated for community service was observed in the vocations building adjacent to the cabling program classroom. The space used for the program was originally a large open area. Students in the former carpentry program developed the space by constructing walls, and installing doors and windows to create separate programming areas. The students in the cabling program also contributed to the project by installing wiring for the lights and electricity.*

The literature states that the institution is an active contributor to the “Crafts with Conviction” program. Inmates also contribute time to the Middletown City School District, and silkscreen shirts for local schools and non-profit organizations. According to the staff, the inmates provided over \$500,000 worth of materials in the “From Crayons to Computers Program.” Inmates produce seat back covers and seasonal cutouts that are provided to teachers in the Cincinnati area to use in their classrooms. Reportedly, 42 inmates completed approximately 69,000 hours in the program. The five inmates producing silk screening items completed 10,560 hours. Other community service activities performed at the institution include the 4-PAWS dog training program, and silk-screens. According to the literature provided, the dog-training program employs 51 inmates, and has completed an average of 231,936 hours.

**Inmate Groups and Organizations**

Inmates are permitted to assemble groups and organizations if approval is granted by the Warden. According to the information provided, the following approved inmate groups and organizations exist at the institution:

Arts and Crafts Cultural Awareness  
Jaycees/Turtlecreek Valley  
Seventh Step Foundation

Cultural Awareness  
Music Association  
Stamp Club

## **INSTITUTIONAL INSPECTOR’S REPORT**

The institutional inspector at each institution assembles a monthly report documenting the number of grievance’s submitted for investigation. The documentation includes grievances granted, grievances not granted, and pending grievances. The subject of each grievance is assigned to an appropriate category pertaining to its contents.

During the inspection, some inmates expressed their opinion that the grievance procedure at the institution is ineffective at resolving complaints. They repeatedly alleged that staff attempt to deter inmates from filing informal complaints and grievances. One inmate also alleged that staff remove the golden rod copy of Informal Complaint Resolutions so there is no record to prove inmates filed one. Inmates also relayed that these practices are done to “place a chill on litigation.” While there was no evidence provided to support some of these allegations, *during the walk through of the housing units, informal complaints were not available at any of the Officer’s stations. According to inmates and Officers, inmates must request informal complaints from either their Case Managers, or the Unit Sergeants. Each of the block Officers posted in the units affirmed this allegation. Staff relayed that this was done in an attempt to resolve the issue without documenting the problem. Other staff stated that this was done to prevent inmates from using the informal complaints as scrap paper. However, as noted in the remarks regarding the housing units, unit staff other than block Officer’s assigned to the unit were not seen at all with the exception of a teacher in the literacy unit. The reduced number of unit staff at the institution likely will result in reduced access to informal complaint forms.*

### **Informal Complaints**

Monthly inmate grievance statistics for September 2008 show that there were *66 informal complaints filed by inmates in September 2008* at WCI. Below is a summary of each category of informal complaint, and further description of the areas most cited by inmates as problem areas:

**Table 13. WCI Informal Complaints on Institutional Operations, September 2008**

<b>Institutional Operations</b>	<b>Number</b>
<b>Health Care</b>	<b>14</b>
<b>Personal Property</b>	<b>12</b>
Food Service	5
Facilities Maintenance	3
Commissary	1
Psychological/Psychiatric	1
Inmate Account	1
<b>TOTAL</b>	<b>37</b>

The largest number of informal complaints pertains to *institutional operations*, with a total of 37, comprising 56.0 percent of the complaints.

The largest group of complaints within the category of *Institutional Operations* pertains to health care with 14, comprising 38 percent of the complaints within the category. Of the 14 informal complaints, the majority pertained to inmates disagreeing with the diagnosis or treatment they received. A single inmate filed nearly a third of the informal complaints regarding health care.

*Personal Property* ranked second highest within the group, with 12 complaints, comprising 32 percent of the complaints in the group. The majority of property complaints pertained to property allegedly lost or damaged by staff, or complaints pertaining to property stolen by other inmates.

**Table 14. WCI Informal Complaints on Staff/Inmate Relations. September 2008**

<b>Staff/Inmate Relations</b>	<b>Number</b>
Supervision	10
Accountability	7
Force	2
<b>Total</b>	<b>19</b>

The second largest category of complaints pertains to Staff/Inmate Relations, with 19. The majority pertained to Force/Supervision where inmates cited concerns regarding, unprofessional conduct of staff, harassment, and use of force.

**Table 15. WCI Informal Complaints on Institutional Programs, September 2008**

<b>Institutional Programs</b>	<b>Number</b>
Library	3
Job Assignment	2
Religious Accommodation	1
<b>TOTAL</b>	<b>6</b>

Complaints regarding institutional programs and services filed by inmates focused mostly on the library, removal from a particular job, and religious accommodations for a particular faith.

**Table 16. WCI Informal Complaints on Communications, September 2008**

<b>Communications</b>	<b>Number</b>
Mail	1
Visiting	1
<b>TOTAL</b>	<b>2</b>

Complaints regarding communications involved an inmate's package being damaged, and a visitor being denied access to the institution.

**Table 17. WCI Informal Complaints on Non-Grievable Matters, September 2008**

<b>Non-Grievable Matters</b>	<b>Number</b>
Non-Grievable	2
<b>TOTAL</b>	<b>2</b>

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. The two non-Grievable matters documented at the institution were in regard to court matters, and the rules infraction board process.

### **GRIEVANCES**

The information provided regarding informal complaints does not indicate whether or not the subject of the informal complaint was resolved. *However, of the 66 informal complaints filed by inmates in September 2008, only 12 grievances were filed, comprising 18 percent.*

*All twelve grievances submitted to the Inspector of Institutional Services in the month of September 2008 were denied. Seven grievances were denied due the findings that the staff's action was a valid exercise of discretion. The remaining five grievances were denied due to the Inspector's determination that there was insufficient evidence to support the inmate's claim. The following table provides a summary of the subject matter of the complaint, and whether or not it was granted or denied.*

**Table 18. Grievances by Subject in September 2008 with Number Granted and Denied**

<b>Category of Complaint</b>	<b>Granted</b>	<b>Denied</b>	<b>TOTAL</b>
<b>Institutional Operations</b> -Health Care		3	3
<b>Institutional Operations</b> - Personal Property Lost, Damaged, Confiscated by Staff		2	2
<b>Institutional Operations</b> - Inmate Account		1	1
<b>Staff/Inmate Relations</b> -Supervision, Unprofessional Conduct		2	2
<b>Staff/Inmate Relations</b> -Accountability, Failure to Respond to Communications		1	1
<b>Staff /Inmate Relations</b> -Supervision, Abusive Language		1	1
<b>Staff/Inmate Relations</b> -Accountability, Failure to Follow Policies		1	1
<b>Communication</b> -Mail/Package Denial		1	1
<b>TOTAL</b>	<b>0</b>	<b>12</b>	<b>12</b>
<b>PERCENT</b>	<b>0%</b>	<b>100 %</b>	<b>100%</b>

## **USE OF FORCE**

The Report of Racial Breakdown and Use of Force describes the number of incidents in which force was used during the month at a particular institution. *At WCI for the month of September 2008, there were 18 use of force incidents. Eleven of the incidents involved black inmates, and nine of the incidents involved white inmates.* Only three of the incidents were assigned for investigation by a use of force committee.

