All offenders at LOCI will be given the opportunity to review a handbook for 14 days. The handbook must be returned to staff after the 14-day review. It is the responsibility of each offender to read the handbook and be familiar with its contents. By following the rules that are enclosed in this handbook, each offender will be better able to adjust to daily life at the London Correctional Institution.

The custody, security, and physical welfare of each offender are among our primary concerns; however, programs, activities, and other services are of equal interest and importance.

It is your responsibility as an offender at the London Correctional Institution to take advantage of the programs which are offered; these programs will enhance your marketable skills upon release.

“*He who enters here leaves not hope behind.*”

Norman O. Robinson, Warden
London Correctional Institution

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RETURN THIS HANDBOOK TO YOUR UNIT MANAGER WITHIN 14 DAYS OF YOUR ARRIVAL.

THIS HANDBOOK IS ALWAYS AVAILABLE FOR REVIEW THROUGHOUT YOUR INCARCERATION AT THE LONDON CORRECTIONAL INSTITUTION. IF YOU WOULD LIKE TO REVIEW THIS HANDBOOK DURING YOUR INCARCERATION, PLEASE REQUEST A COPY THROUGH YOUR UNIT STAFF OR A COPY CAN ALSO BE REVIEWED IN THE LIBRARY.

PLEASE ENSURE THAT THIS HANDBOOK IS RETURNED TO YOUR UNIT WITHIN 14 DAYS OF YOUR ARRIVAL.
INTRODUCTION

London Correctional Institution
Post Office Box 69
1580 State Route 56
London, Ohio 43140
(740) 852-2454
(740) 852-3399 FAX

Directions:

EAST (COLUMBUS): Interstate 70 West, to Exit 72 (St Rt. 56, Summerford, London Exit) St. Rt. 56 South 2 miles. Institution entrance will be on your right.

WEST (DAYTON): Interstate 70 East, to Exit 72 (St Rt. 56, Summerford, London Exit) St. Rt. 56, South 2 Miles. Institution entrance will be on your right.

SOUTH (CINCINNATI): Interstate 71 North, towards Columbus. Take exit 75, St Rt. 38, North towards London OH, in London; take St Rt. 56, North 2 miles. Outside of London, institution entrance will be on your left.

NORTH (CLEVELAND): Interstate 71 South to Columbus, Interstate 270 by-pass to interstate 70. Take Interstate 70 West towards Dayton. Take Exit 72 (St Rt. 56, Summerford, London exit) North 2 miles. Institution entrance will be on your right.

London Correctional Institution is a Level 1 and Level 2 security institution.
This handbook talks about the Administrative Regulations.
The Institutional Library has a complete copy of the Administrative Regulations as well as many departmental regulations.

“You have a duty to inform your family about the rules that pertain to them.”

This handbook will explain the rules and regulations of the London Correctional Institution. Offenders must also refer to the Unit and Library bulletin boards; changes in rules will be posted at those locations. Institutional Orientation and the Handbook are merely guidelines for your expected conduct at this institution. If you are unable to read, we will provide assistance. The Institutional Cable Channel is channel #35; special announcements will be aired 24 hours a day.
WARDEN

Norman O. Robinson, Warden, LoCl

The Warden is responsible for the complete operations of the London Correctional Institution and is charged by law with the responsibility of confining offenders until they are legally released.

- Offenders should first try to resolve problems through their Unit Management staff, and the Chain-of-Command is to be followed at all times.
- Offenders may “kite” the Warden.
- Offenders may approach the Warden when inside the Institution, provided he is available.

Warden’s Expectations:

- Offenders shall follow the rules and regulations as set forth by the Department of Rehabilitation and Correction.
- Offenders shall be dressed appropriately and neatly to include; shirts being tucked in, identification cards worn on the outermost garment, and proper fitting clothing.
- Offenders shall be courteous and respectful to both staff and other offenders.
- Offenders shall participate in programming.

ADMINISTRATION

DRC Policy 50-PAM-01 thru 50-PAM-04

Operations Deputy Warden: This deputy is responsible for Security/Operations, Unit Management, Reentry Programming and Release Preparation Program. Serves and functions as chairperson on various committees dealing with offender welfare.

Special Services Deputy Warden: This Deputy oversees the operation of the Business Office, Education, Religious Services, Medical, Recovery Services, Recreation, Mental Health, OPI, and Powerhouse. If an offender has any problems in any of these areas, he should follow the chain of command by kiting the Supervisor of that area.

Chief of Security (Major): This person is responsible for all Security Staff. In addition, the Major is responsible for overseeing all security measures within the institution and ensuring the safety and security of staff, visitors and offenders. Offenders may kite the Major regarding concerns/issues in these areas but should first try and resolve the concern/issue with the supervisors of these areas. These areas include Security, Maintenance Department, Food Service, ID Department, Clothing Issue, Mail/Visiting, Transportation, and RIB/TPU and serves under the direction of the Deputy of Operations.

Unit Management Chief: The Unit Management Chief is the Administrative Supervisor of the Unit Management staff. This supervisor reviews institutional security instruments, job appeals, and visiting appeals. This office coordinates the Parole Board functions. Transitional Control, 120-day Conditional Release Program, House Bill 180, and Habitual Sex Offender Status are administratively screened by the UMC. Additional responsibilities include Americans with Disabilities Act (ADA) Coordinator. The Unit Management staff should process all offender concerns. You should kite the Unit Management Chief’s office only after first contacting all other Unit Management staff. This person also serves under the direction of the Deputy of Operations.
**Inspector:** The Inspector of Institutional Services investigates and processes offender grievances and takes appropriate actions within the scope of his/her authority or makes recommendations to the Warden to affect their resolution. The Inspector’s office is located in the Administrative Hallway.

**Administrative Assistant:** The Administrative Assistant has been designated to represent the Warden in a number of areas. These areas include public requests for information, visiting and JPAY restrictions, review of Rules Infraction Board decisions, and answers correspondence directed to the Warden.

The Administrative Assistant is the liaison between the institution and BOSCO. Any questions about or problems regarding your sentence should be sent to the Bureau of Sentence Computation, 4545 Fisher Rd. Columbus, OH 43228.

**SEXUAL ASSAULT**
DRC Policy 79-ISA-01

It is the policy of the Ohio Department of Rehabilitation and Correction to provide a safe, humane, and appropriately secure environment, free from the threat of sexual misconduct for all offenders by maintaining a program of prevention, detection, response, investigation, and tracking. The Department shall maintain a zero tolerance for sexual misconduct in its institutions and in any facilities with which it contracts for the confinement of offenders. Sexual misconduct among offenders and by staff towards offenders is strictly prohibited. All allegations of sexual misconduct and/or sexual harassment shall be administratively and/or criminally investigated. The Prison Rape Elimination Act (PREA) was passed in 2003 with unanimous support from both parties in Congress. The purpose of the act was to “provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape.”

**YOU HAVE THE RIGHT NOT TO BE SEXUALLY ABUSED OR HARASSED.**

Incidents or Suspicions of Sexual Abuse, Sexual Harassment and Retaliation can be reported to ANY STAFF Member:

- Verbally to **ANY STAFF MEMBER**
- In Writing to **ANY STAFF MEMBER**
- Operation Support Center (614) 995-3584 (No cost to call from offender phone)
- Outside Agency Hot Line *89 (No cost to call from offender phone)
- Offenders in Restrictive Housing may also anonymously report sexual misconduct or retaliation by writing to:

  Division of Quality – Chief Inspector’s Office  
  Ohio Department of Youth Services  
  4545 Fisher Road Suite D  
  Columbus, Ohio 43228
Offenders shall be given the opportunity to remain anonymous upon request to the outside agency.

A Sexual Abuse or Sexual Harassment complaint may be submitted at any time; however, a timely complaint is essential to providing services and proper investigation. The offender Grievance procedure is not the administrative process to report allegations of Sexual Abuse or Sexual Harassment. However, any Offender Grievance (Including ICR, NOG, and related Appeal Forms) filed regarding a complaint of Sexual Abuse or Sexual Harassment shall immediately be reported to the Institution Investigator for proper handling in accordance with ODRC Policy 79-ISA-02 (Prison Sexual Misconduct Reporting, Response, Investigation, and Prevention of Retaliation.)

There will be NO retaliation for reporting incidents of sexual abuse or harassment.

Family and friends may report allegations of sexual abuse, sexual harassment, and retaliation on your behalf:

- By calling (614) 995-3584
- By emailing DRC.ReportSexualMisconduct@odrc.state.oh.us

Within 7 days of your arrival or transfer to an institution you will watch an Ohio Department of Rehabilitation and Correction, Prison Rape Elimination Act (PREA) education video. The video will inform you of ODRC’s zero tolerance policy against sexual misconduct. The video is in English with a deaf interpreter. It also is closed caption with a Spanish outline at the end of video. If you need additional assistance understanding anything in the PREA offender education video or institution offender handbook, then see your unit staff.

**PREVENTION/DETECTION**

All offenders shall be screened and assessed upon admission to the Department and for all subsequent intra-system transfers. All offenders shall be assessed for risk of sexual victimization or abusiveness within 72 hours of intake and upon transfer to another institution. These screenings shall be initiated in the PREA Risk Assessment System by medical personnel during intake medical assessments and shall be completed by unit management within the 72-hour period. No sooner than 15 days, but no later than 30 days from the offender’s arrival at any institution, the offender shall be reassessed regarding their risk of victimization or abusiveness based upon any additional, relevant information received since that institution’s intake screening of the offender. Unit management shall complete the assessments. As a result of these screenings, offenders shall be assigned a PREA Classification.

The Unit Management Chief or their designees shall make appropriate housing assignments based upon PREA Classifications. The information shall be used to assist in housing, bed, work, education, and programming assignments. If it is learned that an offender is subject to substantial risk of imminent sexual abuse, staff shall take immediate action to protect the offender at risk of victimization.

Unless otherwise precluded by Federal, State, or local law, medical and mental health practitioners shall be required to report sexual abuse and to inform offenders of the practitioner’s duty to report and the limitations of confidentiality at the initiation of services.

**OPPOSITE GENDER ANNOUNCEMENTS**

All staff members of the opposite-gender, whether assigned to the unit or not, shall activate the PREA buzzer at the entrance of each housing unit. If at any time the staff member leaves and returns to the housing unit, the
preceding notification shall be repeated. The announcement is only required when an opposite-gender staff enters a housing unit where there is not already another opposite-gender staff member present. If opposite gender staff remain in the unit during shift change, the announcement shall always be made at the beginning of each shift. The only exceptions will be from 10:00pm to 8:00am, at which time the verbal announcement shall be made instead of the use of the PREA buzzer.

**SELF-PROTECTION**

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE!

Don’t let your manners get in the way of keeping yourself safe. Don’t be afraid to say “NO” or “STOP IT NOW.”

Many sexual abusers choose victims who look like they won’t fight back or are emotionally weak. WALK AND STAND WITH CONFIDENCE.

Avoid talking about sex and casual nudity. These things may be considered a come on or make another offender believe that you have an interest in a sexual relationship.

Placing yourself in debt to another offender may lead to the expectation of repaying the debt with sexual favors. Do not accept commissary items or other gifts from other offenders.

Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff member IMMEDIATELY.

**RESPONSE**

Upon report of an allegation of offender sexual abuse, staff shall:

1. Separate the alleged victim and abuser.
2. Request the alleged victim not take any actions that could destroy physical evidence.
3. Take appropriate steps to preserve, protect and collect any evidence.

The institution shall make available for the victim a rape crisis center victim advocate if available or a qualified institution victim support person.

**TREATMENT**

**Medical Services Responsibilities**

Follow appropriate protocol, assuring appropriate examination, documentation, transport to the local emergency department, testing for sexually transmitted diseases, counseling, prophylactic treatment, follow-up, and referral for mental health evaluation.

**Mental Health Responsibilities**

Offenders referred to mental health by medical services following an allegation of sexual abuse shall be seen by an independently licensed mental health professional who shall complete further screenings or assessments consistent with Department policy.
The victim shall be offered medical and mental health evaluations and treatment as appropriate. Treatment shall be provided to the victim at no charge.

The victim will be given access to victim advocates for emotional support, if needed, by providing them with mailing addresses and telephone numbers, including toll-free hotline numbers of Local, State, or National victim advocacy or rape crisis organizations. This information shall be provided to the unit staff for communication to the offenders. Telephone calls to outside support services shall be provided in as confidential a manner as possible.

The institution shall protect all offenders and staff who report sexual misconduct or cooperate with sexual misconduct investigations from retaliation by other offenders or staff. Emotional support services shall be offered to offenders or staff who fear retaliation for reporting sexual misconduct or for cooperating with investigations.

**MEDICAL AND MENTAL HEALTH FOLLOW-UP**

If the assessment indicates that the offender is at risk or has experienced prior sexual victimization, whether it occurred in an institution setting or in the community, staff shall offer a follow-up meeting with a medical or mental health practitioner within fourteen (14) calendar days of the intake screening. This may be accomplished by the offender requesting the service at the time of the assessment or by forwarding a kite to the medical or mental health departments.

If the assessment indicates that the offender is at risk or has previously perpetrated sexual abuse, whether it occurred in an institution setting or in the community, staff shall offer a follow-up meeting with a mental health practitioner within fourteen (14) calendar days of the intake screening. This can be accomplished by the offender requesting the service at the time of the assessment or by forwarding a kite to the mental health departments.

**INVESTIGATIONS**

All reports of sexual misconduct and retaliation shall be investigated, and the findings documented in writing.

No institution shall require an offender who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.

The institution investigator shall monitor all cases of retaliation.

A final decision on all allegations of sexual abuse shall be issued by the institution investigator within ninety (90) calendar days of the initial filing.

If ninety (90) calendar days is not sufficient to make an appropriate decision, the institution investigator may extend the decision up to seventy (70) calendar days. The offender shall be notified in writing of such extension and provide a date by which a decision will be made.

Following the investigation into an offender’s allegation that he or she suffered sexual abuse in an institution, the institution investigator shall inform the offender as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.
It is the policy of the Department of Rehabilitation and Correction not to discriminate against individuals on the basis of disabilities in the provision of services, program assignments and other activities, as well as in making administrative decisions and to provide reasonable accommodations to offenders when a demonstrated need exists. Offenders who need an accommodation shall complete the Offender Reasonable Accommodation Request Form, obtained from and submitted to the Institutional ADA Coordinator. The offender’s request shall be evaluated and considered based upon security concerns and the individual offender’s actual needs as verified by medical staff. Requests may be granted, denied, or partially granted by providing an alternative accommodation. The Warden or Warden’s designee must approve the ADA Coordinator’s recommendation. The decision will be reported on the ADA Coordinator’s recommendation. The decision will be reported on the ADA Coordinator’s Action Form, which will be returned to the offender affected within ten (10) working days unless further investigation is warranted. A copy of the decision will be forwarded to the Central Office ADA Coordinator for Offenders. The UMC is the Offender ADA Coordinator.

**Apology Letters**

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

Apology Letters can be written by an offender as an attempt to communicate accountability, remorse, acknowledgement of the pain caused by the offense(s) committed. Under no circumstances should offenders send apology letters directly to the victim(s) of their offense(s) or through a third party i.e. attorney, parole board or family member.

At any time during their incarceration or supervision, an offender can send an apology letter to the Office of Victim Services (OVS). An offender does not have to be enrolled in the Victim Awareness program in order to write and submit an apology letter. Generally, most apology letters are received from the Victim Awareness Facilitators after the offender has completed the Victim Awareness program. However, OVS will accept apology letters directly from the offender at any time. Apology letters can be sent to: The Office of Victim Services, 4545 Fisher Road, Suite D, Columbus, Ohio 43228.

Please note: These are factors for the Offender to consider before submitting an Apology Letter:
When writing an apology letter keep in mind that a sincere apology letter shows that you regret the harm caused and accept responsibility for your crime(s). In addition, when writing an apology letter, you should consider the following:

A. Writing an apology letter is a voluntary act.
B. The benefits realized are related to personal insight, healing and growth. This applies regardless of whether the victim(s) receives the letter or are aware that the letter is on file.
C. You should ask yourself if you are truly sorry for the harm caused or merely regret having been caught.
D. If you are feeling sorry for yourself or expecting something in return from the victim i.e. forgiveness, then you may not be ready to write an apology letter.
E. You should not expect forgiveness. Forgiveness is a deeply personal choice to be made by the victim at a time when and if they are ready.
F. You should accept personal responsibility for your actions without offering excuses.
G. The letter should be addressed to the direct victim(s), i.e. “To Jane Doe,” “Jane Doe’s Family,” “The Victim’s Family,” “The Employees of Macy’s,” etc.
H. Do not send apology letters that are addressed to your parents, children, the parole board, facilitators, attorneys, etc. unless they are the direct victim(s) of your crime.
I. The apology letter should not contain the notation of a “cc” to your attorney, the parole board, prosecuting attorney’s offices etc. The crime occurred against the direct victim(s) and not outside entities, so it is most appropriate that the apology letter be written and provided directly to the person(s) harmed.

