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# North Central Correctional Complex

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**February 21, 2012  
February 22, 2012  
February 28, 2012**

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**Joanna Saul,  
Report Coordinator**

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

**SECTION I. INSTITUTION OVERVIEW**

**A. INSPECTION PROFILE**

**Date of Inspection:** February 21, 2012  
February 22, 2012  
February 28, 2012

**Type of Inspection:** Unannounced

**CIIC Member and Staff Present:** Joanna Saul, Director  
Darin Furderer, Inspector  
Jamie Hooks, Inspector  
Adam Jackson, Inspector  
Carol Robison, Inspector

**Facility Staff Present:** Warden Neil Turner

CIIC spoke with many additional staff at their posts throughout the course of the inspection.

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

Housing Units	Medical and Mental Health Services
Inmate Dining Hall	Library
Kitchen	Recreation
Segregation	Educational Programs

**B. INSTITUTION DEMOGRAPHICS**

The North Central Correctional Complex includes two separate facilities: the North Central Correctional Institution, a 100 acre facility, which opened in 1994,<sup>1</sup> and the Marion Juvenile Correctional Facility. The North Central Correctional Complex is owned by the state of Ohio, but operated by a private company, the Management and Training Corporation (MTC). MTC assumed operations of the North Central Correctional Institution on December 31, 2011. The former Marion Juvenile Correctional Facility, which was closed for several years, was reopened March 1, 2012 as NCCC's camp. As the inspection time period fell prior to the reopening of the former juvenile facility, the inspection did not include it.

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<sup>1</sup> North Central Correctional Institution website, available at <http://www.drc.state.oh.us/public/ncci.htm>.

The facility is a Level 2 security (medium security) male institution serving Level 1 and 2 inmates. The institution's daily cost per inmate is \$41.20.<sup>2</sup>

The date of the most recent ACA accreditation was October 21-23, 2009.<sup>3</sup> The facility was 100 percent compliant on mandatory standards and 99.5 percent compliant on non-mandatory standards. The areas of noncompliance were due to overcrowding. CIIC also reviewed the most recent (September 28-30, 2010) internal management audit conducted by the DRC in order to determine continuous compliance with ACA and Ohio standards. The facility was found to be 100 percent compliant on ACA mandatory standards, 98.4 percent compliant on non-mandatory standards, and 89.47 percent compliant on Ohio standards. The primary areas of noncompliance were in regard to the following: overcrowding; appropriate documentation of temperatures in living areas, debriefings of critical incidents, and provision of clean clothing; appropriate temperatures of the food served in satellite locations, such as medical and segregation; and concerns regarding Records Office and Quartermaster procedures.

The rated capacity for North Central Correctional Complex is 2,226.<sup>4</sup> The inmate count as of February 21, 2012 was 2,299,<sup>5</sup> or approximately 103 percent of the rated capacity. The average age of the inmate population was 36.7 years as of February 2012.<sup>6</sup>

Of the 326 total staff at North Central Correctional Complex as of February 28, 2012, 62.9 percent were male and 37.1 percent were female.<sup>7</sup> Of the total staff, 89 percent were classified as white, 7 percent as black, 2 percent as Hispanic, and 2 percent as of two or more races.<sup>8</sup>

The following chart provides a comparison of both staff and inmate race demographics at the facility and across the DRC.

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<sup>2</sup> Personal communication, North Central Correctional Complex, February 28, 2012.

<sup>3</sup> American Correctional Institution, "Accreditation Report," May 7, 2010.

<sup>4</sup> The rated capacity is for the former North Central Correctional Institution. The former Marion Juvenile Correctional Facility, which will be reopened as NCCC's camp on March 1, 2012, has a rated capacity of 480 inmates.

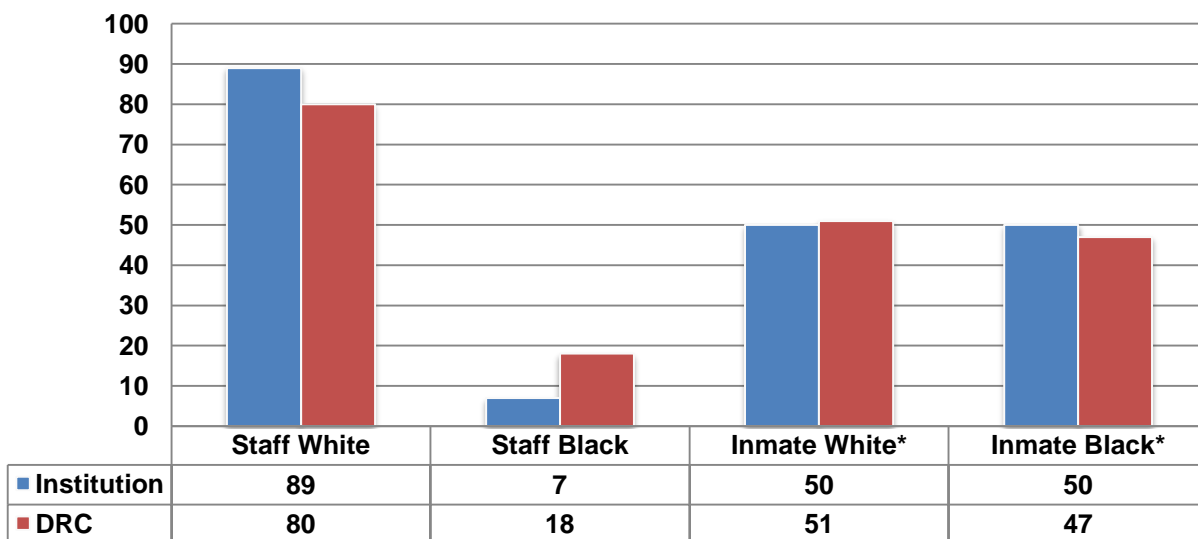
<sup>5</sup> NCCC Count Office Daily Activity Sheet, February 21, 2012.

<sup>6</sup> Personal communication, North Central Correctional Complex, February 28, 2012.

<sup>7</sup> "MTC/North Central Correctional Complex, Staff Totals by Gender & Race," February 28, 2012.

<sup>8</sup> Ibid.

**Chart 1**  
**Staff and Inmate Comparison by Percentage of Race<sup>9</sup>**  
**February 2012**



\*Inmate demographics are as of December 2011.<sup>10</sup>

### C. FISCAL REVIEW

CIIC’s fiscal evaluation focuses on three primary areas: (1) review of most recent fiscal audit; (2) staffing, including overtime hours; and (3) cost savings initiatives.

#### Review of Fiscal Audit

CIIC did not review the latest fiscal audit, as the management of the facility (and therefore fiscal operations) changed hands on December 31, 2011.

#### Staffing

Adequate staffing has a direct effect on the safety and security of an institution. Of the total number of allotted positions, 14 were vacant.<sup>11</sup> The vacancies consist of a sergeant, unit management clerk, case manager, maintenance worker, program staff, medical staff, and mental health staff.

Vacancies result in staff being mandated to work extra shifts; however mandated shifts may vary from day to day and week to week. Overtime is calculated by hours. In the four weeks prior to

<sup>9</sup> Ibid. and DRC Monthly Fact Sheet, February 2012.

<http://www.drc.state.oh.us/web/Reports/count/February%2013%202012.pdf>

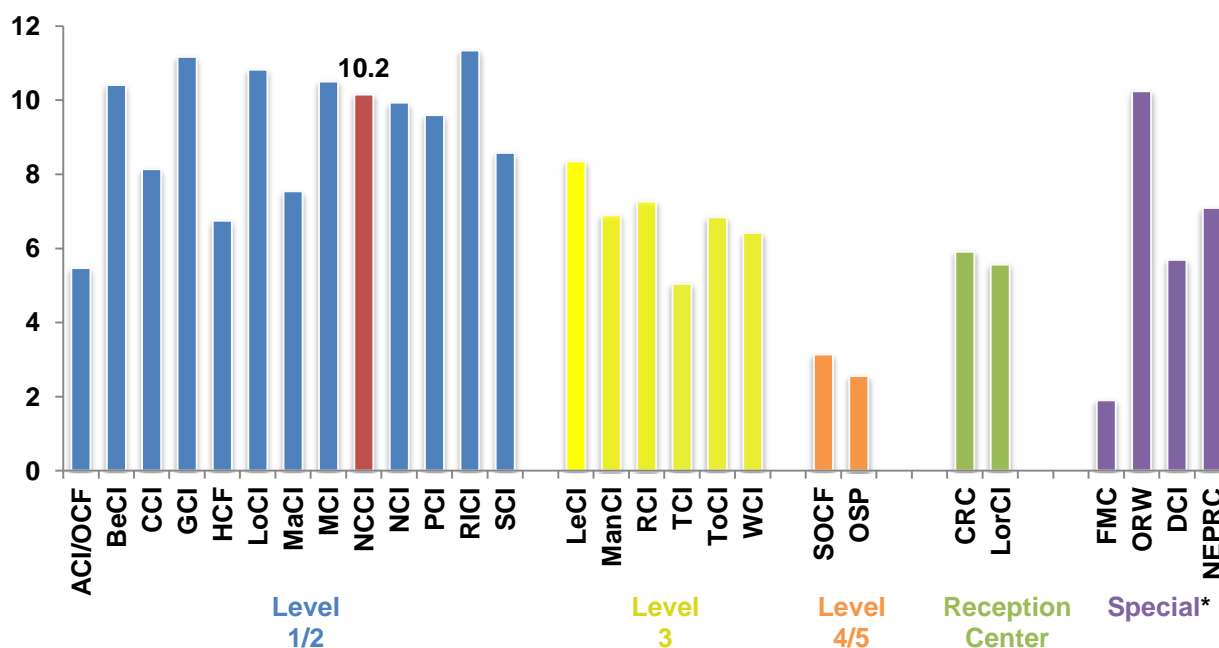
<sup>10</sup> North Central Correctional Institution website, available at <http://www.drc.state.oh.us/public/ncci.htm>.

<sup>11</sup> “North Central Correctional Complex – Vacant Positions,” received February 22, 2012.

the inspection (January 23 – February 20, 2012), there were 1,813 hours worked as overtime hours.<sup>12</sup> Of the total, 97.5 percent (1,767 hours) were in the area of security staff.

The following chart compares staffing across the DRC by the number of inmates per corrections officer (based on the total amount of staff on the payroll, including staff on leave) prior to the transition to MTC operations.

**Chart 2**  
**DRC Institutional Staffing: Number of Inmates per Corrections Officer<sup>13</sup>**  
**January 2012**



\*The order of institutions in the above chart is different than subsequent charts due to transition of the female population at the end of 2011 and the consolidation of several facilities.

Based on data provided by the institution, the ratio of inmates to security staff may have decreased under MTC management; as of February 28, 2012, the facility reported 9.5 inmates per security staff (however, “security staff” likely includes supervisors, whereas the above chart includes only officers).<sup>14</sup>

### Cost Savings Initiatives

As MTC has only operated the facility since December 31, 2011, no cost savings initiatives had been implemented at the facility as of the date of the inspection.

<sup>12</sup> MTC Enterprise Reporting System Overtime Report, February 21, 2012.

<sup>13</sup> DRC Monthly Fact Sheet, “ODRC Workforce Composition,” January 1, 2012 and DRC Weekly Count, January 3, 2012.

<sup>14</sup> “MTC/North Central Correctional Complex, Staff Totals by Gender & Race,” February 28, 2012.

**SECTION II. INSPECTION SUMMARY**

As stated above, MTC assumed control of operations at the North Central Correctional Complex less than two months prior to the inspection date. Furthermore, rather than hiring many of the former facility staff, the institution experienced an almost complete changeover of staff. While many of the staff have prior correctional experience, many are also brand-new; even those with prior correctional experience come from four different institutions (Lake Erie Correctional Institution, Marion Correctional Institution, North Central Correctional Institution, and North Coast Correctional Treatment Facility), which can lead to confusion as each institution may operate differently. Thus, the MTC administration has had to build from the ground up. While some concerns were raised by the inspection, these are to be expected, given the short timeframe. CIIC relayed an intention to reinspect the facility six months later once the institution has had more time to implement its policies and procedures; the following summary is to be considered more as a progress report than an inspection report. The MTC response is provided immediately following the summary.

<b>KEY STATISTICS</b>				
<b>AREA</b>	<b>DECREASED &gt;10%</b>	<b>NO CHANGE (WITHIN 10%)</b>	<b>INCREASED &gt;10%</b>	<b>COMMENTS</b>
<b>Use of Force</b>			X	Total uses of force increased by 59.6 percent from 2009 to 2011.
<b>Assaults</b>	X			Total inmate on inmate assaults decreased by 35.7 percent from 2009 to 2011.
<b>Suicide Attempts</b>		X		NCCI reported one suicide attempt in 2009 and one in 2011.
<b>OPERATIONAL MANAGEMENT</b>				
<b>AREA</b>	<b>EXCELLENT</b>	<b>ACCEPTABLE</b>	<b>IN NEED OF IMPROVEMENT</b>	<b>COMMENTS</b>
<b>Operations</b>				
<b>Medical Services</b>		X		Concerns were relayed to NCCC staff on-site.

<b>Mental Health Services</b>			X	Staffing: At the time of the inspection, the facility had vacancies for three Licensed Independent Social Workers and one Psychologist.  Access to mental health staff: staff reported that an estimated 75 percent non-compliance rate among non-psychiatric appointments and a significant number of overdue treatment plans have already been identified.
<b>Food Services</b>		X		The concerns revealed by the inspection were due to prior management, but they were serious, including the presence of mice, issues with the drains, and the lack of any documentation indicating that a health inspection had ever been performed in the institution's history.
<b>Housing Units</b>		X		Housing units were overall acceptable; however, the CIIC inspection team did observe general clutter in the bunk areas, the dingy appearance of the cubicle walls, and the peeling paint on bunk bars.  Concerns regarding the segregation unit are listed separately below.
<b>Commissary</b>	X			No concerns noted.
<b>Programs</b>				
<b>Program Evaluation</b>		X		This rating is based on the observed programs. However, staff have identified one area in need of improvement: inmate access to programs.
<b>Library</b>	X			No concerns noted.
<b>Recreation</b>	X			No concerns noted. In fact, the Warden and executive staff expanded access to recreation by reopening the recreation yard so that all inmates who wished to leave their housing areas could do so during recreation hours. Under state management, the institution had operated under a "split recreation" schedule that permitted only half the inmate population out at one time, in an effort to increase security and reduce violence. Current MTC staff reported that there have been few to no fights since the reopening of the yard.
<b>Staff Accountability</b>				
<b>Officer Staffing</b>	X			Based on data provided by the institution, the institution is currently operating with a low number of security staff vacancies.
<b>Inmate Grievance Procedure</b>	X			Notable achievements include that 50 percent of inmates reported that they knew who the Inspector was and almost as many reported feeling that their



				informal complaints had been resolved fairly by staff.
<b>Inmate Safety</b>			X	<p>Of the 100 inmates interviewed in the institution’s general population housing units, 27 percent reported that they felt unsafe or very unsafe. In addition, several inmates relayed personal safety concerns to the CIIC inspection team, stating that inmates were assaulted by other inmates with the metal lockerboxes, even for toilet paper. One inmate stated that he reported to staff that he would be assaulted and that staff ordered him back to his bunk; he was then assaulted. In the first two days of the inspection, a signal three (“mandown”) was called on both days. Even more concerning, while the CIIC inspection team was in a housing unit, an inmate was assaulted by another inmate with a lock in a sock and suffered bleeding from the head wound.</p> <p>On the other hand, former NCCI staff reported feeling that the facility was actually safer under current management than it had been under state management and that the level of incidents had decreased.</p>
<b>Executive Staff Rounds</b>			X	<p>With the exception of the Unit Management Administrator and the Inspector, executive staff were not documenting rounds through the housing units. That said, executive staff have been stretched thin due to the need to train a large number of new staff, open an entirely separate facility (former Marion JCF), and start essentially new operations with an inmate population on-site.</p>
<b>Shakedowns (Bunk Area Searches)</b>			X	<p>Officers were inconsistent in the documentation of shakedowns. Officers generally knew that three shakedowns per shift per officer (six total) were required by MTC, but this number was not properly documented on several observed units and days (see checklists for specific units and days).</p>
<b>Officer Security Checks</b>			X	<p>While staff appeared to be regularly conducting security checks per policy, there was inconsistency in how staff were documenting current conditions (e.g. “all appears secure,” “all appears well,” “rounds OK” etc.). While the important fact is that the checks appeared to be completed, consistency in documentation is desirable.</p>

<b>ADDITIONAL COMMENTS</b>	
<b>AREA</b>	<b>COMMENTS</b>
<b>Segregation</b>	<p>The segregation unit raised a number of concerns, including the following:</p> <ol style="list-style-type: none"> <li>(1) Staff reportedly only began performing shakedowns of segregation cells on February 25, 2012;</li> <li>(2) With the exception of the Unit Management Administrator and the Inspector, executive staff were not documenting weekly rounds in the segregation unit (please note that the Warden and DWO documented a “tour” of the segregation unit twice during the past month; the Warden relayed that the tours included normal round activities);</li> <li>(3) The actual bottles in the chemicals box did not match the inventory log;</li> <li>(4) The segregation log sheets were not being consistently filled out by staff, with staff either failing to provide meals/linens/clothing/hygiene/showers or failing to document the provision of all of those privileges;</li> <li>(5) Inmates raised a number of concerns, including the complete lack of hygiene items, such as toilet paper, soap, and toothbrushes; denial of phone calls; inadequate food portions (e.g. inmates preparing segregation inmates’ food trays were stealing the desserts from the trays); and, denial of vault requests;</li> <li>(6) Many cells housed three inmates to a cell. The cells were cramped and inmates reported being housed in segregation for many months;</li> <li>(7) An abnormally large number of inmates are being held on “Security Control” status, which should be a temporary status requiring approval from multiple levels of MTC/DRC staff for lengthy stays.</li> </ol>
<b>Inmate Concerns</b>	<p>Inmates relayed a complete lack of programming, which concern was supported by the fact that no unit programs were being conducted at the time of the inspection and there were deficiencies in both educational and mental health staff.</p> <p>Many inmates were also upset regarding the lack of basic hygiene articles, including toilet paper and soap. Inmates reported that the lack of these items has resulted in thefts and assaults/fights. It should be noted that administrative staff relayed that they were aware of these concerns and that they were in the process of increasing the number of cases of toilet paper issued to housing unit staff and again placing soap in the bathrooms.</p>
<b>Inconsistency/Need for Continued Training</b>	<p>The overall feeling of the institution is that there may be some inconsistency in operations and that certain necessary activities may not be occurring (see the above comments regarding the</p>

	<p>segregation unit). In fact, consistency in schedules and operations of various areas of the facility (commissary, recreation, chow) was the top concern relayed by inmates during the inspection.</p> <p>If there is inconsistency, it is understandable due to the fact that the institution has experienced not only a complete changeover in staff, but a combination of entirely new staff and staff from multiple other institutions. At the same time, MTC is also attempting to open a separate, second facility, which further stretches resources. It is expected and hoped that this seeming inconsistency will no longer exist when CIIC returns for a reinspection.</p>
<p><b>Staff Morale/Quality of Staff</b></p>	<p>Despite all of the above, staff morale was incredibly high, with a feeling of camaraderie and group spirit in taking on the challenge of operating NCCC. CIIC was very impressed with the quality of staff and their demeanor. The Warden has also worked with his staff to brainstorm a number of creative initiatives that are the type of “outside of the box” thinking for which MTC has been known. CIIC truly enjoyed its interactions with staff and has full faith that the institution will be operating well once it has passed this initial start-up period.</p>



**Management  
& Training  
Corporation**

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Switchboard 740-387-7040, Fax 740-387-

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March 27, 2012

From: Neil Turner

A handwritten signature in black ink that reads "Neil Turner" with a stylized flourish at the end.

