



Mansfield Correctional Institution

**May 20, 2013
May 22, 2013
May 23, 2013
May 28, 2013
May 31, 2013**

**Gregory Geisler,
Report Coordinator**

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

Dates of Inspection:	May 20, 2013 May 22, 2013 May 23, 2013 May 28, 2013 May 31, 2013
Type of Inspection:	Unannounced
Legislators/CIIC Staff Present:	Joanna E. Saul, Director Gregory Geisler, Corrections Analyst II Adam Jackson, Corrections Analyst II Carol Robison, Corrections Analyst II Darin Furderer, Corrections Analyst I Jamie Hooks, Corrections Analyst I
Facility Staff Present:	Warden Terry Tibbals CIIC spoke with many additional staff throughout the course of the inspection.

Institution Overview

Mansfield Correctional Institution (MANCI) is a close security prison that primarily houses Level 3 inmates. There is a minimum camp that houses Level 1/minimum inmates who work the institution's farming operation. The facility is located on 1,124 acres in Mansfield, Ohio, Richland County.ⁱ The institution's FY 2013 budget is \$48,458,237.ⁱⁱ The rated capacity for MANCI is 2,387.ⁱⁱⁱ As of May 20, 2013, the institution housed 2,516 inmates^{iv} (105.4 percent of capacity). The institution scored 100 percent compliance on the most recent ACA audit.^{1v}

Demographically, 61.7 percent of the inmates are classified as black, 35.5 percent as white, and 2.8 percent as of another race.^{2 vi} The average inmate age was 33.50 years.^{vii} The institution employs 535 staff.^{viii}

¹ The most recent American Correctional Association (ACA) audit of the facility was conducted June 5-7, 2012. The facility scored 100 percent compliant for mandatory standards and 99.3 percent compliant on non-mandatory standards. Areas of noncompliance were due to space and facility structure issues.

² 0.2 percent were classified as American Native, 0.04 percent as Asian, and 2.6 percent were classified as other.

Inspection Overview

MANCI handles a challenging inmate population. It is known for its security threat group (STG) incidents, a high rate of critical incidents such as assaults, as well as being one of the two Level 3/close security institutions that primarily receive disciplinary transfers. It has one of the largest segregation populations in the state.

The segregation area is itself an area of concern, with half of the inmate population having been in segregation for more than three months. Critical incident rates and complaints are high from the segregation population, including two serious assaults on staff during the inspection and report writing period and a homicide within the past year. Other concerns include a lack of accountability structures and resources for reentry planning, as well as staffing-related issues.

Positive points at the institution include high ratings in almost all areas within the “Health and Wellbeing” section, including access to healthcare services, sanitation of the food services area, and diversity of recreation activities. Inmates also have good access to rehabilitative programs and ancillary services, such as educational classes, the library, and the Ohio Penal Industries (OPI) shop.

Most encouraging, both inmates and staff reported that conditions have been slowly improving at the institution over the past two years, under the leadership of Warden Tibbals. MANCI was the only Level 3 prison to reduce its total violent incident rate both from 2010 to 2011 and again from 2011 to 2012. The facility also significantly decreased its fights and uses of force. Large turnover in the administration has brought new ideas to the compound and while change has been happening slowly, staff have clear initiatives and ideas for improvement.

I. INSPECTION SUMMARY

SAFETY AND SECURITY:³ ACCEPTABLE

INDICATORS	RATING	FINDINGS
Assaults	In Need of Improvement	<ul style="list-style-type: none"> Total inmate on inmate assaults increased by 93.6 percent from 2010 to 2012. The rate of inmate on inmate assaults in 2012 was slightly higher than the rate of the comparator prisons as well as the DRC average. Total inmate on staff assaults decreased by 6.5 percent from 2010 to 2012. The rate of inmate on staff assaults in 2012 was lower than the rate of the comparator prisons, but slightly higher than the DRC average.
Fights	Good	<ul style="list-style-type: none"> The rate of rule 19 convictions decreased 29.8 percent from 2011 to 2012. The rate of conduct reports for rule 19 violations at MANCI was significantly lower than the comparator prisons and lower than the DRC average.
Disturbances	In Need of Improvement	<ul style="list-style-type: none"> In the first eleven months of 2012, MANCI reported 20 disturbances. The number of disturbances increased by 25.0 percent in comparison to 2010. The number of disturbances is approximately double the average for comparator prisons and more than four times the DRC average.
Use of Force	Acceptable	<ul style="list-style-type: none"> Total uses of force decreased by 27.1 percent in two years.

³ CIIC ratings are based on a four point scale: Exceptional, Good, Acceptable, and In Need of Improvement. Ratings for the overall area are based on the balance of the indicator ratings for that area. A rating of "Exceptional" for an indicator means that there is no room for improvement and, generally, that the facility performs above other prisons. A rating of "Good" for an indicator means that the prison more than meets the standard, but is not significantly better than other prisons or there is still room for improvement. A rating of "Acceptable" for an indicator means that the prison just meets the standard or meets the standard with minor exceptions. A rating of "In Need of Improvement" for an indicator means that the prison does not meet standards, is significantly different from other prisons in a negative manner, or that CIIC staff had serious concerns.

		<ul style="list-style-type: none"> • The use of force rate in 2012 was lower than comparator prisons, although higher than the DRC average. • During the review of use of force reports, the majority of officers' responses to incidents were appropriate. One incident logged as no further action could have been referred to a use of force committee.
Control of Illegal Substances	Good	<ul style="list-style-type: none"> • A lower percentage of inmates tested positive for drugs than comparator prisons as well as the DRC average.
Rounds	Good	<ul style="list-style-type: none"> • Officers consistently documented rounds in the requisite 30 minute, staggered intervals. • Executive staff are consistently making rounds in all housing units with the exception of the Inspector.
Security Management	In Need of Improvement	<ul style="list-style-type: none"> • Staff were somewhat inconsistent for required shakedowns and a review of the unit logs indicated that some days no shakedowns were performed. • In two units, inmates had blocked the locking mechanism of the cell doors, preventing their ability to lock. • The institution reported one homicide in 2012.