Upon receipt of an apology letter, OVS will contact the victim(s) to see if they would like to accept a letter of apology from the offender. The victim(s) must be registered in order to be notified that OVS has received an apology letter from the offender. Once OVS has the letter, the offender is no longer the owner of the letter and will not be informed when an apology letter is requested by the victim or sent to the victim.

**Please note, an apology letter is not a method to obtain future contact with the victim, such as special or approved visiting into a correctional institution and/or lifting of the special condition of “no contact” as a condition of an offender’s supervision.**

If a victim is interested in receiving or checking to see if an apology letter is on file from the offender in their case, they can complete a notification form or contact the Office of Victim Services at any time. Additionally, before any hearings in which the victims/survivors may be participating in, they will be notified if an apology letter is on file and they will have the ability to receive it at that time, if they wish.

**HEALTH & SAFETY DEPARTMENT**
**DRC Policy 10-SAF-03 thru 10-SAF-14**

Reporting Fire or Emergencies: If a fire or emergency situation occurs, remain calm, report the situation to a staff person immediately. Give location and description of the emergency (fire).

Fire Drill Procedure: When the fire alarm is sounding, stop what you are doing and immediately proceed to the primary or secondary fire exit. These exits are posted on the Fire evacuation plan posted in your unit. Walk, do not run, and proceed down the stairs and away from the building. Assemble in the designated area to be counted. Remain assembled until given instructions to move toward designated area or the area that was just evacuated. Remember to read and know the posted safety and emergency plan posted in your unit.
How to Read the Fire Evacuation Plan:

- Red Arrows-Primary (First) evacuation route.
- Blue Arrows- Secondary evacuation route.
- Red Pictures-location of fire extinguishers.
- Yellow Pictures- Location of Emergency Escape Breathing Apparatuses.

Fire Lanes: Fire lanes will be marked by yellow and are not to be blocked at any time.

Smoking: As of March 1, 2009, tobacco products of any type, lighters and/or matches are prohibited.

Accident Reporting: If you are injured, it is your responsibility to report the injury to a staff member so that you can be treated and file an accident report (DRC 4198).

Chemical Control and Sanitation: You are allowed to have chemicals to clean your living area or if you are a dorm porter. You must turn in your ID for any chemical that you receive. Once you are done using the chemical, it must be returned to the officer to get your ID back.

Wildlife: Feeding any wildlife that is currently inside the perimeter fence which is not part of the animal program is prohibited and will lead to disciplinary action if violated. This is to include but not limited to pigeons, other birds, skunks, geese, racoons, opossum, mice, bats and cats. Petting, handling or holding wildlife in any manner is prohibited. At no time shall any offender house a wild animal for a pet.

**DEPUTY WARDEN OF OPERATIONS**

Stockade Weekday Activity Schedule

This institution has a schedule for weekdays. It is different on the weekends and holidays. The following schedule and any changes are posted on the dorm bulletin boards and announced on the P.A. system.

5:00 a.m.  Count  
6:15/6:30 a.m.  Breakfast  
7:15 a.m.  O.P.I. and Maintenance Work Call  
8:00 a.m.  Work Call/School/Vocational  
8:15 a.m.  Recreation Opens  
8:15 a.m.  Visiting Opens  
10:40 a.m.  Offenders return to housing units for count  
11:00 a.m.  Standing Count  
11:30 a.m.  When Count Clears – Work call for OPI  
Lunch for remainder of population  
Recreation opens per scheduled unit  
3:30 p.m.  Yard Closes  
3:40 p.m.  Offenders return from work for count  
4:00 p.m.  Count  
4:30 p.m.  When count clears, dinner meal starts  
Recreation opens per schedule  
7:30 p.m.  Pill Call
8:30 p.m. Recreation and Yard Close (Seasonal)
9:00 p.m. Standing Count
12:00 a.m. Count
3:00 a.m. Count

**Offender Searches**

**Security Policy**

It is the department’s policy to conduct searches of offenders, their property, the physical plant of the institution, vehicles, visitors, employees and other persons, other areas and items as needed to detect, control, and remove contraband from the institution, to prevent its entrance into the institution, and to provide for its disposition.

**Yard Rules**

- Anytime offenders are on 3 yard or 10 yard and reporting to service areas such as I.H.S., School, Library, Offender Dining Room and/or TPU, shall always wear state issued uniform (blue pants, blue shirt, kitchen white shirt, khaki pants, khaki shirt)
- Monday – Friday 3:00 am until 5:00 pm all offenders shall wear the uniform of the day on 6 yard and recreation field.
  - When participating in a sport or work out session offenders may change into shorts and t-shirts
- Offenders are not permitted to have food items on the recreation yard, commissary food items are to remain in housing unit after purchase
- All drink containers outside of the dormitory shall be clear. No covering shall be on the container
- When on paved walkways offenders shall be in constant motion (walking to destination)
- No loitering in the tunnel (area of Library or College)
- Offenders are permitted to have the following personal items on the recreation yard
  - Dominoes
  - Clear drink containers
  - Workout gloves
  - Shorts
  - T-Shirt
  - Shoes
  - JP4 Players
  - JP5 Players
  - GTL Tablets

- In addition to the obvious items not permitted on the yard the following items in particular are not permitted:
  - Laundry bags
  - Fans
  - Pictures
  - Photo albums
  - Arts and Craft supplies unless traveling from the recreation to the housing unit or back
• Card games to including Magic Cards

• Recreation Field Guidelines
  o The flow of traffic is to move counter-clockwise
  o The inside track is for running
  o The outside track is for walking
  o Exercises such as pushups are not permitted to be done on the track, you must perform these activities on the inside track (grass area)

• Trash is to be placed in the trash can. Littering is prohibited
• Observe and follow all signs.
• During mealtimes if you don't have a pass or your dorm has not been called, and you cross the tunnel and go to the recreation field you forfeit your opportunity to get a meal and are considered out of place.
• In any location maintain a distance of 10 feet away from the outer perimeter fence
• Offenders are prohibited from sitting, leaning, standing on or placing items against the fence, light poles, manhole covers
• Dogs are not permitted on 3 yard
• Dogs are to be on the chain at all times unless in the Dog Park
• Dog Trainers are responsible for their assigned dog
• Dogs are not permitted on the recreation track or recreation building
• The dog yard is only for offenders in the approved dog programs
• Offenders may not congregate in groups larger than six (6) unless participating in a controlled program under staff guidance (groups of 5 or less)
• 6 yard is closed during mealtimes
• The recreation yard is open during mealtimes
• Staff may search offenders anytime
• Altered clothing will be taken as contraband
• Shorts over long johns, Do-rags, food, bags, flip-flop's/sandals/open toed footwear is prohibited. Shoes must be worn when on the yard.
• Offenders are to be inside the Yellow lines on yards or considered out of place
• Offenders shall not hold conversations through the windows while on the yard
• No sitting or standing on manhole covers
• No sitting on top of picnic tables
• No games permitted on the yard except the following
  o Chess/Checkers
  o Dominoes
• Picture albums are not allowed
• No towels permitted on the table
• No laundry bags permitted on the yard except to and from commissary
• Follow directives of all staff
• When Staff are running, stop your movements (walking/running), remain silent and move out of the way of staff travel
Staff have the right of way through any passage
Be courteous and respectful to everyone

**Offender Movement/Pass System**
LoCI Policy 02G-02

- Sorted passes as well as a Pass Destination Report will be delivered to the Second Shift Supervisor for distribution.
- Second shift supervisor will distribute to the Housing Unit Officers.
- Second shift officer shall post a copy of the Pass Destination Report in his/her housing unit advising offenders to report to the Officer’s desk to collect pass.
- Each offender receiving a pass shall sign the Pass Destination Report acknowledging receipt of his pass. The officer is responsible to hand the pass directly to the offender whose name and number appears on the pass.
- Once the Pass Destination Report has been signed by all offenders who received a pass, the Officer shall submit the signed copy to the Unit Sergeant.

**Personal Property**
DRC Policy 61-PRP-01

Your property should be kept securely stored when not in use or when you are not in your area. London Correctional Institution is not responsible for your lost or stolen items. You can purchase locks at the commissary and use it on your locker box and locker.

**Criteria for Ordering Televisions:**

- The offender must have **AT LEAST** a year left on his sentence from the time of order to be able to purchase a television
- The offender **MUST** be conduct report free for 90 days
- The offender must fill out a Television Order Approval form and turn it in to the Unit Manager or designee. Once approved, the forms will be submitted to package company or the Commissary
- If the offender’s family member orders a television for the offender and the offender is not on the approved purchase list, the television will be returned to package company/vendor at the offender’s expense

YOU ARE NOT ALLOWED TO HOLD OR POSSESS ANY PROPERTY WHICH DOES NOT BELONG TO YOU!!!

**State Property**
DRC Policy 61-PRP-02

All offenders being released End of Definite Sentence (E.D.S), Parole, Post Release Control (PRC), or Transitional Control (TC), etc., will be required to turn in the clothing they were issued while at LOCI. Those offenders who don’t have the correct amount of clothing that was issued will be held financially responsible prior to release. It is suggested that the day before release, the offender come to the Laundry with these items and sign-off at this time. In the event that this cannot be done on the previous day, when the offender is dressed-out to be released, he will be required to bring these items with him.
Appearance, Grooming, Hygiene, & Barber Services
Administrative Rule 5120-9-25

Offenders are expected to maintain good hygiene and grooming standards. At a minimum, you must shower at least two times a week. Hygiene items can be purchased through the commissary. Fingernails and toenails shall not extend beyond the tips of the fingers or toes.

A.R. 5120-9-25 states that offender’s hair shall be kept neatly cut and clean at all times. Facial hair must also be kept neat and clean. Offenders will not be permitted to style, braid or cut each other’s hair, except those authorized in the barber school. If an offender’s hairstyle is significantly different than that on his ID, he will be required to purchase a new ID at his own expense.

If you want to grow a beard or change your appearance in any way, this change will require a new ID, at a $5.00 charge.

The barber school is open to all offenders according to posted schedules.

Institutional Barber Schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday(s)</td>
<td>A - UNIT 1, 2, 3, and 4</td>
</tr>
<tr>
<td>Tuesday(s)</td>
<td>B - UNIT 1, 2, and 3</td>
</tr>
<tr>
<td>Wednesday(s)</td>
<td>C - UNIT 1, 2, and 3</td>
</tr>
<tr>
<td>Thursday(s)</td>
<td>D - UNIT 3 and 4</td>
</tr>
<tr>
<td>Friday(s)</td>
<td>D - UNIT 1 and 2</td>
</tr>
</tbody>
</table>

Each unit will schedule their own offenders on their assigned day of the week. If you need a haircut, see your Unit Correction Officer or Unit Sergeant on your barber school day. Schedules are subject to change without prior notice. Check your Unit Bulletin Boards for notices.

Standard Offender Uniform

Stockade offenders will wear state-issued blue pants, shirt, and state issued jacket (if desired). Level 1/outside worker offenders will wear state-issued tan pants, shirt, and state issued jacket (if desired). Either state or personal shoes may be worn, shower shoes are not appropriate footwear for the dayroom. This is the standard dress from 6:00 a.m. until after evening count on weekdays. Blue pants and blue shirt must be worn at all meals. The shirt must be tucked in. I.D.’s must always be worn on the upper left outer garment. On Saturdays, Sundays, and Holidays, either a t-shirt or personal shirt may be worn. During weekdays, state shirts are required to be worn for evening meals. Pants must be pulled up, waist high, no sagging will be permitted.

Identification Department

This department is responsible for identification cards. Replacing an I.D. badge will cost $5.00. You must get a new I.D. if yours is lost, stolen, damaged, or if you have a change in appearance. Kite the Vault Officer for replacement of or a new I.D.

The ID department is located in the Transportation Receiving area. This is the area where you were when you got off the bus.
An Offender can have their IDs replaced between the hours of 7:45AM-10:30AM and 12:00PM-1:45PM, Monday thru Friday. This time is for walk ins, and is no pass required.

To have your ID replaced, you can kite the ID department or have your Unit Manager call for emergency replacement. If you cannot locate your ID, make sure the Commissary is informed of this so they can make sure someone else is not trying to use your ID.

Each unit has a different color bead designating their Housing Unit. This will be given to you at the time of your arrival in transportation. It is your responsibility to go to transportation if you move dorms to get new color to designate your housing unit change. This is important so that you are not out of place. Food Service and Commissary Department utilizes this method for housing purposes for when dorms are called to these areas.

Your ID must always be worn on your outer most garment in the area of the left pocket (left upper chest) with the picture showing.

**Mail Regulations and Procedures**

Administrative Rule(s) 5120-9-17 and 5120-9-18 / DRC Policy 75-MAL-01

**Hours:** The Mail office is open Monday thru Friday, 7:30am to 3:30pm, and is closed on all state observed holidays. The Stockade mailroom is open from 12:00pm-3:00pm.

**Free Mail:** All offenders are allowed to send one free letter a month. Free letters are picked up on the first Wednesday of each month at 8:00am from the free mailboxes. If the first is a Wednesday, the free letters will be picked up the following Wednesday. Free envelopes can be obtained from the unit sergeants. Any free mail letters placed in the regular mailboxes will be returned to the sender. The free letter mailbox is located on three (3) yard.

All mail sent out must have the offenders name, number, and institution address on the upper left-hand corner of the envelope. If a letter does not have this information, it shall be opened and returned to you.

**Legal Letters:** After receiving a pass, all offenders will pick up special delivery letters, certified mail and legal mail from a shift supervisor. These items will be inspected in the presence of the offender.

**Regular Mail:** The mail will be delivered to the housing units Monday through Friday (except holidays) after 2:00pm. The mail will be passed out by the 2nd shift officers, and offenders shall present the ID to officer to receive their mail. If an offender wants to send out a package, he must take it to the mail room window during operating hours. Offenders must have appropriate funds on their account to pay for postage and the package must be inspected prior to being mailed out. Therefore, don’t seal the package before you bring it to the window.

**Money:** All funds will be handled by JPAY/www.offenderconnect.com. Please see your unit staff for further details. No money will be accepted from an “Unapproved Source.” Please refer to A.R. 5120-5-02 for information.

**Publications, Books, Magazines, CDs:** A.R. 5120-9-19 indicates the types of material offenders may receive. If you want to order something from either Union Supply, Access Secure Pak, or Walkenhorst, see a member of
the unit staff for a catalog. When the item arrives at the Institution, the offender will be passed to go to the package room. The offender will be required to show proof of purchase when picking up the package. Mail order purchases are not considered packages. All packages must have a packing slip located inside the package stating what is included in the package. Any packages which do not have this packing slip will be returned at the offender’s expense. CD players are no longer accepted through the mail or package system.

**Forwarding Mail:** If an offender transfers to another institution, LOCI will forward any mail received through internal mail. Prior to release, you shall fill out a forwarding address form with the cashier’s office so any additional mail that is received by this institution can be forwarded to your new address. Mail will only be forwarded for up to thirty days.

**Incoming Mail:** All incoming mail must have a return address and the offender’s name and number legible on the outside of the envelope. No more than five pictures no larger than 5x7, per envelope are permitted. **Polaroid pictures are not allowed.** Offenders may purchase embossed envelopes from approved vendors and the commissary. No colored paper will be permitted. If colored paper is sent in, the mailroom will photocopy the item and send to the offender. No loose stamps will be accepted. No gang signs of any kind will be tolerated, and no nude photos will be permitted. Any item that is not permitted will be withheld and the offender will receive a notice for the item. The offender is required to return the notice within ten days, or the item will be destroyed in accordance with A.R. 5120-9-55.

**Outgoing Mail:** All outgoing mail must have a return address and must have correct postage. Any large envelopes that may require additional postage must be taken to the package room and additional postage will be placed on the envelope at the offender’s expense. All outgoing mail is picked up at 7:30am, Monday-Friday, excluding Holidays.

**Packages:** There are three types of packages: sundry, food and exempt. Sundry packages contain personal property such as clothing. Food packages contain food items only. Exempt packages contain electronics or shoes only. All sundry, food, and exempt packages are purchased from Access/Keefe group, Union Supply Company or Walkenhorst. Order forms are available in the units and library. Family members may order online or mail in orders will be accepted. Level 1 security offenders are permitted to receive four boxes per year, but only two food boxes are permitted. Level 2 security offenders are only permitted three boxes per year, two of which can be food boxes.