Warden – North Central Correctional Complex

This is in response to the CIIC inspection summary, February 21, 22 and 28, 2012. Key statistics that are from 2009-2011 are noted, this reply addresses the issues of concern since MTC management began on January 1<sup>st</sup>, 2012.

**Mental Health Services:** Staffing: at the time of the inspection, the facility had vacancies for three LISWs and one Psychologist - The plan of action is to continue to advertise and seek qualified applicants to fill the above vacancies.

**Food Services:** there was a lack of documentation that a health inspection had ever been performed in the institution's history - We agree, there is no record of the State license health inspection. The health department has been working with us and the inspection has been completed. We are in process of obtaining a license. The major issue, the floor drains, is being addressed by the Department with the assistance of the Contract Monitor. The rodent problem has been addressed.

**Housing Units:** Clutter issues and dingy appearance of cubicles and peeling paint - The clutter issues continue to be addressed by enforcing the 2.4 cubic feet property requirement. The cloth cubicles have been in the dormitories since the facility was opened. They are in poor repair and they are not clean. Plans are being made to eliminate the cloth partitions over time. Painting issues are being addressed throughout the facility.

**Program Evaluation:** Inmate access to programs - We are in the process of hiring additional program staff. Programs have started in the units and will be fully operational by June. Marion Technical classes, ABE-GED, and Vocational Auto classes are currently being offered. All inmate groups are now operational. Bridges and Phoenix programs have been developed and are currently operating.

**Inmate Safety:** Comments in this area state varying levels of the "feeling" of inmate safety, from unsafe to very unsafe, others report feeling safe. It also reflects concerns about the

availability of supplies and toiletries. The CIIC staff did witness an assault on a unit while they were present. - The assault has been investigated and administrative action has been completed. While we cannot respond to how the responses of feelings are determined, the essential issues of safety are constantly addressed as they are identified. Every report by an inmate that has a fear or safety concern, whether verbally or in writing is immediately looked into to determine what needs to be done to remedy the issue. There have been no reports of inmates being assaulted with metal locker boxes, or any report that a staff member has ever sent an inmate back to his bunk area to be assaulted. Many signal threes are false alarms.

**Executive Staff Rounds:** Rounds are not being documented - While staff has been stretched thin activating the facility, rounds are being routinely made by all executive staff and the staff is visible throughout the facility. The Warden and Deputy Warden of Operations routinely walk the yard daily during recreation, visit the food service during one of the meals several times a week and are present on weekends frequently during programming and special events. Officer shakedowns and security checks are an ongoing training process that is showing improvement at this time.

**Segregation:** There are three Sgts. assigned to the segregation unit, all of which have prior DRC experience. It is unknown where the statement of shakedowns beginning on February 25<sup>th</sup> comes from. Shakedowns have occurred since the beginning of the transition.

The Executive Staff is making rounds on the segregation unit routinely and is making a better effort of signing in and out of area as required. The issue of chemical control has been addressed and will continue to be addressed during rounds if necessary. Log sheets are an ongoing training issue, particularly for new staff unfamiliar with the detail required. This is improving daily. The inmate concerns have been addressed and there are adequate hygiene supplies available. The inmates preparing food are supervised by the cage officer. Phone and vault requests are honored if the inmates are eligible.

A number of cells did have three occupants and the issue of transfers is continually being addressed through the Bureau of Classification.

Inmates pending transfer to higher security are held in security control status, which makes it appear there are a large number in SC status.

**Inmate Concerns:** The programming concern was addressed earlier in this document. Hygiene articles have been increased since the inspection and there are no additional complaints at this time.

**Inconsistency/Need for continued training:** we concur there is a need for continued training in all operational areas as the majority of the security staff are new. The operational routine is improving daily as staff becomes more familiar with their new duties and their surroundings. We are very proud of the accomplishments of our staff during this transition period. We will continue to overcome the challenges and strive toward a more routine, consistent operation

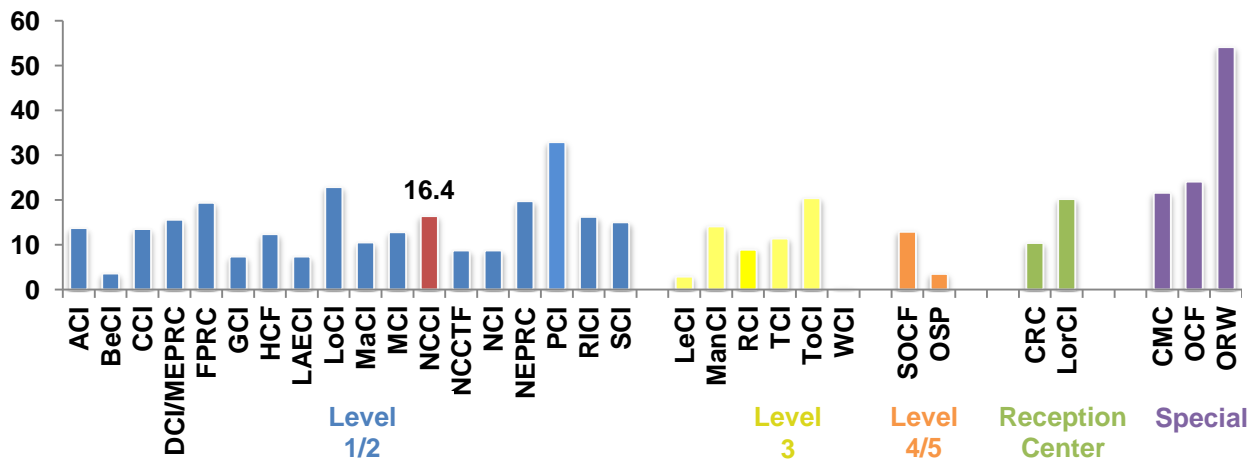
**SECTION III. INMATE GRIEVANCE PROCEDURE EVALUATION**

Pursuant to Section 103.73 of the Ohio Revised Code, the CIIC is required to evaluate the inmate grievance procedure<sup>15</sup> at each state correctional institution. This evaluation generally includes a review of grievance data, individual inmate interviews conducted by the CIIC inspection team on-site during the inspection process, and shadowing the Institutional Inspector by a member of the CIIC inspection team.<sup>16</sup>

In 2011, there were 323 grievances filed and 1,821 informal complaints received by the Inspector at the facility.<sup>17</sup> Of the 338 grievances completed, 85.5 percent were denied, 10.4 percent were granted, and 4.1 percent were withdrawn by the inmate. The top three categories with the most grievances were Healthcare with 140, Personal Property with 51, and Supervision with 33.<sup>18</sup> The Inspector’s Activity Report for CY 2011 is provided in Table 1 of the Appendix.

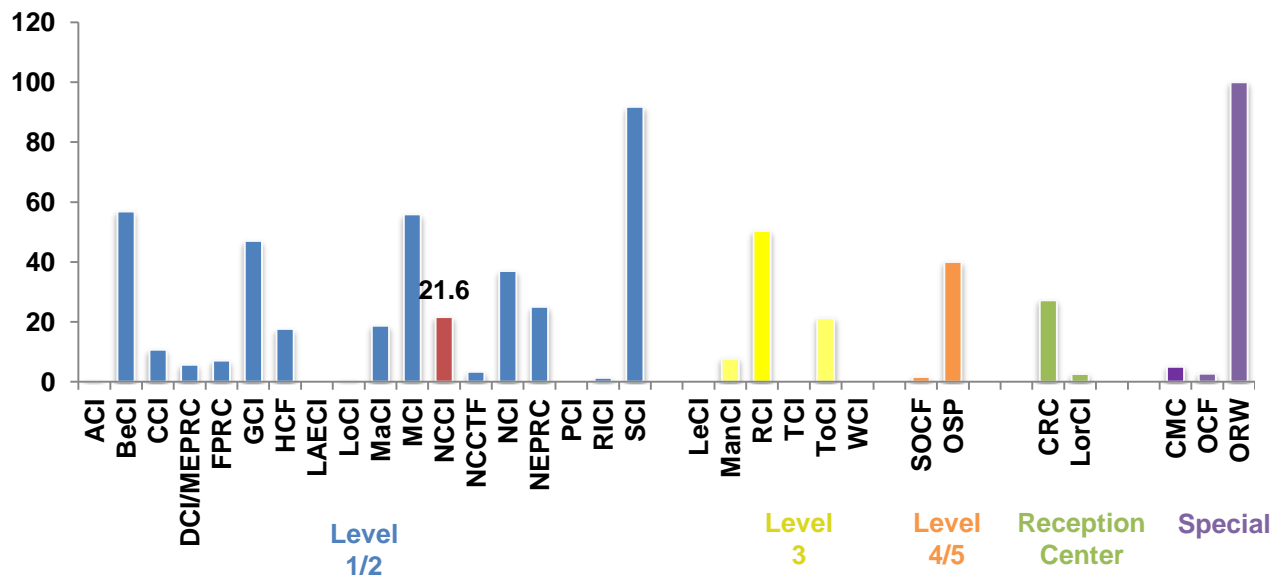
Timely staff responses to informal complaints have a large impact on inmates’ perception of the effectiveness of the grievance procedure. While the DRC only requires an action plan for untimely response rates above 15 percent, CIIC believes that an untimely response rate above 10 percent is unacceptable and five percent is both achievable and preferred. Of the total number of informal complaints received in 2011, 16.4 percent were answered untimely at North Central Correctional Complex and 26 did not receive any response.<sup>19</sup> The following chart provides a comparison of untimely response rates across the DRC in 2011; however, as the facility transitioned to private operation on December 31, 2011 and now has new management and new staff, past performance may not be indicative of future responses.

**Chart 3**  
**Untimely Response Rates to Informal Complaints by DRC Institution**  
**CY 2011**



<sup>15</sup> Please see the Glossary for an explanation of the inmate grievance procedure.  
<sup>16</sup> Due to time constraints, CIIC was not able to shadow the Inspector at NCCC.  
<sup>17</sup> Inspector’s Report, North Central Correctional Institution, January 1, 2011 – December 31, 2011.  
<sup>18</sup> Ibid.  
<sup>19</sup> This number may include informal complaints that were filed within seven days of the end of the calendar year and therefore may have received a timely response that is not reflected in the above numbers.

**Chart 4**  
**Percent of Grievance Dispositions Requiring Extensions by Institution**  
**CY 2011**



During the inspection, the CIIC inspection team interviewed 100 inmates. The following responses were collected:

- 50 percent of inmates said they knew who the Inspector was
- 64 percent of inmates said that the grievance procedure was explained to them
- 81 percent of inmates said that they know how to use the grievance procedure
- 46.9 percent of the inmates who said that they had filed an informal complaint at the institution reported that the informal complaint was resolved fairly
- 33.3 percent of the inmates who said that they had filed a grievance at the institution reported that the grievance was resolved fairly<sup>20</sup>

Positive points to highlight from the collected responses include the high number of inmates who reported that they knew who the Inspector was, as well as the high number of inmates who reported that they felt that informal complaints were resolved fairly.

Further information regarding inmates' perception of the inmate grievance procedure, obtained during a 2007 CIIC survey of inmates across the DRC, can be found in the CIIC Biennial Report to the 129<sup>th</sup> General Assembly: Inmate Grievance Procedure, which is available on the CIIC website ([www.ciic.state.oh.us](http://www.ciic.state.oh.us)).

<sup>20</sup> CIIC also asks inmates regarding the fairness of grievance appeals, but as only five inmates reported having filed a grievance appeal while at the institution, the information is not of sufficient use.

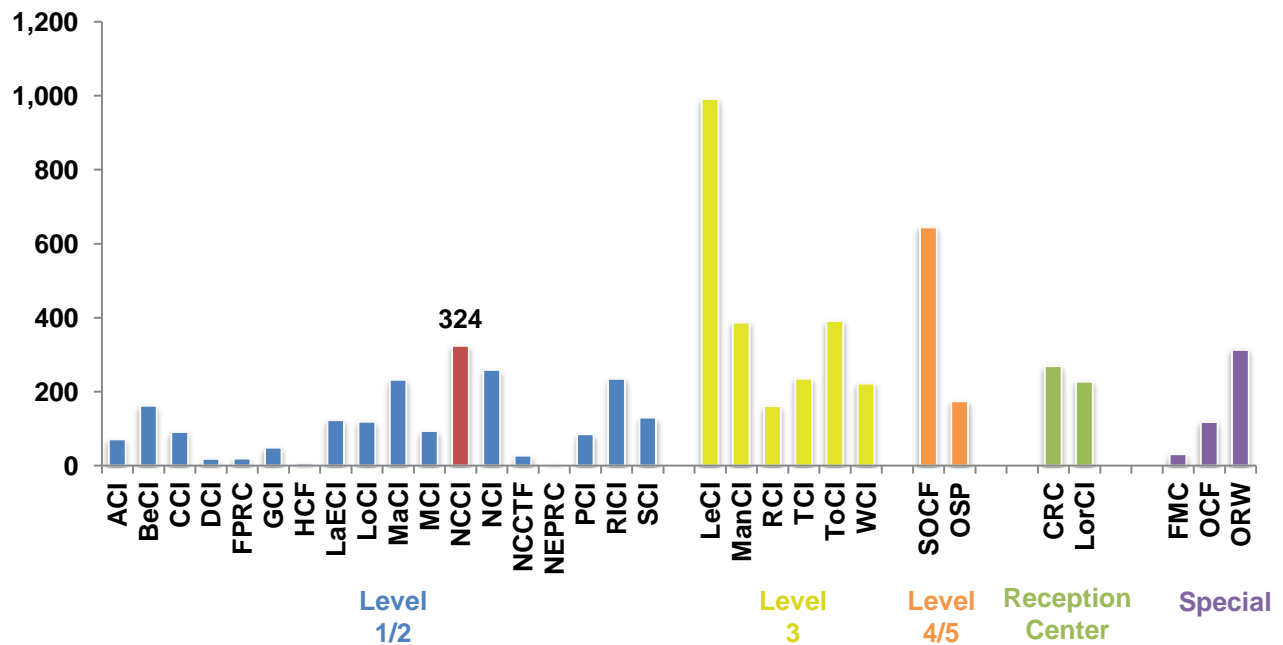
**SECTION IV. KEY STATISTICS**

**A. USE OF FORCE**

In 2011, the facility reported 324 use of force<sup>21</sup> incidents.<sup>22</sup> Of the total, 68.8 percent of the incidents involved black inmates, 28.1 percent involved white inmates, and 3.1 percent involved an inmate of another race. Compared to 2009, in which 203 uses of force were reported, total uses of force increased by 59.6 percent in two years. Tables 2 and 3 of the Appendix provide a breakdown of the use of force incidents in 2011.

In 2011, chemical agents (mace) were used 148 times.<sup>23</sup> This is an increase of 105.6 percent since 2009, in which chemical agents were used 72 times.<sup>24</sup> In the six months prior to the inspection date (Aug 2011 – Jan 2012), chemical agents were used 54 times.

**Chart 5**  
**Use of Force by Institution**  
**CY 2011**



<sup>21</sup> Further information regarding use of force incidents can be found in the Glossary.  
<sup>22</sup> Use of Force Monthly Reports, North Central Correctional Complex, January – December 2011.  
<sup>23</sup> Significant Incident Summary reports provided by North Central Correctional Complex, Jan 2011 – Dec 2011.  
<sup>24</sup> Significant Incident Summary reports provided by North Central Correctional Complex, Jan 2009 – Dec 2009.

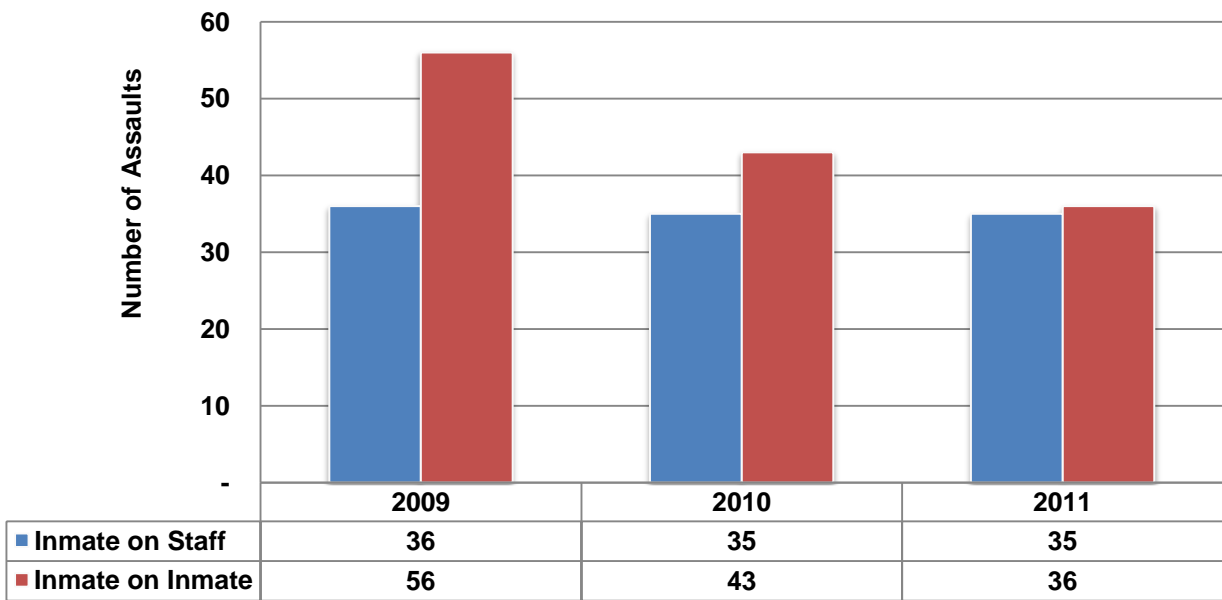


**B. ASSAULTS**

In 2011, there were 36 reported inmate on inmate assaults.<sup>25</sup> Of the total, 97 percent were physical assaults and one assault was a sexual assault.<sup>26</sup> Total inmate on inmate assaults decreased by 35.7 percent from 2009 to 2011.

The institution also reported 35 inmate on staff assaults in 2011.<sup>27</sup> Of the total, 68.6 percent were physical assaults, 20 percent were harassment assaults, and 5.7 percent were inappropriate contact assaults. In addition, the facility reported one sexual assault and one was both a physical and a sexual assault.<sup>28</sup> Total inmate on staff assaults decreased by 2.8 percent from 2009 to 2011. Tables 4 and 5 provide a snapshot of the assault data at North Central Correctional Complex from 2009 to 2011. The following chart provides a comparison of the number of assaults at the institution over time.

**Chart 6**  
**Total Assaults**  
**CY 2009, 2010, and 2011**



**C. INMATE DEATHS**

The facility staff only had information since MTC operations began on December 31, 2011. In the seven weeks of operation, the facility experienced zero deaths.

<sup>25</sup> Significant Incident Summary reports provided by North Central Correctional Complex, Jan 2011 – Dec 2011.