According to information provided on site, the institution reported three cell extractions or other forced relocations from September 2007 to August 2008. Such an incident is described as “any move not considered routine.”

The institution also reported one disturbance during March of the same time period. According to the definition used in this instance, disturbances include any incident that involved four or more offenders, including gang fights, hunger strikes, etc. The particular incident involved a fight between four inmates on the yard, and chemical agents were used to gain control of the incident.

Chemical agents may be used by staff in a correctional environment to gain compliance from an inmate or a group of inmates when necessary. Departmental policy 63-UOF-01, reportedly dictates under what circumstances staff can use this tool, and what actions must be taken to ensure an offender’s health after the chemical agent is used. *According to the information provided, in the time period between September 2007 and August 2008, chemical agents were used 88 times.*

## **DRUGS and DRUG TESTING**

Monthly data was made available on the number of drug related cases that are either resolved, on going, or that have been referred to the Ohio State Highway Patrol for further investigation. *For the month of September 2008, only one case for possession of drugs was documented, which was referred to the O.S.H.P. for investigation. In the year 2007, seven drug conveyance cases were referred for prosecution, and in 2008, five drug conveyance cases were referred for prosecution.*

Inmates are also tested for consumption of illegal substances to include opiates, amphetamines, marijuana, benzodiazepines, cocaine, and alcohol. *The most recent drug testing data for 2007 data showed that of the 1,596 inmates tested, only 1.4% of the total tested positive for drugs. For the month of September 2008, only one inmate tested positive for drugs.*

## **ASSAULT DATA**

The institution provided information on the amount and type of assaults that occurred during the period of September 2007 to August 2008.

### **Inmate on Inmate Assaults:**

*From September 2007 to August 2008, there were 44 inmate on inmate assaults, and 47 documented uses of a weapon in those assaults. For the same time period, there was four-documented inmate on inmate sexual assaults reported. Three of the sexual assaults were considered so severe that the victim of the assault was taken to an outside hospital for treatment. In the year 2007, there were three reported inmate on inmate sexual assault cases investigated.*

### **Inmate on Staff Assaults**

*From September 2007 to August 2008, there were 45 assaults on staff, and 48 documented uses of a weapon during that period. According to the data, there was one inmate on staff sexual assault that occurred.*

### **SECURITY THREAT GROUPS: GANGS**

According to the information provided, there are approximately 8,000 identified security threat group members incarcerated in the Department of Rehabilitation and Correction. At the Warren Correctional Institution, there are reportedly 321 gang members, which constitute 23 percent of the total population. This represents the fourth largest percentage in the Department. Reportedly, 101 different STGs have representation at the institution alone out of the more than 1,000 gangs that are known about in Ohio's prisons. Data provided shows that the Southern Ohio Correctional Facility, the Mansfield Correctional Institution and the Toledo Correctional Institution exceed WCI in regard to STG populations.

**Table 19. Top Five Institutions with Highest Percentage of STG Inmates**

<b>Institution and Security Level</b>	<b>Number of STG Inmates</b>	<b>Percentage of Institution Population</b>
SOCF-level 4	604	41%
ManCI-level 3	689	28%
ToCI-level 3	290	27%
WCI-level 3	321	23%
TCI-level 3	299	22%

The existence of STG inmates at any institution increases the likely potential for violence and other illicit activities to occur. Due to their efforts to plan, recruit, and organize, STG's represent a significant threat to the institution's safety and security. As reported in previous inspection reports, inmates affiliated with STG's are responsible for a disproportionate amount of the violence, drug trafficking, and other illicit/predatory activities in prison. It has recently been reported that *prison gangs are responsible for 25% of total inmate on staff assaults, and 27% of the total inmate on inmate assaults.*

Effective management, surveillance, and interdiction through good correctional practices seek to disrupt their plans and agendas. Since the dynamics of STGs constantly fluctuate, and alliances between gangs members and gangs shift between regional alliances, race, and other factors, adequate staff training, intelligence gathering and coordination, investigative resources, and strong relationships with outside law enforcement agencies are of the utmost importance for staff in order to succeed in this effort. During the recent budget cuts, the Department has lost knowledgeable staff with extensive experience and expertise in the area of STG management. *The loss of such staff will most certainly impact the Department's ability to prevent the power and influence of gangs from spreading.*

The table below displays the three largest STGs documented at the institution. While each category includes major groups, the numbers are inclusive of the sub-groups that share affiliation with major groups even though they claim geographical identifiers as well.

**Table 20. Three Largest Security Threat Groups at WCI**

<b>Security Threat Groups</b>	<b>Number of Members</b>
White Supremacists	70
Crips	37
Bloods	28
<b>TOTAL</b>	<b>135</b>

Profiled inmates are assigned a level, which reflects the degree of participation they engage in with their gang. Levels consist of the following:

- Level 1-Passive
- Level 2-Active
- Level 3-Disruptive

The table below is the reported breakdown of inmates classified into the three threat levels at the institution. When an inmate comes to prison he is initially taken to a reception center where he is interviewed by staff. Either through self-admission, pre-sentence investigations, prior records, or gang identifiers, the inmate is initially identified as a level one.

**Table 21. Number of Gang Members by Threat Level at WCI**

<b>Profiled Threat Level</b>	<b>Number</b>	<b>Percentage</b>
Level One	279	87%
Level Two	23	7
Level Three	19	6
<b>TOTAL</b>	<b>321</b>	<b>100%</b>

*During the inspection, inmates reported different perspectives on the impact of Security Threat Groups at the institution. Several inmates relayed that you do not have to get involved if you do not want to get involved, or that STG's do not matter to them. However, an inmate in segregation relayed unspecified concerns about members of the Aryan Brotherhood, and the Gangster Disciples. The problem was bad enough to warrant a transfer to another institution, although he relayed concern that inmates there could get him. Other inmates relayed similar personal safety concerns, although they could not relay the specifics of the concerns at the time of the walk through of segregation.*

## **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 WCI is provided below, based on the cumulative totals from *January 1, 2007 to October 3, 2008*. *As of November 5, 2008, the CIIC has received 3,852 contacts system-wide, relaying 15,571 problems, issues or concerns.*