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**Visiting Rules and Regulations**

*DRC Policy 76-VIS-01*

FOR RESERVATIONS/CANCELLATIONS CALL (740)845-0174 or e mail at drc.visitationloci@odrc.state.oh.us
PHONE CALLS ARE ACCEPTED
Wednesday through Saturday, 10:00am to 11:00am, 1:15pm TO 2:15pm and 4:30pm TO 5:30pm

“The mission of the London Correctional Institution (LOCI) Visiting Supervisor and Staff is to provide offenders and their visitors, the opportunity to interact, visit in a pleasant, secure, safe, family environment.” This is a responsibility we do not take lightly. These Rules and Regulations are in place to assist us in providing you with this kind of environment in which to visit. To ensure this, these rules will be strictly followed and enforced. Failure to follow these Rules and Regulations may result in the denial or termination of your visit and the loss of visiting privileges.
The Department of Rehabilitation and Corrections has zero tolerance for the conveyance of drugs, alcohol, weapons, and other prohibited items into its institutions. Ohio Revised Code (ORC) Section 2921.36:

**2921.36 Illegal conveyance of weapons, drugs or other prohibited items onto grounds of detention facility or institution.**

(A) No person shall knowingly convey, or attempt to convey, onto the grounds of a detention facility or of an institution, office building, or other place that is under the control of the department of mental health and addiction services, the department of developmental disabilities, the department of youth services, or the department of rehabilitation and correction any of the following items:

1. Any deadly weapon or dangerous ordnance, as defined in section 2923.11 of the Revised Code, or any part of or ammunition for use in such a deadly weapon or dangerous ordnance;

2. Any drug of abuse, as defined in section 3719.011 of the Revised Code;

3. Any intoxicating liquor, as defined in section 4301.01 of the Revised Code.

(C) No person shall knowingly deliver, or attempt to deliver, to any person who is confined in a detention facility, a child confined in a youth services facility, to a prisoner who is temporarily released from confinement for work assignment, or to any patient in an institution under the control of the department of mental health and addiction services or the department of developmental disabilities any item listed in division (A) (1), (2), or (3) of this section.

(D) No person shall knowingly deliver, or attempt to deliver, cash to any person who is confined in a detention facility, a child confined in a youth services facility, or to a prisoner who is temporarily released from confinement for a work assignment.

(E) No person shall knowingly deliver, or attempt to deliver, to any person who is confined in a detention facility, a child confined in a youth services facility, or to a prisoner who is temporarily released from confinement for a work assignment a cellular telephone, two-way radio, or other electronic communications device.

Every effort will be made to prosecute to the fullest extent of the law any person found to be in violation of the section of the ORC. NO smoking is permitted by visitors or anyone on institutional property. Additionally, any persons arriving at the institution with the appearance of being intoxicated or having the odor of drugs or alcohol on their person will not be permitted to visit and may be subject to arrest by the Ohio State Highway Patrol.

Visitors are permitted to bring the following items into the visiting room.

- Rescue or immediate need medication – such as inhaler or nitro
- 10 pictures, no Polaroid’s to show the offender, but they cannot be given to the offender
- Items required for a baby, a baby carrier, three (3) diapers, wipes, formula, baby food (in sealed container), pacifier, two (2) baby bottles, one (1) sip cup. ALL clear, plastic, no glass, no metal
- Photo ID REQUIRED
- 1 watch, 2 each only of rings/necklaces/earrings – or other jewelry, such as hair barrettes etc. Or any other items you have received prior written permission, from the Warden or his/her designee, to take
into the visiting room

Appropriate attire is required for visiting, inappropriate attire includes, but is not limited to the following items, and all visitors must conform to the following rules, concerning attire:

- No see-through clothing of any kind.
- No tops or dresses that expose the midriff or have open backs or open sides (such as any sleeveless clothing such as halter tops, tube tops, cropped tops, tank tops, and muscle shirts).
- No low-cut clothing cut in a manner that exposes the chest.
- No clothing that inappropriately exposes undergarments.
- No skirts, dresses, shorts, skorts, or culottes with the hem or slit above the mid-knee.
- No wrap-around skirts/dresses or break-away type pants.
- No clothing with any gang related markings.
- No clothing with obscene and/or offensive pictures, slogans, language and/or gestures.
- No form-fitted clothing made from Spandex or Lycra or other similar knit material such as leotards, unitards, bicycle shorts, tight jeans, or tight pants.
- No clothing with inappropriate holes/rips, including shoulder cut-outs.

Visitors: An offender may have up to fifteen (15) visitors on his visiting list, regardless of the relationship, excluding any listed attorney of record, clergy of record, or children under the age of eighteen (18) years old. Visitors must have completed a visiting application and have been approved prior to scheduling and attending a visit. An offender may have up to five (5) visitors at one time. This number does not include children under one (1) year of age who are not yet walking.

Offenders housed in a Preferred housing unit may receive up to four (4) visits a month. Offenders housed in TPU shall be permitted one (1) non-contact visit per month, Wednesday through Friday only. No Saturday visits will be allowed. All other offenders may receive up to three (3) visits a month.

How to schedule visits:

All visits are by reservation only. Only the individual who will be visiting and is an approved visitor can make reservations. Reservations can be made by email at drc.visitationloci@odrc.state.oh.us, preferred method of scheduling. They may also call (740) 845-0174, between the times of 10:00 am to 11:00 am, 1:15 pm to 2:15 pm and 4:30 to 5:30 pm, or in person, at the visiting office, Wednesday through Saturday.

Visiting Days: Wednesday through Saturday – Closed Sunday, Monday, Tuesday and all state holidays.
 visiting Hours:  
A.M. Session: 8:15 am to 10:45 am - must arrive before 10:00 am
NOON Session: 11:30 am to 2:00 pm - must arrive before 1:15 pm
P.M. Session: 2:45 pm to 5:15 pm - must arrive before 4:30 PM

Offender Responsibilities: Offenders will be passed for scheduled visits. It is the offender’s responsibility to report to the hallway sitting area no earlier than ten (10) minutes before and no later than ten (10) minutes after the time on the pass. Offenders must wait in the hallway until called to the visiting room. If you receive a pass for a PM visit you must report to the hallway sitting area NO LATER than 3:00pm to be placed on the visit room out count. Offenders arriving later than 3:00pm will not be placed on the visit room count and will have to return to their unit until count is cleared.

When reporting to the visiting room an offender must have an I.D. It is the responsibility of the offender to ensure he is dressed appropriately. Offenders shall wear state issued blue shirts and blue pants. Offenders working outside the institution shall wear state issued khaki shirts and khaki pants. All offenders must wear
underwear. Offenders must wear state issued footwear (shoes and boots). **NO personal footwear shall be worn.** You may choose to wear an undershirt, T-shirt (Cotton-short or long sleeved), Thermal top and/or thermal bottoms (long johns). T-shirts must be a DRC permitted color (white, dark, blue or green).

It is the offender’s responsibility to ensure that his clothing is clean, dry, **not altered**, and in good repair. State issued shirts and pants (blue or khaki) shall not have holes (especially in the pockets). They shall have all of their buttons and zippers. Offenders may not wear more than two layers. A state shirt (blue or khaki) counts as one layer. An undershirt, T-shirt, or thermal top will be counted as a second layer. **DRY FIT or SILKY SHIRTS are not allowed!**

Offenders may also wear a single wedding band, Kufi cap (white or beige), Kippah (Yarmulke) (white or beige), or a Cross. You may bring a comb or pick, a handkerchief, a pair of prescription eyeglasses, and **approved** medication.

All offenders will be subjected to a strip search prior to and directly after your visit.

**Visiting Room**

Visitors may purchase pictures to be taken, while visiting. Tickets can be purchased from the vending machines located in the front lobby; each ticket represents one picture purchased. When called for photos to be taken, give the ticket to the photographer. Each offender is permitted to keep up to 2 photos. When taking pictures, you must follow these rules:

- You must stand side by side, shoulder to shoulder, your body facing the photographer – no front to front or front to back standing
- No hand signs, gestures of any kind, including “peace” signs, “joking” gestures
- You can take pictures with your visitor only, no other visitors or offenders
- No kneeling, except with a small child

Failure to follow these rules will result in your picture being confiscated and receiving no refund.

Visiting room officer will assign you a seat. Visitors and Offenders are not permitted to go to other visitor’s areas with the purpose of visiting with other visitors or offenders. Offenders are not permitted to go to the vending machines. And when ending the visit, you must say your good-byes at your seats, visitors cannot walk the offender to the front or visitors exit.

Visitors are not to give any item to any offenders with the exception of the food purchased in the vending machines or pictures taken in the visiting room. Offenders are not permitted to take any items out of the visiting room with the exception of 2 pictures taken in the visiting room.

If a visitor has two visiting sessions back to back or an all-day visit, you are to remain in the visiting room until the end of your scheduled visit.

The visiting room is a family environment. Wives, girlfriends, mother of child and female friends are not permitted to sit next to the offender. They must be seated across the table from one another. You are not permitted to move tables or chairs. You are permitted a brief kiss and a brief hug at the start and end of your visit. Offenders and visitors are not permitted to hold hands during a visit. Signs of affection, such as touching, kissing, and hugging at any other time are not permitted. Additionally, any inappropriate touching is strictly prohibited and will not be tolerated. Failure to follow these rules will result in the immediate termination of
your visit and loss of visiting privileges with no warnings given. Any loud, disruptive behavior will also result in termination of your visit.

Parents/Guardians are responsible for the behavior and safety of their children while on institutional grounds, in the visiting room, and must accompany them at all times. The reading room and the offender aide are to be utilized for quiet reading of books and the entertainment of the children. This offender aide does not serve as a babysitter. Failure to properly supervise your child and any disruptive behavior by children may be reason for termination of a visit.

Special visits can be requested for special circumstances every 90 days for situations such as death or illness of a family member, or other crisis intervention, or for an individual who is not an approved visitor, whose presence would be of significant benefit to the offender, and not present a security concern to the institution. These visits are arranged through the offender’s unit case manager and may be approved only if the offender has not had a special visit in the last 90 days and he is not on disciplinary status.

**Visiting Transportation**

Transportation to and from the London Correctional Institution is available from various providers. These providers, along with the eligible transportation locations are made available and updated regularly on the Housing Unit bulletin boards. There is also taxi service available in the area. Information from the providers is posted in visiting.

**JPay/Kiosk Video Visitation**

Each housing unit has JPay Kiosks available in the dayrooms. Each offender is permitted two video visit sessions per day, up to thirty minutes each. Approved visitors may schedule video visits through the JPay website. Video visits are thirty minutes each and may be extended, if the Kiosk is available. Video visits, video grams and video messages are monitored, and **regular visiting rules are in effect**. Restrictions from all visiting privileges may result from rules violated during a video visit.

**Kites**

DRC Policy 50-PAM-02

A “Kite” is a way that offenders can communicate electronically with institutional staff or departments. Kites are available through JPay kiosks, and paper kites are available in TPU. Offenders may write their questions, requests, or concerns in the kite through the JPay kiosk. You will then select the appropriate department as to send the kite. Staff are required to respond within seven (7) days.

**Offender Clothing Issue**

DRC Policy 61-PRP-02

Upon arrival at the London Correctional Institution, all offenders receive standard clothing issue, which consists of:

- 3 Pairs of State Blue Pants (1 New, 2 Old)
- 3 State Blue Shirts (1 New, 2 Old)
- 1 State Blanket
- 1 Washcloth
- 2 State Sheets
- 1 State Blue Coat
- 1 Towel
- * If needed, Socks, Briefs, and T-Shirts
SHOES: Upon entrance to LOCI, if an offender is not already assigned state issue shoes, and is eligible to receive a pair, he may Kite the Laundry Officer to request a pair.

CLOTHING RE-ISSUE SCHEDULE: After all initial issues are completed; there will be strict adherence to the re-issue schedules. Re-issue for all new items is 365 Days (1 Year). Coats are not subject to re-issue and are considered a permanent 1-time issue. Winter coats will be issued from October 1st thru March 1st.

LOST OR STOLEN LAUNDRY: All issued items are your responsibility to keep secure in your housing unit. The Laundry Department will honor verified Theft/Lost Reports (DRC 4194).

QUESTIONS PERTAINING TO CLOTHING: In the event you have a Clothing Issue Question, you should utilize the Kite System. If you are eligible for clothing re-issue, you will be passed to the Laundry for the re-issue. In the event that you are NOT ELIGIBLE for re-issue, your Kite will be returned explaining why you were not eligible.

UNIT STAFF: Unit Staff are not to be your first attempt to contact the Laundry for any reason. You are to use the JPay Kite System First. Unit Staff will place a call to the Laundry only if your situation is an emergency.

Laundry Services

One laundry room is located in each housing unit. Offenders who have purchased their own laundry soap from the commissary may place their dirty clothes in their laundry bags (laundry bags must be clearly marked) and turn them in at the Unit Laundry Room according to each unit schedule. Offenders may turn in one bag of dark clothes and one bag of white clothes. Offenders will be given two (2) laundry bags; one for white clothes and one for dark clothing. Laundry bag must have the offender’s name and number on them. If any of these are missing, the clothes will not be washed.

SHEET LAUNDERING: Sheet laundering is done on a weekly schedule. Your sheets will be laundered on our Unit’s assigned day.

BLANKET EXCHANGE: Blanket exchange is done once (1) per month. Please refer to the posted schedule on the bulletin board in your Unit or seek clarification from your Unit Sergeant. Blanket exchange is conducted the third full week of each month.

INDIGENCY: If you are indigent, you may send your dirty laundry to the main Institution Laundry on the scheduled Unit Day. Please speak to your Unit Sergeant to clarify your assigned day of the week. Bags must be clearly marked with offender name and number. If any of these are missing, clothing will not be washed. All bags must be turned in by 8:30am.

UNIT MANAGEMENT CHIEF

Unit Management
DRC Policy 74-UMA-01

Is a concept that was developed to take the larger offender population and divide it up into smaller, manageable groups. With this concept in mind, the institutions can provide a broader scope of treatment for offenders to prepare them for returning home with a better chance of not returning to prison.
Chain of Command

The “Chain of Command” starts at the lowest level to resolve any issues or complaints an offender may have. The lowest level being first the Unit Corrections Officer and depending on the extent of the issue or complaint, the offender is to see the Unit Correctional Counselor (Sgt.) and/or the Unit Case Manager and finally the Unit Manager. It is expected that offenders will use the chain of command to address concerns within the unit.

New Arrival Orientation Program
DRC Policy 52-RCP-10 thru 52-RCP-10b

Upon arrival to the institution, each offender shall receive a copy of the offender handbook. The handbook will give information into the daily living procedures, rules and regulations, available services, educational and vocational opportunities, visiting information, and much more. You will have a mandatory institution orientation within 7 days of your arrival and will have the opportunity to ask questions of the various institution departmental personnel. We hope you take advantage of the many opportunities that exist at the London Correctional Institution and upon your release, have a successful reintegration into society. “Reentry means going home to stay.”

Reentry Program
DRC Policy 02-REN-01, 02, 05, & 06

Vision: Ohio’s system of reentry will provide opportunities for offenders to successfully connect as productive members of society. Through active partnerships with all stakeholders, reentry will contribute to safer communities and an enhanced quality of life.

Mission: The Reentry Initiative is a holistic and systematic approach that seeks to reduce the likelihood of additional criminal behavior. Beginning at sentencing and extending beyond release, reentry will assess, identify, and link offenders with services specific to their needs. This will be accomplished through associations with community partners, families, justice professionals, and victims of crime.

Slogan: Reentry Means “Going Home to Stay”

Contact the Deputy Warden of Operations, Education Department, or your unit staff for a list of available reentry programs offered at London Correctional Institution.

Incentive Program

Offenders who satisfactorily complete RAP or ORAS recommended programs and meet other criteria can receive incentives while remaining free of conduct reports. These incentives are offered through the Ohio Offenders Performance Merit System (OOPMS).
LoCI Programs

**Thinking for a Change**
Thinking for a Change is an integrated cognitive behavioral change program. T4C is a 25-lesson program that incorporates research from cognitive restructuring theory, social skills development, and the learning and use of problem-solving skills.

**Cage Your Rage**
Cage Your Rage is an offender management control program that examines what anger is, explains its causes, and offers ways of managing it.

**Cage Your Rage** *(Clark County Offenders only)*
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**Decision Point (NEW)**
Decision Points is an open group cognitive behavioral intervention program. The program is built on the principle of the “Strategy of Choices” and equips participants with alternative ways to examine their thinking and the related actions that lead them into trouble.

**Life Skills** *(Clark County Offenders only)*
Life Skills program teaches the 7 habits of highly effective people. This is a 10-week program.

**Horizon Program**
Horizon Program is a one-year residential community that focuses on character reformation through spiritual transformation.

**Inside Out Dad**
Inside Out Dad is a program that connects offender fathers to their families, helping to improve behavior while still incarcerated and to break the cycle of recidivism by developing pro-fathering attitudes, knowledge, and skills, along with strategies to prepare fathers for release. Incarcerated fathers get the tools they need to become more involved, responsible, and committed in the lives of their children -- providing increased motivation for them to get out and stay out.

**Money Smart**
The Money Smart is an FDIC curriculum. The curriculum prepares offender to better prepare personal budgets, and how to be more responsible with money/

**Roots of Success**
Roots of Success is an environmental literacy and work readiness curriculum. The curriculum prepares youth and adults for environmental careers and to improve conditions in their communities.