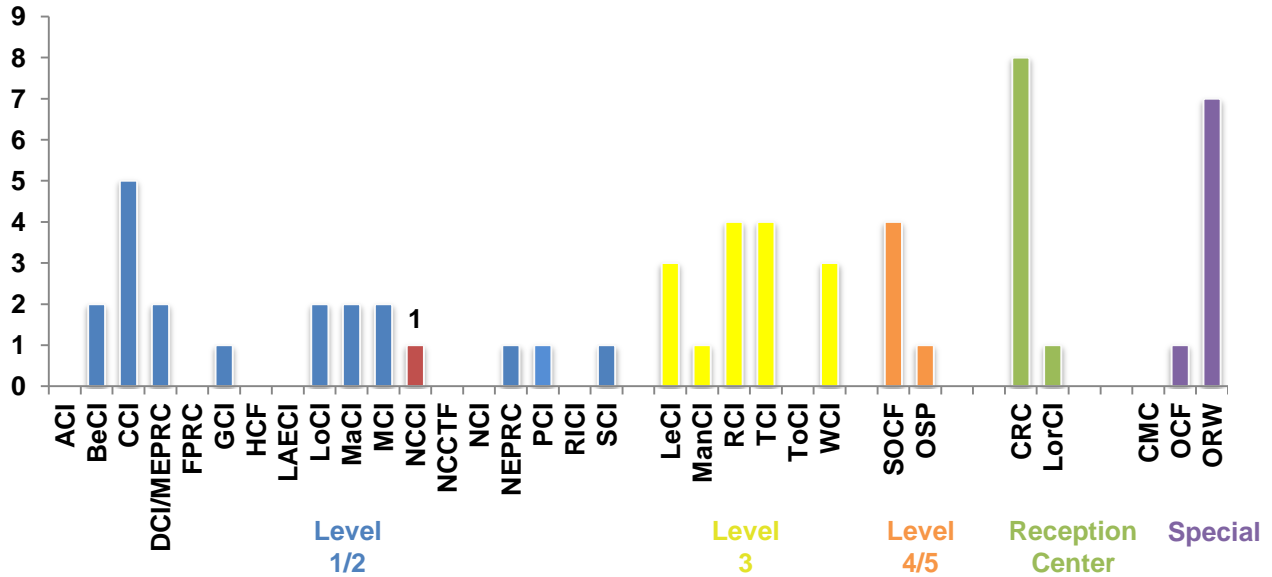
<sup>26</sup> Ibid.

<sup>27</sup> Ibid.

<sup>28</sup> Ibid.

The DRC shares data on suicide attempts with CIIC. In 2011, the DRC reported 57 attempted suicides.<sup>29</sup> Of the total, NCCI reported one suicide attempt, or no increase from the reported one suicide attempt in 2009. The following chart provides a breakdown of the suicide attempts by institution in 2011.

**Chart 7**  
**Suicide Attempts by Institution<sup>30</sup>**  
**CY 2011**



**D. INVESTIGATOR DATA**

The role of the Institutional Investigator is an essential component to ensuring the safety and security of the institution. Investigators are generally focused on investigating illegal substances, assaults, or issues regarding the professional misconduct of staff members. Investigator-initiated investigations do not constitute the total number of investigations conducted regarding contraband or any other matter in the institution, which may be initiated by other staff persons. In January 2012, the Investigator initiated 12 investigations. The majority of the investigations involved assaults.<sup>31</sup>

Table 6 in the Appendix provides a breakdown of cases by type.

<sup>29</sup> Monthly Reports on Attempted Suicides, Department of Rehabilitation and Correction. January-December 2011. CIIC Annual Report, January 2012.

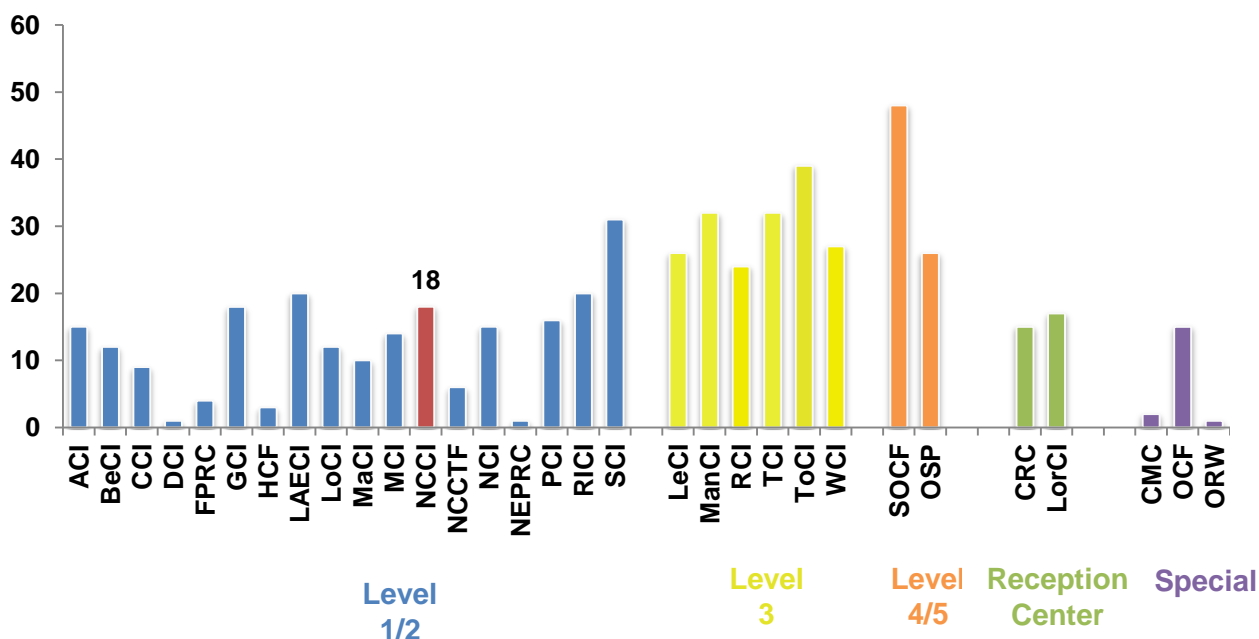
<sup>30</sup> Ibid.

<sup>31</sup> Investigator’s Monthly Caseload, January 2012.

### E. SECURITY THREAT GROUPS (STG)

As of December 2011, there were 408 STG-affiliated inmates identified at the facility, which was 18 percent of the institutional population.<sup>32</sup> In comparison, 18 percent of the total DRC population was identified as having some form of STG affiliation in 2011.<sup>33</sup> The following chart provides a breakdown of DRC institutions by percentage of the inmate population identified as having STG affiliation.

**Chart 8**  
**STG Members by Percent of Inmate Population**  
**2011**



STG-affiliated inmates are broken up into three groups based on their participation level.<sup>34</sup> There were 123 inmates listed as disruptive (level 3), 63 inmates listed as active (level 2), and 222 inmates listed as passive (level 1).<sup>35</sup>

### F. INMATE SAFETY RATING

CIIC uses three factors to determine inmate safety: (1) inmate safety ratings, collected by the CIIC inspection team as part of inspection procedures; (2) the number of medical referrals as a result of injuries sustained by inmates based on an assault, forced move, disturbance, or other

<sup>32</sup> Correctional Institution Inspection Committee, Security Threat Group Brief, January 2012. Total population from the DRC website North Central Correctional Institution, accessible at <http://www.drc.state.oh.us/public/ncci.htm>.

<sup>33</sup> Ibid.

<sup>34</sup> Types of participation that determine STG classification levels range from having STG-affiliated tattoos or paraphernalia, to actively inciting a riot.

<sup>35</sup> Personal communication from the DRC Operation Support Center, December 7, 2011.

incident; and (3) the number of reported disturbances. Overall, the CIIC inspection team had concerns regarding inmate safety at the North Central Correctional Complex.

**Inmate Safety Ratings.** Inmates were asked to rate their level of safety on a scale that ranged from very safe to very unsafe. Of the 100 inmates interviewed in the institution's housing units, 27 percent reported that they felt unsafe or very unsafe. In addition, several inmates relayed personal safety concerns to the CIIC inspection team, stating that inmates were assaulted by other inmates with the metal lockerboxes, even for toilet paper. One inmate stated that he reported to staff that he would be assaulted and that staff ordered him back to his bunk; he was then assaulted. In the first two days of the inspection, a signal three (mandown) was called on both days. Even more concerning, while the CIIC inspection team was in a housing unit, an inmate was assaulted by another inmate with a lock in a sock and was observed bleeding from the head wound.

**Medical Referrals.**<sup>36</sup> The institution reported 22 medical referrals for inmate injuries sustained as a result of an incident at the institution in CY 2011, which is a significant decrease from the 58 medical referrals reported in CY 2009.<sup>37</sup>

**Disturbances.**<sup>38</sup> The institution reported five disturbances in CY 2011, an increase from the three reported in CY 2009.<sup>39</sup>

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<sup>36</sup> A medical referral is defined as an inmate receiving treatment at an outside medical facility due to an incident that occurred at the institution, including assaults, forced cell moves, restraints, officer use of OC spray, and disturbances.

<sup>37</sup> Significant Incident Summary reports provided by North Central Correctional Complex for the following periods: Jan 2009- Dec 2009 and Jan 2011- Dec 2011.

<sup>38</sup> A disturbance is defined as a violent incident involving four or more inmates.

<sup>39</sup> Significant Incident Summary reports provided by North Central Correctional Complex for the following periods: Jan 2009- Dec 2009 and Jan 2011- Dec 2011.

## **SECTION V. EVALUATION OF OPERATIONS**

### **A. MEDICAL SERVICES**

CIIC's inspection of medical services in a correctional facility focuses on four primary areas: cleanliness of facilities, staffing, access to medical staff, and staff/inmate communication. Overall, the CIIC inspection team rated medical services at North Central Correctional Complex as **ACCEPTABLE**; however, there were several operational concerns that were relayed to medical staff on-site.

#### **Facilities**

Medical facilities at North Central Correctional Complex include seven exam rooms (including one emergency treatment room), ten infirmary beds, two safe cells and a dental clinic. There are also multiple records rooms, staff offices and storage areas. Overall, the CIIC inspection team rated the facilities as excellent.

#### **Staffing**

Adequate staffing has a clear and direct connection to patient care. At the time of the inspection, the facility had vacancies for two Registered Nurses (one vacancy is for services at the camp that has yet to open) and a half-time Nurse Practitioner (second ALP is currently working 60 hours per week instead of usual 40 to cover need). According to the HCA, some of the medical staff is still on contract since they are still awaiting the training needed before they can become full-time MTC employees but are being scheduled as the DRC Corrections Training Academy can accommodate.

#### **Access to Medical Staff**

Access to medical staff is evaluated based on several factors: (1) time period between inmate submission of a health service request form and appointment with medical staff; (2) time period between referral to the doctor and appointment with the doctor; (3) response times to kites and informal complaint forms; and (4) current backlogs for nurse sick call, doctor sick call, and chronic care clinic.

Based on a review of data provided by institutional staff, the average time period between submission of a health service request form and appointment with nursing staff was within two days. The average time period between referral to the doctor and appointment with the doctor was within five to seven days. The average response time to kites was within seven days, with 17 kites answered in January 2012 and ten answered so far this month. These numbers were compiled from two different logs (one computer, one paper) and the staff is still formalizing the logging process. The average response time to informal complaints was within seven days with 72 answered in January 2012 and 40 answered so far this month. There is no current backlog for nurse sick call and a one week backlog for doctor sick call. There are 85 chronic care patient appointments overdue, 73 of which have been scheduled. Staff reported that the computer

entries have not been made in DOTS Portal for chronic care appointments due to computer access issues and this makes it difficult to track backlog and no-show/AMA percentages.

### **Staff/Inmate Communication**

A focus group of staff was conducted and problems presented included the need for some updated and additional equipment: for example, IV pumps instead of gravity drip IV poles and a need for additional printers and faxes. Staff also identified some problems in communication with custody staff while trying to call for inmates in the dorm and with mental health staff not putting psychiatric medication orders into the computer system, causing delays in the prescriptions being filled.

Positively, the staff described a team-oriented and caring work environment. They are proud of the work that they are doing with the inmates, especially in keeping lines of communication open. They were supportive of the inmate over-the-counter medication purchase program and felt that it should be expanded to encourage patient responsibility and added cost savings.

Many inmates write to CIIC in regard to their healthcare needs. From January 1, 2012 until February 22, 2012, CIIC received a total of five concerns regarding healthcare services at NCCC. Issues communicated to CIIC included: delay in receiving care (one), improper/inadequate care (two), delay/denial of medication (one) and disagreement with diagnosis (one). Note: One complaint of improper/inadequate care was for issues that began prior to January 1, 2012.

During the inspection, CIIC conducted a focus group of inmates (both chronic care and general medicine patients.) Concerns were expressed about having medications changed and about having treatment recommended by one provider only to have it denied due to treatment protocols. Inmates also stated that they used to wait for pill call in the segregation hallway and that this worked better than “waiting out in the cold” like they currently do.

Diabetics in the group expressed concerns about inconsistent timing of getting their insulin and not having their badges honored for priority in the dining hall line. The inmates attributed the timing issue to delays in count and officers not releasing them from their dorms on time. Inadequate diabetic snack bags (high carbohydrate) were also mentioned as an issue. They said that these issues sometimes resulted in blood sugar issues that could potentially be dangerous to their health.

Positively, both chronic care and general medicine inmates described caring, helpful attitudes from the nursing staff at NCCC. Both groups said that services were somewhat slow at first but this has been steadily improving.

Further information regarding medical services can be found in the inspection checklist in the Appendix.

## **B. MENTAL HEALTH SERVICES**

CIIC's inspection of mental health services in a correctional facility focuses on three primary areas: cleanliness of facilities, staffing, and access to mental health staff. Overall, the CIIC inspection team rated mental health services as **IN NEED OF IMPROVEMENT**, with the following areas of concern: staffing, access to mental health staff, and the need for implementation of a quality improvement process, as well as other concerns that were relayed on-site.

### **Facilities**

Mental health facilities at North Central Correctional Complex include four crisis cells (two in medical, two in segregation), six offices and one conference room. Overall, the CIIC inspection team rated the facilities as excellent in terms of overall cleanliness and orderly appearance due to lack of clutter and debris.

### **Staffing**

Adequate staffing has a clear and direct connection to patient care. At the time of the inspection, the facility had vacancies for three Licensed Independent Social Workers and one Psychologist. Current staffing has 64 contract hours of independently licensed coverage a week (40 percent of coverage allotted on Table of Organization), one full-time psychiatrist and one full-time nurse.

### **Access to Mental Health Staff**

Access to mental health staff is evaluated based on several factors: (1) time period between inmate submission of a mental health service request form and appointment with mental health staff, (2) time period between referral and appointment with the psychologist or psychiatrist, (3) response time to kites and informal complaint forms, and (4) current backlogs.

Based on a review of data provided by institutional staff, the average time period between submission of a mental health service request form and appointment with mental health staff was 14 days with 31 referrals being received so far in 2012. The average time period between referral to the psychologist or psychiatrist and the appointment was two days. The average response time for kites was within one day with 230 kites received so far this year. It should be noted that kite log entries said "scheduled" for many kites which does not give an indication of when the inmate was actually seen by a provider. The staff reported that no informal complaints have been received in 2012.

Staff reported that computer entries were not made in DOTS Portal for mental health caseload inmates in January 2012 and the majority of February 2012. Consequently, the staff said that they are not certain of accurately tracking the caseload and are now auditing the files to address this situation. In auditing the files, staff reported that an estimated 75 percent non-compliance rate among non-psychiatric appointments and a significant number of overdue treatment plans have already been identified.

## Staff/Inmate Communication

Positively, a former DRC Mental Health Administrator (retired after 30 plus years) was contracted to help guide the department into compliance. She described plans for training, implementing processes/procedures and setting patient care targets to address the issues outlined above.

Many inmates write to CIIC in regards to their mental health needs. No mental health related communication was received regarding mental health services at NCCC between January 1, 2012 and February 22, 2012.

Further information regarding mental health services can be found in the inspection checklist in the Appendix.

## C. FOOD SERVICES

CIIC's inspection of food services in a correctional facility focuses on the following areas: inspection of the dining hall, the kitchen preparation area, and the loading dock. CIIC also attended the general meal period and spoke with staff regarding the inmate workforce. Overall, North Central Correctional Complex food service was considered **ACCEPTABLE** due to the cleanliness of the dining hall and loading dock. Inmate workers were in the process of cleaning the kitchen prep area after recently serving the lunch meal. However, there were areas of concern that were not addressed by the previous management:

- On December 31, 2011, the first day under MTC management, food service staff trapped and disposed of 130 mice. Staff has seen only one or two mice in the six weeks since the issue was addressed. Staff also relayed concerns regarding drainage issues that can cause standing water in the kitchen and was not addressed by the previous staff.
- Perhaps the most alarming information relayed by staff was that the food service operations had never received a health inspection of any kind.<sup>40</sup> There was no documentation from the county or state to confirm if the institution had provided proper management of the food service operations.<sup>41</sup>

In 2011, inmates from the North Central Correctional Complex relayed eight concerns regarding food services.<sup>42</sup> The top three concerns relayed to CIIC were in regard to the following: deviation from the menu; food portions; and inadequate substitution. As of 2012 year-to-date, there have been no inmate concerns relayed to CIIC regarding food service.<sup>43</sup>

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<sup>40</sup> North Central Correctional Institution, personal communication, February 21, 2012.

<sup>41</sup> As of February 21, 2012, the North Central Correctional Institution was the only institution inspected by CIIC during the 129<sup>th</sup> biennium that had never received a health inspection.

<sup>42</sup> Information based on CIIC "Contacts and Concerns" for North Central Correctional Institution relayed from January 1, 2011 to December 31, 2011.

<sup>43</sup> Information based on CIIC "Contacts and Concerns" for North Central Correctional Institution relayed from January 1, 2012 - to- February 21, 2012 .



## **Meal**

Pursuant to Section 103.73 of the Ohio Revised Code, a general meal period was attended on the day of the inspection. The menu consisted of beef patty, potatoes, mixed vegetables, banana, and white bread. CIIC and most inmates rated the meal as excellent. The meal was one of the most appetizing that CIIC had during the 129th biennium. The potatoes and vegetables were well seasoned and the meat was fully cooked. Most inmates considered the meal acceptable based on the quality of taste. According to staff, many inmates often request leftovers, which could be a compliment regarding the quality of the meal. It could also be an indication that inmates have an issue regarding the size of the portions as well.<sup>44</sup>

As of 2011, the cost per inmate meal at North Central Correctional Complex was \$0.89.<sup>45</sup> In comparison, the average DRC cost per inmate meal for FY 2011 was \$1.07.<sup>46</sup> However, as food services recently changed management, the current cost per meal is not known.

## **Dining Hall**

On the day of the inspection, the atmosphere in the dining hall was calm; however, inmates were racially segregated at most tables. There is one officer assigned to the dining hall during each meal period. The cleanliness of the dining hall was rated acceptable. Although there were small amounts of debris under the serving line, the counters and floor were clear of spills and food particles.

## **Kitchen Prep Area**

The conditions of the kitchen prep area were acceptable. The kitchen floor appeared to be old and in need of repair. Inmate workers cleaned the food prep counters and the floor in an effort to keep the area clean as they continued to prepare the lunch meal.<sup>47</sup> The fire equipment was fully operational and was most recently inspected in December 2011.<sup>48</sup>

The kitchen consisted of five coolers, four tilt skillets, three freezers, three double-stack ovens, two walk-in ovens, and two kettles. On the day of the inspection, one kettle was in need of repair.<sup>49</sup>

## **Inmate Workers**

There were 346 inmates assigned to food service on the day of the inspection; however, staff relayed that this number may be reduced for manageability. The inmates are classified as food service workers when they arrive at the institution. MTC maintained the DRC monthly wage of \$18 per month for inmate food service workers.<sup>50</sup> Inmates are eligible to re-class to another

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<sup>44</sup> North Central Correctional Institution, personal communication, February 21, 2012.