*There were 208 contacts regarding Warren Correctional Institution. The contacts reported 805 problems, issues or concerns. WCI contacts represent five percent of all contacts, and WCI concerns comprise 5.1 percent of all reported concerns received by the Correctional Institution Inspection Committee.*

*As of October 3, 2008, the largest category of reported concerns is Staff Accountability. This category comprised 16.2% of the total amount of documented complaints from WCI. 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 most frequently documented concerns relayed to the CIIC were in the Use of Force/Inappropriate Supervision category, which comprised approximately 16% of the total documented complaints from WCI. This category includes complaints regarding:*

- Use of Force
- Use of Force with No Report
- Use of Force Committee
- Unprofessional Conduct
- Abusive Language
- Racial or Ethnic Slurs
- Conduct Report for No Reason
- Intimidation/Threats
- Retaliation for Filing Grievance

- Retaliation for Filing Lawsuit
- Retaliation for Voicing Complaints
- Privacy Violations
- Harassment

*The third largest group of reported concerns pertains to Health Care, which comprised approximately 7.2% of the total documented complaints from inmates housed at WCI. This category includes complaints 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
- Disagree with diagnosis/treatment

**Table 21. Number and Subject of Reported Concerns Regarding Warren Correctional Institution Received by CIIC from January 1, 2007 to October 3, 2008**

Category of Complaint	Number	Percent
<b>Staff Accountability</b>	<b>114</b>	<b>16.2</b>
<b>Force/Supervision</b>	<b>112</b>	<b>16</b>
Health Care	51	7.2
Non-Grievable	46	6.5
Protective Control	45	6.4
Institution Assignment	43	6.1
Inmate Grievance Procedure	37	5.2
Personal Property	36	5.1
Psychological/Psychiatric	27	3.8
Facilities Maintenance	22	3.1
Housing Assignment	21	3.0
Special Management Housing	21	3.0
Food Service	16	2.2
Safety Sanitation	16	2.2
Security Classification	14	2.0
Discrimination	12	1.7
Mail/Package	10	1.4
Religious Services	7	1.0
Legal Services	7	1.0
Commissary	7	1.0
Laundry Quartermaster	6	0.8
Visiting	6	0.8
Education/Vocation Training	5	0.7
Job Assignment	4	0.5
Library	4	0.5
Inmate Account	4	0.5
Inmate Groups	3	0.4
Telephone	2	0.2
Records	1	0.1
Recreation	1	0.1
<b>Total</b>	<b>700</b>	<b>100%</b>

## **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 of the questionnaires is 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?
- a. Are there cell sharing risk assessments? **Yes**
  - b. Are cells sufficiently warm in winter and cool in summer? **Yes**
  - c. Are cells ventilated and do they have sufficient daylight? **Yes**
  - d. Do prisoners have their own bed, corkboard, lockable cupboard/locker box, and use of a table and chair? **Yes**
  - e. Are older prisoners in shared cells with bunk beds given priority for lower bunks? **No, only if medically necessary.**
  - f. Do shared cells have screened toilets? **No**

4. Are reasonable adjustments made to ensure that prisoners with disabilities and those with mobility problems can access all goods, facilities, and services? **Yes**

Do prisoners with disabilities and those with mobility problems have ease of access to different locations and services? **Yes**

- a. Are older, infirm and disabled prisoners assigned to landings, which hold most of the communal facilities? **Yes**
5. Is there a system whereby nominated volunteer prisoners on each residential unit are trained to help less able prisoners and they are paid for this work? **No**
- a. How are volunteers identified, trained and assigned? **N/A**

6. Are residential staff aware of prisoners within their care with disabilities and their location? **Yes**

- a. Are safe evacuation procedures in place to assist those prisoners who may need help in an emergency? **Yes. Staff is trained to assist those prisoners who may need help in an emergency.**
- b. Are there visible markers on cell doors? **No**
- 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? **Consistent with DRC Policy 39-TRN-02, all WCI employees are required to successfully complete 40 hours of annual in-service training consistent with the training mandates issues by the Superintendent of the Correction Training Academy. This required training includes Fire Prevention and Evacuation and Fire Safety.**

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? **No, there are no inmates housed at WCI under the age of 18.**
  - a. Are there single cell risk assessments? **Not formally, but generally try to place the younger inmates with the most appropriate cellmate.**
  - b. What are procedures in any case where young adults are identified as posing a risk to others?

**Per DRC policy 52-RCP-07 Reception Center Housing Assignments upon arrival at a reception center all inmates shall be screened for violence indicator, which include sexually predatory acts. This screening and any decisions made regarding the housing of the inmate at reception shall be forwarded to the parent institution. This information is utilized for housing assignments and other administrative decisions. Policy 79 ISA 01&02 outlines procedures for staff to follow if they believe an inmate is at risk of a sexual assault.**

9. Do all prisoners have access to an in-cell emergency call button/bell that works and is responded to within five minutes? **No.**
10. Do observation panels in cell doors remain free from obstruction? **Yes**
11. Is there a clear policy prohibiting offensive displays, and is it applied consistently? **Yes**
12. Are prisoners' communal areas (activity and shower areas) clean, safe, meet the needs of the prisoner population, and effectively supervised by staff? **Yes**
  - a. Are there adaptations for older, infirm and disabled prisoners? **Yes, there are handicapped showers in the housing areas.**
13. Do prisoners feel safe in their cells and in communal areas of the residential units? **Yes.**
  - a. Is there a suitable design of residential units e.g. good sightlines, and supervision in high-risk areas? **Yes**
14. Are notices displayed in a suitable way for the population? **ADA notices are posted in all housing areas.**
  - a. Is adequate provision made for any prisoners who cannot read notices because of literacy, language, or eyesight problems or any other disability? **Dale East, Health and Safety Coordinator in the ADA coordinator for inmate issues.**
15. Are residential units as calm and quiet as possible both to avoid incidents and to enable rest and sleep, especially at night? **Yes.**

### **Clothing and Possessions**

1. Do prisoners have enough clean prison clothing of the right size, quality and design to meet their individual needs? **Yes.**

- a. Are older prisoners provided with additional clothing and bedding, if required, without the need for medical permission? **If required.**
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? **There are assigned laundry attendants to each unit. The state issues clothes and personal clothes are washed on a 2-day rotation.**
3. Is prisoner property held in secure storage, and can prisoners access their property within one week of making a request? **Inmates have locker boxes in their cells. When the inmate's property is being stored in the Vault, they send a kite to the vault officer who in turn sends them a pass to come up to the vault to retrieve their property. Upon release from segregation, the vault is notified and the inmate is sent to pick up his property.**
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? **Not applicable.**
  - a. Is there a standard list also employed for male facilities of the same security category? **Yes. They can be found in the inmate handbook and discussed during inmate orientation.**
6. Are suitable clothes and bags available to discharged prisoners who do not have them? **Yes, quartermaster provides this.**
7. Are facilities available before discharge to launder clothes that have been in storage for long periods? **The institution does not store inmate personal "going home" clothes; inmates have access to laundry facilities in their unit to wash their personal clothes.**