**Touch Program**
Touch Program is a mentorship to assist with transition for offenders being released to Franklin County.

**Victim Awareness**
The Victim Awareness Program provides an opportunity for offenders to begin to see crime from a different perspective, from the perspective of the victim. At the conclusion of the program, offenders will have an
increased ability to take responsibility for their actions and understand how their crime impacts victims and the community.

Walking Logo Program
Walking Logo Program teaches parenting, CBT, financial literacy, employment readiness and small business and entrepreneurship. This is a 52-week program. Offenders also learn elements that will assist them to not get incarcerated after release

**Offender Groups and Activities**
Administrative Rule 5120-9-37 / DRC Policy 73-GRP-01

Offender groups include the Madison County Jaycees, Cultural Awareness, Stamp Club, Seven Step Program, and the Animal Assistance Group. If you have an interest in becoming a member of one of these organizations, you should kite the group advisor.

Mr. Jason Condrac is the Offender Groups Coordinator

London Correctional Institution offers 5 offender groups, which are addressed below. If you are interested in becoming a member, you must contact the Group Advisor, as indicated below. All groups provide a specific purpose to its membership as well as annually donating to a charity of their choice. Groups are:

- **Cultural Awareness Association**
  Advisor: D-Unit Staff Sgt.
  PURPOSE: The Cultural Awareness Association seeks to educate and to provide a positive community-oriented environment to all cultures by transforming hate, prejudices, ignorance, bigotry, racism, and fear into love, brotherhood, peace and unity.

- **Madison County Jaycees**
  Advisor: B-Unit Staff Sgt.
  PURPOSE: To provide young people the opportunity to develop personal and leadership skills through local community service and organizational involvement, while expanding the Junior Chamber movement.

- **Seven Step Foundation**
  Advisor: D-Unit Staff Sgt.
  PURPOSE: To provide opportunity, training, and information to incarcerated men who choose to change and help improve themselves, and help the participants become aware of their own capabilities to be better men. This is a self-awareness program.

- **Stamp Club**
  Advisor: C-Unit Staff Sgt.
  PURPOSE: To help foster, encourage, and promote the purposes of collecting stamps in general as well as exchanging stamps and positive values. To improve growth and development of cultural knowledge (history, space, geography, industries); to develop channels of communication with one another to maximize self-realization and enrichment of our lives and enhance life’s fulfillment. To provide an avenue for offenders that do not participate in sports activities or other programs.
CCEF GROUP (CREATIVE CORRECTIONS EDUCATION FOUNDATION)
Advisor: A Unit Sgt.

PURPOSE: To raise funding to donate to the national CCEF organization, who provides scholarships to children of incarcerated or previously incarcerated offenders.

**Housing**

Offenders are assigned a dormitory and a bed. Available space, your job, and your adjustment are considered in this dormitory and bed assignment. In the housing unit, you are given a footlocker and a locker for your clothes and other belongings. An offender is responsible for his bed area. It must be kept clean and orderly at all times. Any employee of this institution may inspect any offender’s living area at any time. All windows are to be left unobstructed at all times.

**Bed Moves**
LoCI Policy 4F-002

When you first arrive at the London Correctional Institution, you will be assigned a housing unit and bed location. These are done randomly, and as beds are available. There are several specialty housing units which include; Renaissance Program and Treatment Transfer – C-1 Unit, Faith-based Unit – D-4 Unit, Outside Workers-B-3, and Merit Housing Unit B-1 and C-3. You may kite the individual unit managers to gain information on how to be moved into these units.

If you are dissatisfied with your current bed location, this issue must be discussed with your unit staff. It is London Correctional Institution’s policy not to make unnecessary bed moves. Therefore, bed moves will be made only in limited circumstances and only after legitimate security concerns are considered. Non-discretionary bed moves will be made in order to comply with medical conditions, programming and offender separation orders. All others require unit staff approval and the authorization by the Unit Management Chief.

**Housing Unit Regulations and Cubicle Rules**

- **During Count,** you must remain on your bed until the count is cleared and the Correctional Officer advises that the restrooms are opened; restrooms open only for toilet and urinal. The dayrooms may be opened when count clears. Brushing teeth and/or shaving will not be permitted during this time. During the 11:00 a.m. and 9:00 p.m. count, both offenders will be required to stand side by side and shoulder to shoulder at the entrance to the cubicle, facing the officer, with no leaning or standing on locker boxes. The offender that sleeps on the bottom bunk will stand adjacent the bed, while the offender that sleeps on the top bunk will stand adjacent the cubicle wall. No one is permitted to sleep or be under the covers for this count.

- **Bedding:** Each offender shall be issued/allowed the following bedding: One (1) Mattress, two (2) sheets, one (1) State pillow, one (1) personal blanket, and one (1) state blanket. All offenders are required to exchange their sheets and clean their mattress one (1) time per week.

- **Clothing:** Failure to comply with the below rules can result in disciplinary action.
  - Offenders shall wear state issued blue pants and shirts, during regular working hours from 6:00 a.m. to 4:30 p.m. Clothing should be neat and orderly at all times. Shirttails are to be tucked into the pants while walking through the institution and in the unit offices. This is anywhere outside of your cell or cubicle. No “sagging” will be permitted.
All kitchen workers will wear blue pants and white shirts for food service, only during working hours, after work they will wear their blue shirts.

Offenders must display their identification badges on the upper left of the outermost garment.

After 4:30 p.m., and all day on weekends and holidays, offenders may wear sweatpants, personal shirts and shorts in dayrooms/living units/ to and from recreation field & 6 yard. Hats, hoods, or other head coverings (except religious head coverings) cannot be worn inside the living units. Hooded sweatshirts may be worn over state issued blue shirt only if the sweatshirt zips open in the front. Sweatshirts without zippers must be worn under state shirt. During the night, offenders using the restroom may wear their “doo rags” to and from their cubicles, only.

Clothing cannot be altered in anyway, nor may offenders layer shorts over thermal underwear/sweatpants/State Clothing. The practice of ironing pleats or designs in clothing is prohibited. Offenders may have a single crease down the front and back of pants. Offenders will be allowed a single crease down the shirt sleeves only.

Appropriate shorts and shirt must be worn in the dayrooms and to and from the restrooms before 6:00 a.m. and after 4:30 p.m. and all day on weekends and holidays. The shorts must be in good repair (no holes, no cut-off shorts, spandex, boxers, briefs, or mush fake shorts are permitted). Absolutely no underwear alone will be permitted. Shirts must be worn at all times.

- Showers: You must wear pants, robe, or gym shorts and shirt, to and from the shower. You must be appropriately covered upon leaving the shower stall. No showers until 6:00 a.m. No clothing is to be left to dry in the washrooms. If clothing is left, it will be confiscated. The shower closes at 8:40 p.m. and may be closed at other times for cleanup.

- Offenders are not permitted to use the bathroom sinks for the cleaning of cups, bowls, utensils, etc. These must be washed in the dayroom sinks. In addition, offenders are not permitted to wash clothing in the sinks or shower stalls. The laundry facility must be utilized for such cleaning.

- Commissary: Offenders shall be permitted to shop at the institution commissary at regularly scheduled times. A commissary schedule shall be posted on the housing area bulletin board. Offenders should use their discretion when purchasing commissary items. All offender property must fit into your locker. Any offender found to be in possession of another offender’s property will be issued a conduct report. Offenders should keep their commissary receipts for the prior thirty (30) days as proof of purchase. It will be the offender’s responsibility to stay within the possession limits for all commissary and food/sundry box items.

- Headphones will be used at all times when playing radios, tape players or personal TVs. Violations may result in disciplinary action as well as confiscation of the item. Even though your appliance is on headphones, you must stay within acceptable noise limits.

- Running or any type of exercise is prohibited in any part of the housing unit, except where designated equipment exists.

- Mail will be distributed by the second shift officers.
• Offenders are not permitted to loiter or be seated at the Unit Officers desk. There will be no loitering in aisle ways, around trashcans and doorways, in the laundry area, restroom, or in restricted fire areas. Only four offenders will be permitted at any of the dayroom tables and offenders must be seated if remaining in the dayroom area.

• It will be the offender’s responsibility to monitor the unit bulletin boards for passes. All offenders must honor their passes.

**Cubicle/Cell Rules**

• Nothing shall be permitted to be placed upon or hanging from cubicle walls, (except the TV shelf) or on top of the wall locker. The top of walls will remain clear of items at all times, including TV/Radio antennas. Nothing shall be hung or placed in front of the cubicle doorway to obstruct the view of staff. Nothing is to be hung over the end of bed facing the cubicle doorway, sides or center bars of the bed that blocks viewing. Offenders are not permitted to utilize clothes lines for drying wet clothing.

• No rugs, towels, or other types of material will be used as floor coverings. Religious rugs are the exception, during religious activities only. Nothing will be used as a cover on TVs, radios or shelves.

• Laundry (Clean) bags should be hung at the end of the bed furthest from the entry of the cubicle. Dirty Laundry Bags will be kept on the floor under the bed.

• All beds will be made military style, with a state blanket on top, sides tucked in from 8:00 a.m. (10:00 a.m. on weekends and holidays) until 4:30 p.m. or before you go to your job assignment if reporting to work prior to 8:00 a.m. The only exception will be third shift workers who may sleep during the day, but their beds must be made at night while working. Offenders wishing to take a nap are expected to make their beds by the times listed and may use a blanket to cover up with. Bed areas are expected to be kept clean, neat and orderly at all times by those offenders assigned to that cubicle and in the format posted with these rules. This will be strictly enforced with no exceptions.

• Nametags shall remain in proper position at all times including these three locations: aisle end of bed, wall locker door, and top of footlocker. Offenders are not to move, destroy or deface nametags in any fashion.

• Nothing is permitted on the cubicle floor but your locker box, trash can, the number of shoes that are within property limitations, dirty clothes bag, typewriter, and musical instruments (one per offender). These must be stored under the bottom bunk when not in use, except the trash can. Any extra items found on the cubicle floor will be confiscated. All other property (except authorized education books/materials) must go in your locker box, wall locker and clothing bags. Winter coats may be hung over your clean laundry bags on the back of your bed. 2.4 property limits will be strictly enforced. Note: No property can be left out, including cups, pictures, etc....Wet towels are to be hung up on the end of the bed frames near the inside cubicle wall, only until dry and then they should be put away. In addition, there will be no paper bags, plastic bags, or cardboard inside cubicles. Please be aware you and your property can be searched by any staff member at any time.

• Sitting on locker boxes is permitted.
• It is the responsibility of each offender to secure his property at all times to prevent theft, using locker boxes. If you have something stolen, you are advised to contact your unit staff as soon as possible in order to complete a Theft/Loss report.

• Visiting between living pods will not be permitted. For example, offenders living on one side of the restroom may not be on the other side bed area. Visiting on the same side of the living pod will be permitted between 8:00 a.m. and 8:55 p.m., Sunday through Thursday, with permission of all occupants in that cubicle. At no time, will there be more than three (3) offenders permitted in a two-man cubicle. On Fridays, Saturdays, and nights before holidays, visiting will be extended until 11:45 p.m. Games such as chess, checkers, dominoes, cards, etc., may be played in dayrooms when the dayroom is open, 6:00 AM to 11:30 PM Sunday through Thursday and until 1:00 AM Friday, Saturday and nights before a holiday. Solitaire is the only game permitted in cubicles.

• Items permitted on the TV shelves are television, (1) radio per offender, one clock per offender and 1 fan per offender, or if a clip type it can be clipped on the bed.

• As of March 1, 2009, LoCI is a tobacco free facility.

• Beds will be made, and cubicles will be cleaned prior to 8:00 a.m. Monday through Friday, and by 10:00 a.m. on weekends and Holidays. Third shift workers and offenders wishing to take a nap are expected to make their bed as soon as they get up, before leaving the cube.

• Clear power strips are permitted, along with fans, and lights, but all must be in good operating order, with no exposed wiring, missing pieces, or altered in anyway.

• Chemicals will be issued for personal cleaning only between the hours of:
  6:00 a.m. - 8:00 a.m.
  2:00 p.m. - 3:30 p.m.
  6:30 p.m. - 8:00 p.m.

**Telephones**

*Administrative Rules 5120-9-17 and 5120-9-20*

Phones are located in the housing units for placing collect calls only. Offenders’ use of telephones to place calls to parties outside of the institution is conditioned on their consent to these calls being electronically monitored. As such, these telephone calls are not appropriate for legally recognized privileged communication. This can occur in person or through the mail, subject to the provisions listed in Administrative Regulations 5120-9-17, 5120-9-20, and DRC Policy 312-02. Call forwarding and three-way phone calls are strictly prohibited; these calls will be terminated when detected.

Offenders will be issued a GTL tablet after arriving at London Correctional Institution. Send an electronic kite through JPay to “GTL – Tablet Repair” if you experience any issues with your assigned tablet. You will be issued an initial pair of earbuds from GTL. If these earbuds are broken or stolen, then you will be required to purchase replacement earbuds through the commissary.

Offender telephones will be available from 6:00 a.m. to 11:00 p.m. daily and will be shut off during institutional counts. Instructions on usage are in each housing unit.

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Emergency Phone Calls

Emergency calls are only given for situations that are verifiable such as a family member passing away or being in the hospital for something that is life threatening or the offender’s lawyer can call or write the institution for us to set up a call. ONLY VERIFIABLE EMERGENCIES WILL BE CONSIDERED.

Security Classification and Appeal Process
Administrative Rules 5120-9-25 and 5120-9-53

Offenders will be notified at the Reception Center of the Classification decision (Security Status/Parent Institution Placement) and of rights to request reconsideration. This request of reconsideration must be done within five (5) days to the Chief of the Bureau of Classification and Reclassification (BCR) after being notified. Such a request must state in detail the reasons supporting such request. The decision on reconsideration shall be final.

The Institution Classification Committee shall review the supervision level of all offenders at time intervals established by the Committee, but no less than annually (1 time per year). Whenever a change in supervision level is done, a conference between the offender and at least one (1) member of the Institution Classification Committee shall be held. The offender shall be notified orally of the recommendation of the Committee and of his right to appeal the recommendation to the Managing Officer or his designee (Unit Management Chief). The offender may further appeal the decision to the Bureau of Classification within five (5) days after being notified of an adverse decision. The decision of the Bureau of Classification shall be final.

Inter-Institutional Transfers
Administrative Rule 5120-9-21

CATCHMENT SYSTEM

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

Offenders who receive a security downgrade will be asked where their primary social support person(s) resides and the unit team may then recommend the appropriate Catchment Area to transfer them closer to that individual. In the absence of an offender request, the county of commitment shall be the guiding location. Offenders who request a transfer for visiting hardship reasons may request a transfer to the particular Catchment Area where the visitor resides. If they are already in a prison which is in the same Catchment Area as the visitor, they will not be eligible for a transfer. A map of the new Catchment Area System is contained on the second page of this memorandum. BOC Regional Program Administrators will make an assignment to a prison in a Catchment Area based upon the available bed space. This will dramatically reduce waiting times and allow for faster movement. Any offender who already has a transfer approved by the BCR and is entered into the pool system will have the destination choice honored, unless there is an overriding systemic need. All other transfer requests, at any stage in the process of approval, will be subject to the new Catchment Area System. If an offender, after the Unit Team approves a transfer, requests to withdraw the transfer, they will be ineligible.
for another hardship transfer for at least 1 year. No offender will be allowed to cancel a hardship transfer after
they have already been scheduled on the HUB.
PAROLE BOARD

The Parole Board has three levels of staff that performs its duties. The most familiar function is its monthly release consideration hearings conducted by the Parole Board Members. These monthly hearings are conducted via videoconference. Parole Board Hearing Officers complete Post Release Control (PRC) Assessments and conduct field violation Hearings on offenders who are alleged to have violated one or more conditions of release. There are also Parole Board Parole Officers assigned to each institution who assist with multiple parole board activities including hearing preparation and transitional control screenings. They also meet with offenders who will be released to supervision to assist with the identification of programming needs and to answer questions about supervision activities. If you have any questions regarding any of the Parole Board functions, you should kite the institutional Parole Board Parole Officer.

RELEASE CONSIDERATION HEARINGS: Offenders who are serving indefinite sentences where release is subject to the discretion of the Parole Board will be scheduled for a hearing when statutorily eligible. Release onto parole supervision prior to the expiration of an offender’s maximum sentence is not automatic. It is solely within the discretion of the Parole Board. You will be notified in writing of your first legal eligibility date for a parole hearing within 90 days of your admission or re-admission to the institution. You will receive notice of any scheduled hearing date via institutional mail forwarded by the Parole Board Parole Officer. You should be prepared to discuss your placement plans with the Board. The Board also reviews your institutional conduct, to include programming when considering release suitability.