<sup>45</sup> Ohio Department of Rehabilitation and Correction, personal communication, January 7, 2011.

<sup>46</sup> Ibid.

<sup>47</sup> Ibid.

<sup>48</sup> CIIC observed the inspection schedule attached to the fire equipment.

<sup>49</sup> North Central Correctional Institution, personal communication, February 21, 2012.

<sup>50</sup> Ibid.

position after their first 90 days. Staff relayed that it was unclear as to when inmates would receive performance evaluations since food service had only been under MTC management for six weeks. However, additional positions that were available to inmates were a Cook and a Cook 7<sup>51</sup> position.<sup>52</sup>

### **Incentive Program**

During inspections and in separate correspondence to CIIC, inmates have relayed that working in food service is considered a punishment.<sup>53</sup> As a result, some institutions have developed incentive programs to make food service more attractive to inmates. North Central Correctional Complex did not have an incentive program. However, staff relayed that they would like to make some procedure changes for the benefit of the inmate staff such as allowing the workers to eat before the meal is served. Currently, the food service workers eat after the final housing unit has been served.<sup>54</sup>

### **Loading Dock**

The loading dock was clean and clear of any debris. CIIC observed the trash compactor placed next to the loading dock. In previous inspections, CIIC has relayed concerns regarding the placement of the trash compactors at the institutions. CIIC has found that institutions with pests and vermin concerns often have their trash compactors next to or on top of their loading dock. As previously mentioned, MTC removed 130 mice during the first day of operations.<sup>55</sup> The exterminator comes once a month or as needed. Once a month does not seem to be sufficient for an institution in which 130 mice were found. Many DRC institutions have their facility exterminated once week.

Additional information regarding the inspection of food services is available on the food service checklist located in the Appendix.

## **D. HOUSING UNITS**

North Central Correctional Complex consists of two separate facilities: the former North Central Correctional Institution and the former Marion Juvenile Correctional Facility. As the former juvenile facility had not yet been reopened as of the date of the inspection, CIIC did not inspect it. Overall, the housing units were rated as **ACCEPTABLE**, due to the overall cleanliness; however, some cleaning issues were noted in the showers, and the CIIC inspection team observed general clutter in the bunk areas, the dingy appearance of the cubicle walls used to separate bunk areas, and peeling paint on bunk bars.

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<sup>51</sup> Cook “7” represents the pay grade for inmates who are promoted to a highest cook position.

<sup>52</sup> North Central Correctional Institution, personal communication, February 21, 2012.

<sup>53</sup> “Evaluation of Correctional Food Services.” <http://www.ciic.state.oh.us/food-services/view-category.html>. February 14, 2011

<sup>54</sup> North Central Correctional Institution, personal communication, February 21, 2012

<sup>55</sup> Ibid.

Housing at the former North Central Correctional Institution consists of ten dormitory style housing units (Marion A/B, Marion C/D, Hardin A/B, Hardin C/D, Wyandot A/B, Wyandot C/D, Morrow A/B, Morrow C/D, and Crawford A/B, Crawford C/D). There are two sides to each housing unit (A and B or C and D, depending on the unit), each side holding six rows (colloquially called “streets”) of bunk beds. Each side houses approximately 110 inmates. The sides are joined by shared shower/restroom facilities in the middle, as well as the officer’s entry desk. Each housing unit also has separate areas for a dayroom, unit offices, and programming space.

### **Housing Unit Conditions**

Of the ten housing units inspected, the CIIC inspection team ratings for the level of cleanliness for bunk areas ranged between acceptable to excellent, the only concerns being general clutter observed in the bunk areas, the dingy appearance of the cubicle walls that are used to separate the bunk areas, and peeling paint on bunk bars. While CIIC did not measure this, the actual space within the bunk areas appeared cramped and smaller than in other dorm facilities. The level of cleanliness for dayrooms was generally rated as excellent, based on the clean floors and table tops and orderly appearance of miscellaneous items.

Each dormitory contains 18 showers (including two handicapped-accessible showers) and 16 toilets/urinals for common use by approximately 220 inmates. On the date of the inspection, there were two inoperable showers, one inoperable toilet, and three inoperable sinks. The average level of restroom cleanliness was rated as acceptable; although the restrooms were predominantly clean, there was some need for cleaning around the base of the toilets, as well as a need for improved cleaning of the floors. The level of shower cleanliness was generally rated as acceptable, with minor concerns regarding the presence of soap scum, chipped tiles, and grime around the floor.

### **Segregation Unit**

The segregation unit was observed by a member of the CIIC inspection team, but an inspection checklist was not completed. The segregation count on February 28, 2012 was 107, with 48 inmates under Security Control (SC) status, 29 inmates in Disciplinary Control (DC), 25 inmates under Local Control (LC), and five inmates on other placements. The cleanliness of the segregation unit was rated as in need of improvement, based on the need for improved cleaning, buffing, and waxing of the floors, the clutter in inmate cells (which presents security concerns), and that inmates had drawn over the walls of several of the cells.

The segregation unit raised a number of concerns, including the following:

- Staff reportedly only began performing shakedowns of segregation cells on February 25, 2012;
- With the exception of the Unit Management Administrator and the Inspector, executive staff were not performing weekly rounds in the segregation unit (please note that the Warden and DWO documented a “tour” of the segregation unit twice during the past month; the Warden relayed that the tour included normal round activities);
- The actual bottles in the chemicals box did not match the inventory log;

- The segregation log sheets were not being consistently filled out by staff, with staff either failing to provide meals or failing to document the provision of meals;
- Inmates raised a number of concerns, including the complete lack of hygiene items, such as toilet paper, soap, and toothbrushes; denial of phone calls; inadequate food portions (e.g. inmates preparing segregation inmates' food trays were stealing the desserts from the trays); and, denial of the ability to obtain property from the vault;
- Many cells housed three inmates to a cell. The cells were cramped and inmates reported being back in segregation for many months;
- Based on the documentation provided by segregation staff, an abnormally large number of inmates are being held on "Security Control" status, which should be a temporary status requiring approval from multiple levels of MTC/DRC staff for lengthy stays.

## E. COMMISSARY

Each institution maintains and operates a commissary for inmates to purchase food/snacks, hygiene products, and other small items.<sup>56</sup> CIIC's inspection of the commissary in a correctional facility focuses on three primary areas: facilities/inventory, inmate access to the commissary, and financials. Overall, the CIIC inspection team rated the commissary as **EXCELLENT** with no areas in need of improvement.

### Facilities/Inventory

The commissary facilities at North Central Correctional Complex were clean and well maintained. Although staff mentioned they have ongoing battles with mice, it was reported that they have frequent visits from the exterminator and constantly set traps as well as poison. The inventory was neatly organized and staff relayed they have had no inventory issues.

### Access to Commissary

The North Central Correctional Complex permits inmates to shop three times per month and inmates may spend up to \$100 per visit.<sup>57</sup> Throughout the inspection there were no concerns from inmates regarding their access to the commissary.

### Financials

The average profit margin for the North Central Correctional Complex commissary is 15 percent<sup>58</sup> and staff stated their total sales for January was \$145,000.<sup>59</sup> The 14 inmates who work in the commissary make on average \$18<sup>60</sup> per month. Staff relayed that all of their vendors are located or have a regional office in Ohio.

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<sup>56</sup> To order items, the inmates proceed through the commissary line and make selections at each section or window. An inmate worker will fill the order, staff will charge the inmate account, and items will be given to the inmate. The profits are placed in the institution's Industrial and Entertainment (I and E) funds, which are reinvested back into the institution. All inmate property must fit within a 2.4 cubic foot storage box.

<sup>57</sup> North Central Correctional Complex, personal communication, February 21, 2012.

<sup>58</sup> Ibid.

<sup>59</sup> Ibid.

<sup>60</sup> Ibid.

**Inmate Communication.** Many inmates write to CIIC regarding various concerns. Since the beginning of 2012, there has been one inmate concern regarding commissary, which was related to pricing. During the inspection, several inmates relayed concerns regarding the increased commissary prices since Management and Training Corporation took over operations at the beginning of the year.

Further information regarding the commissary can be found in the inspection checklist in the Appendix.

## **SECTION VI. EVALUATION OF PROGRAMS**

### **A. PROGRAM EVALUATION**

Ohio Revised Code Section 103.73 requires CIIC to evaluate an educational or rehabilitative program as part of each inspection. CIIC's evaluation of educational programs in a correctional facility focuses on four primary areas: cleanliness of facilities, staffing, access to programs, and quality of programs. Overall, the CIIC inspection team rated academic and vocational programming at the facility as **ACCEPTABLE**, with one area in need of improvement: inmate access to programs.

With the conversion of North Central Correctional Institution from a state-operated institution to North Central Correctional Complex, a privately operated institution, the educational programming is currently undergoing staff acquisition. Based on information gathered during the inspection, which indicated that staffing will increase, it is anticipated that access to programming will also improve. Follow-up evaluations in 2012 are anticipated, during which evidence of changes will be noted.

#### **Facilities**

Educational facilities at North Central Correctional Complex include a central educational building that houses both academic and career-technology program space, with separate keyed entrances to each part. The academic part of the building consists of approximately seven classrooms, one computer lab, and two office spaces arranged on a central hallway. The interior walls are constructed with glass windows for observation by security staff. The classrooms were well lit, adequate in size, and ergonomically conducive to learning. Teacher view of students was not obstructed. Overall, the CIIC inspection team rated the facilities as acceptable.

#### **Staffing**

At the time of the inspection, the facility had nine budgeted full time positions for academic and vocational programming staff, of which four were filled and five were vacant. The current staffing levels were considered to be inadequate; however, recruiting and hiring efforts are underway and will continue until positions are filled. The facility also employs a Senior Instructor, who functions much as a School Administrator, one Special Education teacher, one Librarian and one Assistant Librarian, and one Guidance Counselor, which is a position to be filled. The educational department receives Principal and Assistant Principal services from the DRC in a 'shared service' arrangement for efficiency. This arrangement also enables the DRC to have some oversight regarding educational programming. Security staff was adequate for the facility's educational programming area.

#### **Access to Programming**

Access to programming is evaluated based on the current waitlist. As of the December 31, 2011 education monthly report, submitted to CIIC when the facility completed its last month of operation under the DRC, there were 280 inmates enrolled in academic programs and 20 inmates

enrolled in career-technology programs for the month, for a total of 300 enrollees in academic and vocational combined programs. During the same month, there were 466 academic and 100 vocational inmates on the wait lists, for a total of 566 wait listed inmates for those programs. The comparison of academic and vocational inmates enrolled to those on wait list is 300 to 566, or a ratio of 1 to 1.9. For every one inmate in an academic or vocational program, there were nearly two inmates on the wait lists.

Considering only academic enrollment and wait list numbers, there were 280 enrollees and 466 wait listed names for NCCI in December 2011. The December academic ratio at NCCI was 1:1.7. By statewide comparison, there were 5,836 inmates enrolled in academic programming across the DRC and 8,076 inmates on the waitlist, producing a ratio of 1:1.4. The enrollee to waitlisted inmate ratio realized by the former NCCI for December 2011 was 0.4 higher than the DRC average for similarly leveled institutions.

However, the above information applies to the institution only as it operated under the DRC. As stated, the facility is operating with reduced staffing under MTC, which has had a clear impact on the number of classes that it can provide and the number of inmates who can receive services.

### **Quality of Programming**

The quality of programming is evaluated based on two factors: (1) outcome measures, including GED passage rates and program completion rates, and (2) an on-site observation of an academic or vocational program during the inspection.

*Outcome Measures:* In the recently completed fiscal year 2011, ending on June 30, 2011, there were 132 inmates who received a GED at North Central Correctional Institution, ranking the institution second among all of Ohio's adult correctional institutions for the number of GEDs awarded. In comparison, an average of 65.7 inmates received a GED at institutions of similar security levels during the same time period. The 132 GED completions at NCCI more than doubled the state average of 65.7 GED completions, by excelling the state average with 66.3 additional GED completions. This outcome measures places the previous GED educational programming, while the institution was operating under the DRC, at an exceptional level of quality.

In addition, there were reportedly 662 inmates enrolled in combined academic and vocational programs during FY 2011; and of the total, 360 inmates completed an educational or vocational program, producing a 54.4 percent completion rate.

During the inspection, it was noted by staff that the GED test was frequently administered at NCCI using staff as test proctors. The frequency of test dates increased the opportunities for inmates to pass it. There is some concern regarding the future in that regard. As an institution that is privately managed, the North Central Correctional Complex has new restrictions placed upon it from the Ohio Department of Education regarding the frequency of test dates. Reportedly, the ODE has indicated that the proctors must be provided from outside the institution's staff, and that the test will only be permitted to be given approximately twice per year. With the infrequency of test dates, staff indicated that many inmates will not pass the test

if they must wait several months to test after the coursework has been completed. Further, staff indicated that some inmates may be released between the time they complete the coursework and the next test date; thus, they will reenter without a GED, even though they have completed all the work. There is an argument for having more frequent test dates so that inmates maintain motivation to complete the work, knowing that their efforts could bear the fruit of the GED, which they need to aid their reentry efforts. In addition, there is the argument that spending money on inmate GED education, only to have inmates denied an opportunity or reduce the likelihood of receiving the GED test and certificate is questionably an ineffective application of policy.

*On-Site Observation:* During the inspection, a member of the CIIC inspection team observed the following programs: Culinary Arts – Baking, and GED. The following key findings were made:

1. The commitment to the job, and resourcefulness from both observed teachers was exceptional. Both teachers displayed communication strategies that encouraged reflective and analytical thinking; for example in addressing why an answer to a problem or assigned task was not correct or did not meet the standard level of acceptance required by the task.
2. The culinary arts teacher brought a wealth of experiential background and knowledge, organizational skills, and enthusiasm to the position
3. The GED teacher brought many pedagogical strategies and a contagious high-energy presentation style into the instruction, keeping the classroom very upbeat and engaging.
4. The provisions (actual ingredients for cooking and some Serve Safe materials) have not yet been fully supplied, so the culinary arts program is getting started with limited resources.
5. Restrictions on certain types of ingredients, like yeast and fruit, make it virtually impossible to provide hands-on instruction in some of the dominant areas of culinary arts. This issue is not unique to NCCC.
6. The GED inmates were benefitting from exceptional assistance from the inmate tutors/classroom aides. The aides were observably supportive of the instruction, helpful to the teacher, and knowledgeable of the content and curriculum.

Further information regarding the program observation can be found in the program checklists in the Appendix.

## **B. LIBRARY/LAW LIBRARY SERVICES**

Each institution has a library and a law library. The law library is comprised of one area within the main library. The North Central Correctional Complex library facilities were inspected by CIIC staff. Current evaluation focuses on three areas: facilities, materials, and access. Overall, CIIC rated library services at the North Central Correctional Complex as **EXCELLENT**, with no identified areas in need of improvement.

### **Facilities**

The library was observably clean and organized, of good size, with much room to walk around the stacks of books and materials. The library staff consists of one full-time Librarian and one



full-time Assistant Librarian. There are approximately 49 inmates assigned to work in the library. There are four computers (Lexus Nexus equipped) and four typewriters available for inmate use. One of the computers dedicated for inmate use in accessing the Lexus Nexus legal materials was reportedly inoperable at the inspection, limiting the total computers for legal work to three. A work order for repairs had reportedly been submitted.

## **Materials**

The North Central Correctional Complex library maintains a collection of approximately 14,078 total items.<sup>61</sup> The per capita use of library materials was 0.69 items per inmate for January 2012.<sup>62</sup> The library maintains a separate section of books and materials written in Spanish. An unknown quantity of African-American literature is integrated into the stacks, with books marked with a sticker on the spine. A count of ethnic collections was reportedly to be completed in the future. The library participates in an inter-library program, but had received zero requests for interlibrary transfers during January 2012 due to the new organization assuming management of operations.<sup>63</sup> Through the date of the inspection, February 22, 2012, there have reportedly been 19 requests for materials through the interlibrary loan. The new librarian indicated that an inmate survey for preferred library materials and services is planned.

## **Access to the Library and Law Library**

Access to both remains a primary issue of concern for CIIC, as numerous letters from across the DRC have indicated inmates' dissatisfaction with the number of hours allowed, particularly when inmates wish to perform legal research. The size of the library enables 50 inmates to frequent it at one time.

According to the most recent Library Monthly Report, the North Central Correctional Complex library was open for a total of approximately 73.3 hours during the month of January 2012.<sup>64</sup> The schedule provided at inspection indicated a current minimum of 41 hours of access per week. The librarian indicated the library is always open during recreation hours.

Inmates came to the library to use the facilities 4,045 times during January 2012. Over 31,000 inmates were served by the library for the six month period from August 2011 through January 2012.

Further information regarding the inspection of the library can be found in the Appendix.

## **C. RECREATION**

CIIC's inspection of recreation services focuses on four areas: staffing, facilities, activities, and access. Overall, CIIC rated recreation as **EXCELLENT**, with zero areas in need of improvement.

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<sup>61</sup> Library Monthly Report, North Central Correctional Complex for January 2012

<sup>62</sup> Ibid. This calculation was based on a population of 2,328 inmates.

<sup>63</sup> Ibid.

<sup>64</sup> Ibid.

## **Staff**

The staff includes one recreation supervisor, three correctional officers (one per shift), and 80 inmate workers. Inmate workers are trained regarding the proper use of the cleaning supplies. However, the documentation is not kept by the recreation staff. All inmates who use the facilities are required to sign documentation which indicates that they understand how to use the equipment.<sup>65</sup>

## **Facilities**

The conditions of the recreational facilities were considered excellent. The equipment appeared to be in great working order and the area was very clean. The indoor recreation building included a full-size basketball court with six hoops; a cardiovascular workout area that consisted of several sit-up and dip stations and three stationary bicycles; two music rooms; an arts and crafts room; and a large weightlifting area complete with several exercise machines.

The basketball court appeared to be old and cracked based on the age of the facility. However, it was apparent that staff and inmate workers took pride in maintaining the conditions of the weightlifting equipment, which appeared to be more than 10 years old.<sup>66</sup>

The outdoor facilities included basketball courts in front of each unit and a main court in the recreation yard. There were multiple pull-up/ dip combination stations, picnic tables, two softball diamonds, and a walking track. The outdoor recreation area also included horseshoe pits that were renovated by inmates during the summer 2011. In addition, inmates also constructed the two exercise stations in the outdoor recreation yard.<sup>67</sup>

## **Activities**

The indoor recreation activities included intramural basketball. The outdoor activities included basketball, Frisbee golf, handball, and softball. Activity calendars are posted in the dayroom of each housing unit.<sup>68</sup> For a complete list of facilities and activities available to inmates please reference the checklist located in the Appendix.

## **Access**

Access to recreation remains an issue of concern for CIIC, as numerous letters have indicated inmates' dissatisfaction with hours allowed. Overall, access is considered excellent, as the Warden recently opened the yard back up to all inmates; previously the yard had been operating under a "split recreation" schedule in which only half of the inmate population could be out on the yard at any time. Staff relayed that they have opened the yard on a provisional basis and that if violent incidents occur, they may return to the split recreation schedule.

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<sup>65</sup> North Central Correctional Institution, personal communication, February 21, 2012.

<sup>66</sup> Ibid.

<sup>67</sup> Ibid.