HEALTH AND WELLBEING: GOOD

INDICATORS	RATING	FINDINGS
Unit Conditions	Acceptable	<ul style="list-style-type: none"> • Cell conditions in most cell blocks were rated as good, but cell blocks classified as 3B were only acceptable, with some in need of improvement. • Some units had common amenities (ice machines, telephones) that were inoperable. • Showers in most cell blocks had maintenance and sanitation issues.
Medical Services	Good	<ul style="list-style-type: none"> • Medical staffing appears in line with other institutions to ensure

		<p>timely access to care, and there were no vacancies reported.</p> <ul style="list-style-type: none"> • The Doctor Sick Call no-show and AMA percentages were low. • There was a small backlog of inmates waiting to be seen for chronic care clinics. • However, inmates are concerned that their medical information is not handled confidentially.
Mental Health Services	Good	<ul style="list-style-type: none"> • There is no backlog, and there are no inmates waiting to be assessed by psychiatry. • No reported suicides in the prior two years. • A high number of transfers have been made for inmates in mental health crisis.
Food Services	Good	<ul style="list-style-type: none"> • The institution passed its most recent health inspection for both the main compound and correctional camp. • CIIC rated the quality of the sampled meals as in need of improvement and good. • Negatively, 83.4 percent of surveyed inmates were either unsatisfied or very unsatisfied with the quality of the food served which is significantly higher than the average response from inmates since January 2013.
Recovery Services	Good	<ul style="list-style-type: none"> • The termination rate for MANCI's IOP program was lower than the termination rate of comparator prisons. • A higher percentage of the institutional population identified as eligible was enrolled in recovery services. • However, inmates who participated in the survey reported inadequate access to recovery services.
Recreation	Good	<ul style="list-style-type: none"> • Physical facilities were clean, with zero maintenance concerns reported. • The recreation department facilitates several unique activities, including an inmate newsletter, a marathon program, a crochet club, and an annual inmate cook-off. The institution also operates a

		<p>Recreation Planning Committee made up of inmates to brainstorm new activities.</p> <ul style="list-style-type: none"> • Institutional staff, CIIC survey respondents, and focus group participants all reported concerns regarding the recreation schedule on the main compound.
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FAIR TREATMENT: IN NEED OF IMPROVEMENT

INDICATORS	RATING	FINDINGS
Staff/Inmate Interactions	Acceptable	<ul style="list-style-type: none"> • Inmate focus group concerns regarding inappropriate supervision were less than at other institutions; however, inmates did report concerns regarding officers' excessive use of mace. • A lower percentage of inmates reported staff abuse than at the comparator prison. • However, the rate of grievances against staff actions in CY 2012 was more than double both the DRC average and the comparator prison rate, and a significant increase from MANCI's CY 2011 rate.
Inmate Discipline	In Need of Improvement	<ul style="list-style-type: none"> • Concerns were raised regarding the lack of confirmation of the inmate rights form, ensuring that the inmate had received a conduct report, and lax evidentiary standards. • Sanctions appeared less than inmates would receive at other institutions.
Inmate Grievance Procedure	In Need of Improvement	<ul style="list-style-type: none"> • A high percentage of informal complaints either have not received a response or received an untimely response. • CIIC's review of the responses indicated that all responses were within policy, but may not fulfill the purpose of resolving inmate complaints at the lowest level. • Inmate survey responses were negative, including a low percentage of inmates knowing who the Inspector is.

Segregation	In Need of Improvement	<ul style="list-style-type: none"> • A high percentage of inmates have been in segregation for an extended period of time. • An unusually high number of informal complaints come from the segregation population and reportedly 44 percent of written incident reports arise from the segregation unit. • Recreation equipment was lacking in comparison to other institutions' segregation units, showers were reportedly covered in mold, and multiple inmates on separate pods reported losing significant amounts of weight.
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REHABILITATION AND REENTRY: ACCEPTABLE

INDICATORS	RATING	FINDINGS
Access to Purposeful Activities	Acceptable	<ul style="list-style-type: none"> • MANCI operates an OPI shop, employing 137 inmates. • 97.2 percent inmate employment rate. • Community service hours during FY 2011 and FY 2012 were significantly higher than the comparator prison average • Academic enrollment increased from FY 2010 to FY 2012 by 10.8 percent, and the academic waitlist decreased. • Inmate idleness was high on the compound.
Quality of Educational Programming	Good	<ul style="list-style-type: none"> • Rate of academic certificate achievement was higher in FY 2012 than the DRC average, higher than the average for the comparator prisons, and higher than MANCI's reported rate in FY 2010. • Total number of GEDs passed increased significantly from FY 2010 to FY 2012. • However, the GED passage rate was lower than comparator prisons, the DRC average, and MANCI's own rate in 2010.
Library	Good	<ul style="list-style-type: none"> • Hours of library operation are significantly higher than the DRC average and higher than the average hours in comparator prisons.

		<ul style="list-style-type: none"> • The library employs 33 inmates as library aides. • Initiatives include a Book of the Month Club and 2,000 new books added to library services. • Library appeared clean and organized, but lacking open space.
Ohio Penal Industries	Good	<ul style="list-style-type: none"> • A large number of inmates are employed in the shop. • Initiative taken to increase shop productivity by increasing inmate out-count number. • OPI workers have access to five apprenticeships.
Reentry Planning	In Need of Improvement	<ul style="list-style-type: none"> • Most releases reportedly occur from the camp population, yet no Reentry Resource Center exists at the camp. • Inmate focus group at camp and surveyed inmates on compound expressed frustration, absence of individualized reentry services, and inadequate preparation for reentry. • Inmates reported concerns with mail, visitation, and telephone access.
Security Classification and Privilege Levels	Good	<ul style="list-style-type: none"> • Only four reviews were overdue.