There is a designated day each month wherein offender’s families, representatives and/or supporters can meet with a Parole Board Member or other Parole Board staff to exchange information prior to an offender’s release consideration hearing. To schedule a meeting, the interested party should contact the Parole Board at 614-752-1200 or toll-free at 1-888-344-1441. Letters of support may also be forwarded to the Parole Board at 4545 Fisher Road Suite D, Columbus, Ohio 43228.

Contact your Case Manager if you have not received written notice of your hearing and you believe you should be scheduled for a release consideration hearing during the given month.

There are several different types of hearings and/or reviews that occur including, but not limited to:

**First Hearing** - A regular parole release consideration hearing scheduled on a date on or about when the minimum sentence is served as calculated pursuant to Ohio Revised Code.

**Continued:** A subsequent parole release consideration hearing conducted at the end of the continuance received from a previous hearing.

**Central Office Board Review (COBR):** The mechanism by which the Parole Board considers certain cases referred by the hearing panel that require approval of a final decision by a majority of parole board members.

**Full Board Hearing:** A parole board hearing conducted by the parole board as described in section 5149.101 of the revised code.
Any offender granted a release date and who is seeking an out-of-state placement upon release from the institution should be aware that out-of-state placements can take longer to process than in-state placements and can ultimately be disapproved by the potential receiving state. Offenders should also develop alternative release plans to the out-of-state placements and should discuss their placement plans with their Case Managers well in advance of their release dates to ensure ample time is available to submit their requests via Interstate Compact.

**POST RELEASE CONTROL SCREENINGS:** If the crime for which you are incarcerated occurred after July 1, 1996 you may be subject to a period of supervision upon your release from your definite sentence called post release control (PRC). PRC is mandatory for offenders convicted of sex offenses, felonies of the 1st and 2nd degree, and 3rd degree offenses of violence. PRC is discretionary for all other felonies of the 3rd degree and felonies of the 4th and 5th degree.

A Parole Board Hearing Officer will determine if you will be supervised on PRC upon the completion of your sentence. Generally, PRC screenings are conducted 4 to 6 months prior to your release. You will receive notice of the results of this screening. The Parole Board Hearing Officer may also impose special conditions such as substance abuse programming and the payment of restitution.

**SPECIAL CONDITIONS:** Special conditions of release (either parole or PRC) are imposed by the Parole Board and must be adhered to while under supervision. These special conditions include but are not limited to mental health screening and programming if indicated, sex offender screening and programming if indicated, and substance abuse screening and programming if indicated. Please note that if you participate in and successfully complete programming while incarcerated, it can affect whether or not a special condition will be mandated while under supervision.

**TRANSITIONAL CONTROL PROGRAM:** Transitional Control involves completing the end of your sentence at a halfway house while participating in a full-time employment or education program. Parole Board staff will review your case to determine whether or not participation in the program will be recommended. A file review will be completed on all offenders serving an eligible SB2 sentence. This is done approximately 10 months prior to your scheduled release date and the maximum amount of time you can participate in the program is 180 days. You can still be considered for transfer into this program up to 120 days prior to your scheduled release date.

If you are an eligible SB2 offender and are recommended for the program, a notice will be forwarded to the Judge(s) who sentenced you for the crimes for which you are currently incarcerated if serving less than two years and one day of an aggregate sentence. Notice to the sentencing court is not required for an offender who has an aggregate sentence of 2 years and one day or more. Notice will also be provided to the victim(s) of your offense(s) as required by law. The recommendation for transfer into the transitional control program by the Parole Board is discretionary and not automatic and is not subject to appeal.

**VIOLATION SANCTION PROCESS HEARINGS:** Violation hearings are conducted in the community at local jails or in APA Offices, or at a designated DRC Reception Center when violations of supervision occur, and the supervising officer is requesting that an offender be returned to prison for the violations. At these hearings, a Parole Board Hearing Officer or Board Member will determine by a preponderance of the evidence if the violations occurred and whether or not a return to prison is appropriate.

In parole cases, if the Hearing Officer/Board Member determines that revocation of parole is appropriate, the Hearing Officer/Board Member will forward a recommendation regarding the amount of time the offender
should serve before again becoming eligible for parole to the Parole Board Members. The Parole Board Members, by majority vote, will either approve or modify the Hearing Officer/Board Member’s recommendation and determine the future hearing date. The decision whether or not to release a parole violator again onto parole supervision before the expiration of the maximum sentence is solely within the discretion of the Parole Board. A re-parole will not automatically occur after the offender has served the time determined by the Parole Board Members. The Parole Board must again recommend release.

In the case of a Post Release Control violator, a Hearing Officer will conduct the violation hearing and determine whether to impose a prison sanction. Any prison sanction imposed cannot exceed 9 months.

More information about the Parole Board is available at your institution library, including the Ohio Parole Board Handbook.

**HB 86 and SB 337**

This is new legislation that the department is now implementing. Briefly, HB 86 involves the opportunity for earned credit and 80% release recommendations, and SB 337 involves Certificates of Achievement and Employability, Record Sealing, and professional license eligibility. Your Case Manager will provide more information as it becomes available.

**Offender Transitional Release Plan**

DRC Policy 78 REL-01

Facility staff shall assist each offender in obtaining personal identification documents prior to their release or assist in starting the application planning process if time constraints prevent otherwise.

For offenders lacking personal identification documents, applications for these personal identification documents shall be given to all offenders during the orientation process at their parent institution. Designated staff shall assist the offender with obtaining the required documents at the offender’s expense and document the application on the Offender Transitional Release Plan (DRC 4443).

Pursuant to Department Policy 78-REL-05 Reentry Resource Center, all offenders shall have access to the Reentry Resource Center in their facility, to encourage and assist them in taking personal responsibility for preparing for their transition to release.

Offenders shall be permitted to participate in videoconferences with potential employers for those returning to Cuyahoga County (PROES).

**Job Assignments**

Job Assignments are made by the Unit Classification Committee. DRC Policy, 54-WRK-02 states that the Unit Classification Committee will be made up of at least two (2) unit staff members. These can include:

- Unit Manager or Designee - Chairperson
- Unit Case Manager - Member
- Unit Correctional Counselor - Member
- Unit Secretary - Member
• Correctional Officer – Member

**THE UNIT CLASSIFICATION COMMITTEE**

The Committee makes job assignments based on the compatibility of the offender’s supervision and security needs. An example would be if the offender were requested for the Infirmary. If he is in for a crime that involved drugs, the committee probably would not place him there. The Committee will make the decision and place the offender in another appropriate job.

Institutional need: Institutional need is defined as the offender has skills to perform an institutional job that no other offender possesses. An example would be someone who can do plaster work (not drywall).

Any individual needs of the offender: Some offenders transfer into this institution to attend educational programs. When the school calls for the offender to attend that specific program, he will be immediately placed into that program. Until that time, he will be assigned a work assignment by the classification committee. Once that offender has completed or dropped from that program, he will be sent back to his parent institution. London Correctional Institution is not the parent institution for offenders transferred here to attend school.

**INITIAL JOB ASSIGNMENTS**

Food Service, Porter, Laundry, etc. are all entry-level positions. Nearly all offenders who come into the institution are placed in an entry-level position. DRC Policy 54-WRK-02 recommends placement in an entry-level service track for an adjustment period of 90 days. This way the offender gets to know where everything is located and how the institution runs.

**REQUESTING A JOB CHANGE**

There are several ways to ask for a job change. The offender can kite the unit manager or a job supervisor requesting a job change. There are three requirements for getting a job change.

1. 90 days on any job.
2. 90 days clear of CONDUCT REPORTS
3. No separations on anyone already working in that area.

**Unauthorized Relationships**

*DRC Policy 31-SEM-07*

Unauthorized relationships between offenders and staff members are prohibited. An unauthorized relationship can include, but is not limited to:

- Engaging in any personal or business relationship(s) with a staff member; including buying, selling, or trading any item or service.
- The exchange of personal letters, pictures, telephone calls, or information with a staff member.
- Visiting with a DRC employee.
- Residing with any individual currently employed by DRC.
- Committing any sexual act with any DRC employee.
• Engaging in any other sexual contact with a DRC employee.
• Engaging in any other sexual misconduct with a DRC employee.
• Aiding and abetting any unauthorized relationship.
• Giving to, or receiving from an employee, any item, favor, or service.

If you have information concerning a potential unauthorized relationship between an offender and DRC employee, you are required to report such information to the Warden or Investigator.

Unauthorized Groups
Administrative Rule 5120-9-37 / DRC Policy 73-GRP-01

Engaging in any unauthorized group activities as set forth in paragraph (B) of Rule 5120-9-37 of the Administrative Code.

An offender shall not knowingly engage in, whether individually or in concert with others, in:

(A) Forming, organizing, promoting, encouraging, recruiting for, or participation in, etc., an unauthorized group;

(B) Possessing, creating, reproducing, using, or circulating, etc., any material related to an unauthorized group;

(C) Communication support of, association with, or involvement in any unauthorized group. The form of communication may be verbal (written or spoken) as through codes, jargon, etc., or non-verbal (conduct) as through hand signs, symbols, displays, drawings, graffiti, distinctive clothing, hairstyles, colors, ornaments, etc.;

(D) Participating in criminal activities, or disruptive activities such as disturbances, riots, fostering racial or religious hatred, or union activities; and

(E) Violating Institutional Rules or Directives, or State or Federal Law.

Failure to comply with above notice may result in disciplinary action.

Drug Trafficking (By Offenders)
Ohio Revised Code 2921.36

The Ohio Revised Code prohibits drug trafficking by offenders.

5120-9-06 (E) (6): "Unauthorized Drugs," for the purpose of this rule, refers to any drug not authorized by institutional or departmental policy including any controlled substance, any prescription drug possessed without a valid prescription, or any medications held in excess of possession limits.
**Sexual Acts (While Under Supervision)**
Ohio Revised Code 2907.03

Sexual acts are prohibited by any individuals under supervision.

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**DEPUTY WARDEN OF SPECIAL SERVICES**

**Offender Health Services**

**DRC Policy 68-MED-01 thru 68-MED-19**

Medical staff is available at London Correctional Institution 24 hours per day, seven days per week. Should you become acutely ill or injured, notify a staff member and the medical staff will be notified. It is the responsibility of the Medical Director or Advance Level Provider to determine appropriate and necessary medical treatment. All medical services initiated by an offender through emergency procedures will be free if an actual emergency exists. The medical staff will determine if the situation was an actual emergency or nonemergency. ALL accidents and injuries are to be reported to staff immediately so that you may be evaluated by medical.

**Podiatry Services** are available at London Correctional Institution and conducted in Offender Health Services. You will need to fill out a Health Service Request form for podiatry services. You will be seen in Nurses Sick Call, then doctor sick call to determine the necessity of the specialty consult. If the provider feels it necessary, they will make a referral to the FMC through the Collegial Review Process. All other podiatry matters will be addressed by each provider as they feel medically necessary.

A fully equipped **Dental Clinic** is available at London Correctional Institution. All offenders, regardless of sentence length, are eligible for emergency and urgent dental care. You must fill out a Health Service Request form for dental services. If you have a dental EMERGENCY (for example severe pain, swelling, difficulty swallowing, or bleeding) please have a staff member call medical. There is no copay for dental treatment. Dental emergencies are scheduled first. Cosmetic dental work will not be provided. You are not eligible for a routine cleaning for one full year.

**Optometry Services** are available at London Correctional Institution. An offender must fill out a Health Service Request form and go through the sick call process for a referral to request an eye exam. Your vision must be worse than 20/50 to be seen by the Optometrist. You will be scheduled as soon as possible. An offender is entitled to an eye exam and glasses every four (4) years unless changes in your vision have occurred. Lost or broken glasses will be replaced at the offender’s expense unless the Institutional Inspector determines the loss or damage was caused by the institution’s neglect. Reading glasses are available from the commissary. No glasses or contact lenses shall be sent in from outside the institution without written permission from the HCA. No tinted lenses are permitted unless prescribed by the ODRC Optometrist.

**Medications:** Most medications will be issued to an offender in a multi-dose form. You will be responsible for taking your medication as prescribed by the physician. You are permitted to pick up prescribed medication that does not have to be controlled between 10:15am and count time on Mondays through Fridays. A list of those people who have meds to collect is posted in the dorms. Medications that are not picked up by the offender, he will be given a conduct report. After the medication is ordered, the offender has two (2) days to pick up the
prescription. Some medications cannot be carried, and you will be required to attend pill call which is held three times per day at I.H.S. You must come with your dorm to pill call. Request refill of prescriptions 7-10 days before you run out, so that Pharmacy has time to refill.

**Nurse’s Sick Call** is scheduled seven days a week for acute illnesses. You must access health care by filling out a Health Service Request form or having any staff call IHS for you to be seen immediately. Your medical complaints are triaged by the nursing staff and a determination is made whether it is necessary for you to see the Advance Level Provider. All medical services initiated by an offender through a Health Services Request form (DRC 5373) will carry a $2.00 co-pay charge and call-over sick call is $3.00 co-pay unless exempted by 68-MED-15.

**Physician’s Sick Call** is conducted Monday through Friday. You must see the Nursing Staff before seeing the physician. Complaints and problems should be addressed through the kite system to the medical department.

## Health Examination Guidelines for Offenders

### Physical Examinations

The following frequencies for tests and examinations are based on the recommendations of the *US Preventive Service Task Force 2005*:

**Male Offenders Over Age 50 – every year:**

- Digital rectal exam
- Hemoccult test
- Monthly testicular exam by the offender and by the practitioner at the physical
- Complete vital signs
- Risk factor assessment for sexually transmitted infections annually, with appropriate testing if indicated (i.e. HIV, syphilis, hepatitis)
- Lipid profile
- Fasting glucose; and
- Prostate Specific Antigen (PSA), ages 50-75 only
- Hepatitis C testing for anyone without previous results

**Male Offenders ages 40-50 – every 2 years:**

- Digital rectal exam
- Hemoccult test
- Complete vital signs
- Risk factor assessment for sexually transmitted infections annually, with appropriate testing if indicated (i.e. HIV, syphilis, hepatitis)
- Lipid profile
- Fasting glucose
- Monthly testicular exam by the offender and by the practitioner during the physical examination
- PSA for African – American males only
Offender Co-Pay
DRC Policy 68-MED-15

There is a $2.00 or $3.00 co-pay fee for all Health Care Services except where exempted by policy. There is never a co-pay charge for dental. No offender shall be denied needed healthcare or treatment because of inability to pay.

Pharmacy
DRC Policy 68-MED-11

Pharmacy shall supply all medications ordered by the Medical Director. The Medical Director and Pharmacist follow a medication formulary. Some medications are self-administered while others are controlled. If medications are ordered your name will be on a Carry Med List posted in the dorm and in I.H.S. If your medications are self-administered, it is your responsibility to fill out a Health Service Request Form requesting a refill or a reorder. It takes 7 business days to process and receive refills.

Nutrition Services
DRC Policy 68-MED-06 thru 68-MED-07

Upon your arrival, your medical chart will be screened to determine the need for a nutritional referral. If a referral is deemed necessary, you will receive a pass to see the dietician within 30 days.

Offender Health Services Building

Offenders are not permitted to have radios, JPay players, headphones or drinking cups in the medical, mental health or chapel areas. The only exception is for drinking cups for the Mental Health ITP program offenders. No personal music players or instruments are permitted in the chapel.

Mental Health Services
DRC Policy 67-MNH-02 thru 67-MNH-32

The Department of Mental Health offers a variety of clinical services and group programming for individuals residing at London Correctional Institution. You may kite the Mental Health Department to discuss, on an individual confidential basis, such concerns as personal problems, institutional adjustment difficulties, depression, anxieties, family-related matters and experiences creating mental and emotional stress.

The Mental Health Department at London Correctional Institution is a designated outpatient treatment facility. The mental health department has developed a long-term program of therapeutic interventions for persons with serious mood disorders. Mental health staff utilize group rooms within the HealthCare Building to meet the needs of LoCI offenders needing intensive treatment programming. The LoCI Mental Health Department has the following clinicians: one nurse practitioner, a psychology supervisor, two staff psychologists, one Behavioral Healthcare Provider 2, one LSW and one SW1, one activity therapist and two psychiatric registered nurses. The primary mental health mission is to help LoCI offenders adjust to the prison environment and
function appropriately in our residential areas, open yards and work settings. Persons identified as suffering with a mental illness will be offered appropriate mental health services designed to help the individual manage symptoms. Persons needing mental health services will be placed on the mental health caseload and receive medications, individual counseling and group therapeutic activities. Those in need of medications will be seen by a nurse practitioner for prescriptions. The following gives some additional information relevant to the kinds of services available at LoCI:

- Psychological Assessments
- Biopsychosocial Assessments
- Group Therapy
- Individual Therapy
- Medication Education and Compliance
- Monitoring
- Mental Health Evaluations
- Mental Status Assessments for persons in TPU
- Psychological testing
- Staff consultations
- SSI Assistance (Only for persons who are diagnosed by mental health clinicians with serious mental illness, a C-1 Classification)

Mental health staff will also make weekly rounds in all segregation areas to ensure that offenders who need services receive them and to ensure that no offender is placed in segregation solely because of mental illness. The goal is to implement the most effective mental health interventions, which are based upon clinical evaluations. A Quality Assurance program is ongoing to promote individual rights to Quality Care.