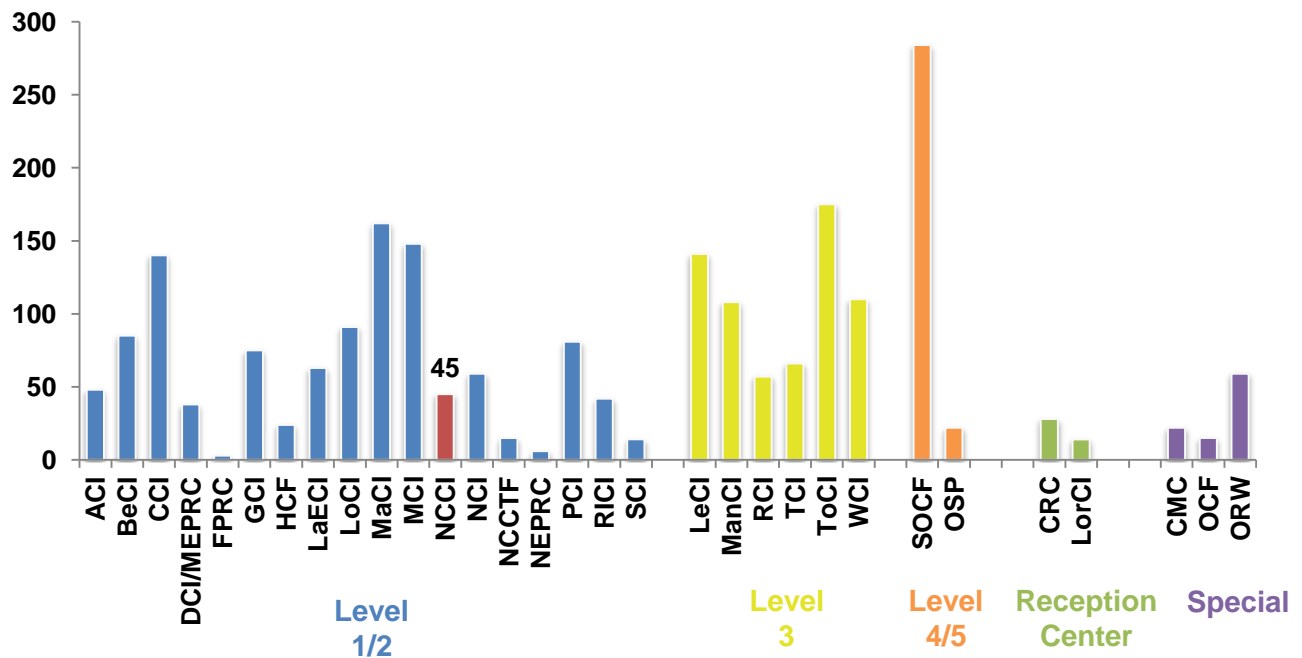
<sup>68</sup> Ibid.

**SECTION VII. INMATE COMMUNICATION**

Inmates interviewed during the inspection were asked what they felt was inmates’ biggest concern at the institution. Of the 100 inmates interviewed, the top three concerns relayed by inmates fell into the following categories: (1) how commissary/chow/recreation runs and consistency in the schedule (23 inmates); (2) theft/safety (20 inmates); and (3) lack of programs (12 inmates).

In CY 2011, CIIC received 45 contacts from or regarding inmates at then-North Central Correctional Institution, of which 128 concerns were reported. The institution ranked 13<sup>th</sup> among all DRC institutions for total number of contacts.<sup>69</sup> The top four concerns reported to CIIC regarding North Central Correctional Complex were: Health Care (23), Inmate Relations (generally pertaining to safety) (11), and a tie between Supervision (10) and Staff Accountability (10).

**Chart 9**  
**2011 CIIC Contacts with Institutional Breakdown (DRC)<sup>70</sup>**

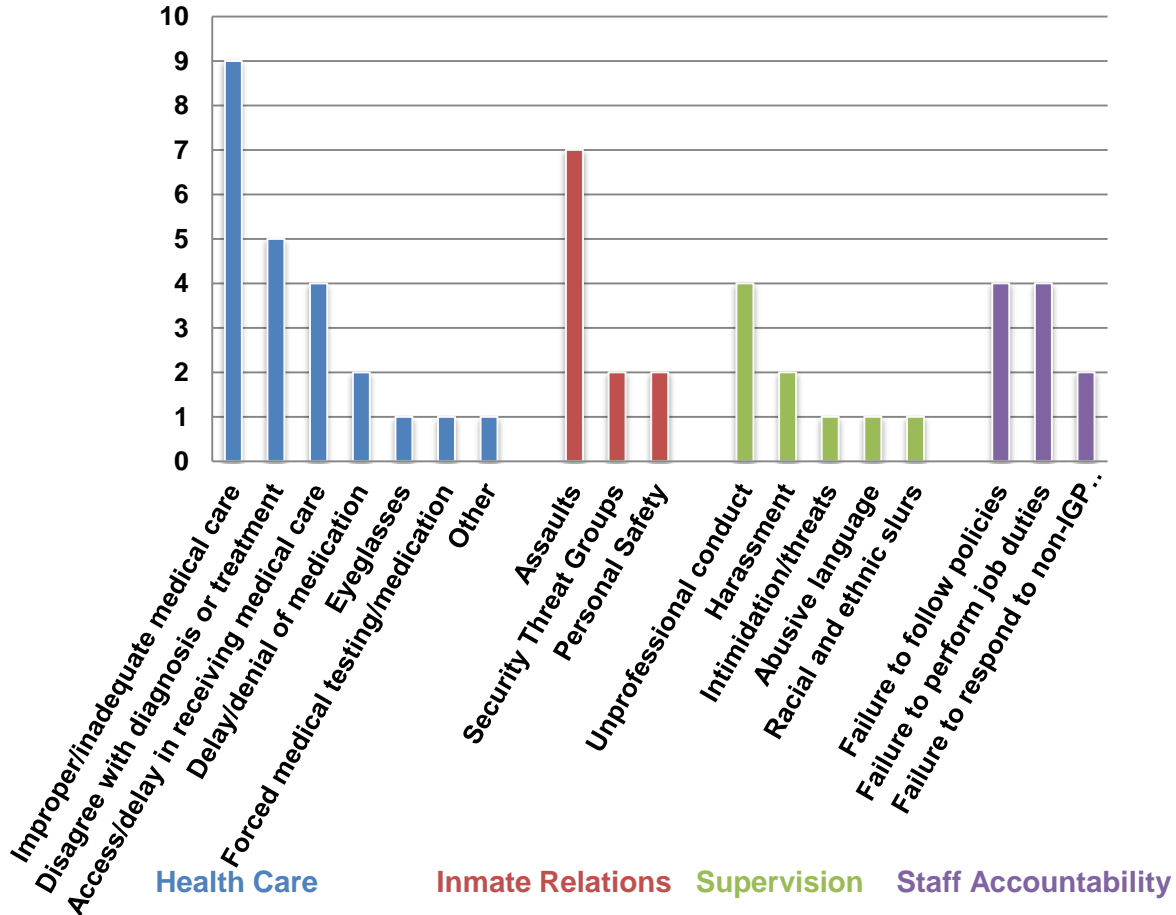


The following chart provides a breakdown of the top four reported concerns regarding the facility in 2011. As before, it should be noted that the facility has changed management and staff since the time that these concerns were relayed to CIIC; therefore, the concerns may not apply to the current operations.

<sup>69</sup> CIIC Database of Contacts and Concerns, January - December 2011.

<sup>70</sup> Ibid.

**Chart 10**  
**Breakdown of Top Four Reported Concerns (North Central Correctional Institution)<sup>71</sup>**  
**CY 2011**



**A. INQUIRIES**

Written inquiries are conducted for the most serious concerns communicated to CIIC such as personal safety, medical, and use of force. CIIC conducted one written inquiry regarding inmates at North Central Correctional Complex since January 2011. The inquiry was in regard to a reported STG-related inmate assault.

<sup>71</sup> Ibid.

SECTION VIII. APPENDIX

A. PROGRAM SCHEDULE

Updated: 2/16/2012 14:17

ROOM SCHEDULE FOR THE WEEK OF February 19, 2012 THROUGH February 25, 2012					
DATE	RM.	TIME	RESPONSIBLE PERSON	ACTIVITY	
SUNDAY 2/19/2012	A	8:00-10:30 AM	OPEN	OPEN	
	A B	8:30 - 10:15 AM	Chaplain Woodard	Sunday Morning Worship	
	M D	8:30 - 10:30 AM	OPEN	OPEN	
	E	7:30 - 10:30 AM	Chaplain Woodard	Choir Dress Out	
	A	12:45 - 3:30 PM	Chaplain Woodard	Jehovah Witnesses	
	P B	12:45 - 3:30 PM	Chaplain Woodard	Ed Goodwin	
	M D	12:45 - 3:30 PM	Mrs. Kear	Disciple 2	
	E	12:45 - 3:30 PM	Chaplain Woodard	Bob Vogel	
	Choir Dess-Out in Conf Room				
	A	6:00 - 8:00 PM	OPEN	OPEN	
	E B	6:00 - 8:00 PM	Chaplain Woodard	Kairos Reunion	
	V D	6:00 - 8:00 PM	OPEN	OPEN	
	E E	6:00 - 8:00 PM	OPEN	OPEN	
	MONDAY 2/20/2012	A	8:00 - 10:30 AM	(MTC)	OPEN
A B		8:30 - 10:30 AM	OPEN	OPEN	
M D		8:00 - 10:30 AM	(MTC)	OPEN	
E		8:00 - 10:30 AM	OPEN	OPEN	
A		12:15 - 1:55 PM	Righter	MTC	
A		2:00 - 3:40 PM	Righter	MTC	
P B		2:00 - 3:30 PM	Ms. Call	AA Meeting	
M D		2:00 - 3:40 PM	Joachim	MTC	
E		1:00 - 3:40 PM	OPEN	OPEN	
E A		6:00 - 8:00 PM	Clint Zigler/Jim Gaster	Delaware Mentors	
V B		6:30 - 8:00 PM	Ms. Call	AA Meeting	
E D		6:00 - 8:00 PM	Chaplain Burns	Benedictine Study (2nd & 4th Monday)	
E		4:30 - 6:00 PM	OPEN	OPEN	
E		6:00 - 8:00 PM	OPEN	OPEN	
TUESDAY 2/21/2012	A	8:00 - 10:40 AM	(MTC)	OPEN	
	A B	9:00 - 10:30 AM	Mr. Reinsel	NA Meeting	
	M D	8:00 - 10:45 AM	(MTC)	OPEN	
	E	8:30 - 10:30 AM	Mr. Patrick	AOD	
	A	12:15 - 1:55 PM	Ford	MTC	
	A	2:00 - 3:40 PM	Ford	MTC	
	P B	1:00 - 3:30 PM	NAACP	NAACP BHM Event	
	M D	12:15 - 1:55 PM	Comely	MTC	
	E	2:00 - 3:30 PM	Ms. Call	Rec Svcs Group	
	A	6:30 - 8:00 PM	Chaplain Woodard	Band Practice	
	E B	6:00 - 8:00 PM	Dan & Nancy Orr	Sound Word Ministry	
	V D	6:00 - 8:00 PM	OPEN	OPEN	
	E E	6:00 - 8:00 PM	Chaplain Woodard	Jewish Services	
	WEDNESDAY 2/22/2012	A	8:00 - 10:30 AM	(MTC)	OPEN
A B		8:00 - 10:30 AM	Fr Klee	Catholic Mass	
M D		8:00 - 10:05 AM	Pastor Kiper	New Beginning	
E		8:30 - 9:30 AM	(MTC)	OPEN	
A		12:15 - 1:55 PM	Righter	MTC	
P A		2:00 - 3:40 PM	Righter	MTC	
M B		1:00 - 3:30 PM	NAACP [Mrs. Guice normally]	NAACP Event (NB normally)	
D		2:00 - 3:40 PM	Joachim	MTC	
E		2:00 - 3:30 PM	Ms. Call	AA Meeting	
A		6:30 - 8:00 PM	OPEN	OPEN	
E B		5:00 - 6:00 PM	Chaplain Woodard	Kairos Prayer & Share	
V B		6:00 - 8:00 PM	Chaplain Woodard	Choir Practice	
E D		6:00 - 8:00 PM	Mrs. Spillman	Disciple 11	
E		6:00 - 8:00 PM	Chaplain Woodard	Jewish Services	

THURSDAY 2/23/2012	A	9:00 - 10:40 AM	Mr. Reinsel	Relapse Prevention (MTC)
	B	8:00 - 10:30 AM	Mrs. D. Stark	Toastmasters
	M	9:00 - 10:30 AM	(MTC)	OPEN
	E	8:30 - 10:45 AM	OPEN	OPEN
	A	12:15 - 1:55 PM	Ford	MTC
	A	2:00 - 3:40 PM	Ford	MTC
	P	2:00 - 3:30 PM	Mrs. Stark	MTC College Screening
	M	12:15 - 1:55 PM	Comely	MTC
	E	1:00-3:30 PM	OPEN	OPEN
	A	6:00 - 8:00 PM	Chaplain Woodard	Lay Ministry Intake
	E	6:00 - 8:00 PM	Mr. Faulds	Christian 12-Step
	V	4:30 - 8:30 PM	Chaplain Woodard / Mrs. Kear	Prayer Group / Disciple 2
	E	5:00 - 6:00 PM	Chaplain Woodard	Catholic Rosary
FRIDAY 2/24/2012	A	8:30 - 10:45 AM	MTC	(MTC TUTORING / MAKE-UP)
	B	8:30 - 10:30 AM	OPEN	OPEN
	M	8:30 - 10:30 AM	Ms. Call	Aftercare
	E	9:00 AM - 12:00 PM	OPEN	OPEN
	A	1:00 - 3:30 PM	Jamal Nayer	Jummah
	P	1:00 - 3:30 PM	Clint Zigler	Delaware Mentors
	M	2:30 - 3:30 PM	Ms. Call	7 Habits (MTC TUTORING / MAKE-UP)
	E	2:30 - 3:30 PM	Mr. Patrick	CA Meeting
	A	5:30 - 8:00 PM	OPEN	OPEN
	E	6:00 - 8:00 PM	OPEN	OPEN
	V	6:00 - 8:00 PM	OPEN	OPEN
	E	6:00 - 8:00 PM	Chaplain Woodard	Free At Last
	SATURDAY 2/25/2012	A	7:30 - 10:15 AM	Mrs. Kear
A		7:30 - 10:15 AM	OPEN	OPEN
M		7:30 - 10:15 AM	OPEN	OPEN
E		7:30 - 10:15 AM	Chaplain Woodard	Jewish Services
A		12:45 - 3:30 PM	Chaplain Woodard	Choir Practice
P		12:45 - 3:30 PM	Mrs. Call	New Beginning
M		12:45 - 3:30 PM	Ms. Call	New Beginning
E		12:45 - 3:30 PM	OPEN	OPEN
A		6:00 - 8:00 PM	OPEN	OPEN
E		6:00 - 8:00 PM	OPEN	OPEN
V		6:00 - 8:00 PM	OPEN	OPEN
E		6:00 - 8:00 PM	OPEN	OPEN

(MTC)=Reserved for Next Quarter

**B. DATA TABLES**

<b>Table 1. Inspector's Report CY 2011</b>				
<b>Grievance Numbers</b>				
<b>Total Number of Grievances Filed During Year</b>	<b>323</b>			
<b>Total Number of Inmates Who Filed Grievances During Year</b>	<b>169</b>			
<b>Highest Number of Grievances Filed by Single Inmate</b>	<b>30</b>			
Grievances on Hand at Beginning of This Period	21			
<b>Grievances Received during this period</b>	<b>323</b>			
Total	344			
Grievances Completed During This Period	338			
Grievances on Hand at End of This Period	6			
Total	344			
<b>ICR Summary</b>				
<b>Number of Informal Complaints Received</b>	<b>1,821</b>			
Number of Informal Complaint Responses Received	1,795			
Number of Informal Complaint Responses Untimely	298			
<b>Granted</b>				
	<b>W</b>	<b>B</b>	<b>O</b>	<b>Total</b>
Granted – Problem Corrected	7	3	0	10
Granted – Problem Noted, Correction Pending	13	6	0	19
Granted – Problem Noted, Report/Recommendation to the Warden	4	2	0	6
<b>Subtotal Granted</b>	<b>24</b>	<b>11</b>	<b>0</b>	<b>35</b>
<b>Denied</b>				
Denied – No Violation of Rule, Policy, or Law	68	19	2	89
Denied – Staff Action Was Valid Exercise of Discretion	10	5	1	16
Denied – Insufficient Evidence to Support Claim	84	62	3	149
Denied – False Claim	3	0	0	3
Denied – Failure to Use Informal Complaint Procedure	1	0	0	1
Denied – Not within the Scope of the Grievance Procedure	11	11	1	23
Denied – Not within Time Limits	2	6	0	8
<b>Subtotal Denied</b>	<b>179</b>	<b>103</b>	<b>7</b>	<b>289</b>
Withdrawn at Inmate's Request	10	4	0	14
Pending Disposition	2	4	0	6
<b>TOTALS</b>	<b>215</b>	<b>122</b>	<b>7</b>	<b>344</b>
<b>Percent</b>	<b>62.5</b>	<b>35.5</b>	<b>2.0</b>	<b>100</b>
<b>Extensions</b>				

14-Day Extensions	70
28-Day Extensions	3
Total	73

<b>Table 2. Use of Force with Racial Breakdown CY 2011</b>				
	<b>Black</b>	<b>White</b>	<b>Other</b>	<b>Total</b>
<b>Use of Force Incidents</b>	<b>223</b>	<b>91</b>	<b>10</b>	<b>324</b>
<b>Percentage</b>	<b>68.8</b>	<b>28.1</b>	<b>3.1</b>	<b>100</b>
<b>Action Taken on Use of Force Incidents:</b>				
Assigned to Use of Force Committee for Investigation	37	13	1	51
Logged as "No Further Action Required"	185	82	9	276
Referred to the employee disciplinary process	1	0	0	1
Referred to the Chief Inspector	0	0	0	0
<b>Number of investigations not completed within 30 days and extended</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Number of extended investigations from previous month that were:</b>				
<b>Completed</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>6</b>
<b>Not Completed</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>7</b>

<b>Table 3. Use of Force with Racial and Monthly Breakdown CY 2011</b>				
	<b>Black</b>	<b>White</b>	<b>Other</b>	<b>Total</b>
<b>January</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>15</b>
<b>February</b>	<b>8</b>	<b>6</b>	<b>0</b>	<b>14</b>
<b>March</b>	<b>14</b>	<b>5</b>	<b>0</b>	<b>19</b>
<b>April</b>	<b>7</b>	<b>9</b>	<b>3</b>	<b>19</b>
<b>May</b>	<b>24</b>	<b>18</b>	<b>0</b>	<b>42</b>
<b>June</b>	<b>31</b>	<b>23</b>	<b>0</b>	<b>54</b>
<b>July</b>	<b>23</b>	<b>7</b>	<b>2</b>	<b>32</b>
<b>August</b>	<b>27</b>	<b>7</b>	<b>1</b>	<b>35</b>
<b>September</b>	<b>30</b>	<b>4</b>	<b>1</b>	<b>35</b>
<b>October</b>	<b>16</b>	<b>1</b>	<b>2</b>	<b>19</b>
<b>November</b>	<b>22</b>	<b>4</b>	<b>1</b>	<b>27</b>
<b>December</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>13</b>
<b>Total</b>	<b>223</b>	<b>91</b>	<b>10</b>	<b>324</b>



<b>Table 4.</b>			
<b>Assaults: Inmate on Inmate</b>			
<b>CY 2009 to 2011</b>			
<b>Category of Assault</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Physical Assault	46	39	35
Harassment Assault	9	2	1
Sexual Assault	1	1	0
Other	0	1	0
<b>Total</b>	<b>56</b>	<b>43</b>	<b>36</b>