## 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? **Inmates with major disabilities are transferred to other institutions, especially Hocking Correctional Institutions (Medical Dept. makes this assessment).**
2. Do prisoners have ready access to both communal and in-cell toilets, baths and showers in private? **There are toilets in the cells and showers in the units. The showers have curtains.**
  - a. Are screened toilets in shared cells? **No.**

- b. Is there a shower cubicle adapted for use by older, less able or disabled prisoners as well as baths with grab handles? **Yes. There are handicapped showers in the housing areas.**
- 3. Are prisoners able to shower or bathe daily, and immediately following physical activity, before court appearances and before visits? **Yes**
  - b. Is there access at any time during the day? **No. There is a shower schedule.**
  - c. Are older, less able or disabled prisoners helped to have a bath or shower every day? **Inmates with major disabilities are transferred to other institutions, especially Hocking Correctional Institution. (Medical Dept makes this assessment.)**
- 4. Do prisoners have access to necessary supplies of their own personal hygiene items and sanitary products? **Yes. These items can be purchases through the commissary. For indigent inmates these items are provided to them.**
- 5. Is fresh laundered bedding provided for each new prisoner on arrival and then on at least a weekly basis? **Yes.**
  - a. Is there a system for the replacement of mattresses in operation? **Yes**
  - b. Are clean pillows available for new prisoners as well as other bedding? **Yes**
- 6. Is a prisoner's valuable property routinely security marked before it is issued? **Yes**

### **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. This is done through annual in-service training under the topic "Appropriate Supervision of Inmates."**
- 4. Are staff aware that they should set a personal example in the way they carry out their duties at all times? **Yes. This is done through annual in service training under the topic "Employee Conduct and Standards."**
- 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?  
**Under the guidelines set forth under the “Employee Standards and Conduct.”**
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? **No**
9. Are prisoners encouraged by staff to engage in all activities and routines, promoting punctuality, attendance and responsible behavior? **Yes. Through inmate orientation and inmate handbook.**
  - a. What methods are used to encourage prisoners to get involved? **Inmates are encouraged at orientation to make positive use of their time by becoming involved in the various programs offered. Educational and other programs are spelled out in the inmate handbook. Flyers are posted in the pod when a new program**
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. This is done through annual in-service training under the topic “Appropriate Supervision of Inmates.”**

## **Duty of Care**

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

1. Are there effective complaint procedures in place that are easy to access, easy to use, and provide timely responses? **Yes**
2. Do prisoners feel safe from repercussions when using these procedures and are they aware of an appeal procedure? **Yes**
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?* **There are no posters; however the procedures are outlined in Inmate Orientation and the inmate handbook, which is also in Spanish.**
  - 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? **There are no posters; however the procedures are outlined in Inmate Orientation and the inmate handbook, which is also in Spanish. During Inmate Orientation with the unit staff, the procedure is explained on a one on one level**

- 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? **For Spanish speaking inmates we have an interpreter available to explain the process.**
  - c. Is information on the units/blocks always displayed and do prisoners understand it? **There are no posters displayed but unit staff is available to assist inmates with understanding the process.**
  - d. What are the procedures for blind prisoners? **Accommodations are provided if necessary based on ADA requirements.**
4. Are prisoners encouraged to solve areas of dispute informally, before making official complaints? **Yes through the kite process and the accessibility of the staff.**
5. Can prisoners easily and confidentially access and submit complaint forms? **Yes**
- a. Are forms required to access complaint forms? **Informal complaints are obtained through unit staff, Notice of Grievance forms are obtained through a kite to the inspector and an appeal is given through the Inspector.**
  - 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? **The needed forms are with unit staff, no dispenser.**
  - e. Are informal complaints and grievance files secured on a limited access basis? **Yes, in a locked cabinet in the Inspector's Office.**
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? **They receive assistance from unit staff and/or the inspector.**
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? **ICRs are answered in seven days. NOG is answered with in 14 days.**
- a. Are complaints resolved? **Yes**
  - b. Are complaints answered within three working days, or within 10 days in exceptional circumstances? **ICRs are answered in seven days. NOG is answered within 14 days.**
  - c. Are forms sent back to prisoners because of technicalities in procedure? **Yes**
  - d. Are such complaints referred to the relevant staff member, not back to the prisoner? **Yes. NOG is responded to by the inspector. ICR are responded by the supervisors.**
  - e. Are target return times recorded? **Yes, in the DOTS system.**
  - f. Are letters of complaint/concern from third parties, such as legal representatives, family or voluntary organizations, logged and answered? **Yes**

8. Do prisoners receive responses to their complaints/grievances that are respectful, legible, and address the issues raised? **Yes**
9. Are formal grievances signed and dated by the respondent? **Yes**
- a. Regarding the quality of responses, is there a quality assurance system in place? **All documents are scanned and can be reviewed by Chief Inspector**
  - b. Does the staff member who dealt with the complaint clearly print their name on the response? **Yes**
  - 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, Unit staff and Inspector**
  - b. Are translation services provided for those who need them? **Yes, there is a deaf and Spanish interpreter available.**
  - c. What are the arrangements for prisoners with literacy problems, and for those who are blind? **There are no blind inmates housed at WCI. Those with literacy problems are assisted by unit staff or inspector.**
11. Is any declaration of urgency by prisoners fully assessed and answered? **Yes. Through the investigator and Protective Custody process.**
- 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? **Yes**
- a. What protection measures are in place and put into practice? **These issues are addressed under Inappropriate Supervision.**
  - b. Are responses objective and factual, and conclusions based on evidence rather than supposition? **Yes**
  - c. What are the adverse effects of filing complaints? **None**
  - d. Do prisoners know that there are protection measures if they complain about staff or other prisoners? **Yes**
13. Do prisoners know how to appeal grievance decisions? **Yes, through inmate handbook and through Inmate Orientation.**
- a. Are appeals dealt with fairly, and responded to within seven days? **Yes**
  - b. Are prisoners reminded of their appeal option on the relevant forms? **There is no explanation on the forms, however through the explanation process**