**Mental Health Programs (Mental Health Caseload ONLY)**

**Thinking for a Change**
Thinking for a Change is an integrated cognitive behavioral change program. T4C is a 25-lesson program that incorporates research from cognitive restructuring theory, social skills development, and the learning and use of problem-solving skills.

**Cage Your Rage**
Cage Your Rage is an offender management control program that examines what anger is, explains its causes, and offers ways of managing it.

**Mental Health Department Open Office Hours**
London Correctional Institution

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<th>Access</th>
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Suicide Prevention
DRC Policy 67-MNH-09

Any offender who hears another offender verbalizing a desire or intent to commit suicide, observes an offender making an attempt or gesture, or otherwise believes a fellow offender is at risk for suicide, should take immediate steps to ensure that the offender is continuously observed and prevented from harming himself until appropriate security staff are notified of the potential risk of suicide.

All offenders should be aware of Suicide Prevention Techniques. The following is essential:

- Stay alert to what other offenders around you say. Notice any important changes in their behavior.

- Communicate with the other offender – ask for clarification of suspicious statements. Let him know you have observed some questionable behavior. Ask him to comment on what he’s thinking…or planning.

Please be aware of the signs that could indicate a risk of self-harm.

Verbal Clues

“I can’t take it anymore.”
“Life isn’t worth living anymore.”
“I wish I were dead.”
“Everyone would be better off if I were out of the picture.”
“I’m thinking of killing myself.”
“You won’t have to worry about me much longer. I’m getting out of this.”
“I won’t be a problem for anyone much longer.”
“Don’t worry. I’m leaving this scene tonight.”

Behavioral Clues

Giving away prized possessions.
Writing farewell notes.
Making out a will.
Putting personal affairs in order.
Was quiet, appeared depressed for a period of time and now is cheerful and telling everyone how he’ll miss them.
Somatic Clues

Chronic Headaches
Chronic Muscle aches
Chronic stress
“Quietly” crying (e.g., on his bunk)
Frequent or regular visits to the infirmary
Hygiene habits begin to deteriorate
Sleep difficulties
Weight loss or rapid weight gain
Withdrawn

Emotional Clues

Confusion
Exhaustion
Feelings of helplessness
Feelings of hopelessness
Feelings of loneliness
Feelings of worthlessness
Irritability
Social Withdrawal

It is important to remember that these kinds of statements and behaviors may be associated with suicidal risk.

If you believe a fellow offender may be at risk of self-harm, you should contact the corrections officer in your living, work or dining area (wherever you may be at the time) as soon as possible.

Recovery Services
DRC Policy 70-RCV-01

This department provides alcohol / drug treatment and educational programming for offenders screened to have alcohol and other drug (AOD) abuse/dependence. Educational programming is for all offenders who desire AOD information from drug education to how to have healthier interpersonal relationships. Recovery Services offers the following:

I. Treatment Programs

The Renaissance Residential Treatment Program (RRTP) is a 6-month re-entry & earned credit approved, cognitive behavioral treatment program for offenders with Recovery Service Level 2 or 3 (R2, R3). This includes the 1-month Treatment Readiness Program, i.e. a pre-treatment component that prepares the participant for treatment. Also, includes the 3-month IOP treatment phase and a 2-month Recovery Maintenance component for those participants who successfully complete TRP and IOP and are referred by the Program Coordinator.
“We’re Entirely Ready” AOD Intensive Program Prison is a 90-day Residential Program based on the Cognitive Behavioral model. Offender participants live in the same unit as RRTP participants. All participants must score R2 or R3 on the TCU screening instrument. All participants must meet the screening criteria to be eligible. All eligible candidates must have letters requesting participation sent to their judges. Judges can approve, disapprove, or have no opinion. The program capacity is 12 – 15 offender participants and there is a minimum of 20 hours of program activities per week. Usually program candidates are informed of their eligibility at the Reception Centers. Kite Recovery Services for more information.

II. Educational Programs

Currently, Recovery Services are offering two educational programs, i.e. “Powerless No More” – 12 Step Class and “Keys to Loving Relationships”.

III. Renaissance Family Program

The Objective for this program is to facilitate healing communications between offenders/addicts and their families in a supportive environment under the guidance of trained counselors and to educate family members about incarceration and addictions; to plan for re-entry of the offender/addict into the family upon release from prison, and to assist with the continuation of principles from treatment. You must successfully complete the Renaissance Residential Treatment Program (TRP/IOP/RM) and complete 12-step requirements to be eligible to participate. You cannot kite for this program.

IV. Self Help Fellowship Meetings

We offer Alcoholics Anonymous, Narcotics Anonymous, and Dual Recovery Anonymous Fellowship meetings Monday through Friday. Kite Recovery Services and request a meeting brochure that will give you all the details.

Substance Abuse Programs

Alcoholics Anonymous (Mondays and Wednesdays)

Narcotics Anonymous (Tuesdays and Thursdays)
6, 12 Step fellowship peer support programs that include outside volunteers and peer engagement

Renaissance Intensive Outpatient Drug Program
Renaissance is a 7-month earned credit approved CBT program for offenders with a recovery services level of 2 or 3. Program consists of a one-month treatment readiness and two-month recovery maintenance component.

Recreation Department
DRC Policy 77-REC-01
The Recreation Department features an outdoor 340-yard paved asphalt track, softball diamond, football and soccer field, handball court, four (4) horseshoe pits and 10-hoop outside basketball courts, 2 full courts and 2 ½ courts.

The gymnasium features a 32-machine weight room, 6-hoop basketball court and multi-purpose room with handball court, ping pong table, exercise equipment and two (2) music rooms. The basketball court also serves as a volleyball/pickle ball court.

GENERAL RULES:

1. Never rest or put feet on gym walls. No state shoes or boots are to be worn on the basketball court at any time. Tennis shoes only are to be worn on the basketball court.
2. Jugs with water only are acceptable.
3. Anyone caught participating in any disruptive activities will be removed from the gym pending RIB proceedings. **No disruptive activity will be tolerated!**
4. Misuse of state property will be subject to disciplinary action. If you are not sure how to use the equipment after reading the posted instructions or signs, always ask a staff member before going any further.
5. There will be no loitering. You must take a seat unless you are being physically active or participating in game activities. Also, no hair braiding, or trimming of hair in the gymnasium.
6. During any intramural or institutional activity in which Recreation officials (refs) make judgment calls, the calls will be final. Any vulgar language or harassment towards an official, opposing team member or spectator may result in immediate suspension and a conduct report.
7. All offenders using recreation equipment located in the equipment room will surrender their badge before receiving the equipment. Only one badge will be accepted per person. No offender can check out equipment for another offender. All recreation equipment must be turned in at the end of the recreation period.
8. No food is permitted in the gym.
9. No kitchen, dining room, or hospital whites (clothing) are to be worn in the gym, on the recreation field or 6-yard. Gym bags are prohibited inside the Recreation building (to include white net laundry bags).

Schedules:

The Recreation Department offers intramural sports year-round; to include softball, corn hole, pickle ball, basketball, soccer, handball, horseshoes and volleyball. Tournament(s) such as handball, horseshoes, volleyball, softball and basketball are scheduled throughout the year. The Recreation Department sponsors an institutional softball and basketball team, which competes against outside organized teams. The Recreation Department also offers Chess League.

The Recreation Department posts flyers in all dormitories to advise offenders of recreation activities. If you are interested in participating in any of the intramural activities, you must report to the gym and sign up for the events as instructed on the flyer. Also, recreation has a Fitness class for beginners and intermediate levels.

Please see the Recreation Schedule of hours for Weight Room and Recreation Field Activities.
Weight Room Procedures:

You must go to the Gym and your badge will be scanned. You are allowed three (3) hours in the weight room a week. If you go into the weight room for a period of ten (10) minutes and leave, that counts as one (1) hour. So, use your hours wisely. Also, the use of loaning your weight card to someone or using someone else’s weight card will not be tolerated! Misuse of weight cards is a violation of procedure, and you may be subject to disciplinary action. The Recreation Department also has a 50 and over weightlifting program for those that qualify.

Arts and Crafts Program:

The Recreation Department provides an Arts and Crafts Program to LOCI Offenders. The Art Room, which is in the Recreation Building, has a thirty (30) cabinet facility for offenders to showcase their artistic abilities. Offenders are assigned to the Art and Crafts Program for 1 year with membership.

Artwork such as woodwork, acrylic paintings, drawings and basic artwork is permissible. All art and craft products are only ordered from the Dick Blick Catalog. The Recreation Department is responsible for all incoming and outgoing materials, projects, sales, etc. The recreation department also has a Leisure Art Program. Membership consists of drawing, sketching and painting in the Housing Unit. Kite the Recreation Director for more information.

It is the goal of the Recreation Department to provide a wide range of Recreational Activities for the General Offender Population.

Intramural Leagues, Tournaments and Special Events activities will be organized by Recreation Staff utilizing one of the following guidelines:

Skill Level (A, B, or C League)
By Housing Units
By Random Draw

Note: Recreation Staff will generate schedules, and track (wins/losses, applicable stats), as well as, grade each team for sportsmanship and overall attitude. Thus, to ensure that fairness and equality will be provided to all individuals participating.

Unit led events (i.e., Bingo, Card games, Kickball, Dorm Challenges) will be organized and facilitated by Unit Staff with Recreation Staff assisting, as well as, providing playing surface and/or equipment necessary for specific activity.

Leisure Time Activities offered by Recreation Department.
These are offered to General Population Offenders. A Waiting List is generated and continually updated to place those offenders that are in good standing (Minimal Conduct Reports, etc.).

Arts & Crafts Club
Leisure Art Club
Music Group
Chess Club
Yoga
Music Instrument Lessons
50 & Over- Weight Training Group
Special Weight Training Group
The Fitness Group
Game Night

Intramural Leagues offered:
Softball
Basketball
Volleyball
Pickle ball
Horseshoes
Corn hole
Handball
Soccer

Varsity Sports (Institution Team vs. Civilian Guests)
Basketball
Softball
Entertainment/Live Shows (Special Guest(s) or Offender Performances)
Concerts
Comedies
Magic Shows
Motivational Speakers
Culture Awareness (i.e., Black History Month, Hispanic Culture Month)

The Recreation Department has a weight-room that is furnished with 32 Nautilus-style weight machines. Offenders are permitted to utilize these machines up to (3) hours per week. Schedule for the weight-room is posted on the units and at the entrance of the weight-room. Failure to follow the weight-room schedule and safety rules governing the weight-room can lead to removal and possible disciplinary action.

LoCl also offers (6) Outdoor Basketball Courts, a Running/Walk Track, Stationary Bikes, and (12) Dip Bars & (9) Pull-up Bars.

Ohio Penal Industries (O.P.I.)
Administrative Rule 5120-3-05

Ohio Penal Industries (O.P.I.) offers the following jobs: OPI Dental Lab (makes full and partial dentures), OPI Garment Shop, and OPI Bag Shop.

In order to apply for an O.P.I. position, an offender must already have a G.E.D. or High School Diploma. When there is a vacancy there will be an O.P.I. Job posting placed on the Unit Bulletin Board. At that time, an offender will request an application from his Unit Staff.

If an offender has previous O.P.I. experience within one (1) year from another institution (and transfer was for other than disciplinary reasons), they should request an application from Unit Staff to be forwarded to O.P.I. for consideration upon their arrival at LOCI.
Religious Services  
DRC Policy 72-REG-01

Chaplains are available to you regardless of your religious beliefs. Some of the things that the Chaplain provides are religious instruction, worship, religious literature, pastoral counseling, and accommodation of religious needs. The Chaplain’s primary focus is your spiritual needs. The chaplain is not the source of free telephone calls, hygiene products (unless referred by Unit Staff), or advice on legal or parole issues. You can contact the Chaplain by kite or on a regular visit. In an emergency, a staff member can contact the Chaplain by telephone.

The Chaplains do not perform weddings. However, you may request a handout from the Religious Service Office that details this process.

The Chaplains can assist offenders in obtaining religious items while incarcerated. Please feel free to kite the Chaplain for information regarding this process.

A monthly schedule of religious activities is posted in each of the living areas; a pass is required to enter the chapel unless it is a program that is open to General Population.

You are permitted to designate a “Minister of Record” on your visitation list. Unit Staff can provide the appropriate form for this individual to be added to your visitation list. This individual is permitted two visits per month after they have been approved and added to your visitation list.

Baptisms can be performed by policy. Please kite the Chaplain for a handout describing this process.

All religious services are coordinated and supervised by a Chaplain. No offender may lead or conduct a religious service; therefore, offender led groups are not permitted. Congregate services will be held in the Religious Service Center and offender participation in all religious services is voluntary. All offenders have access to religious literature and religious programming.
Religious Service Center Annual Chapel Programs

<table>
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<tr>
<th>Day</th>
<th>Event</th>
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<tr>
<td>Monday</td>
<td>1:00pm Native American Ceremony</td>
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<td></td>
<td>6:00pm Bible Study/video</td>
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<td>6:00pm Choir Practice</td>
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<td>Tuesday</td>
<td>1:00pm Discipleship</td>
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<td>2:30pm Prayer and Share</td>
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<td>6:00pm Catholic Mass</td>
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<td>6:00pm Bible Study</td>
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<tr>
<td>Wednesday</td>
<td>8:30am Ubuntu Community Choir</td>
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<td>9:00am Orthodox Communion Service (2nd Wed. of month)</td>
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<td>12:30pm Appalachian Pagan Ministry (3rd Wed.)</td>
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<td>1:00pm Christian Prayer Meeting</td>
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<td>1:00pm Grief Share</td>
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<td>6:00pm Crossroads 4:7</td>
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<tr>
<td>Thursday</td>
<td>6:00pm Bible Study (Front Key Classroom)</td>
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<td>Friday</td>
<td>9:30am Ta’leem</td>
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<td></td>
<td>1:30pm Jumu’ah Prayer</td>
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<td>Saturday</td>
<td>8:30am Mentoring/Bible Study Class/Reformer’s Unanimous</td>
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<tr>
<td></td>
<td>1:00pm Jehovah’s Witness (Front Key Classroom)</td>
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<tr>
<td>Sunday</td>
<td>8:30am Bible Study</td>
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<tr>
<td></td>
<td>8:30am Catholic Study</td>
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<td>1:00pm Protestant Worship Service</td>
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Education Department
DRC Policy 57-EDU-01 thru 57-EDU-14a

The Education Department at London Correctional Institution is a part of the Ohio Central School System, which is accredited by the Ohio Department of Education. Since Education is a key tool for the
successful Re-Entry into society, London’s staff and Education Department are committed to taking an active role in teaching their students.

All programs are available to you at no cost. The scheduling of the programs is flexible, allowing you to proceed at your own learning pace, while priority enrollment is determined by EDS date. Upon completion of the standardized assessment and assignment to a parent institution, all offenders who have not attained a high school diploma or GED must enroll in a program of the Ohio Central School System. If an offender claims to have earned a high school diploma or GED, but the OCSS does not have official verification, the offender must be placed on the waiting list and consequently into school. If verification is obtained it shall be documented on the School Record- Transcript, and the offender shall be removed from the waiting list or class.

Following is a brief description of the educational programs available at London Correctional Institution:

**Special Education**: A Certified Special Education Teacher is available to help students identify with learning disabilities or other special educational needs.

**Adult Basic Learning Education Classes**: ABLE classes concentrate on basic academic skills within the scope of general education.

**General Education Development**: GED preparation classes focus on the areas necessary for passing the standardized test. These classes are divided by levels of achievement and are available to full-time students during the day.

**High School**: A High School Diploma issued from the Ohio Central School System to those taking part in the High School program at London Correctional.

**College**: Those who have completed high school or have a GED may qualify to attend College. Urbana University offers a certificate of hours in general courses for Business.

**Tutor Program**: Those of you interested in helping others achieve their educational goals might consider the tutor program. This program operates within all academic programs. Once you have completed training through Correctional Education Association Tutor Training, you will be able to provide one-on-one assistance to students in need.

**Career Tech**: These programs combine applied academics and skills competency-based curriculum. Current program offerings are: Barbering, Heating Venting & Air Conditioning (HVAC), Web Design, as well as Auto Technician and programs for properly approved offenders.

**Apprenticeship**: Apprenticeship programs in various workplace skills can lead to a skills certification recognized by the Department of Labor. Presently the London Correctional Institution offers apprenticeships in the field of Animal Trainer, Janitorial, Cook, Wastewater Treatment, and Mechanic.