<b>Table 5.</b>			
<b>Assaults: Inmate on Staff</b>			
<b>CY 2009 to 2011</b>			
<b>Category of Assault</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Physical Assault	21	18	24
Harassment Assault	12	15	7
Sexual Assault	2	1	1
Inappropriate Contact	1	1	2
Other	0	0	1
<b>Total</b>	<b>36</b>	<b>35</b>	<b>35</b>

<b>Table 6.</b>	
<b>Investigator Monthly Report Summary by Type of Investigation</b>	
<b>January 2012</b>	
<b>Investigations</b>	<b>Cases Initiated</b>
Drugs (Staff/Inmate)	0
Drugs (Inmate/Visitor)	0
Drugs (Mail/Package)	0
Drugs (Staff)	0
Drugs (other)	0
Positive Urinalysis	0
Staff/Inmate Relationship	0
Staff Misconduct	0
Assault-(Inmate on Staff)	6
Assault (Inmate on Inmate)	3
Sexual Assault (Inmate on Inmate)	0
Other (weapon and tobacco):	3
Background Investigations	0
<b>Total</b>	<b>12</b>

**C. INSPECTION CHECKLISTS**

Inspector: Dunkle

Facility: NCC  
Date: 2/22/12

**INMATE HEALTH SERVICES:**

Physical Space & Sanitation		#	Clean?	Organized?
			Yes No	Yes No
Offices		3	Yes No	Yes No
Exam Rooms		76	Yes No	Yes No
Infirmary Beds		10	Yes No	Yes No
Records Areas		1	Yes No	Yes No
Waiting Areas		1	<input checked="" type="checkbox"/> Yes No	<input checked="" type="checkbox"/> Yes No
Bathrooms		2	Yes No	Yes No
	Review documentation of cleaning schedule	Comments no schedule used but described plan to implement one		
	Are inmate porters trained to clean/dispose of biohazards per 10-SAF-13?	<input checked="" type="checkbox"/> Yes No	Comments They do not handle but trained to recognize	
	Are clearly marked sharps and biohazard containers present in all exam rooms?	<input checked="" type="checkbox"/> Yes No	Comments one was loose from wall	
	Are employees employing universal precautions per 68-MED-18?	<input checked="" type="checkbox"/> Yes No	Comments	
	Overall appearance	<input checked="" type="radio"/> Excellent    Acceptable    Needs Improvement		
	Overall Comments Sharps contained coming off-wall - styrofoam cup with scope tips taped to wall - inmate shower room was used as storage for wheelchairs and shelving units - would need to be emptied if needed - (some rooms do have shower in them)			
<b>Equipment</b>				
	Is all medical and dental equipment operational?	<input checked="" type="checkbox"/> Yes No	Comments	
	Any specialized or additional equipment needed?	<input checked="" type="checkbox"/> Yes No	Comments digital thermometers are needed but on order	
<b>Documentation</b>				
	Records kept secure & handled to ensure confidentiality?	<input checked="" type="checkbox"/> Yes No	Comments area is crowded but secure	
	How frequently are patient records audited?	Monthly by state CQI and MTC or as needed		

Inspector: DUNKLE

Facility: NCCC

Date: 2/22/12

	Is staff training conducted related to patterns of errors identified by records audits?	When? <u>as needed</u>	Process? <u>Havent found any overall have done individually frequently</u>
	Are targets for improving patient care set for staff to achieve?	Yes No <u>N/A</u>	Example? <u>plan is for improvement log when problems are eventually identified</u>
<b>Staffing</b>			
	Table of Organization	# Nurses	<u>14</u>
		# Physicians/Advanced Level Providers	<u>2.5</u>
		# Other staff (non-clerical)	<u>2</u>
	List current vacancies (include length of time vacant)	<u>.5 NP 2 RN - one is due to Nccc Camp .7 RN resigned recently (contract?)</u>	
	List any contract staff. How they are performing?	<u>all nursing + NP with agency doing well - have offers pending need training for CTA</u>	
	What is the annual average turnover of nursing staff?	<u>N/A - only functioning 2 months MTC</u>	
	Nursing Overtime	Ave # OT hrs per month <u>1/12 = 124.44</u>	Usually voluntary or mandatory? <u>vol Voluntary OT</u>
	Do supervisors work late shifts to monitor operations?	<input checked="" type="radio"/> Yes <input type="radio"/> No <u>226 RN</u>	How often? <u>Monthly at least on 12-8 usually 9-5 some 7 to 8pm and in on night shift</u>
	What steps are taken to address staff burnout?	<u>food, parties, open door policy</u>	
	Do interdisciplinary meetings occur with the leadership of other departments?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Comments <u>Monthly CQI is Warden, Security, Inspector, Unit, Medical, etc.</u>
	Is there an emergency management plan in place for medical services in case of large demand (disaster, disturbance, etc.)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Describe plan <u>Modeled after FEMA + CIM - protocols for different things - epidemics, disasters</u>
	Does staff receive training in emergency response and the emergency management plan?	Yes No <u>N/A</u>	How often? <u>Not yet</u>

Inspector: Dunkle

Facility: NCCC

Date: 2/22/12

Inmate Contact			
Is information provided to new inmates regarding how and when to seek medical care?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How?	Orientation every Tuesday
Is there ongoing education for inmates regarding health and hygiene practices?	Yes <input checked="" type="radio"/> No	Comments	MTC programming will eventually include it
Are inmates with special needs or infectious diseases provided with education/counseling as needed?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Types?	nurse education, internet printouts, always can talk about conditions
How many inmates are in Chronic Care?	In any clinic?	Total all clinics?	
	950	1600	
Is there a backlog among Chronic Care clinics?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Comments	computer entries behind due to access problems
Chronic Care inmates who are no-show/AMA	Percentage	Comments	2-3 wks behind can't give % because haon't been reconciled
	see explanation →		
	#	Response Time?	Backlog?
Kites (last 6 months)	17 1/12 10 2/12	same within 7 days	15 waiting
Informal Complaints (last 6 months)	72 1/12 40 2/12	some late - process mainly w/in 7 days	need investigation 5 waiting
Nurse Sick Call (from Health Service Request)		within 48 hrs.	∅ backlog
Doctor Sick Call (from nurse referral)		5-7 days	1 wk.
Outside Consults (from doctor referral)		depend on specialty up to 30 days but	backlog of 85 is scheduled except 12 who need odd specialty
Most common reasons for outside consultations?		Describe	
		Neurology Cardiology Orthopedics	
What kinds of alternate treatment plans are commonly offered before outside consults are made?		Describe	
		pain mgmt - wear meds, exercise, weight loss, therabands	

CIIC Report: North Central Correctional Complex 45

Inspector: Dunkle

Facility: NCCC  
Date: 2/22/12

Quality Assurance		
CQI Action Plans	Yes <input type="radio"/> No <input checked="" type="radio"/>	Subject? Haven't started - will need review of previous Kussel. Review - This is just starting
Healthcare Occurrences	# last 6 months 0	Types?
Identified factors contributing to Healthcare Occurrences	Will be putting one in about transfer issue yesterday for delay in care - trip cancelled without reschedule	
Recommendations resulting from Healthcare Occurrence Investigations	0	
Statistics since January 2011		#
	Expected Deaths	0
	Unexpected Deaths	0
	Suicides	0
	Homicides	0
	Deaths at Local Hospital	0
	Deaths at OSU	0
	Deaths at FMC	0
	MRSACases	5
	Broken Jaws	2 ongoing from 12/11
	HIV Cases	19 - 0 new

Additional Information:

- had issues with how to maintain kite / informal complaint logs. Have logs but still split computer + paper and are trying to simplify system

CIIC Report: North Central Correctional Complex 46

Inspector: Dunkle

Facility: NCC  
Date: 2/22/12

MENTAL HEALTH SERVICES:

Physical Space		#	Clean?	Organized?
		# Crisis Cells	4 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Medical)
		# Offices	6 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		# Conference Rms	1 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		# Classrooms	0 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		# Records Areas	1 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Comments		2 offices were lacking desks and computers that staff said were needed. 1 person working out of conference room until problem resolved Overall area very clean, floor in hall needs to be waxed		
Caseload				
Total Caseload		# 330	Non-Psychiatry Backlog? 75% non-compliant	
Psychiatric Caseload		# 272	Backlog? 0	
Any inmates on mandated medications?		# 0	Types?	
Suicide Attempts since January 2011		# 0	Any completed?	
Documentation				
Records kept secure & handled to ensure confidentiality?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments	
Is DOTS maintained for each inmate?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Has only been being updated in last week - staff not doing since January 2012	
Is the MH Caseload List distributed weekly?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Has only been identified as need yesterday	
How frequently are patient records audited?		Currently doing daily file reviews		
Is staff training conducted related to patterns of errors identified by records audits?		When? 2x/wk	Process? staff meeting discussions	
Are targets for improving patient care set for staff to achieve?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Example? target = tx plan compliance within 6 months target = getting MHC for each inmate assigned	
Staffing				
Table of Organization		# Independently Licensed Non-Psychiatry	4	
		# Psychiatrists/Advanced Level Providers	1	
		# Other staff (non-clerical)	1	

CIIC Report: North Central Correctional Complex 47

Inspector: Dunkle

Facility: NCCC  
Date: 2/22/12

List current vacancies	psychologist LISW (3)		
List any contract staff	LISW contractor waiting to be FT		
What is the annual average turnover of independently licensed staff at the institution?	N/A		
What steps are taken to address staff burnout?	staff meetings 2x/wk. with training and teambuilding		
Do interdisciplinary meetings occur with the leadership of other departments?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Comments will be doing CQI	
<b>Inmate Contact</b>			
Is information provided to new inmates regarding MH care?	Yes <input checked="" type="radio"/> No <input type="radio"/>	How?	
Is there ongoing education for inmates regarding MH issues other than programs?	Yes <input checked="" type="radio"/> No <input type="radio"/>	Comments ↑ Inmate orientation on Tuesdays for last 2 wks. by secretary - LISW is supposed	
<sup>2</sup> Kites (last 6 months)	#	Response Time?	Backlog? to go
230		1 day?	4
<sup>2</sup> Referrals (last 6 months)	31	14 days	2
Informal Complaints (last 6 months)	0		
Segregation Rounds	When? weekly	Issues reported? need put back on needs 30-60-90's not dated	
What programs are currently offered to the inmates on mental health caseload?	None currently - goal is by March 2012		
Wait time for RTU transfer?	None so far in 2012		
Wait time for initial psychiatry appointment?	within 1 week		

Inspector: Dunkle

Facility: NCCC  
Date: 2/22/12

Quality Assurance		
CQI Action Plans	Yes <input type="radio"/> No <input checked="" type="radio"/>	Subject? 1st scheduled for March 2012
Healthcare Occurrences	# last <del>6</del> 2 months 0	Types?
Identified factors contributing to Healthcare Occurrences	N/A	
Recommendations resulting from Healthcare Occurrence Investigations	N/A	

**Additional Information:**

QA process has not been started by MTC employee - state employee started this month - currently facing staffing issues - hired retired DEC MI Administrator who has been 3 days/wk last 2 wks. on contract to address non-compliance and training issues. Logs, treatment plans, actual caseload identification is biggest concern that has not been addressed prior to her arrival - currently lacking DOTS updated caseload - only estimated list - not exactly sure if all are identified



Inspector: Jackson

Facility: NCCI  
Date: 2-21-12

AREA INSPECTED: FOOD SERVICES

DINING HALL		COMMENTS
1. What is the atmosphere of the dining hall upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
2. How many staff are assigned to supervise inmates in the dining hall?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1	
3. Menu on the day of the inspection.	Mamburgers, potatoes, Bread, Mixed Veggies, Banana	
4. The inmate meal rated:	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	- CIIC acceptable inmates
5. Are groups of inmates predominately mixed races or segregated races?	Seg	
6. How clean is the dining area?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
7. What is the temperature of the food in the serving line?	Before - During - <i>permitted</i> After -	175° - Beef 162° - Potatoes 177° - Mixed Veggies
8. Are trays scraped in a different area from the food serving line?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
KITCHEN PREP AREA (including tools and equipment)		COMMENTS
9. How clean is kitchen area?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
10. Does the equipment appear to be clean?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
11. Is a chit system used to issue tools to inmate workers?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
12. Is the quantity of the food served according to the menu?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
13. Is soap available in the inmate/staff bathroom?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
14. Are knives issued according to procedure?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	- will go to dough cutter
15. Are inmates supervised while using knives?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	by both staff & C/O
16. Is fire equipment operational and inspected according to schedule?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	12/2011
17. What is the date of the last inspection by health inspectors? Did the facility pass?	FS of house for ODR 2/2011	Had to call the state inspector Never had county inspection
18. Have there been any recent concerns regarding inmate health issues due to food?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

Sshelkova

CIIC Report: North Central Correctional Complex 50

Inspector: Jackson

Facility: NCF  
Date: 2-21-12

19. How often is the cooking equipment sanitized?	After each meal	
20. Is a kite log maintained?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
21. Are all chemicals secured?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Kept in lock/12 lock was opened locked
22. Are the surrounding walls, floors, and the receiving racks that hold washed meal trays clean and sanitized on a regular basis?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
23. Are there open trash containers near food preparation or dish wash areas?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
FOOD STORAGE AND APPLIANCES		COMMENTS
24. The number of appliances?	Freezers- 3 Coolers- 5 Ovens- 2 Kettles- 2 (Steam)	8 1/4 skillets 1 Grille 3 stack ovens (6)
25. Are any appliances in need of repair?	1 steam Kettle does not work Refr	
26. Are there any standing puddles of water on the ground? Is there ice on the floor of coolers?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
27. Do the coolers and freezers appear orderly and clean?	<input checked="" type="radio"/> YES <input type="radio"/> NO	fridge
28. Is stored food wrapped and dated?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
29. Are containers of food stored off of the ground?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
30. Is a safe distance maintained from the top of the stored food to the ceiling?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
31. Are dishes/utensils washed/rinsed at appropriate temperatures (wash 150 degrees/rinse 180 degrees)?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
INMATE WORKERS		COMMENTS
32. How many inmate workers are assigned to the food services department?	346	assigned
33. How are inmates selected?	- Assigned by unit at orientation 90 days before release	
34. What is the monthly wage?	\$18 - FSI	
35. Do inmates receive performance evaluations? Too early  Is so; are raises available for good performance?	Still have Cook Cook 7 positions	- Structure Still the same

CIIC Report: North Central Correctional Complex 51

Inspector: Jackson

Facility: NCCI  
Date: 2-21-12

36. Are all inmate workers trained regarding proper hygiene?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
37. Are all inmate workers trained on proper handling of equipment?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
38. Are all inmate workers and staff wearing hair nets?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
39. Are all inmate workers and staff handling food wearing gloves?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
40. How could the current program be improved?	- <del>Feeding</del> Change feeding schedule before chow, not after chow		
INCENTIVE PROGRAMS		COMMENTS	
41. Are incentive programs offered to increase inmate participation?	<input type="radio"/> YES	<input type="radio"/> NO	
42. How many inmates participate in the program(s)?	/		
43. How are inmates selected?			
44. What is the monthly wage?			
45. Do inmates receive performance evaluations?	<input type="radio"/> YES	<input type="radio"/> NO	
If so, are raises available for good performance?	<input type="radio"/> YES	<input type="radio"/> NO	
46. How could the program(s) be improved?			
LOADING DOCK		COMMENTS	
47. Is the trash dock free of odors, loose garbage bags, and bugs?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
48. Are there any current pest issues? <i>Minimum 1x per month</i>	<input type="radio"/> YES	<input checked="" type="radio"/> NO	1st bug caught 12-31-2011 130 mice
49. How clean is the dock area?	Excellent <input type="checkbox"/>	Acceptable <input checked="" type="checkbox"/>	Needs Improve <input type="checkbox"/>
ADDITIONAL COMMENTS:			
<p>+ - Trying to get food service (talked about going)</p> <p>+ - Like left overs + - slow drainage</p> <p>Produce - 1x week      Bug Bait - 30 days for most items</p> <p>Bread - 2x week      Can Goods - ordered weekly</p> <p>Dry Goods - 2x week</p>			

Recent  
2 weeks  
since  
last  
one

CIIC Report: North Central Correctional Complex 52

Inspector: Jackson

Facility: NCCI  
Date: 2-21-12

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Crowford A+B

Inmate Count: A-105/B-116 = 221

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 16	+ 2 handicapped 3 Mirrors Broken Cracked
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>	
10. How quickly are maintenance work orders completed?	<i>within 72 hours</i>	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	

CIIC Report: North Central Correctional Complex 53

Inspector: Jackson

Facility: NCC  
Date: 2-21-12

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES <input type="radio"/> NO											
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO		except Cleanser 1/3 full									
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO		Not opened secure									
18. How many officers are on duty per shift?	1 <sup>st</sup> - 2 2 <sup>nd</sup> - 2 3 <sup>rd</sup> - 2											
19. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3 per shift											
ACCESS TO CIIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>											
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>		In drawer									
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO	1/26	12:12 pm										
DWSS												
IIS	1/27	12:40 pm	12:55 pm									
UMA	2/1	5:15 pm	5:20 pm	2/21	9:55 am							
ADDITIONAL COMMENTS (including inmate communication):												

CIIC Report: North Central Correctional Complex 54

Inspector: JH

Facility: NCCC

Date: 2/21/12

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Crawford C/D

Inmate Count: 222

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
FACILITIES		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	- some clutter in bunks
4. Are views of beds in dorms obstructed?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	- a little cold in common areas
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 18	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	* all operational, but a few toilets/urinals and one sink leaked
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> N/A <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Mainten. makes rounds daily
10. How quickly are maintenance work orders completed?	w/in a day	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- shower curtains very moldy - soap scum/residue in showers
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	* one washer in need of repair * drain behind washer backs up * phone E-86 on D side inoperable → breaks down often

CIIC Report: North Central Correctional Complex 55

Inspector: JH

Facility: NCCC  
Date: 2/21/12

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES		NO									
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
18. How many officers are on duty per shift?	1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2							
19. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3 per officer,		per shift		*logs generally had at least 10 shakedowns per day, but not 12.							
ACCESS TO CIIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		*2 bulletin boards full of info, but not w/ schedules *some docs that staff do not want taken are placed					
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/> (only one left)		HSRs <input checked="" type="checkbox"/>		windows in back of officer station, facing into bathroom					
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	2/3	3 <sup>00</sup>	3 <sup>15</sup>									
DWO	2/3	3 <sup>00</sup>	3 <sup>15</sup>									
DWSS P	2/3	3 <sup>00</sup>	3 <sup>15</sup>									
IIS	1/27	2 <sup>00</sup>	2 <sup>15</sup>	2/3	3 <sup>07</sup>	3 <sup>15</sup>						
UMA	1/27	2 <sup>00</sup>	2 <sup>15</sup>	1/30	12 <sup>00</sup>	12 <sup>20</sup>	2/1	5 <sup>30</sup>	5 <sup>40</sup>	2/3	3 <sup>00</sup>	3 <sup>15</sup>
ADDITIONAL COMMENTS (including inmate communication):												
* Door between common area and the door to the outside in need of significant repair, as it was rusted out and only attached by one hinge. Staff relayed that replacement door already ordered.												