- c. How many have appealed in the last six months? **38**
  - d. What was the outcome, and how promptly were they answered? **They were answered in a timely manner per policy.**
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? **Yes**
15. Do prisoners receive help to pursue complaints and grievances with unit managers, prison administrators, or other central office staff, if they need to? **Yes**
16. Do all prisoners know how to contact the Inspector and Chief Inspector? **Yes**
- a. Do blocks/dorms have contact details and information?  
**Yes, in the Inmate Handbooks.**
17. Do prisoners receive help to pursue grievances with external bodies if they need to? **No**
- a. Do they also receive help in contacting legal advisers or making direct applications to the courts? **Assistance is given with filing property loss through Court of Claims.**
  - b. In the last month, how many original grievances and appeals were sent to the Chief Inspector? **Two**
  - c. What do they tend to be about? **Loss of property.**
  - d. What proportion are generally resolved? **All of them.**
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? **The Chief Inspector's office reviews complaints and if any major issues arise they are discussed in the Department Head meetings and Executive Staff Meetings.**
- a. Is data studied and is action taken when strong patterns/trends emerge? **Yes**

### **Bullying and Violence Reduction**

- 1. Does everyone feel safe from bullying and victimization (which includes verbal and racial abuse, theft, threats of violence and assault)? **Yes, inmates are encouraged to report any forms of intimidation or extortion.**
- 2. Are active and fair systems to prevent and respond to violence and intimidation known to staff, prisoners and visitors? **Yes. Staff are made known through annual in-service training and inmates through Inmate Orientation.**

3. Has the prison developed an effective strategy to reduce violence and intimidation, which has earned the commitment of the whole prison and has drawn on multi-disciplinary consultation including feedback from prisoners? **Yes. Policy and procedure are in place to address reduction of inmate on inmate assaults.**
  - a. Is the violence reduction strategy widely publicized? **Yes**
  - b. Is monitoring part of the strategy and as a minimum, does it cover feelings of safety among prisoners, incidents of bullying (verbal and physical), number of assaults, number of racist incidents, location of incidents and action taken? **Yes**
  - b. Do staff understand their duty to maintain a safe environment and what they do to promote this?

**Consistent with DRC Policy 39-TRN-02, all WCI employees are required to successfully complete 40 hours of annual in-service training consistent with the training academy mandates issued by the Superintendent of the Correction Training Academy.**
  - c. Are staff alert to threats to a safe environment, and do they confront all forms of victimization? **See 3(c)**
  - d. Are prisoners consulted as part of the strategy development and maintenance? **Yes**
  - d. 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? **Administration has reviewed the Institutional Needs Assessment done annually.**
  - a. Has there been any consultation in the last six months? **Administration has reviewed the Needs Assessment and addressed issues.**
  - b. Has an annual confidential survey to all prisoners about bullying been undertaken? **There has not been an assessment or survey that addresses bullying specifically; however the Institution Needs Assessments is an avenue available to the inmates to address these issues.**
  - c. Are there wing representatives? **No.**
5. Do staff supervise and protect prisoners throughout the prison from bullying, verbal and physical abuse, racial abuse and threats of violence? **Yes, through PC investigations and under the guidelines of training received in 3 (C).**
6. Are staff consistent in challenging these behaviors? **Yes, through investigations.**
  - a. How many incidents occurred in the last six months? **Investigations completed by the Investigators: 2 cases confirmed for extortion and 11 unconfirmed cases of extortion, racial abuse intimidation.**

- b. Are there particular areas where prisoners feel vulnerable to bullying? **Recreation and Education**
  - c. What policies provide protection of vulnerable prisoners? **DRC Policy 55-SPC-03-Classification/Release or Protective Control Inmates & DRC policy 79-ISA-01-Inmate on Inmate Sexual Assault.**
  - 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? **See 3 (c)**
  - e. What are the arrangements for movement, exercise, mealtimes and discharge, especially for those who are considered vulnerable? **Those inmates under PC investigation are maintained in Segregation during investigations. Those inmates who may be vulnerable due to severe mental illness are housed in the RTU unit. Their movement is as a group under officer escort.**
  - 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?  
**No.**
7. Are prisoners' families and friends encouraged to make suggestions about how the prison could better protect prisoners from victimization and to provide information to help identify those prisoners likely to be at risk? **Yes through the family orientation held back quarterly.**
- a. Are prisoners' families encouraged to come forward if they feel they are being bullied to bring drugs into prison? **Yes, through the family orientation held quarterly.**
  - b. Is a visitors' survey distributed systematically? **No**
  - c. Do visiting families know about reporting procedures and do they think that visiting staff are approachable and sympathetic? **Yes, through family orientation conducted quarterly.**
  - d. Are there posters in visiting rooms? **No**
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? **No**
- a. Has a strategy been formed by systematic consultation with prisoners across the prison? **No**
  - b. Is a central log of bullying kept, and are incidents of bullying reviewed regularly by a multidisciplinary committee? **No**

- c. Are staff alert to potential bullying and do they confront all forms of victimization? **Yes, because staff are required to report any unusual cases in which possible intimidation or assaults have taken place.**
  - d. Are all sources of information including security reports, accidental injuries etc. used for evidence of bullying/intimidation? **Yes. Medical Reports, Incident Reports, Confidential Statements and Inmate Statements are all used as evidence during the investigation stages.**
  - e. How do staff contribute to the strategy? **By reporting any unusual circumstances.**
  - f. Is there a coordinated approach by all departments? **Once reported, each case is investigated individually.**
9. Are allegations of bullying behavior treated consistently and fairly? **Yes, through PC investigations and allegations referred to the Investigators.**
- 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? **Yes DRC Policy 55-SPC-03-Classification/Release of Protective Control Inmates and & DRC Policy 79-ISA-01-Inmate on Inmate Sexual Assault.**
11. Is inappropriate behavior consistently challenged? **Yes through the rules infraction process.**
- a. Are there bullying posters throughout the prison? **There are posters in the units that address how to report Sexual Assault.**
  - b. What information is distributed to new arrivals? **Inmates receive a brochure upon arrival on how to report Sexual Assault. This topic is also covered in the Inmate Orientation by the investigators.**
  - c. Is bullying clearly defined to prisoners? **Yes**
  - d. Are staff aware of both direct and indirect forms of bullying? **Yes**
12. Do anti-bullying measures support the victim and take the victim's views about their location into account? **Yes**
- a. Do staff understand the link between bullying and aggressive and disruptive behavior generally? **Yes**
13. Are appropriate interventions in place to deal with bullies and support victims? **Yes**
- a. What interventions are available to challenge bullies and to support victims of bullying? **The RIB process and the investigation/PC investigation process.**
  - b. Are interventions aimed at achieving sustained and agreed changes in behavior? **Yes**
  - c. Do prisoner records contain comprehensive updates on how bullied and bullying prisoners have been supported and/or challenged? **Yes, in the RIB records and the PC records.**