FISCAL ACCOUNTABILITY: ACCEPTABLE

INDICATORS	RATINGS	FINDINGS
Staffing	In Need of Improvement	<ul style="list-style-type: none"> • Overtime payouts decreased significantly from CY 2011 to CY 2012. However, the payout in 2012 was still significantly higher than the DRC average. • In 2012, MANCI staff completed only 47.8 of required performance evaluations on time, which is low. • Most of the officers interviewed rated morale as low or very low.
Fiscal Responsibility	Exceptional	<ul style="list-style-type: none"> • The institution scored 100 percent on its most recent fiscal audit.

and Needs		<ul style="list-style-type: none">• MANCI created \$101,600 in cost savings initiatives since January 2012, which is very high.• Reduced utility costs by 10.4 percent.• The institution generated a high amount of revenue from recycling.
Property	In Need of Improvement	<ul style="list-style-type: none">• In FY 2012, MANCI increased its property loss payouts by 100.7 percent from FY 2011, one of the largest increases by any DRC institution during the period.

RECOMMENDATIONS SUMMARY

- Evaluate the high rate of assaults and develop strategies to address.
- Evaluate the high number of disturbances and develop strategies to address.
- Ensure that use of force reports are being properly referred to a use of force committee when necessary and after action reviews are being conducted as well as documented within the use of force report.
- Ensure that video documentation of use of force incidents is being preserved.
- Executive staff should review use of force documentation procedures with shift supervisors to ensure accuracy and consistency with use of force reports.
- The Inspector should increase his rounds through the housing units.
- Ensure that the requisite number of shakedowns are completed and accurately documented. Develop strategies for additional accountability.
- Ensure that showers are appropriately cleaned and devoid of mold. Ensure that maintenance concerns are swiftly addressed.
- Develop strategies to ensure zero backlog of patients on the chronic care caseload, which could include scheduling patients to be seen prior to being sent out for court.
- Ensure that medical records are secured when medical providers are not present. Review with medical staff the DRC policy on confidentiality of patient information.
- Confirm the inmate rights' statement with the inmate at the start of the RIB hearing and that the inmate received a copy of the conduct report. Confirm either verbally or via a linked computer monitor the inmate's statement prior to his signing the statement. Increase expectations for staff in the preservation and documentation of evidence.
- Develop strategies to improve staff response rates to informal complaints and the timeliness of responses.
- Cite DRC policy or administrative rule in grievance dispositions.
- Develop strategies to improve the condition of showers in segregation.
- Develop strategies to reduce the length of time that inmates are spending in segregation, which could include requiring staff to perform security reviews within a week of LC placement (as at BECI), evaluating the causes for paperwork to be delayed at the institutional level, and evaluating the lengthy amount of time that some inmates are under investigation.

RECOMMENDATIONS SUMMARY

- Create a Reentry Resource Center in the library, per DRC policy. Ensure that the computers are functional and consider adding a computer specifically for reentry work to the camp.
- Evaluate the overall overtime payout and continue to consider additional methods to reduce overall overtime hours.
- Ensure that all performance evaluations are completed timely.

ADDITIONAL SUGGESTIONS

- Consider developing a specialized unit or housing area for recovery services.
- Consider developing strategies to improve inmates' perception of the quality of the food, which could include surveying inmates to determine if there are options to improve the quality of the meals without increasing costs.
- Consider developing strategies to address the frequent delays in the recreation schedule on the main compound, which could include improving the efficiency of transporting units to and from the dining hall.
- Consider identifying the officers who most frequently appear in inmate complaints in CY 2012 and providing corrective counseling to them.
- Consider evaluating sanctions at RIB, such as through a staff committee with input from multiple areas of staff, to ensure that inmates are receiving appropriate sanctions.
- Consider developing strategies to improve inmate perceptions of the grievance procedure, which could include conducting an in-service training on staff responses to informal complaints and informing staff of the benefits of resolving inmate complaints.
- Consider adding recreation equipment to the segregation unit, in line with other institutions, and further consider incentives to reduce misconduct.
- Consider evaluating inmate complaints of weight loss in the segregation unit and possible contributing causes.
- Consider developing strategies to reduce inmate idleness on the compound, which could include additional community service activities.
- Consider evaluating the lower GED passage rate in FY 2012 and developing strategies to improve.
- Consider appointing a separate staff person as the Reentry Coordinator, developing an Assistant Reentry Coordinator position, and/or creating a Reentry Committee.
- Consider developing strategies to ensure that inmates are receiving reentry planning services, which could include creation or implementation of structured reentry workshops.
- Consider evaluating the workload of Case Managers.

ADDITIONAL SUGGESTIONS

- Consider developing strategies to improve staff morale which would include improving interpersonal communication with correctional officers.
- Consider creating initiatives to encourage the internal promotion and development of qualified MANCI line staff.
- Consider developing strategies to reduce property payouts, which could include creating a Property Loss Committee, conducting additional training, etc.

DRC RESPONSE

Issue	<p>Problem noted by CIIC – Assaults - Total inmate on inmate assaults increased by 93.6 percent from 2010 to 2012. The rate of inmate on inmate assaults in 2012 was slightly higher than the rate of the comparator prisons as well as the DRC average. Total inmate on staff assaults decreased by 6.5 percent from 2010 to 2012. The rate of inmate on staff assaults in 2012 was lower than the rate of the comparator prisons, but slightly higher than the DRC average.</p>	
	<ol style="list-style-type: none"> 1. Continue to monitor incidents to identify trends and make operational decisions based on the information. 2. Continue to ensure ManCI inmates are properly assigned 3A and 3B housing units per the Three-Tier Prison System Requirements. 3. Continue to hold inmates accountable for their actions through the RIB process and/or administrative transfer as appropriate. 4. OSC previously approved a full-time STG position. When selected this person will be able to focus solely upon STG issues which contribute to the assaults in the institution. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Dave Marquis, DWO 2. Rossi Azmoun, UMC 3. Rossi Azmoun, UMC 4. Angela Hunsinger, CWA1
	<p>Comments: With the implementation of the Three-Tier Prison System ManCI continues to receive more violent, disruptive and predatory inmates. This contributes to violence in our institution.</p>	