Dates  
1/20/12 -  
2/20/12

CIIC Report: North Central Correctional Complex 56

Inspector: Saul

Facility: NCCC

Date: 2/21

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Hardin A/B

Inmate Count: 211

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	most I/Ms at chow
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	" "
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 16 + 2 handic	
8. How many are inoperative? - Inmate porter asked <input type="checkbox"/> <i>chow</i>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 1	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
10. How quickly are maintenance work orders completed?	<i>doesn't know</i>	
11. How clean are toilets/urinals? - Inmate porter asked <input type="checkbox"/> <i>chow</i>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	grimy around base of toilets
12. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/> <i>chow</i>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	→ 1 on A side



CIIC Report: North Central Correctional Complex 57

Inspector: Saul

Facility: NCCC

Date: 2/21

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES		NO									
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
18. How many officers are on duty per shift?	1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2							
19. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
20. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3 per CO per shift		insufficient		2/19, 2/13							
ACCESS TO CIIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>							
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>							
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO	2/21	8										
DWSS												
IIS	1/25	3:20	4:07	2/3	9:35	9:40	2/9	2:10	?	2/15	10:15	10:30
UMA	2/1	4:28	4:55	2/15	10:15	10:30						
ADDITIONAL COMMENTS (including inmate communication):												
<ul style="list-style-type: none"> <li>- price gouging ~ commissary</li> <li>- can't get TP more than once per week</li> <li>- not enough TV stations (from Cleveland) #</li> <li>- getting mail late</li> </ul>												

1/20  
-  
2/21

CIIC Report: North Central Correctional Complex 58

Inspector: Furderer

Facility: NCCC

Date: 2-21-13

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Hardin C + D

Inmate Count: 220

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	- cubicle style bunks
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - <del>8</del> 8 Urinals - 7 Sinks - 15 Showers - 18	- it appears as though there were eight urinals, but one is missing.
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input type="checkbox"/>	- N/A - all work
10. How quickly are maintenance work orders completed?	Some day or within a few days	- quick
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- could use additional cleaning
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- could use better chemicals
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

CIIC Report: North Central Correctional Complex 59

Inspector: Fuderer

Facility: NECC

Date: 2-21-12

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES		NO									
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
18. How many officers are on duty per shift?	1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2							
19. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	6		- review of log shows days where six per shift were not conducted									
ACCESS TO CIIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule	Y <input type="checkbox"/>		N <input checked="" type="checkbox"/>									
	Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>									
	Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>									
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input type="checkbox"/>		ICRs <input type="checkbox"/>		HSRs <input checked="" type="checkbox"/>		- out of Kites, informal complaints - only one HSR form					
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	2/3	2:15	?									
DWO	2/3	2:15	?									
DWSS												
IIS	1/20	1:55	?	2/3	9:42	9:50	2/9	2:15	2:25	2/15	9:40	9:46
UMA	1/26	10:08	?	2/1	4:40	4:45	2/3	2:15	?	2/15	9:40	9:46
ADDITIONAL COMMENTS (including inmate communication): - need to label folders for forms												

1/20/12  
to  
2/20/12

CIIC Report: North Central Correctional Complex 60

Inspector: Kevin Saul

Facility: NCCC

Date: 2/21

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Marion A/B

Inmate Count: 229

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	cube walls, tight quarters
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 10 + 2 handi.	
8. How many are inoperative? - Inmate porter asked <input type="checkbox"/> count	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 1	- via IM comm, not observed.
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	will contact maint.
10. How quickly are maintenance work orders completed?	1-2 days plumbing 5-7 days bedsprings	
11. How clean are toilets/urinals? - Inmate porter asked <input type="checkbox"/> count	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/> count	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	need to refasten drain covers
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following all operational? - Phones - Laundry Facilities - Drinking Fountains	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

CIIC Report: North Central Correctional Complex 61

Inspector: Saul

Facility: NCCC  
Date: 2/21

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES		NO									
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
18. How many officers are on duty per shift?	1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2							
19. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3 bank areas (w. JTS)		insufficient for		2/20, 2/19, 2/17, 2/13							
ACCESS TO CIIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>							
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>							
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO	2/14	11:10	11:22									
DWSS	1/31	1:20	2:17									
IIS	1/25	2:10	2:55	1/30	3:30	3:45	2/9	1:27	2:00			
UMA	1/20	9:11	9:30	2/1	4:10	?	2/6	6:45	6:55	2/15	11:00	11:30
ADDITIONAL COMMENTS (including inmate communication):												

1/20 -  
2/21

CIIC Report: North Central Correctional Complex 62

Inspector: Furderer

Facility: NCCC

Date: 2-21-10

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Marion C+D

Inmate Count: 219

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 18	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	- N/A - none inoperable
10. How quickly are maintenance work orders completed?	Some day or within a few days	- pretty quick
11. How clean are toilets/urinals? - Inmate porter asked <input type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- Porter stated he needs bleach
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- Porter says it is difficult to clean floors and ceiling corners
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	- one has a short in it on D side

CIIC Report: North Central Correctional Complex 63

Inspector: Furderer

Facility: NCCC

Date: ~~2-21-12~~ 2-21-12

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?		<input checked="" type="radio"/> YES		NO								
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
18. How many officers are on duty per shift?		1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 1-2		- one floats on 3 <sup>rd</sup>				
19. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
20. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>		8		- four each side								
ACCESS TO CIIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule		Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		- old memo posted				
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>		Kites <input checked="" type="checkbox"/>		ICRs <input type="checkbox"/>		HSRs <input checked="" type="checkbox"/>		- Sergeant is working on getting ICRs				
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO	2/14	11:30	11:40									
DWSS												
IIS	1/25	2:57	3:21	1/30	3:15	3:25	2/9	2:01	2:07	2/15	10:35	
UMA	1/26	8:45	?	2/1	4:20	4:25	2/15	10:35	?			
ADDITIONAL COMMENTS (including inmate communication):												
- no soap available in the bathrooms - roof leaks												

1/20/12  
to  
2/20/12

CIIC Report: North Central Correctional Complex 64

Inspector: Jackson

Facility: NCC  
Date: 2-21-12

AREA INSPECTED: HOUSING DORMS

A-108, B-111

HOUSING UNIT: Morrow A+B

Inmate Count: 219

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 16 + 2 handicapped	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 1 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Been 2 weeks (could not keep going)
10. How quickly are maintenance work orders completed?	It's been 2 weeks	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	with the noise all day cleaning the day Soap Scurm
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	



CIIC Report: North Central Correctional Complex 65

Inspector: Jackson

Facility: NCCF  
Date: 2-21-12

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?		<input checked="" type="radio"/> YES		<input type="radio"/> NO								
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>		YES		<input checked="" type="radio"/> NO		2 empty bottles						
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		<input type="radio"/> NO		Not opened						
18. How many officers are on duty per shift?		1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2						
19. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		<input type="radio"/> NO								
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>		3 per shift										
ACCESS TO CIIC, PROGRAMS, STAFF												
21. Are the following posted?				Y <input type="checkbox"/> N <input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>				
- Current CIIC Memo												
- Commissary Schedule												
- Program Schedule												
22. Are the following forms in stock on the unit? -Forms observed <input type="checkbox"/>				Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>				
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	2/3	3:10 pm	3:30 pm									
DWO	2/3	3:10 pm	3:30 pm									
DWSS	2/3	3:10 pm	3:30 pm									
IIS	2/3	3:10 pm	3:30 pm									
UMA	1/25	3:25 pm	3:35 pm	2/30	11:40 am	11:58 am	2/1	5:40 am	5:45 am	2/21	2:00 pm	
ADDITIONAL COMMENTS (including inmate communication):												

CIIC Report: North Central Correctional Complex 66

Inspector: JH

Facility: NCCC  
Date: 2/21/12

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Morrow C/D Inmate Count: 219

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- Clutter in some bunks, but overall pretty clean
4. Are views of beds in dorms obstructed?	(YES) NO	
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 18	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 2* Showers - 0	* The 2 sinks are still operational, but one would not turn off and another had sign leaking
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <sup>N/A</sup> NO	- staff reported that maintenance makes rounds daily
10. How quickly are maintenance work orders completed?	w/in one - two days	- staff relayed maint. dept. does great job
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- rust stain on some toilets - urinals in pretty good shape
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- some soap scum, wear and tear from age * porter relayed that one shower drain backs up
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

CIIC Report: North Central Correctional Complex 67

Inspector: JH

Facility: NCCC

Date: 2/21/12

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?		<input checked="" type="radio"/> YES		<input type="radio"/> NO								
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		<input type="radio"/> NO		- some bottles were less than half full, but staff relayed that was for use and that they are refilled each morning						
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		<input type="radio"/> NO								
18. How many officers are on duty per shift?		1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2						
19. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		<input type="radio"/> NO								
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>		3 per officer, per shift		* at least 6-8 shakedowns for each deck, but not 12.								
ACCESS TO CIIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule		Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>						
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>		Kites <input type="checkbox"/>		ICRs <input type="checkbox"/>		HSRs <input checked="" type="checkbox"/>		} out of both, but refilled onsite				
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	2/3	3 <sup>35</sup>	3 <sup>55</sup>									
DWO	2/3	3 <sup>35</sup>	3 <sup>55</sup>									
DWS8 P	2/3	3 <sup>35</sup>	3 <sup>55</sup>									
IIS	2/1	8 <sup>00</sup>	8 <sup>10</sup>	2/3	3 <sup>35</sup>	3 <sup>55</sup>						
UMA	1/25	3 <sup>45</sup>	3 <sup>55</sup>	2/1	5 <sup>55</sup>	?						
ADDITIONAL COMMENTS (including inmate communication):												

Dates  
1/20/12  
2/20/12

CIIC Report: North Central Correctional Complex 68

Inspector: Saul

Facility: NCCC  
Date: 2/21

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Wypodot A/B Inmate Count: 221

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>cleaned</u>
4. Are views of beds in dorms obstructed?	YES NO	<u>very tight quarters</u>
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets- 8 Urinals - 8 Sinks - 15 Showers - 16 + 2 handic	
8. How many are inoperative? - Inmate porter asked <input type="checkbox"/>	Toilets- 0 Urinals - 0 Sinks - 1 Showers - 0	<u>→ sink handle</u>
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <b>NO</b>	
10. How quickly are maintenance work orders completed?	<u>immediate</u>	
11. How clean are toilets/urinals? - Inmate porter asked <input type="checkbox"/>	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>discolored</u>
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<u>→ 1 A side</u>

CIIC Report: North Central Correctional Complex 69

Inspector: Saul

Facility: NCCC

Date: 2/21

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?		<input checked="" type="radio"/> YES		NO								
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
18. How many officers are on duty per shift?		1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2						
19. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO		Recording sec. checks differently						
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>		3 per shift per officer		insufficient 2/21, 2/20, 2/17 3rd 2/14								
ACCESS TO CIIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule		Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>						
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>		Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input type="checkbox"/>		→ just filled out last				
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO												
DWSS	2/8	12:30	12:40									
IIS	1/20	1:11	1:28	1/27	1:00	1:12	2/3	9:51	9:56	2/8	9:12	9:25
UMA	1/27	1:00	1:12	2/1	4:50	5:00	2/15	9:12	9:25			
ADDITIONAL COMMENTS (including inmate communication):												
- water temp needs to be higher - water pressure low - "honor block" - need Hispanic-oriented events												

1/20  
-  
2/21

CIIC Report: North Central Correctional Complex 70

Inspector: Jackson

Facility: NECT  
Date: 2-21-12

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Wynonette LTD

Inmate Count: C-109  
D-107 : 216

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input checked="" type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 16 + 2	2 Handicapped Showers
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
10. How quickly are maintenance work orders completed?	<u>7 Days</u>	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	Soap from changed still
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	2-3 times per shift
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

CIIC Report: North Central Correctional Complex 71

Inspector: Johnson

Facility: NCSE  
Date: 2-21-12

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?		<input checked="" type="radio"/> YES		NO								
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO		1 Bottle 2/3 full						
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
18. How many officers are on duty per shift?		1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2		1 Performing				
19. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>		Log observed										
ACCESS TO CIIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule		Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>						
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>		Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>						
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO	2/9	12:42 pm	12:52 pm									
DWSS												
IIS	2/27	1:17 pm	2:17 pm	2/3	10:06 am	10:11 am	2/9	2:30 pm	2:35 pm			
UMA	2/27	1:17 pm	2:17 pm	2/3	5:00 am	5:10 am	2/15	9 am	9:05 am	2/28	2:47 pm	
ADDITIONAL COMMENTS (including inmate communication):												

CIIC Report: North Central Correctional Complex 72

Inspector: Furderer

Facility: NCCC

Date: 2-21-12

AREA INSPECTED: COMMISSARY

		COMMENTS
1. How many inmates work in the commissary at this institution?	14	
2. How many staff members supervise the inmates during the hours of operation?	4	
3. How much money are inmates permitted to spend?	up to \$100 3 times per month	- feel it is too much - should be cut to \$75
4. How often are commissary prices increased?	Probably going to be once per year	- just started with new vendor first of year
5. Are inmates notified of changes to commissary prices?	YES NO	
6. What items are most popular?	- soups - little debbies - soda	
7. Which types of juice do you sell in the commissary?	none	- used to be orange juice
8. Are there any items you think should be added or removed from the commissary?	YES NO	
9. How clean is commissary?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
10. Have you had any issues with pests/rodents?	YES NO	- ongoing battle with mice - do have traps and poison
11. How often does the exterminator visit?	as needed	- do not know for sure
12. Is the inventory organized and stored properly?	YES NO	
13. Is inventory taken monthly?	YES NO	- spot check certain items
14. Have you had any inventory issues? (missing items, etc)	YES NO	
15. Have there been any issues of inmate theft from the commissary?	YES NO	- always have theft - inventory has been great last two months - only \$22 shortage



CIIC Report: North Central Correctional Complex 73

Inspector: Furderer

Facility: NCCC  
Date: 2-21-12

16. Are inmates searched before and after their shifts?	<input checked="" type="radio"/> YES    NO	- general put down
17. How often are there problems of inmates using stolen IDs?	fairly often	- not a big problem, but has been
18. What procedures are in place to ensure that inmates do not steal and then use other inmates' IDs?	- check at both ends - facial checks with ids	
19. How often are deliveries made?	four days out of the week	
20. How often do you run out of OTC Meds -Tylenol -Prilosec -Fish Oil	rarely	
21. Where are your vendors located?	all in Ohio	
22. What is the average hourly/monthly wage for inmates in commissary?	\$18	
23. What is the average profit margin per month?	15%	
24. What is the average amount of money inmates spend per month?	Jan total \$145,000	
25. How could the commissary be more efficient/profitable?	raise prices	- get better pricing from vendors
<b>ADDITIONAL COMMENTS (including description of area):</b> - electronic items, +-shirts, high theft items locked up in cage - inmates order at each window		

Inspector: Robison

Facility: NCCC  
Date: 2-22-12

PROGRAM NAME: Baking

		COMMENTS
1. Are programs available to all <del>students</del> ?	YES NO	
2. How many students are in the observed class?	15	
3. What is the student/teacher ratio?	1:15	
4. Are instructional materials provided to every student?	<input checked="" type="checkbox"/> YES NO	
5. Are instructional materials <u>copyrighted</u> or teacher-made?	2006	American Technical Publisher &
6. Do students have use of technology as part of the observed program?	<input checked="" type="checkbox"/> YES NO	Alexander Publ. Co.
7. Was the teacher using technology during the observed program?	YES <input checked="" type="checkbox"/> NO	
8. Was the technology functioning correctly?	YES <u>NA</u> NO	
9. Was the classroom appropriate in size, safety, acoustics, and lighting?	<input checked="" type="checkbox"/> YES NO	
10. Is security staff on duty in the area during programming?	<input checked="" type="checkbox"/> YES NO	
11. Is the teacher using a lecture/demonstration-style of instruction, <u>question/answer</u> , or <u>group discussion</u> ?		demo
12. Do students appear to be responsive and engaged in the lesson?	<input checked="" type="checkbox"/> YES NO	
ADDITIONAL COMMENTS: - <u>Student use have own work book to use (not ours)</u> - <u>use scrap paper &amp; Ims write ans. on it</u> - <u>References - books, etc.</u> - <u>Terminal Performance Objective (s)</u> - <u>Lupit Performance Objective (s)</u> - <u>come from Center app</u> - <u>Competency Builders</u>		

- Seasonal locked in cabinet

get Certificate of Completion  
also should get Sewer Safe

mostly teacher - credit tests & also uses videos

DRC (OCSS)  
↓  
to ensure consistency through out Ohio prisons

CIIC Report: North Central Correctional Complex 75

Inspector: Rahim

Facility: MCCC

Date: 2.22.12

PROGRAM NAME: GED

		COMMENTS
1. Are programs available to all inmates?	<input checked="" type="radio"/> YES NO	
2. How many students are in the observed class?	15	
3. What is the student/teacher ratio?	15/1	
4. Are instructional materials provided to every student?	<input checked="" type="radio"/> YES NO	
5. Are instructional materials <u>copyrighted</u> or <u>teacher-made</u> ?	<u>Both</u>	
6. Do students have use of technology as part of the observed program?	YES <input checked="" type="radio"/> NO	<u>only teacher use</u>
7. Was the teacher using technology during the observed program?	YES <input checked="" type="radio"/> NO	<u>Overhead</u>
8. Was the technology functioning correctly?	YES <u>NA</u> NO	
9. Was the classroom appropriate in size, safety, acoustics, and lighting?	<input checked="" type="radio"/> YES NO	
10. Is security staff on duty in the area during programming?	<input checked="" type="radio"/> YES NO	
11. Is the teacher using a <u>lecture/demonstration</u> style of instruction, <u>question/answer</u> , or <u>group discussion</u> ?		<u>tutors assisted.</u>
12. Do students appear to be responsive and engaged in the lesson?	<input checked="" type="radio"/> YES NO	<u>very engaged &amp;</u>
ADDITIONAL COMMENTS:		<u>assisting one another as appropriate to lesson &amp; class rules</u>

CIIC Report: North Central Correctional Complex 76

Inspector: Robison

Facility: NCCC  
Date: 2-22-12

AREA INSPECTED: LIBRARY/LAW LIBRARY

		COMMENTS
1. Does the area appear to be clean and well-maintained?	<input checked="" type="radio"/> YES NO	
2. Are DRC Administrative Rules (5120-9 series) available to inmates upon request?	<input checked="" type="radio"/> YES NO	
3. How many computers/typewriters are available for inmates' use?	<u>4</u> PCs <u>4</u> typewriters	How many are inoperable at this time? <u>1</u> Work orders submitted?
4. How often are computers/typewriters cleaned?	<u>✓</u> PCs <u>daily</u> - porters on 1st shift <u>✓</u> typewriters <u>daily</u> - porters " "	
5. Are library services available daily, including weekends and evenings?	<input checked="" type="radio"/> YES NO	
6. Does the library participate in inter-library loan programs? <i>just started under the new mgmt.</i>	<input checked="" type="radio"/> YES NO	What is an average number of items requested per week through interlibrary loan? ( <u>through Feb 22-19 requests</u> )
7. How many inmate workers are assigned to the library/law library? <u>49</u>	( <u>of the 49, 8 are legal aides</u> ).	What duties do the library aides fulfill?
8. Are inmates housed in special management areas permitted to use the law library? How? <u>yes</u> - <u>kit to request.</u>	<input checked="" type="radio"/> YES NO	How often does a cart of materials go to special management housing units? <u>has own collection switched <sup>every</sup> out 6 mo.</u>
9. Is a kite log maintained?	<input checked="" type="radio"/> YES NO <i>recently</i>	What is the most frequent issue kited to the librarian? <u>job intent + legal assist. requests</u>
10. Are there separate sections for African-American/Hispanic/ethnic literature? <i>integrated into stacks w/ sticker on spine</i> <u>in separate section</u>	<input checked="" type="radio"/> YES NO	Approximately how many titles or items exist in each ethnic literature group? <u># unknown currently</u>  Are ethnic collections growing, and if so, from what sources? <u>vol. funds + donations</u>
11. Are forms on hand to allow inmates to file court actions? - <u>forms in legal</u> <u>1M pays for requested copies.</u>	<input checked="" type="radio"/> YES NO	Is there assistance (from whom) available to inmate in completing these forms? <u>legal aides / who are trained</u>
12. How often are new materials added to the library? <u>continuously</u>		What are your sources for new library materials? <u>popular fiction + some fiction</u>  <u>x 1M survey is to be completed in future for feedback.</u>