### *Self-Harm and Suicide*

1. Does the prison work to reduce the risks of self-harm and suicide through a whole-prison approach? **Yes, by training staff through annual in-service and training inmates through suicide prevention videos shown monthly.**
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. A mental health screening is conducted within the first 8 hours of arrival. If at that time a referral is made the inmate is placed on a mental health case load and seen by Mental Health staff.**
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. Consistent with the DRC mandated Lesson Plan for Mental Health Update that includes Suicide Prevention is the signs and symptoms of suicide and appropriate responses/actions when noted. First aid kits as well as an approved “cut down” tool are readily available within a secured container to the officers assigned in each housing unit.**
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 mental health screening is conducted within the first 8 hours of arrival. If at that time a referral is made the inmate is placed on a mental health caseload and seen by Mental Health Staff.**
  - 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? **Warren Correctional Institution is fully compliant with DRC 39-TRN-02 and has signed an authorized Training Plan**
  - d. What is the availability and use of safer cells, particularly in areas of the prison where risks of self-harm are higher? **There are safe-cells utilized in the RTU.**
  - 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. Inmates who are placed in a safe-cell are removed as soon as it is determined that the safe cell is no longer needed.**
6. Does a multi-disciplinary committee effectively monitor the prison’s suicide prevention policy and procedures? **Yes, the SPART (Suicide Prevention and Review Team) Committee.**
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? **The team is chaired by the Deputy Warden of Special**

**Services. The committee does not consist of inmates or members of the local community, however, does consist of staff representatives from a range of disciplines.**

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**
  - a. Are there posters in the visiting room about who to contact with concerns and is that information sent out with visiting orders alerting families to the help available? **Yes**
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, through referrals and staff awareness.**
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 through quarterly reviews and family are involved in a case by case basis.**
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? **Consistent with the DRC mandated Lesson Plan for Mental Health Update that includes Suicide Prevention Plan is the signs and symptoms of suicide and appropriate responses/actions when noted. However, the officers are not made aware of treatment plans.**
  - b. What level of training have they received? **See 12 (a)**
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? **Yes, however there is no peer support utilized.**
  - a. Is a care suite available to support the work of Listeners?
  - b. Is there access to counselors, the chaplaincy team, Listeners and Samaritans at all times?
  - 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?
14. Are prisoners encouraged to express any thought of suicide and/or self-harm, and encouraged to take part in all purposeful activities as part of the support plan? **Yes**
  - a. Are prisoners given the opportunity and assistance to make a written contribution to their review?

- b. Are prisoners encouraged to identify their own support needs and are they able to draw on opportunities for informal support from other prisoners if they wish?
15. Are all staff, including night staff, fully trained in suicide prevention and clear on what to do in an emergency? **Consistent with DRC Policy 39-TRN-02, all staff at the Warren Correctional Institution is required to attend forty hours of approved in-service training annually. One of the mandated topics is Mental Health Update, which includes suicide prevention. The mandatory lesson plan for this subject was developed by Lyn Rader, M.Ed., LSW and the session is instructed by Dr. Paul Walker, Psy.D. Clinical Director for the DRC Southwestern Mental Health Cluster.**
- a. Is there a program of refresher training in place? **Consistent with DRC 39-TRN-02, Mental Health Update including suicide prevention is an annual mandatory training topic. The most recent refresher was completed August 4-September 12, 2008.**
  - 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 by the SPART Committee.**
17. Are serious incidents properly investigated to establish what lessons could be learned and to promote good practice? **Yes by the SPART Committee**
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 Mortality Review is conducted.**
- a. Is this reviewed following subsequent findings of an investigation? **Yes**
  - b. Are there attempts to understand underlying causes and/or trends? **Yes**
  - c. Have there been any reviews of recommendations from previous deaths in custody? **Yes**
20. Is all information about prisoners at risk of self-harm or suicide communicated to people who are able to offer support in the community? **Yes**

## **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**
5. Are there sufficient activity places to occupy the population purposefully during the core working day? **Yes**
  - a. How many prisoners are locked up during the day? **Varies. The number of inmates in Segregation vary. These inmates are locked up 23 hours of the day. Inmates who are confined to their cells in the unit for disciplinary reasons will also vary from day to day.**
  - b. How many are formally registered as unassigned? **One**
  - c. What is the rated capacity compared with current population? **Rated Capacity is 679, current capacity as of 10/16/2008 is 1377.**
  - d. How easy is it for a prisoner to get a job? **Inmates are assigned a job upon arrival to the institution.**
6. Are activities that fall outside the learning and skills provision purposeful and designed to enhance prisoners' self-esteem and their chances of successful reentry? **Yes**
7. Are facilities and resources for learning and skills and work appropriate, sufficient and suitable for purpose? **Yes**
8. Are all prisoners able to access activity areas? **Yes**
  - a. Is there access for older and disabled prisoners? **Yes**
  - b. Are there any inaccessible areas because of poor mobility and insufficient help to get to them? **Yes**
9. Is every prisoner who wishes to able to engage fully with all prison activities offered, and is no one excluded from participation, other than as a result of a disciplinary punishment? **Yes**
  - a. Is a full schedule of activities available to all prisoners? **Yes**
10. Is allocation to activity places equitable, transparent, and based on identified reentry planning needs? **Yes**
11. Can prisoners apply for job transfers and are they given written reasons for any decisions? **Yes**
  - a. Does case management link with the reentry planning process? **Yes**
  - b. Do prisoners with identified learning needs work in low-skilled, production line work, rather than relevant classes? **No**

- c. How are unit-based jobs (cleaners, painters, food service workers etc.) allocated, as these often bypass formal procedures? **These positions are allocated according to the Inmates Institution Table of Organization.**
  - d. Is there any favoritism or line jumping? **No**
12. Do local pay schedules provide disincentives for prisoners to engage in education or training activities? **No**
- a. Do unskilled jobs with no links to learning offer more pay than education and training activities? **No**
13. Do prisoners who do not work because they are exempt (Long-term sick, etc.) receive sufficient weekly pay? **Yes**
14. Do prisoners who are unemployed through no fault of their own or who are exempt from working unlocked during the day, provided with access to the library and other activities? **Yes**
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? **The pass system and discipline**
16. Are all prisoners given accurate information, advice and guidance about prison activities, which support their learning and sentence plans and link to their reintegration into the community? **Yes**
17. Does the assessment and provision of individual learning and skills form an effective part of prisoners' reentry plans and are they used effectively to record and review overall progress and achievement? **Yes**
18. Do work placements provide purposeful and structured training for prisoners? **Yes**
- a. Wherever possible, can vocational qualifications be obtained alongside their work? **Yes**
  - b. In the absence of such qualifications, are developed skills recognized and recorded? **Yes**
19. Are prisoners helped to continue on their courses when transferred or to progress to further education, training or employment on release? **Yes, through connections with community organizations that participate in the Annual Information Resource Fair.**
20. Does the prison accurately record the purposeful activity hours that prisoners engage in, excluding non-purposeful activities in their calculations? **No**