Issue	Problem noted by CIIC – Disturbances - In the first eleven months of 2012, MANCI reported 20 disturbances. The number of disturbances increased by 25.0 percent in comparison to 2010. The number of disturbances is approximately double the average for comparator prisons and more than four times the DRC average.	
	<ol style="list-style-type: none"> 1. Continue to monitor incidents to identify trends and make operational decisions based on the information. 2. Continue to ensure ManCI inmates are properly assigned 3A and 3B housing units per the Three-Tier Prison System Requirements. 3. Continue to hold inmates accountable for their actions through the RIB process and/or administrative transfer as appropriate. 4. OSC previously approved a full-time STG position. When selected this person will be able to focus solely upon STG issues which contribute to the assaults in the institution. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Dave Marquis, DWO 2. Rossi Azmoun, UMC 3. Rossi Azmoun, UMC 4. Angela Hunsinger, CWA1
	Comments: With the implementation of the Three-Tier Prison System ManCI continues to receive more violent, disruptive and predatory inmates. This contributes to disturbances in our institution.	

Issue	Problem noted by CIIC – Security Management - Staff were somewhat inconsistent for required shakedowns and a review of the unit logs indicated that some days no shakedowns were performed. In two units, inmates had blocked the locking mechanism of the cell doors, preventing their ability to lock. The institution reported one homicide in 2012.	
	<ol style="list-style-type: none"> 1. Development of new tracking form is already underway. 2. Enforce the post order requirements for cell searches. 3. Monitor compliance while making rounds. 4. Monthly report is to be submitted to the UMC. 5. Written directive to all staff reminding them of the importance of ensuring lock mechanisms are not tampered with and that conduct reports are to be written to hold inmates accountable. 	Person Responsible <ol style="list-style-type: none"> 1. Dave Marquis, DWO 2. Ralph Harr, Major 3. Unit Managers & Shift Captains 4. Unit Managers 5. Ralph Harr, Major
	Comments:	

Issue	Problem noted by CIIC – Inmate Discipline - Concerns were raised regarding the lack of confirmation of the inmate rights form, ensuring that the inmate had received a conduct report, and lax evidentiary standards. Sanctions appeared less than inmates would receive at other institutions. .	
	<ol style="list-style-type: none"> 1. Issues raised will be discussed with the RIB Chairperson to ensure full understanding of the process. 2. Continue to monitor the RIB hearings to ensure compliance. 3. Sanctions will continue to be imposed based upon the violations in question and institutional operations. 	Person Responsible <ol style="list-style-type: none"> 1. Scott Basquin, CWA2 2. Scott Basquin, CWA2 3. Scott Basquin, CWA2
	Comments:	

Issue	Problem noted by CIIC – Inmate Grievance Procedure - A high percentage of informal complaints either have not received a response or received an untimely response. CIIC’s review of the responses indicated that all responses were within policy, but may not fulfill the purpose of resolving inmate complaints at the lowest level. Inmate survey responses were negative, including a low percentage of inmates knowing who the Inspector is.	
	<ol style="list-style-type: none"> 1. Proper dates will be entered and the figure will be recalculated. 2. Further action will be determined based upon the revised figure. 3. Post names of staff for complaints in the housing units and libraries. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Uriah Melton, CGO2 2. Uriah Melton, CGO2 3. Uriah Melton, CGO2
	Comments: A data entry issue, related to the date the answer was received in the Inspector’s Office vs. when it was written, contributed to this issue in March, April and part of May. In addition, ManCI did not have a FT Inspector from Nov. 2012—end of Feb. 2013.	
	Responses provided were within policy, ie, directing inmates to the proper person. The Inmate Handbook has positions listed for complaints.	
	Inspector Melton started at the end of February. He continues to increase his rounds and regularly addresses inmates during orientation.	

Issue	Problem noted by CIIC – Segregation - A high percentage of inmates have been in segregation for an extended period of time. An unusually high number of informal complaints come from the segregation population and reportedly 44 percent of written incident reports arise from the segregation unit. Recreation equipment was lacking in comparison to other institutions' segregation units, showers were reportedly covered in old, and multiple inmates on separate pods reported losing significant amounts of weight.	
	<ol style="list-style-type: none"> 1. Continue to ensure that transfer packets are completed timely. 2. Continue to monitor compliance with policy and procedure. Two segregation supervisors were put in place on first and second shift in March 2013. 3. Ensure all three segregation units have the same recreation equipment. 4. Continue to provide inmates access to cleaning chemicals for cells/showers. 5. Monitor compliance of inmate cleaning of cells/showers. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Rossi Azmoun, UMC 2. Segregation Supervisors 3. James Miracle, BCS 4. Correction Officers 5. Segregation Supervisors
	Comments: Backlog of administrative transfers exist department wide, due to lack of available bed space.	

Issue	Problem noted by CIIC – Reentry Planning -Most releases reportedly occur from the camp population, yet no Reentry Resource Center exists at the camp. Inmate focus group at camp and surveyed inmates on compound expressed frustration, absence of individualized reentry services, and inadequate preparation for reentry. Inmates reported concerns with mail, visitation, and telephone access.	
	<ol style="list-style-type: none"> 1. Clearly identify information currently available as the “Re-Entry Resource Center” 2. Monitor compliance. 3. Complete Installation of re-entry computers. 4. Monitor completion. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Cheryl Fry, Asst. Librarian 2. Susan Phillians, Principal 3. Derek Green, ITS 4. Susan Phillians, Principal
	Comments:	

Issue	<p>Problem noted by CIIC – Staffing - Overtime payouts decreased significantly from CY 2011 to CY 2012. However, the payout in 2012 was still significantly higher than the DRC average. In 2012, MANCI staff completed only 47.8 of required performance evaluations on time, which is low. Most of the officers interviewed rated morale as low or very low.</p>	
	<ol style="list-style-type: none"> 1. Continue to hire staff as permitted by OSC, to drive down already reduced overtime costs. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. John Bond, HCMSA
	<p>Comments:</p>	