**Education Programs**

**ABE/GED**
Program designed to equip offenders with the skills to pass the GED exam.

**High School**
Program designed to allow offenders to obtain a High School Diploma.

**Advanced Job Training (Urbana)**
Advanced education past High School/GED level. College level certificate programs are offered.

**Web Design**
Program certified by the State Dept of Education to develop work skills in Web Design. Classes include information technology, design technology, creating/editing digital graphics, and web design.

**HVAC**
Program certified by the State Dept of Education to develop work skills in HVAC. Offenders can earn an HVAC certificate, NCCER Core and trade certificate, and are trained/certified with a 10-hour OSHA card.

**Barber School**
Program certified by the Ohio State Barber Board to enable offenders to become licensed barbers.

**Auto School**
Program certified by the State Dept of Education to develop work skills in automotive repair. Offenders can become certified in 4 areas: brakes, electrical/electronic systems, engine performance, and suspension and steering.

**PUPP (A1 Dog Program)**
Animal Trainer apprenticeship program where participants learn marketable job skills involving animal care, grooming, and training. Program is conducted with a partnership with Pure Bread Rescue.

**4PAWS (D3 Dog Program)**
Animal Trainer apprenticeship program where participants learn marketable job skills involving animal care and training. Offenders perform the first phase of training for therapy/service dogs. Program is conducted with a partnership with 4Paws for Ability organization.

**Education Office Hours**
Tuesday 8:30 to 10:30 and 1:30 to 3:30

**HIGH SCHOOL**

We have a High School at the institution. Students are placed in the high school from the GED waiting list. It is an option, an option that you should take. The reason is if the offender’s out date is beyond two years; it is unlikely that you will get into GED class until you are within 9-12 months from your EDS date. There is a constant addition to the waiting list when new people enter the institution with a shorter sentence; this pushes you further down the waiting list. If you meet all the criteria and you are selected to go to the High School do so because it also prepares you to take the GED if the situation occurs where you are no longer able to complete the work for your high school diploma.

**WAITING LIST**

Once you come off the waiting list and enter school (which is determined by the most recent out date going into class first), you are required to go to school for a minimum of six months. If you are in
isolation during your six months, time stops until you reenter general population. If you are serious
about your education beyond the six months, you should make considerable effort to improve on the
test given at the end of each quarter to progress to the next level until your GED is obtained.

**CAREER TECH PROGRAMS**

Other options are Career Tech programs (Barbering, HVAC, Web Design, & Auto Tech) for which you
must possess an 8.0/231 reading level and have no prior enrollment to a career tech program under
your current number. Again, these programs are based on a waiting list with most recent out date first.
If interested, you must send a Kite to the Education department requesting to be put on the waiting
list for the program of interest.

**EARNED CREDIT**

**Earned Credit** for Productive Program Participation (5120-2-06 and DRC policy 80-INC-02) is a means
for eligible offenders to receive days off their sentences for participation in approved programs. Some
of these include:

A. Educational/Academic Programs to include:
   i. Adult Basic Literacy Education
   ii. Pre-GED
   iii. GED and High School
   iv. Advanced Job Training Programs
   v. Career Technical Education
   vi. Apprenticeship Programs
   vii. Work Extension Program Assignments
   viii. Career Enhancement
   ix. Vocational Programs (TEP)

B. Ohio Penal Industries

C. Alcohol and Drug Treatment Programs, to include:
   i. Therapeutic Communities
   ii. Alcohol and other Drug Treatment Residential Units
   iii. Alcohol and other Drug Intensive Outpatient Programs
   iv. Alcohol and or other Drug Treatment Readiness Programs;
   v. Alcohol and Other Drug Recovery Maintenance Programs;
   vi. Alcohol and Other Drug Continuing Care Programs;
   vii. Substance Abuse and Mental Illness (SAMI) Dual Diagnosis Programs;
   viii. Treatment Transfer Program;
   ix. Brief Intervention Program.

D. Mental Health
E. Unit Management
   i. Cognitive Behavioral Program

**Offender Eligibility for Earned Credit**

1. It is the responsibility of the Bureau of Sentence Computation (BOSC) to determine each offender’s eligibility to earn credit towards sentence reduction under the guidelines set forth in ORC section 2967.193, as enacted by House Bill 261 of the 117th General Assembly, ORC section 2967.193, as amended by Senate Bill 2 of the 121st General Assembly, ORC 2967.193, as amended by HB 86 of the 129th General Assembly, as amended by HB49 of the 132nd General Assembly, and Administrative Rule 5120-2-06, Earned Credit for Productive Program Participation. The BOSC staff shall indicate each offender’s eligibility for earned credit in DOTS Portal.

2. Offenders earning credit pursuant to ORC section 2967.193, as enacted by House Bill 261 of the 117th General Assembly, may earn two (2) days of credit for participating in an approved educational program or prison industries program. The offenders may also earn two (2) days of credit for participating in an alcohol and drug or mental health treatment program. In no case are offenders sentenced under ORC section 2967.193 as enacted under House Bill 261, to be awarded more than four (4) days of earned credit for productive program participation in any given month.

3. Offenders earning credit pursuant to ORC section 2967.193, amended by Senate Bill 2 of the 121st General Assembly, may earn one (1) day of credit per month for productive program participation, regardless of the number of programs in which the offender is enrolled.

4. Offenders earning credit pursuant to ORC section 2967.193 as amended by HB 86 of the 129th General Assembly, may earn one (1) day or five (5) days of credit per month for productive program participation as prescribed in Administrative Rule 5120-2-06, Earned Credit for Productive Program Participation. In addition, they may earn an additional five (5) days, one time, for their second program completion. Only earned credit approved programs apply for the additional five (5) days.

5. Offenders earning credit pursuant to ORC section 2967.193 as amended by HB 49 of the 132nd General Assembly, may earn a one-time credit of ninety (90) days toward satisfaction of the person’s stated prison term or a one-time ten percent (10%) reduction of the person’s stated prison term, whichever is less.

**Library Services**
DRC Policy 58-LIB-01 thru 58-LIB-03

**Law Library, Main Library, and Re-entry/Resource Room Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Morning</th>
<th>Afternoon</th>
<th>Evening</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>Unit Library*</td>
<td>12:30 pm - 3:45 pm</td>
<td>5:00 pm – 6:30 pm</td>
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<tr>
<td>Monday</td>
<td>Unit Library</td>
<td>12:30 pm - 3:45 pm</td>
<td>5:00 pm – 6:30 pm</td>
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<tr>
<td>Day</td>
<td>Time</td>
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<td>Tuesday</td>
<td>8:00 am - 10:45 am</td>
<td>Unit Library</td>
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<td>12:30 pm - 3:00 pm</td>
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<td>8:00 am - 10:45 am</td>
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<td>8:00 am - 10:45 am</td>
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<td>Friday</td>
<td>Unit Library</td>
<td>Unit Library</td>
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<tr>
<td>Saturday</td>
<td>Unit Library</td>
<td>Unit Library</td>
<td></td>
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Opening is approximate; the library opens after orientation.

Unit Libraries are in each housing unit and provide library materials when the physical library is closed.

The library is open during scheduled hours under normal institutional conditions, excluding any exceptional circumstances. On occasion, the library will have temporary schedule changes to provide the maximum service hours. When possible, changes will be posted in the library entry or unit libraries. In the event of a permanent change this will be announced on JPay and posted in all units and the library.

General Information:

Detailed information on library services can be found in the library brochure at the main circulation desk or requested via kite. Library announcements will be posted on unit library bookshelves, in the library, and as needed on JPay. All institutional and library rules must be followed when in the library, or disciplinary action may be taken. Copies can be made for legal, reentry, and institutionally related materials only. Copy cards are available at the commissary, and only under exceptional circumstances will cash slips be used.

Library Services:

Main Library: Materials may be checked out from the main library. This includes fiction, non-fiction, and Interlibrary Loan items from partner libraries. Materials that may be used only in the library including newspapers, magazines, reference books and articles, and a movie collection (to be watched at library stations individually). For information that is not available in our collection, reference requests may be submitted to the librarian. Current, reliable sources will be provided.

Re-Entry Resource Room: This room is for those within 90 days of release or 180 days of parole eligibility. For those with longer until either date, much of the following can be found at the reference desk in the main library.

Aides are available to provide guidance and resources on resume writing, job search skills, computer skills, how to search for a job online, and how to write a parole plan. Computers are available to provide access to Ohio Means Jobs, job searches can be saved, and a resume created that is automatically uploaded upon release.

Information regarding BMV reinstatement fees, drivers’ licenses, replacement social security cards, birth certificates, voter rights, an Ohio Identification card instead of driver’s license, and other similar reentry necessities. Location-specific resources may be requested covering all basic needs one will have upon release.

Modified Library Services:

If the institution is under long-term modified movement or the library is otherwise inaccessible for a prolonged period, services will be provided in housing units. When possible, the following services will be provided. Circumstances may arise when other alternative methods of service are needed. Announcements will be made as needed.
A rotating circulating collection, newspapers, magazines, and frequently requested reference materials will be available during dorm library hours facilitated by a library aide. Legal research materials will be made available in housing units. Additional references, information, forms, samples, and other needed items may be requested via JPay Kite. Reentry, parole, and general reference information may also be requested via kite.

**Legal Services**  
DRC Policy 59-LEG-01

Each offender shall have access to counsel and courts by means of attorney visits and the ability to correspond in writing with both. To ensure that offenders have access to the courts, the institution provides the necessary amount of time and resources to prepare legal materials, including legal reference materials. The Law Library is in the institution library. Offenders are available to assist in a limited way with legal research. The Legal Clerks can also provide offenders with standard legal forms, for example, affidavits of verity or affidavits of indigence.

Computers are available for legal typing only. To use the Law Library, you must sign in and sign out. Law Library hours are posted in the library. Legal kits are available to all offenders, regardless of financial status. Indigent offenders who wish to have a legal kit should contact the Institutional Inspector. Copy cards are required for all copies. Law books are available for reference only.

**Commissary**  
Administrative Rule 5120-05-05 / DRC Policy 24-CAS-05

Monthly shopping limit is $400 for Level 1 & Level 2 offenders

LoCI offers Commissary shopping. You may shop as many times as you want on your shopping day or as otherwise posted on the monthly schedule. Schedules are posted throughout the institution and on the offender TV channel.

Commissary will open Monday through Friday from 7:00am until 10:15am and then from 12:00pm until 3:15pm.

You must have your own laundry bag in order to shop.

Do not exchange any items! Anything found in your possession and you do not have a receipt for it is contraband and may be confiscated!

You must have a zip tie and bead on your ID to shop. Ask your Sgt. for a zip tie and bead.

You are required to keep your receipt for purchased items as proof of purchase. Another receipt will not be provided! Receipts will only show the difference between what you spent and your spending limit.
Offenders on Commissary restriction may only spend $20 per week – hygiene items and other permitted items only and shop 1 time only. Sanctions/Restriction offenders who attempt to place an order for items other than permitted items may receive a conduct report.

TPU will shop once a month and limited items only and $20 spending limit, with only SC/pending transfer eligible to shop. Hygiene and writing materials are the items permitted while in TPU.

Any offender on a medical round trip and otherwise did not have a chance to shop, will shop with the dorm they moved to. If dorm has already shopped you will shop the day after you have physically moved during state week only, shop 1 time and if you do not shop that day, you will shop on the next scheduled day. Any other week you will shop according to the schedule.

Offenders may only stand in line within the metal bars. Any one on the side of the bars is out of place and may be given a conduct report. You are only permitted in Commissary line if you are shopping.

PHONE TIME: You may only purchase $100 maximum within a 10-day period. Sanctions can’t purchase phone time (ODRC policy).

A Commissary shopping list will be provided on channel 35 and posted throughout the institution. You must have a list in order to shop. If you make your own list, please put it in order of the Commissary list starting with counter 1 and so on. Prices are subject to change without notice. A new list is provided every state week.

Appliances such as TV’s, radio, headphones do not count towards your spending limit. These items are taken to the title office on Monday’s of the following week to be titled. You must have your receipt to pick up your purchase and can be picked up normally on that Tuesday.

Over the counter medications can only be purchased 1 at a time and only 1 of a like medication at a time. Example: 1 pain reliever.

When the yard is closed, or the stockade locked down Commissary will be closed. You will be allowed to shop 1 time only.

Please speak clearly to counter workers when placing order and make sure your items are placed in your bucket and that you receive the correct quantity and item.

When shopping in Commissary please keep noise level to a minimum, so we may process orders accurately. You must make sure you have all items before you leave. Check all items and your receipt before you leave.

Offenders are responsible to maintain their own account balance. Commissary does not give out account balances. Kite the Cashier’s office for demand statement for your account balance or check JPay.

No line jumping or saving a place in line for anyone. Do not run to get in line for commissary!

No eating, drinking, no hats or headphones/radios permitted in commissary line or inside Commissary.
You must be dressed in state blues to shop! No kitchen whites! No sagging or hands in your pants or you may receive a conduct report.

Offenders can check their account balance on JPay by following screen prompts

* Any additional questions and or concerns, you may kite Commissary.

COMMUNICATING WITH THE COMMISSARY

The Commissary attempts to offer a wide variety of items for sale to the offender population of LoCI, with respect to security concerns, space limitations, etc. Should there be items an offender may want to see offered for sale in the Commissary, the offender should utilize the Kite system to communicate with the Commissary. All Kites should be addressed to the Commissary Manager. All communication(s) should be clear and concise in what is requested. All efforts will be made to reply within 7 days.

RECEIPTS

On occasion, offenders are the subject of shakedowns by institutional staff. It is advised that an offender keep receipts of his most recent Commissary purchase to provide proof of purchase of the Commissary items in his possession.

ELECTRONICS & APPLIANCES PURCHASES

Offenders who purchase electronics and/or appliances through the Commissary, it is required that you keep the pink copy of your receipt to be able to 1) pick up your purchase when a pass is issued for you to do so; 2) provide proof of ownership, in addition to your title; and 3) warranty purposes. Please be advised that if you already own certain types of appliances (headphones, Walkman radios, etc.) you may not be able to have a title issued and a refund will be issued at the Commissary’s earliest convenience. Any offender possessing electronics & appliances will be required to adhere to AR 5120-5-14, Electricity Co-pay.

Cashier’s Office

Commissary and GTL phone/JPay accounts transferred electronically when you arrived at London. You may access your account balance at the kiosk in the day room of your dorm or kite the Cashier’s Office to request your account balance. You may request a demand statement, each page costs .05 cents, and you can request a cash slip from the Cahiers Office.

State Pay is paid the first week of each month. Your pay is prorated for the time worked when you transfer and also when you are released. Your rate of pay is based on the job you are assigned.

An offender is considered indigent if 30 days immediately preceding the request, the offender has earned or received less than $12 and his balance has not exceeded $12 within the 30 days prior to the request.

It is your responsibility to update your visiting list to ensure your visitor’s names are listed correctly. Only the “approved” or “tentatively approved” visitors are permitted to deposit money to your
commissary account. At this time, any person is permitted to deposit funds onto your GTL Phone account; they do not have to be an approved visitor. Certain circumstances permit a deposit on your account from a non-routine source, i.e. estate check, settlement, etc. These are approved by and at the discretion of the Warden.

In-coming Funds: Deposits are no longer processed at the institution level. Money orders are processed by JPay and should be sent to JPay, P.O. Box 277810, Hollywood, FL 33027.

Offender Connect and JPay both accept electronic deposits via telephone or website. Any issues with deposit transactions are resolved through JPay or Offender Connect, not institutional staff.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>JPay</td>
<td>800-574-5729</td>
<td>jpay.com</td>
</tr>
<tr>
<td>Offender Connect</td>
<td>888-988-4768</td>
<td>offenderconnect.com</td>
</tr>
<tr>
<td>GTL Phone</td>
<td>800-231-0193</td>
<td></td>
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</tbody>
</table>

If you wish to send money out, you must complete a cash slip, have it signed by a unit staff member, and attach an addressed envelope. You are only permitted to send money to “approved” or “tentatively approved” visitors on your visiting list. A list of approved vendors is available in the dorms for purchases of clothing and sundries.

Upon your arrival, you will be permitted to purchase a $2.50 hygiene bag and also $5.00 or $10.00 lock from the Commissary.

All money orders are now processed by JPAY and are not processed at the institutional level. All money orders must be from an approved person on your visiting list. Further, any amount exceeding $400 per month must be approved by the Warden. JPAY Customer Service number is 866-333-5729 for any questions regarding money orders.

State pay must be posted by the 10th of the month and on a Friday, for example (Example: the 10th is on a Monday you will receive State Pay on the previous Friday). That pay is for the previous month’s payroll. Your last institution should pay you what you earned up to the day you were transferred and that will be included with the money they send you from your account. If there are any discrepancies in your pay, you need to kite the Cashiers Office.