## **Library**

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

- a. How do prisoners with mobility problems get access? **The library is located in the Education Bldg. which is accessible and meets ADA requirements. The library staff also provides assistance to any inmate in need.**
  
2. Are the library materials broadly reflective of the different cultures and needs of the prison population, including Braille, talking books, and foreign language books? **Yes. Any materials that are not in the library can be obtained through the inter-library loan system. This system allows the institution the opportunity to “borrow” requested books from the State Library and Local libraries.**
  
3. Do all prisoners have access to a range of library materials, which reflect the population’s needs and support learning and skills? **Yes. Any materials that are not in the library can be obtained through the inter-library loan system. This system allows the institution the opportunity to borrow requested books from the State Library and Local libraries.**
  
4. Does this include:
  - a. Literacy? **Yes**
  - b. Math? **Yes**
  - c. Language? **Yes**
  - d. Employability? **Yes**
  - e. Vocational training? **Yes**
  - f. Social and life skills? **Yes**
  
5. Do library materials include a comprehensive selection of up-to-date legal textbooks and DRC Administrative Rules and DRC Policies? **Yes**

***GOOD ORDER***

**Security and Rules**

1. Are security and good order maintained through positive staff- prisoner relationships based on mutual respect as well as attention to physical and procedural matters? **Yes**
  
2. Are rules and routines well publicized, proportionate, fair and encourage responsible behavior? **Yes**
  
3. Are categorization and allocation procedures based on assessment of a prisoner’s risks and needs? **Yes**
  
4. Are they clearly explained, fairly applied and routinely reviewed? **Yes**
  
5. Are there any obvious weaknesses or anomalies in the physical and procedural security of the facility? **No**
  
6. Are the elements of “dynamic security” in place? **No**
  - a. **Are staff-prisoner relationships positive? Yes**

- b. Do prisoners receive personal attention from staff? **Yes, within the boundaries of DRC Policy 31-SEM-02 Employee Standards of Conduct and DRC policy 31-SEM-07 Unauthorized relationships.**
  - c. Is there constructive activity to occupy prisoners? **Yes**
    - 1) Do staff cluster during association? **No**
    - 2) Are there enough staff in dorm/block areas to facilitate good officer work? **Yes**
7. Does effective security intelligence safeguard prisoners' well-being? **Yes**
- a. Do staff comply with security requirements in terms of filing reports? **Yes**
  - b. Are there recent incidents where security reports have led to action? **Yes**
8. Is prisoners' access to prison activities impeded by an unnecessarily restrictive approach to security? **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, with the exception of the visitation officer. The prisoners are strip/squat searched in the presence of one officer of male gender.**
- a. If squat searches are used, does their incidence and authorization need to be logged and regularly checked? **Yes**
  - b. Are squat searches only used in exceptional circumstances? **No. WCI utilizes squat searches in conjunction with strip searches.**
11. Is the criteria to ban or otherwise restrict visitors visible and unambiguous, with an appeal process available? **Yes**
- a. Are the visitors subject to bans or restrictions reviewed every month? **Yes**

## **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, by the Hearing Officer and RIB Committee**
5. When decisions are conveyed to prisoners, are appeal arrangements explained and made available? **Yes, but the Hearing Officer and RIB Committee.**

## **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.
    - Pregnant inmates? **N/A**
    - Specific religions? **Yes**
    - Prisoners with disabilities? **Yes**
  - d. Do prisoners who are on special diets have confidence in the preparation and content of the meals? **Yes**
5. Are all areas where food is stored, prepared and served properly equipped and well managed? **Yes**
6. Are prisoners and staff who work with food, health screened and trained, wear proper clothing, and prisoners are able to gain relevant qualifications? **Yes**
  - a. Do medical clearance forms exist on food service workers, and are training courses offered? **Yes**
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? **No**
- 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? **No**
- 9. Are prisoners consulted about the menu, and can they make comments about the food? **Yes**
  - a. If logs of comments are kept, how frequently are they consulted? **Yes**
  - b. Is there a food comments book? **Surveys are utilized at WCI.**
- 10. Is the breakfast meal prepared on the morning it is eaten? **Yes**
- 11. Is lunch served between noon and 1:30 pm and dinner between 5 pm and 6:30 pm? **WCI serves lunch from 11:30 A.M. to 1:30 P.M. and dinner is served between 4:30 P.M. and 6:30 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? **Prisoners have sinks in their cells to access drinking water. Prisoners have to purchase items through commissary to make hot drinks after evening lock up.**
- 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? **Yes**
- 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, Director Collins has conducted numerous meetings throughout Ohio, giving out information about organizations such as PowerNet of Dayton, and Dayton Northwest Weed and Feed.**

- a. Is DRC/DYS in conjunction with the Governor's Office of Faith-Based and Community Initiatives, making available to the faith community, examples of evidence-based programming shown to impact offenders' lives? What examples? How are they being made available?

**Yes. Through avenues mentioned in previous response.**

- 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. Through the DRC Website.**

- c. What is in place to ensure that the recommendation is implemented?

**DRC Director Collins.**

- d. What methods of program evaluation are being explored to further document program success? What methods are in place?

**None at this time.**

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, Director Collins directives concerning HB 113 and the DRC database of Volunteers and DRC Website contains information.**

- a. Is the culture within the institution continuing to evolve to encourage community volunteers? Explain.

**Yes. Utilizing the DRC volunteer database, Chaplains and various volunteers, the culture is slowly changing.**

- 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?*

**Ensuring unimpeded access to the Institution.**

c. *How is the DRC/DYS administration working with wardens/superintendents to collaboratively develop protocols that will proactively assist with changing the culture?*

**The DRC volunteer policy has been revised and implementation of the database.**

d. *Have such protocols been developed*

**Policy revision and volunteer database.**

e. *What are they?*

**Same as above.**

f. *Have policies been reviewed to determine if they might inhibit use of community volunteers, and have necessary changes been made accordingly?*

**Yes.**

g. *What policies have been reviewed? By whom?*

**71-SOC-01, Recruitment, Training and Supervision of Volunteers. By Central Office Policy Review Staff.**

h. *What policies have been changed so that they do not inhibit use of community volunteers?*

**71-SOC-01, Recruitment, Training and Supervision of Volunteers.**

3. Has DRC/DYS developed a marketing plan to assist in recruiting volunteers from the community and faith-based institutions?

**Unknown**

a. Does the plan discuss educating volunteers about the justice system?

**Unknown**

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?

**Yes, reentry programming, which includes information on how to obtain SS cards, driving privileges, voter rights, etc.**

c. Is the faith community being encouraged to volunteer to provide programs and services to assist offenders in both the institutions and the community?