Issue	<p>Problem noted by CIIC – Property - In FY 2012, MANCI increased its property loss payouts by 100.7 percent from FY 2011, one of the largest increases by any DRC institution during the period.</p>	
	<ol style="list-style-type: none"> 1. Establish performance goal for new CGO2 (Inspector) to reduce property loss payouts. 2. Establish Back to Basic team to review the process and make recommendations of improvement. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Uriah Melton, CGO2 2. Dave Marquis, DWO
	<p>Comments: Issue previously identified by Warden.</p>	

Issue	Recommendation noted by CIIC – Medical Services Ensure that medical records are secured when medical providers are not present. Review with medical staff the DRC policy on confidentiality of patient information.	
	Tasks <ol style="list-style-type: none"> 1. Policy reviewed with all medical staff. Completed during most recent staff meeting. 2. Locked file cabinet for inmates housed in the infirmary will be maintained in the secure medical room behind the officers desk. 3. Ensure staff lock medical room door when not in use and/or staff are not present 4. Follow-up monitoring. 	Person Responsible <ol style="list-style-type: none"> 1. Marilyn Christopher, HCA 2. Marilyn Christopher, HCA 3. Marilyn Christopher, HCA 4. Lyneal Wainwright, DWSS
	Comments:	

Issue	Recommendation noted by CIIC - Staffing Ensure that all performance evaluations are completed timely.	
	Tasks <ol style="list-style-type: none"> 1. Personnel will continue to send out notices of evaluation deadlines listing the next months deadlines, to Supervisors/Department Heads. 2. Ensure evaluations are completed timely in accordance with policy and appropriate CBA 3. Supervisors to be held accountable for late/incomplete evaluations. 4. Department Heads to be held accountable for late/incomplete evaluations. 5. Deputies to be held accountable for late/incomplete evaluations. 	Person Responsible Gayle Bowling, HCMA Immediate Supervisors, First Line Supervision Department Heads, Second Line Supervision Deputies, Third Line Supervision Terry Tibbals, Warden
	Comments:	

II. SAFETY AND SECURITY

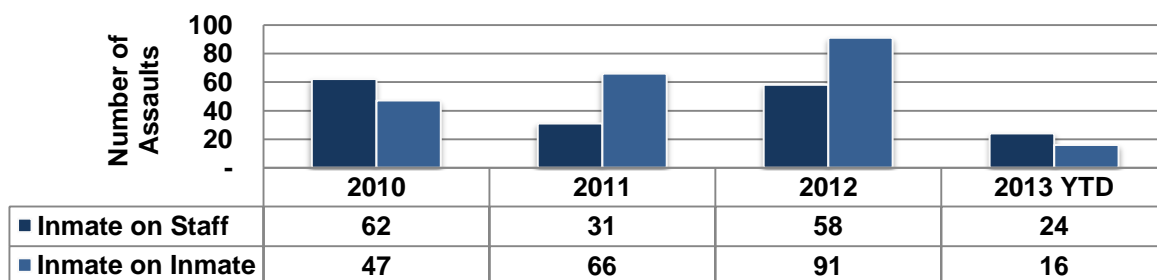
CIIC EXPECTATION: Prisons will provide a safe and secure environment for all inmates.

A. ASSAULTS

CIIC’s evaluation of assaults focuses on the number of assaults at the institution in comparison to two years prior at the institution, comparator prisons and the DRC average. Overall, the CIIC inspection team rated assaults as **IN NEED OF IMPROVEMENT**.

- In 2012, there were 91 reported inmate on inmate assaults.^{ix} Of the total, 86.8 percent were physical assaults, 11.0 percent were harassment assaults, 1.1 percent were sexual assaults, and 1.1 were both physical and sexual.^x Total inmate on inmate assaults increased by 93.6 percent from 2010 to 2012.
- The rate of inmate on inmate assaults in 2012 was slightly higher than the rate of the comparator prisons as well as the DRC average.^{4xi}
- The institution also reported 58 inmate on staff assaults in 2012.^{xii} Of the total, 50.0 percent were harassment assaults, 44.8 percent were physical assaults, 1.7 percent were sexual assaults, 1.7 percent were inappropriate physical contact, and 1.7 percent were both physical and sexual.^{xiii} Total inmate on staff assaults decreased by 6.5 percent from 2010 to 2012.
- The rate of inmate on staff assaults in 2012 was lower than the rate of the comparator prisons, but slightly higher than the DRC average.^{5xiv}

**Chart 1
Total Assaults
CY 2010 - 2013**



⁴ The rate of inmate on inmate assaults in 2012 was 36.7 per 1,000 inmates. The rate of inmate on inmate assaults in 2012 for comparator prisons was 33.48 per 1,000 inmates (projected rate based on data from January through September 2012). The rate of inmate on inmate assaults in 2012 for DRC was 29.05 per 1,000 inmates (projected rate based on data from January through September 2012).

⁵ The rate of inmate on staff assaults in 2012 was 23.5 per 1,000 inmates. The rate of inmate on staff assaults in 2012 for comparator prisons was 25.68 per 1,000 inmates (projected rate based on data from January through September 2012). The rate of inmate on staff assaults in 2012 for DRC was 20.91 per 1,000 inmates (projected rate based on data from January through September 2012).