Upon your release, you will receive the balance of your commissary account, pro-rated state pay and also gate pay for time served as the date admitted to ODRC. You will receive $25.00 gate pay for 1-90 days served; $40.00 for 91-180 days served, $65.00 from 181-365 days served and $75.00 for 365+ days served. You will not receive gate pay if you have violated parole or transitional control and back on the same number, if you have been granted judicial release while out-to-court, or if you leave this institution under the supervision of a detainer. Upon release, you must purchase your own bus fare. Bus fare can be purchased for you under special circumstances but only at the discretion of the Warden.
Cashiers Office / Court Ordered Payments
DRC Policy 24-CAS-01 thru 24-CAS-08

Court Cost and Child Support

Federal filing fees – If you file a federal suit, you must pay the filing fees. We take 20% of your previous month’s money (state pay and money orders) until the cost is paid in full.

The Child Support Enforcement Agency will notify you directly of your withholding obligation. 25% of your state pay will be deducted and sent to the Child Support Processing Center monthly. Receipts of child support deductions are not provided. You may request a copy of your payment log sheet quarterly, or you may Kite on a monthly basis to get the amount that was deducted.

If you need a 6-month breakdown of your income and expenses, you can obtain the forms at the Law Library and then send it to the Cashier’s Office for certification.

The Clerk of Courts of your offending county will submit a Journal Entry along with the Cost Bill of the amount due for fines, fees, restitution, etc. The Unit Staff will provide you a packet regarding the debt collection prior to the debt being added to your account. You have 14 days to appeal the decision. At the end of the 14 days, if your appeal is waived or denied, the deductions for payment from your account will begin. All funds are subject to court-ordered collection. This includes deposits from visitors and also state pay up to $25.00. The remaining $25.00 is available on your account the first of each month and must be budgeted throughout the calendar month. If you have less than $25.00 there will be no deductions made. If you file a federal suit, you must pay the filing fees. 20% of your previous month’s balance (state pay and money orders) is deducted until the cost is paid in full.

ADMINISTRATIVE ASSISTANT

Rules of Conduct
Administrative Rule 5121-9-06

Rule violations shall include those rules whose violation constitutes an immediate and direct threat to the security of the institution, its staff, visitors, offenders, or the offender who has violated the rule.

Penalties for rule violations are defined in rule 5120-9-08 of the Administrative Regulation, which defines penalties to be imposed by the Rules Infraction Board.

Rules

Rule 1 Causing, or attempting to cause, the death of another.
Rule 2 Hostage taking, including any physical restraint of another.
Rule 3 Causing, or attempting to cause, serious physical harm to another.
Rule 4 Causing, or attempting to cause, physical harm to another.
Rule 5 Causing, or attempting to cause, physical harm to another with a weapon.
Rule 6 Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
Rule 7  Throwing any other liquid or material on or at another.
Rule 8  Threatening bodily harm to another (with or without a weapon).
Rule 9  Threatening harm to the property of another, including state property.
Rule 10 Extortion by threat of violence or other means.
Rule 11 Non-consensual sexual conduct with another, whether compelled:
   (a) By force
   (b) By threat of force
   (c) By intimidation other than threat of force, or
   (d) By any other circumstances evidencing a lack of consent by the victim
Rule 12 Non-consensual sexual contact with another, whether compelled:
   (a) By force
   (b) By threat of force
   (c) By intimidation other than threat of force, or
   (d) By any other circumstances evidencing a lack of consent by the victim
Rule 13 Consensual physical contact for the purpose of sexually arousing or gratifying either person.
Rule 14 Seductive or obscene acts, including indecent exposure or masturbation; including, but not limited to, any word, action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person.
Rule 15 Rioting or encouraging others to riot.
Rule 16 Engaging in or encouraging a group demonstration or work stoppage.
Rule 17 Engaging in unauthorized group activities as set forth in paragraph (B) of Rule 5120-9-37 of the Administrative Code.
Rule 18 Encouraging or creating a disturbance.
Rule 19 Fighting, with or without weapons, including instigation of, or perpetuating fighting.
Rule 20 Physical resistance to a direct order.
Rule 21 Disobedience of a direct order.
Rule 22 Refusal to carry out work or other institutional assignments.
Rule 23 Refusal to accept an assignment or classification action.
Rule 24 Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
   (a) Sending personal mail to an employee at his or her residence or another address not associated with the Department of Rehabilitation and Correction
   (b) Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the Department of Rehabilitation and Correction
   (c) Giving to, or receiving from an employee, any item, favor, or service.
   (d) Engaging in any form of business with an employee; including buying, selling, or trading any item or service
   (e) Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee
   (f) For purposes of this rule, “employee” includes any employee of the department and any contractor, employee of a contractor, or volunteer
Rule 25 Intentionally grabbing, or touching a staff member or other person without the consent of such person in a way likely to harass, annoy or impede the movement of such person.
Rule 26 Disrespect to an officer, staff member, visitor, or other offender.
Rule 27 Giving false information or lying to departmental employees.
Rule 28  Forging, possessing, or presenting forged or counterfeit documents.
Rule 29  Escape from institution or outside custody.
Rule 30  Removing or escaping from physical restraints (handcuffs, leg irons, etc.) or any confined area within an institution (cell, recreation area, strip cell, vehicle, etc.)
Rule 31  Attempting or planning an escape.
Rule 32  Tampering with locks, or locking devices, window bars; tampering with walls, floors, or ceilings in an effort to penetrate them.
Rule 33  Possession of escape materials; including keys or lock picking devices (may include maps, tools, ropes, material for concealing identity or making dummies, etc.)
Rule 34  Forging, possessing, or obtaining forged or falsified documents, which purport to effect release or reduction in sentence.
Rule 35  Being out of place.
Rule 36  Possession or manufacture of a weapon, ammunition, explosive or incendiary device.
Rule 37  Procuring, or attempting to procure, a weapon, ammunition, explosive or incendiary device; aiding, soliciting, or collaborating with another to procure a weapon, ammunition explosive or incendiary device or to introduce or to introduce or convey a weapon, ammunition, explosive or incendiary device into a correctional facility.
Rule 38  Possession of plans, instruction, or formula for making weapons or any explosive or incendiary device.
Rule 39  Unauthorized possession, manufacture, or consumption of drugs or any intoxication substance.
Rule 40  Procuring or attempting to procure, unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into a correctional facility.
Rule 41  Unauthorized possession of drug paraphernalia.
Rule 42  Misuse of authorized medication.
Rule 43  Refusal to submit urine sample, or otherwise to cooperate with drug testing, mandatory substance abuse sanctions.
Rule 44  Gambling or possession of gambling paraphernalia.
Rule 45  Dealing, conducting, facilitation, or participating in any transaction, occurring in whole or in part, within an Institution, or involving an offender, staff member or another for which payment of any kind is made, promised or expected.
Rule 46  Conduction business operations with any person or entity outside the institution, whether or not for profit, without specific permission in writing from the Warden.
Rule 47  Possession or use of money in the institution.
Rule 48  Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.
Rule 49  Destruction, alteration, or misuse of property.
Rule 50  Possession of property of another.
Rule 51  Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given.
Rule 52  Setting a fire; any unauthorized burning.
Rule 53  Tampering with fire alarms, sprinklers, or other fire suppression equipment.
Rule 54  Unauthorized use of telephone or violation of mail or visiting rules.
Rule 55  Use of telephone or mail to threaten, harass, intimidate, or annoy another.
Rule 56  Use of telephone or mail in furtherance of any criminal activity.
Rule 57  Self-mutilation, including tattooing.
Rule 58  Possession of devices or material used for tattooing.
Rule 59  Any act not otherwise set forth herein, knowingly done which constitutes a threat to the
security of the institution, its staff, other offenders, or to the acting offender.

Rule 60
Attempting to commit; aiding another in the commission of; soliciting another to commit; or entering into an agreement with another to commit any of the above acts.

Rule 61
Any violation of any published institutional rules, regulations or procedures.

No offender shall be found guilty of a violation of a rule of conduct without some evidence of the commission of an act and the intent to commit the act. The act must be beyond mere preparation and be sufficiently performed to constitute a substantial risk of its being performed. “Intent” may be expressed or inferred from the facts and circumstances of the case.

**Offender Disciplinary Process**
Administrative Rule(s) 56-DSC-01 thru 56-DSC-07

The rules infraction system enforces institution and department rules that are designed to maintain security and discipline. Listed in this handbook is a list of all rule violations. It is your responsibility to read and know the rules.

The offender disciplinary process is found in Administrative Regulations 5120-9-06 through 5120-9-011. A copy of the complete AR’s is located in the Law Library.

If an offender violates an institutional or departmental rule, he will receive a conduct report. Regardless of who writes the conduct report, a Hearing Officer (usually a Correctional Counselor) will hear it first in the offender’s unit or in TPU.

The Hearing Officer may impose one of the following:

- Refer for counseling/treatment
- Recommend change in housing or job
- Issue warning or reprimand
- Recommend that the offender be required to make restitution
- Recommend that contraband be disposed of
- Restrict privileges or assign extra duty

There is No Appeal of the Hearing Officer’s Decision

The Rules Infraction Board can impose any of the following sanctions:

- Restrictive Housing Time up to 180 days
- Assign extra duty
- Visiting restriction
- Phone restriction
- Recreation restriction
- Package restriction
- J Pay restriction

If an offender is found guilty of a rule, he could be referred by the Hearing Officer to the Rules Infraction Board for a hearing. Every offender will be granted due process concerning the hearing procedure
(Refer to A.R. 5120-9-07 (I) through 5120-9-08). The process and offender’s rights are explained to every offender throughout the steps. He will be required to sign documents indicating that he has been informed of his rights. Appeals of all RIB decisions are forwarded to the Managing Officer/Designee, currently the Warden’s Administrative Assistant. This is the final step for appeal.

The following outline is designed to mirror, in brief, the offender disciplinary process as presented in the Administrative Regulations:

**Charging Official** (5120-9-07 A, B) Provides written conduct report citing rule violation(s):

- Written factual description specifying evidence.
- Signature of charging staff member.
- Presents report via Captain’s Office and/or electronically to the Administrative Review Officer.

**Hearing Officer (H.O.)** (5120-9-07 D, G, E, F, H, I) Determines if:

- A violation occurred.
- Determination if the offender committed the violation charged.

**Decisions of Hearing Officer may include:**

- Affirmed.
- Modified.
- Returned for reconsideration.
- Reversed-purge case from offender’s file.
- No further appeal.
- Forward written decision and reasons to appropriate staff if probable cause for a rule violation exists.
- Refer to the Rules and Infractions Board (RIB).

**In all rule violations referred to RIB, the Hearing Officer shall:**

- Provide witness request forms, unless waived.
- Inform offender that evidence intended to be produced through witness testimony must be stated on witness request forms.
- Inform offender that he is entitled to charging officer’s presence, unless waived.
- Inform offender that he is entitled to 24-hour notice, unless waived.
- Determine need for counsel substitute.

**Rules Infraction Board (RIB)** (5120-9-08 A, B; 5120-9-09 E, F, G)

- Composed of two members.
- Have no personal interest.
- Have no independent knowledge of the conduct report.
- Offenders have the right to be heard in own defense.
- Offenders may call a reasonable number of witnesses to testify.
• Witnesses may be subject to disciplinary action for lying.

Witnesses appearing before the RIB include:

• Charging official, unless waived.
• Confidential statements.
• Credibility of witness determined by considering the following:
  o Appearance and demeanor.
  o Disciplinary/criminal history.
  o Against interest to testify.
  o Ulterior motive(s).
  o Corroborated by evidence.
  o Observed conduct.
  o Previously provided reliable evidence.
  o Record or reputation for lying/dishonesty.
  o Consistency.
  o Detail provided.
  o Willingness to appear.
  o Professional experience and judgment of RIB member.
  o All witness waivers in writing or made part of electronic record “Some Evidence” required for finding of guilt.

Each member of Rules Infraction Board vote separately on:

 o Rule violated by offender.
 o Disposition to be assessed.
 o Advises offender right to appeal to Managing Officer within 15 days of RIB disposition.

Assesses disposition for offenses

 o SMH Time
 o Refer to reclassification and recommend transfer.
 o Confiscate contraband.
 o Recommend restitution or other appropriate disposition.
 o A written record is made of the decision and the supporting reasons and a copy is to be given to the offender.

Managing Officer (M.O.) (5120-9-09 K, M) Appeal filed within 15 days to determine valid/proper rule charged:

• Prejudicial violation of procedural right.
• “SOME EVIDENCE” in record to support guilt.
• Penalty authorized.

Bureau of Sentence Computation
You will be notified if we become aware of any detainer, warrant, or untried indictment, information or complaint pending against you. Unit staff will assist you with filing for fast & speedy trial unless the charges are “untried”. The charge of Failure to Appear or Contempt of Court for fines, cost, or failing to appear after conviction is not eligible for fast & speedy trial.

BOSC is not always aware of all outstanding charges pending against you. Therefore, if you become aware of any charges pending against you, and you wish to dispose of those charges while you are incarcerated, notify the Bureau of Sentence Computation via a Kite that you are requesting assistance with filing the appropriate papers for a fast and speedy trial if applicable. You must indicate in your kite what charges are pending, the court in which the charges are pending and if possible, the case number.

**Detainers, Warrants, and Pending Charges**

**Jail Time Credit**

Administrative Rule 5120-2-04

Jail time credit is the total number of days you were confined in county confinement before, during and after sentencing. It is the court’s responsibility to designate the number of days you were confined prior to sentencing. This information was reported to the Bureau of Sentence and Computation by the court through the commitment papers accompanying you at the time you were admitted at the Reception Center. Conveyance time is the number of days confined after sentencing awaiting transfer from the county to the Reception Center and was either reported to the Bureau of Sentence and Computation by the Sheriff or was calculated by the Bureau of Sentence and Computation when you were admitted at the Reception Center. If you believe you have not received the appropriate amount of jail credit, you must file a motion to the sentencing court requesting additional jail credit. The Bureau of Sentence Computation will accept court papers granting jail credit when it is received directly from the court only. No other form of reporting jail credit will be accepted. Any questions/concerns regarding your jail credit should be directed to the Bureau of Sentence Computation by letter.

**INSTITUTIONAL INSPECTOR**

**Grievance Procedure**

Administrative Rule 5120-9-31

The grievance procedure is a way to voice concerns or problems that come up during your time in prison. This may include complaints about how you are treated, living conditions, staff, offenders, rules, policies and procedures. Using the grievance procedure can resolve many complaints and correct problems.

Per AR 5120-9-31, Offender Grievance Procedure, you are to send the Informal Complaints to the immediate supervisor of the area that you are complaining about. The supervisor has 7 days to respond to the Informal Complaint. If you do not receive the response back within 7 days, you may kite the Inspector, who will contact the supervisor. At that time, the supervisor will have 4 days to respond to the Informal Complaint. If the supervisor fails to answer the Informal Complaint, the offender may send a Notification of Grievance form to the Institutional Inspector (via Kiosk).
Each prison has an Inspector of Institutional Services. The Inspector watches prison operations to make sure that rules are being followed. The Inspector also runs the offender grievance procedure and investigates offender grievances. The Inspector takes action to correct problems, talks with both staff and offenders, and lets the warden know what changes are needed. Ask the Inspector any questions you may have about the offender grievance procedure.

LOCATION

The Institutional Inspector’s Office is located in the main hallway.

OPERATING HOURS

Open office hours are Monday through Thursday, 8:30 A.M. to 10:30 A.M. under normal institutional conditions. Offenders who cannot come during open office hours should have their dorm officer or unit staff call to make arrangements for another time.

INTRODUCTION

When you have problems or questions about daily prison life there are employees who can help. You should contact an employee who works in the area where you are having a problem. You can either talk to the staff person or kite them. For example, if your property is stolen, your correction officer and sergeant are there to assist you.

If this does not solve the problem, you can try to solve it by using the offender grievance procedure.

PURPOSE OF THE OFFENDER GRIEVANCE PROCEDURE

There are three steps in the procedure. It is hoped that you will be able to resolve your problem at the lowest possible step. At each step, you will have the chance to voice your problem and explain what happened. If you have a problem, do not wait! Each step of the offender grievance procedure has a specific time limit.

NOTIFICATION OF GRIEVANCE

The only grievances, which are to be filed directly to the Inspector, are the following:
Use of Force without reports and major cases of Inappropriate Supervision. You may skip the Informal Complaint form for these reasons only.

Notifications of Grievances (NOG) are basically appeals of the Informal Complaint Resolutions (ICR). If you are not satisfied with your ICR response you may send a NOG to the Inspector. The Inspector has 14 days to render a decision.

APPEAL TO THE CHIEF INSPECTOR

Upon receipt of you NOG Disposition, if you are not satisfied with the answer you may send an Appeal to the Chief Inspector. You have 14 days from the time you receive your Disposition of Grievance to file your appeal. Upon receipt of your appeal the Chief Inspector has 30 days to render a decision.
All issues must be addressed at the lowest level possible prior to progressing to the grievance level. All other issues not listed can be addressed with your unit staff.