**Yes, WCI has numerous groups assisting with this.**

- d. Has a marketing plan been developed to overcome the public's misperceptions of offenders?

**Unknown**

- 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?

**Unknown**

- f. Is information provided on how individuals and groups can volunteer in the prisons?

**Yes, DRC website.**

- 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?

**Unknown.**

4. Has DRC/DYS developed a standard training program for staff, volunteers, and the community to facilitate working in institutions together?

**Yes, DRC Policy 70-SOC-01, Volunteer Orientation**

- 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, via orientation by the volunteer coordinator.**

- 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? **No. Still voter rights issues and employment issues once the employer is told of the ex-offender.**

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

- Staff and volunteers? **Policy Change**
- Staff and the community? **DRC Website**
- Other parts of the criminal justice system and the community?

**Local Courts and judges are aware of changes and programs that exists**

a. What improvements have been made in effectively communicating among staff within the facilities, as well as with the community?

**Memo's from Warden advising of changes within the community.**

b. Has an improved communication mechanism been developed in order to ensure these efforts? **Yes**

c. Has the system been developed collaboratively with staff and volunteers to address observed problems? **Yes**

#### **ALTERNATIVES TO INCARCERATION**

7. Has the statute been revised to increase judicial use of community options for non-violent offenders so prison space can be reserved for violent offenders?

**Yes, CbCF's etc. Parole, Probation.**

a. Working with faith-based and community service providers, have programs been developed in the community to effectively provide treatment while protecting public safety? **Yes, Recovery Services programming AA, NA Domestic Violence Prevention, Anger Management.**

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? **CBCF's, Parole, Probation, IPP and Boot Camps.**

c. Have local probation departments prepared a listing of community options currently available for judicial use? **Yes**

d. Have faith-based and community programs contacted local probation departments through the Juvenile Court, Common Pleas Court, and Municipal Courts to inform them of programs and services available? Explain.

**Yes, Recovery Services, AA, NA, Domestic Violence prevention, anger management programs are documented and sent to the courts and judges, at which time referrals are made based on the individual criteria.**

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?

**Same as 7 (d)**

- a. Is DRC/DYS working with community organizations and probation departments to expand services available for offenders? How?

**Same as 7 (d), based on crime and criteria**

- b. Has a community model been created that will help meet the basic needs of offenders within the community? Is it being created? Explain. **Butler County has Drug Court, Domestic Violence Court, Sex offender and non-support court.**

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?

Same as 8(b) Various Court models.

- a. Has DRC/DYS reviewed current grant or subsidy programs to determine eligibility for faith community programs, in order to increase the number of faith-based and community programs available to judges for sentencing? **Yes. Same as 8(b)**
- b. Following identification of funding sources, is DRC/DYS actively working with the Governor's Office of Faith-Based and Community Initiatives to provide information to these organizations on funding availability? How? What is in place? **Yes, Same as 8(b)**
- 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? **Unknown**

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, Courts can use DJFS as a referral.**

- a. Has a job placement program been implemented? **Yes, prior to release.**
- b. Does it provide:
- Information on job fairs to ex-offenders? **Yes, prior to release.**
  - 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, Referrals, Job Fairs, etc.**
- 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, Job Fairs prior to release and DRFS referrals upon release.**

- e. Has the DRC Omnibus Reentry legislation been enacted to reduce unnecessary sanctions in the law and thus made training more relevant? **Yes**

## **INSTITUTIONAL PROGRAMMING**

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

- a. Do current programs include the following? Are they being developed? Are they being expanded? **Yes**

- Life skills? **Re-entry programs, provided to inmates-“Basic Living Skills.”**
- Financial management and budgeting? **Re-entry program offered to inmates-financial management.**
- Personal hygiene?
- Family programs including: **For the following: A program-responsible family life skills.**
  - Family and community-based orientation?
  - Family mediation? **Responsible Family Life Skills.**
  - Family education and orientation program? **We also provide each quarter a family orientation session.**
  - Transportation and video conferencing for visitation? **We do not provide video conferencing nor transportation. We do, however, provide information to families for transportation.**
  - Parenting? **Current. Responsible Family Life Skills.**

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.

**Yes**

Is DRC/DYS working proactively with faith-based and community groups in the development of programs that will meet the criminogenic needs of offenders in institutions? How?

**Yes**

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

- Budgeting? **Financial management**
- Parenting? **Responsible Family Life Skills**
- Job searches? **Through Release Preparation**
- Anger management? **Yes**
- Appropriate leisure-time activities? **Through Recreation department**

- d. *Is emphasis centered on using a mentor-type relationship for such training?*

- 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? **Not at WCI.**
  - g. Do volunteers facilitate the improvement of family relations through coaching in basic relational skills or involvement in family mediation programs? **Not at WCI.**
12. Has DRC/DYS expanded partnerships with national organizations including faith-based and community organizations to provide programming in state institutions? Explain.
- 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.
- a. Are community actors and organizations a part of reentry planning for those offenders who will shortly be returning home? Explain.
  - 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?
  - c. Is there a mentorship program for offenders at your facility?
  - e. Are faith-based and community volunteer groups actively developing such a program for participation by offenders at your facility? Explain.
- Yes**

## **REENTRY PROGRAMMING**

14. Have methods been developed to increase and encourage the involvement of the faith community in various reentry efforts, and to encourage collaboration among faith groups? What are they?
- a. What has been done to make the faith community aware of programs and training for the faith community's involvement?
  - b. What has been done to create awareness among the faith community of the needs of ex-offenders and the avenues to get involved?
  - c. What effort has been made to inform the faith community of the needs of ex-offenders and volunteer opportunities available?
  - d. Have leaders among the faith community been identified? How? When? **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.
  - f. Has this educational opportunity been extended to faith groups of all kinds?
  - g. Has an easily visible section been added to the DRC (or DYS) web site for the faith community that identifies different programming opportunities for volunteers?
  - h. Does the section contain volunteer opportunities linked to specific communities in Ohio, including contact information for volunteer coordination within each department or institution as needed?
15. Are offenders informed of various housing options before leaving prison or immediately upon release? How is this done?
- a. Although the offender is no longer in prison, he/she is still subject to housing restrictions due to the crime committed (i.e. sex offenders), which creates more difficult circumstances and specialized needs. Are seminars, with free legal or consultation services provided, along with increased involvement of the faith community?
  - b. Is legal advice in these situations available? Have partnerships been formed with local law schools to achieve this end?
  - c. Are presentations by the federal Department of Housing and Urban Development provided to ex-offenders to provide information on their options upon leaving prison, and knowing how to navigate through the many restrictions placed on them?
  - d. How has DRC/DYS made better use of existing federal programs that aim to address the issue of housing?
17. 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?