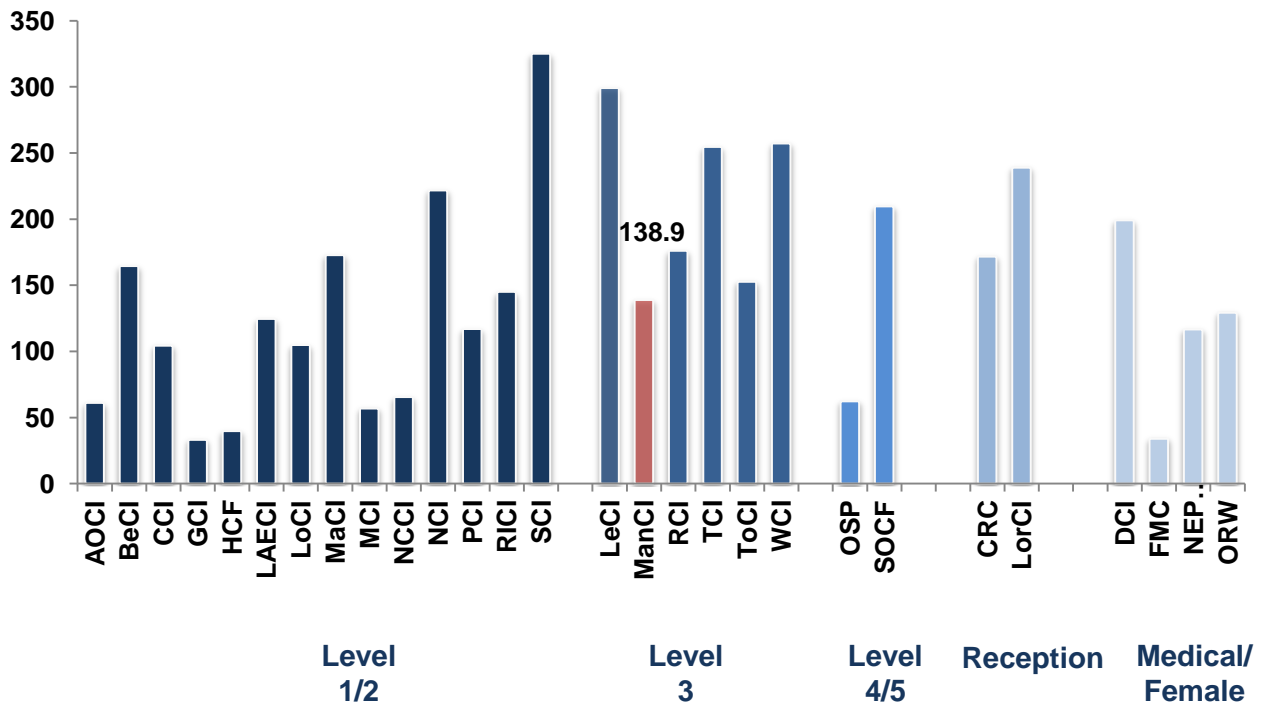
B. FIGHTS⁶

CIIC’s evaluation of fights focuses on the rate of rule violations for fights at the institution in comparison to the previous year’s rate, comparator prisons, and the DRC average. Overall, the CIIC inspection team rated the rate of fights as **GOOD**.

- Fights are documented via RIB convictions for rule 19 (fight) violations. The rate of rule 19 convictions decreased 29.8 percent from 2011 to 2012.⁷ In 2012, the institution recorded a rate of 138.9 RIB fight convictions per 1,000 inmates.⁸
- The rate of conduct reports for rule 19 violations at MANCI was significantly lower than the comparator prisons and lower than the DRC average.

The following provides a comparison of the rate of documented rule 19 violations per 1,000 inmates across the DRC.

**Chart 2
Rule 19 Violation (Fights) Rates⁹
CY 2012**



⁶ The total number of RIB convictions for rule 19 violations does not correlate to a total number of fights. For example, seven inmates might have been involved in one fight – all seven inmates would have been found guilty by the RIB for a rule 19 violation and would therefore be included in the total number.

⁷ In 2011, the facility reported 495 (197.8 per 1,000 inmates) rule 19 convictions; in 2012, the facility reported 343 (138.9 per 1,000 inmates) rule 19 violations.

⁸ The rate was obtained by dividing the total number of rule 19 violations for 2012 by the average monthly institutional population for that same time period.

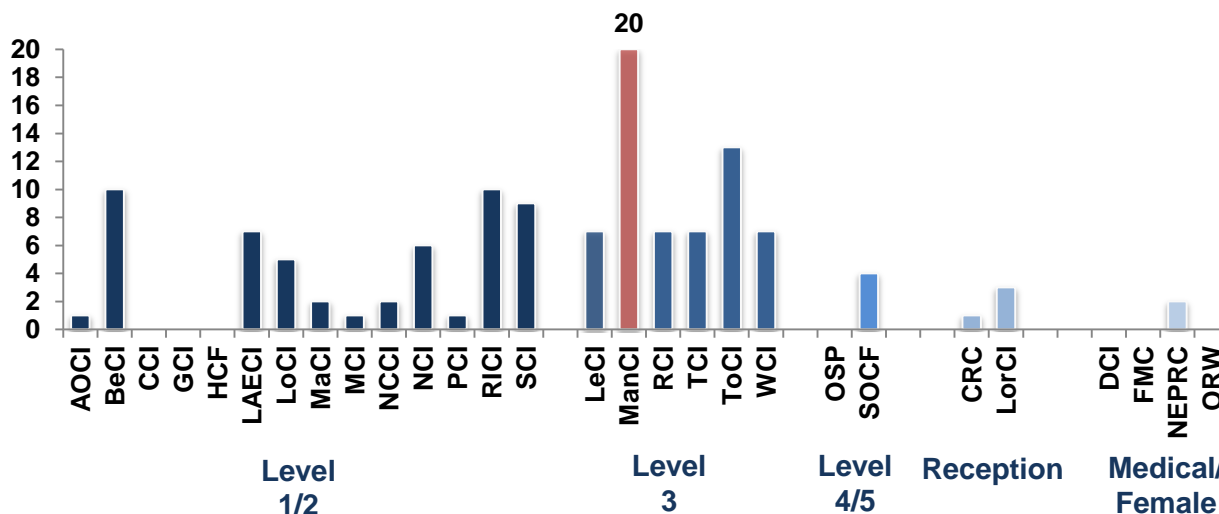
⁹ Rate is per 1,000 inmates.