Inspector: Robison  
 Library - B. 2

Facility: NCCC  
 Date: 2-22-12

13. Is there a cap or limit on the number of inmates who may use the library at one time? If so, what is the limit?	50	
14. What is the minimum amount of time that most inmates are able to use the library, based on the hours the library is open?	~ 24 minimum hours. Actual hours of operation are 41/week. Open during recreation yard time.	* Inmates relay their access less because yard does not open until chow clears, which takes longer news.
15. How would you describe your 'reentry section' of the library? What types of materials and specific resources are included in that part of the library?	- Policy & procedures are followed. - Some updates desired & planned.	Are there computers dedicated for preparing resumes, cover letters, etc., and is assistance available?  & resume samples, letter samples, addresses to the prison houses, employment info.
16. What specific materials and resources exist related to employment, companies, and job searches?		The United Way books (a comprehensive guide) is to be updated.
17. Describe your library stock of post-secondary educational materials and textbooks and other expository text.		adult literacy section
18. Has there been any effort to locate nonfiction or fiction resources from websites and offer them to inmates through a closed network (local area network or LAN)?		Please describe efforts and/or issues in that regard.  none
19. What is the most frequent use of the library by the inmates who live here?		fiction and legal
ADDITIONAL COMMENTS (including library/law library schedule):		

Inspector: Jackson

Facility: NCCI  
Date: 2-21-12

AREA INSPECTED: RECREATION

		COMMENTS
1. Are activities available to all inmates?	<input checked="" type="radio"/> YES NO	
2. How many staff are assigned to supervise inmates?	1 <sup>st</sup> - 1 } c/o 2 <sup>nd</sup> - 1 }	Recreation
3. Are activities posted for inmate information?	<input checked="" type="radio"/> YES NO	in open area where clip stations are
4. Is equipment cleaned and sanitized on a regular basis?	<input checked="" type="radio"/> YES NO	every session 6x per day
5. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES NO	Materials kept full crayon bag
6. Does recreation equipment appear to be in good working order?	<input checked="" type="radio"/> YES NO	
7. How many inmate workers are assigned to the recreation department?	80	
8. Are inmate workers trained and is this documented?	<input checked="" type="radio"/> YES NO	* - 1170 form screen
9. Is a kite log maintained?	YES <input checked="" type="radio"/> NO	Keeps list of requested movie on
10. Are activities available for inmates with disabilities?	<input checked="" type="radio"/> YES NO	multi purpose room machine Condo area

ADDITIONAL COMMENTS (including description of recreational areas):

Repair on Services  
 \* - Neat, orderly  
 \* - Inmate Porter was cleaning area  
 \* - Sit-up stations, clips, bikes (Stationary bikes)  
 \* - Basketball floor old, bleachers, 6 hoops  
 \* - Weight Room Cage: Universal Weights/Nautilus "FRONTIER"  
 \* - Arts + Crafts  
 \* - Music Room looks like a recording studio (2 separate rooms)  
 \* - Outdoor Recreation: Handball, basketball (Mount 1 for each unit)  
 Horse shoe pit, Soccer field, Corn hole + shuffle board  
 New equipment - dog equipment (fitness)  
 Frisbee Golf  
 \* - Inmates build orange steel cage  
 Yellowstone last summer horse shoe pits, rec alone  
 spinning bikes  
 → spinning bikes

Minimum addresses issues within 2 days

## SECTION IX. GLOSSARY OF TERMS

### A

- Administrative Assistant (AA) – Staff member who is an assistant to the Warden and typically responsible for reviewing RIB (Rules Infraction Board) decisions and RIB appeals.
- Adult Basic Education (ABE)/Literacy – Literacy classes are for student with reading levels at 226 and below the CASAS. The ABE/Literacy Unit consist of two afternoon sessions. Students attend school approximately 1 ½ hours each day on Monday – Thursday. Students work individually or in small groups with tutors and focus on improving their reading and math skills. All tutors in the ABE/Literacy Unit are certified through a 10 hour training course.

### B

- Brunch – Served on weekends as a cost savings initiative.
- Bureau of Classification – Office located at the DRC Operation Support Center responsible with the ultimate authority for inmate security levels, placement at institutions, as well as transfers.
- Bureau of Medical Services – Office located at the DRC Operation Support Center responsible for direct oversight of medical services at each institution.
- Bureau of Mental Health Services – Office located at the DRC Operation Support Center responsible for direct oversight of Mental Health Services at each institution.

### C

- Case Manager – Staff member responsible for assisting inmates assigned to their case load and conducting designated core and authorized reentry programs.
- Cellie/Bunkie – An inmate’s cellmate or roommate.
- Chief Inspector – Staff member at the DRC Operation Support Center responsible for administering all aspects of the grievance procedure for inmates, rendering dispositions on inmate grievance appeals as well as grievances against the Wardens and/or Inspectors of Institutional Services.
- Classification/Security Level – System by which inmates are classified based on the following: current age; seriousness of the crime; prior offenses; most recent violence (not including the current offense); gang activity before going to prison; and present and past escape attempts.
- Close Security – See Level 3
- Computer Voice Stress Analysis (CVSA) – A device, which electronically detects, measures, and charts the stress in a person’s voice following a pre-formatted questionnaire. Used as a truth seeking device for investigations.
- Conduct Report/Ticket – Document issued to inmate for violating a rule.
- Contraband – items possessed by an inmate which, by their nature, use, or intended use, pose a threat to security or safety of inmates, staff or public, or disrupt the orderly operation of the facility. items possessed by an inmate without permission and the location in which these items are discovered is improper; or the quantities in which an allowable item is possessed is prohibited; or the manner or method by which the item is obtained was improper; or an allowable item is possessed by an inmate in an altered form or condition.

## D

- Deputy Warden of Operations (DWO) – Staff member at each institution in charge of monitoring the Major, custody staff, the Unit Management Administrator, Unit Managers, Case Managers, and the locksmith. Other areas include count office, mail/visiting, Rules Infraction Board, segregation unit, and recreation. The Deputy Warden of Operations is also responsible for reviewing use of force reports and referring them to a Use of Force Committee when necessary for further investigation.
- Deputy Warden of Special Services (DWSS) – Staff member at each institution in charge of monitoring education, the library, inmate health services, recovery services, mental health services, religious services, Ohio Penal Industries, and food service.
- Disciplinary Control (DC) – The status of an inmate who was found guilty by the Rules Infraction Board and his or her penalty is to serve DC time. An inmate may serve up to 15 days in DC.

## F

- Food Service Administrator – An employee within the Office of Administration Services educated in food service management and preparation, to manage DRC food service departments.

## G

- GED/PRE-GED – Pre-GED classes are for those who have a reading score between a 227 through 239 on level C or higher of the CASAS test. GED classes are for those who have a reading score of 240 on level C or higher on the CASAS test. Students attend class 1 ½ hours each day, Monday – Thursday. Students study the five subjects measured by the GED. In addition to class work, students are given a homework assignment consisting of a list of vocabulary words to define and writing prompt each week. All GED and Pre-GED tutors are certified through a 10-hour training course.
- General Population (GP) – Inmates not assigned to a specialized housing unit.

## H

- Health Care Administrator (HCA) – The health care authority responsible for the administration of medical services within the institution. This registered nurse assesses, directs, plans, coordinates, supervises, and evaluates all medical services delivered at the institutional level. The HCA interfaces with health service providers in the community and state to provide continuity of care.
- Hearing Officer – The person(s) designated by the Managing Officer to conduct an informal hearing with an inmate who received a conduct report.
- Hooch – An alcoholic beverage.

## I

- Industrial and Entertainment (I and E) Funds – Funds created and maintained for the entertainment and welfare of the inmates.
- Informal Complaint Resolution (ICR) – The first step of the Inmate Grievance Procedure (IGP). Inmates submit ICRs to the supervisor of the staff member who is the cause of the complaint. Staff members are to respond within seven calendar days. Timeframe may be waived for good cause.



- Inmate Grievance Procedure (IGP) – The inmate grievance procedure is a three step administrative process, established in DRC Administrative Rule 5120-9-31. The grievance procedure allows for investigation and nonviolent resolution of inmate concerns. The first step is an informal complaint resolution, which the inmate submits to the supervisor of the staff person or department responsible for the complaint. The second step is a notification of grievance, submitted to the Inspector. The final step is an appeal of the Inspector's disposition to the Chief Inspector at the DRC Operation Support Center.
- Inspector of Institutional Services (IIS) – Staff person at the institution in charge of facilitating the inmate grievance procedure, investigating and responding to inmate grievances, conducting regular inspections of institutional services, serving as a liaison between the inmate population and institutional personnel, reviewing and providing input on new or revised institutional policies, procedures and post orders, providing training on the inmate grievance procedure and other relevant topics, and any other duties as assigned by the Warden or Chief Inspector that does not conflict with facilitating the inmate grievance procedure or responding to grievances.
- Institutional Separation – An order wherein two or more inmates are not assigned to general population in the same institution due to a concern for the safety and security of the institution, staff, and/or other inmates.
- Intensive Program Prison (IPP) – Refers to several ninety-day programs, for which certain inmates are eligible, that are characterized by concentrated and rigorous specialized treatment services. An inmate who successfully completes an IPP will have his/her sentence reduced to the amount of time already served and will be released on post-release supervision for an appropriate time period.
- Interstate Compact – The agreement codified in ORC 5149.21 governing the transfer and supervision of adult offenders under the administration of the National Interstate Commission.

## **K**

- Kite – A written form of communication from an inmate to staff.

## **L**

- Local Control (LC) – The status of an inmate who was referred to the Local Control Committee by the Rules Infraction Board. The committee will decide if the inmate has demonstrated a chronic inability to adjust to the general population or if the inmate's presence in the general population is likely to seriously disrupt the orderly operation of the institution. A committee reviews the inmate's status every 30 days for release consideration. The inmate may serve up to 180 days in LC.
- Local Separation – An order wherein two or more inmates are not permitted to be assigned to the same living and/or work area, and are not permitted simultaneous involvement in the same recreational or leisure time activities to ensure they are not in close proximity with one another.

## **N**

- Notification of Grievance (NOG) – The second step of the Inmate Grievance Procedure (IGP). The NOG is filed to the Inspector of Institutional Services and must be responded to within 14 calendar days. Timeframe may be waived for good cause.

## M

- Maximum Security – See Level 4
- Medium Security – See Level 2
- Mental Health Caseload – Consists of offenders with a mental health diagnosis who receive treatment by mental health staff and are classified as C-1 (SMI) or C-2 (Non-SMI).
- Minimum Security – See Level 1

## O

- Ohio Central School System (OCSS) – The school district chartered by the Ohio Department of Education to provide educational programming to inmates incarcerated within the Ohio Department of Rehabilitation and Correction.
- Ohio Penal Industries (OPI) – A subordinate department of the Department of Rehabilitation and Correction. OPI manufactures goods and services for ODRC and other state agencies.

## P

- Parent Institution – The institution where an inmate is assigned to after reception and will be the main institution where the inmate serves his or her time. The parent institution is subject to change due to transfers.
- Protective Control (PC) – A placement for inmates whose personal safety would be at risk in the General Population (GP).

## R

- Reentry Accountability Plan (RAP) – Plan for inmates, which includes the static risk assessment, dynamic needs assessment, and program recommendations and participation.
- Residential Treatment Unit (RTU) – The Residential Treatment Unit is a secure, treatment environment that has a structured clinical program. All offenders enter at the Crisis and Assessment Level (Level 1). This level is designed to assess conditions and provide structure for the purpose of gaining clinical information or containing a crisis. The disposition of the assessment can be admission to the treatment levels of the RTU, referral to OCF, or referral back to the parent institution.
- Rules Infraction Board (RIB) – A panel of two staff members who determine guilt or innocence when an inmate receives a conduct report or ticket for disciplinary reasons.

## S

- Security Control (SC) – The status of an inmate who is pending a hearing by the Rules Infraction Board for a rule violation, under investigation or pending institutional transfer and needs to be separated from the general population. Inmates may be placed in SC for up to seven days. The seven day period can be extended if additional time is needed.
- Security Level/Classification – System by which inmates are classified based on the following: current age; seriousness of the crime; prior offenses; most recent violence (not including the current offense); gang activity before going to prison; and present and past escape attempts.
  - Level 1A Security (Minimum) – The lowest security level in the classification system. Inmates classed as Level 1 have the most privileges allowed. Inmates in Level 1 who meet criteria specified in DRC Policy 53-CLS-03, Community Release

Approval Process, may be eligible to work off the grounds of a correctional institution. Level 1A inmates may be housed at a correctional camp with or without a perimeter fence and may work outside the fence under periodic supervision. Level 1A replaces the classification previously known as “Minimum 1 Security.”

- Level 1B Security (Minimum) – The second lowest level in the classification system. Level 1B inmates may be housed at a correctional camp with a perimeter fence and may work outside of the fence under intermittent supervision. However, Level 1B inmates who are sex offenders are not permitted to work or house outside of a perimeter fence. Level 1B inmates may not work off the grounds of the correctional institution. Level 1B replaces the classification previously known as “Minimum 2 Security.”
- Level 2 Security (Medium) – A security level for inmates who are deemed in need of more supervision than Level 1 inmates, but less than Level 3 inmates. Level 2 replaces the classification previously known as “Medium Security.”
- Level 3 Security (Close) – This is the security level that is the next degree higher than Level 2, and requires more security/supervision than Level 2, but less than Level 4. Level 3 replaces the classification previously known as “Close Security.”
- Level 4 Security (Maximum) – This is the security level that is the next degree higher than Level 3, and requires more security/supervision than Level 3, but less than Level 5. It is the security level for inmates whose security classification score at the time of placement indicates a need for very high security. It is also a classification for those who are involved in, but not leading others to commit violent, disruptive, predatory or riotous actions, and/or a threat to the security of the. Level 4 replaces the classification previously known as “Maximum Security.”
- Level 4A Security (Maximum) – A less restrictive privilege level, which inmates may be placed into by the privilege level review committee with the Warden/Designee’s approval, after a review of the inmate’s status in level 4.
- Level 4B Security (Maximum) – The most restrictive privilege level assigned to an inmate classified into level 4.
- Level 5 Security (Supermax) – A security level for inmates who commit or lead others to commit violent, disruptive, predatory, riotous actions, or who otherwise pose a serious threat to the security of the institution as set forth in the established Level 5 criteria. Level 5 replaces the classification previously known as “High Maximum Security.”
- Level 5A Security (Supermax) – A less restrictive privilege level, which inmates may be placed into by the privilege level review committee with the Warden/Designee’s approval, after a review of the inmate’s status in level 5.
- Level 5B Security (Supermax) – The most restrictive privilege level assigned to an inmate classified into level 5.
- Security Threat Group (STG) – Groups of inmates such as gangs that pose a threat to the security of the institution.
- Separation – See Institutional Separation and Local Separation
- Seriously Mentally Ill (SMI) – Inmates who require extensive mental health treatment.
- Shank – Sharp object manufactured to be used as a weapon.
- Special Management Housing Unit (SMHU)/Segregation – Housing unit for those assigned to Security Control, Disciplinary Control, Protective Control, and Local Control.

- Supermax Security – See Level 5

## T

- Telemedicine – A two-way interactive videoconferencing system that allows for visual and limited physical examination of an inmate by a physician specialist while the inmate remains at his/her prison setting and the physician specialist remains at the health care facility. It also includes educational and administrative uses of this technology in the support of health care, such as distance learning, nutrition counseling and administrative videoconferencing.
- Transitional Control – Inmates approved for release up to 180 days prior to the expiration of their prison sentence or release on parole or post release control supervision under closely monitored supervision and confinement in the community, such as a stay in a licensed halfway house or restriction to an approved residence on electronic monitoring in accordance with section 2967.26 of the Ohio Revised Code.
- Transitional Education Program (TEP) – Learn skills to successfully re-enter society. Release dated within 90-180 days.

## U

- Unit Management Administrator (UMA) – Staff member responsible for overseeing the roles, responsibilities and processes of unit management staff in a decentralized or centralized social services management format. The UMA may develop centralized processes within unit management, while maintaining the unit based caseload management system for managing offender needs. The UMA shall ensure that at least one unit staff member visits the special management areas at least once per week and visits will not exceed seven days in between visits.
- Unit Manager (UM) – Staff member responsible for providing direct supervision to assigned unit management staff and serving as the chairperson of designated committees. Unit Managers will conduct rounds of all housing areas occupied by inmates under their supervision.
- Use of Force – Staff is authorized to utilize force per DRC Policy 63-UOF-01 and Administrative Rule 5120-9-01, which lists six general circumstances when a staff member may use less than deadly force against an inmate or third person as follows:
  1. Self-defense from physical attack or threat of physical harm.
  2. Defense of another from physical attack or threat of physical attack.
  3. When necessary to control or subdue an inmate who refuses to obey prison rules, regulations, or orders.
  4. When necessary to stop an inmate from destroying property or engaging in a riot or other disturbance.
  5. Prevention of an escape or apprehension of an escapee.
  6. Controlling or subduing an inmate in order to stop or prevent self-inflicted harm.

Administrative Rule 5120-9-02 requires the Deputy Warden of Operations to review the use of force packet prepared on each use of force incident, and to determine if the type and amount of force was appropriate and reasonable for the circumstances, and if administrative rules, policies, and post orders were followed. The Warden reviews the submission and may refer any use of force incident to the two person use of force committee or to the Chief Inspector. The Warden must refer an incident to a use of force

committee or the Chief Inspector. The Warden **must** refer an incident to a use of force committee or the Chief Inspector in the following instances:

- Factual circumstances are not described sufficiently.
- The incident involved serious physical harm.
- The incident was a significant disruption to normal operations.
- Weapons, PR-24 strikes or lethal munitions were used.

**W**

- Warden – Top administrator at each correctional institution.

**Ohio Department of Rehabilitation and Correction Institution Acronyms**

Allen Correctional Institution .....	ACI
Belmont Correctional Institution .....	BeCI
Chillicothe Correctional Institution .....	CCI
Correctional Reception Center .....	CRC
Dayton Correctional Institution .....	DCI
Franklin Medical Center .....	FMC
Grafton Correctional Institution .....	GCI
Hocking Correctional Facility .....	HCF
Lake Erie Correctional Institution .....	LaeCI
Lebanon Correctional Institution .....	LeCI
London Correctional Institution .....	LoCI
Lorain Correctional Institution .....	LorCI
Madison Correctional Institution .....	MaCI
Mansfield Correctional Institution .....	ManCI
Marion Correctional Institution .....	MCI
Noble Correctional Institution .....	NCI
North Central Correctional Institution .....	NCCI
North Coast Correctional Treatment Facility .....	NCCTF
Northeast Pre-Release Center .....	NEPRC
Oakwood Correctional Facility .....	OCF
Ohio Reformatory for Women .....	ORW
Ohio State Penitentiary .....	OSP
Pickaway Correctional Institution .....	PCI
Richland Correctional Institution .....	RiCI
Ross Correctional Institution .....	RCI
Southeastern Correctional Institution .....	SCI
Southern Ohio Correctional Facility .....	SOCF
Toledo Correctional Institution .....	ToCI
Trumbull Correctional Institution .....	TCI
Warren Correctional Institution .....	WCI