C. DISTURBANCES¹⁰

CIIC’s evaluation of disturbances focuses on the number of disturbances in the first eleven months at the institution in comparison to two years prior, the DRC average, and comparator prisons. Overall, the CIIC inspection team rated disturbances as **IN NEED OF IMPROVEMENT**.

- In the first eleven months of 2012, MANCI reported 20 disturbances. The number of disturbances increased by 25.0 percent in comparison to 2010.^{xv} The number of disturbances is approximately double the average for comparator prisons and more than four times the DRC average.¹¹

**Chart 3
Total Disturbances by Institution
January – November 2012**



D. USE OF FORCE

CIIC’s evaluation of use of force focuses on the number of use of force in comparison to two years prior, the DRC average, and the comparator prison rate. Overall, the CIIC inspection team rated use of force as **ACCEPTABLE**.

- In 2012, the facility reported 347 use of force¹² incidents.^{xvi} Compared to 2010, in which 476 uses of force were reported, total uses of force decreased by 27.1 percent in two years.
- In 2012, 23.1 percent involved white inmates, 75.9 percent of use of force incidents involved black inmates, and 1.0 percent involved inmates of another

¹⁰ Disturbances are defined as any event caused by four or more inmates that disrupts the routine and orderly operation of the prison.

¹¹ The average number of disturbances for comparator prisons was 10.2 and 4.5 for DRC system-wide.

¹² Further information regarding use of force incidents can be found in the Glossary.

race.¹³ In comparison to the racial breakdown of the institution, there was a slightly higher percentage of force incidents used on black inmates.

- The use of force rate in 2012 was lower than comparator prisons,¹⁴ although significantly higher than the DRC average.
- In 2012, chemical agents (mace) were used 191 times.^{xvii} This is 42.3 percent less than chemical agents were used in 2010, in which chemical agents were used 331 times.^{xviii} In the six months prior to the inspection date (November 2012 – April 2013), chemical agents were used 134 times.¹⁵
- CIIC's review of use of force includes a sample of 20 randomly selected use of force reports as well as any available video. Key findings include:
 - The majority of officers' responses to incidents were appropriate.
 - One incident logged as no further action could have been referred to a use of force committee.¹⁶
 - There was no available video to review for any uses of force, including even the incidents that were referred to committee.¹⁷
 - The majority of inmates refused to make statements.¹⁸
 - Several minor documentation errors were present throughout the review.

E. CONTROL OF ILLEGAL SUBSTANCES

CIIC's evaluation of control of illegal substances focuses on the percent of inmates who tested positive of an illegal substance at the institution for the previous calendar year in comparison to the percent of comparator prisons and the DRC average. Overall, the CIIC inspection team rated control of illegal substances as **GOOD**.

- In 2012, 2.3 percent of the inmates tested positive for the presence of an illegal substance.^{19,20} This was lower than comparator prisons, as well as slightly lower than the DRC average.^{21xix}
- Staff reported 19 visitor drug busts in 2012, indicating active monitoring.

¹³ This data is based on the institutional monthly use of force reports submitted by each institution to CIIC; the total of 290 incidents for CY 2012 was provided separately by the Operation Support Center.

¹⁴ The use of force rate at MANCI in 2012 was 140.6 per 1,000 inmates; the comparator prison rate was 153.7 per 1,000 inmates. The DRC average was 84.5

¹⁵ Despite the reduction, inmate focus groups relayed a belief that officers excessively use chemical agents.

¹⁶ The incident involved an officer who used chemical agents on an inmate who was attempting suicide via hanging.

¹⁷ Staff indicated that sometimes video is not kept due to visual obstructions within the video creating an inability to see the incident.

¹⁸ It is common for inmates to refuse to make statements; however, the number of refused statements was above the norm.

¹⁹ Each DRC institution conducts monthly urinalysis tests of a random sample of its population. The urinalysis tests for the presence of a broad range of substances. The institution randomly tested 853 inmates of which 20 tested positive.

²⁰ Fifteen inmates tested positive for THC (marijuana), three tested positive for alcohol, and two tested positive for opiates.

²¹ The average percent of positive drug test results in 2012 for comparator prisons was 3.6 percent. The DRC average was 2.7 percent.

F. ROUNDS

CIIC's evaluation of rounds focuses on policy compliance for officer and executive staff rounds. Overall, the CIIC inspection team rated rounds as **GOOD**.

- Housing unit officers are required to conduct security check rounds at least every 30 minutes at staggered intervals. Officers consistently documented rounds in the requisite 30 minute, staggered intervals.
- Executive staff are also required to perform rounds through each housing unit.²² A review of the employee sign-in logs²³ indicated that executive staff are consistently making rounds in all housing units with the exception of the Inspector who generally made one or no rounds in the housing units for the one month period reviewed.²⁴

G. SECURITY MANAGEMENT

CIIC's evaluation of security management focuses on: cell/bunk searches, cell security check, STG management, staff planning/intelligence, homicides, and inmate communication. Overall, CIIC rated security management as **IN NEED OF IMPROVEMENT**.

Cell/Bunk Searches (Shakedowns)

- Housing unit officers are required to search inmates' bunks/cells for contraband, including illegal drugs and weapons. Staff were somewhat inconsistent for required shakedowns and a review of the unit logs indicated that some days no shakedowns were performed.

Cell Security Check

- During the inspection, CIIC staff check a random selection of cells in each unit for common cell security issues such as obstruction of windows, material in locks and cuff ports, inappropriate pictures, clotheslines, and graffiti. CIIC's review of the cells prompted concerns regarding towels underneath the cell door as well as towels blocking the cell window. In two units, the majority of inmates had blocked the locking mechanism in the door, preventing officers from securing inmates.

²² Visibility of leadership is important in the correctional environment. It indicates they are aware of the conditions within their facility, and it also serves to boost the morale of staff and inmates.

²³ CIIC's review of the employee sign-in logs generally covers the one month period prior to the date of the inspection.

²⁴ The Inspector has been in his position for only the past four months. Prior to his arrival, the Inspector position was vacant for four months.

STG Management

- As of January 2, 2013, there were 622 STG-affiliated inmates, which was 25.0 percent of the institutional population.^{xx} The institutional percentage of STG-affiliated inmates is lower than that of comparator prisons, but higher than the DRC average.^{25xxi}
- STG activity is documented through rule 17 (unauthorized group activity) convictions.²⁶ The rate of rule 17 convictions increased significantly from 2010 to 2012.²⁷ The rate of rule 17 convictions was slightly lower than comparator prisons, but higher than the DRC average.
- The facility recently received approval to have a full-time STG Lieutenant.

Staff Planning/Intelligence

- A discussion regarding security management was held with the Warden as part of the inspection. The Warden demonstrated an adequate level of critical incident data review, knowledge, and management.

Homicides

- One homicide occurred in 2012.

Inmate Communication

- Survey results indicated a slight majority of inmate respondents at the main compound and a large majority of inmate respondents at the minimum camp reported they are very safe, safe, or neutral (in terms of safety).
- Focus group participants were divided regarding their safety rating for the institution. Inmates housed on the north-side of the compound, which houses privilege level 3A inmates, felt that the north-side is fairly safe. Of those inmates that reported that the institution is unsafe, their main reasons were due to STG activity and feeling that an incident/fight can occur suddenly. Inmates did feel that safety has been improving in the past year because many STG-affiliated inmates have been transferred to higher security institutions.

²⁵ The percentage of STG-affiliated inmates for the comparator prisons was 31.2 and 16.6 percent system-wide for DRC.

²⁶ RIB convictions for rule 17 (unauthorized group activity) violations do not capture total gang activity in an institution, as gang activity likely occurs that is not captured by staff supervision and/or documented via a conduct report and RIB conviction.

²⁷ In 2010, the facility reported a rate of 17.2 rule 17 convictions; in 2012, the facility reported a rate of 41.7 rule 17 violations.

SAFETY AND SECURITY RECOMMENDATIONS

- Develop additional strategies to evaluate the high rate of assaults.
- Develop additional strategies to evaluate the high number of disturbances.
- Ensure that use of force reports are being properly referred to a use of force committee when necessary and after action reviews are being conducted as well as documented within the use of force report.
- Ensure that video documentation of use of force incidents is being preserved.
- Executive staff should review use of force documentation procedures with shift supervisors to ensure accuracy and consistency with use of force reports.
- The Inspector should be conducting weekly rounds through housing units, in line with DRC policy.
- Ensure that the requisite number of shakedowns are completed and accurately documented. Develop strategies for additional accountability.

III. HEALTH AND WELLBEING

CIIC EXPECTATION: Prisons will provide sanitary conditions and access to adequate healthcare and wellness programming.

A. UNIT CONDITIONS

CIIC's evaluation of unit conditions consists of direct observation of unit conditions. Based on its observation, CIIC rated unit conditions as **ACCEPTABLE**.

- The housing units at MANCI consisted of eight general population housing units, divided into 16 cell blocks. Each general population housing unit is double celled, has a dayroom, and other areas for programming and recreation. The housing units are further separated according to A or B privilege levels. There are 11 housing units designated as 3A, and five designated as 3B. MANCI also has a segregation unit with three blocks. (Additional information regarding the segregation unit is discussed in the Fair Treatment section of the report.)
- The cell conditions were rated as good in most cell blocks classified as 3A, with some issues related to cleanliness noted. The cell conditions in cell blocks classified as 3B were rated as acceptable in most cases, with several observed to be in need of improvement due to peeling paint and overall worn appearance. Every cell is equipped with a toilet and a sink. There were few maintenance issues reported.²⁸
- Common areas were rated as good in all units, with several units that had excellent conditions. Items that are commonly used by all inmates such as phones, laundry facilities, drinking fountains, ice machines and microwaves were operational in most units. However, there were a few units where some of these shared items were inoperable for varying periods of time. (A detailed review of the broken items in each unit is available for review in the checklists located in the Appendix).
- Showers are shared by inmates, and there are eight per cell block. The majority of showers were rated as in need of improvement. There were maintenance and sanitation issues related to the showers observed throughout the majority of the units.²⁹ The condition of the showers has been an ongoing issue, also noted as a concern in the prior CIIC inspection report of 2011.³⁰
- Cleaning materials were appropriately stored in a locked box^{31,32} and the first aid boxes were secured. There were several units where the monthly inspection of fire extinguishers had not occurred in the month of April.³³

²⁸ Unit staff relayed that repairs are often made the same day they are reported unless it occurs on a weekend.

²⁹ Several of the shower stalls had paint peeling from the walls, mold and mildew, water stains, soap scum, and or damaged thresholds. There were several showers inoperative in the units.

³⁰ During the previous inspection the conditions of the showers in nearly every housing area was poor. The tile of the shower floors were cracked in some and completely missing from others. The shower walls contained mold, soap scum, and chipped paint.

³¹ On the main compound, 78.2 percent of inmate survey respondents (n=202) responded that they normally have the opportunity to request and receive cleaning chemicals every week. Of respondents

B. MEDICAL SERVICES

CIIC's inspection of medical services in a correctional facility focuses on cleanliness of facilities, staffing, access to medical staff, and staff and inmates communication. The inspection includes information collected from interviewing the health care administrator, observations of the facilities and a focus group comprised of staff. CIIC does not evaluate the quality of medical care in a facility. Overall, the CIIC inspection team rated medical services as **GOOD**.

Facilities

- Conditions of the facilities were observed to be in overall good condition.³⁴
- The exam rooms are of adequate size which allow for staff to safely perform their duties and ensure the patient's privacy.
- The infirmary holding cells were noted to be in good condition.
- The cleanliness of the infirmary shower was in need of improvement.

Staffing

- Medical staffing appears comparable to other institutions to ensure timely access to care.³⁵
- Staffing levels have remained stable since the last CIIC inspection of MANCI.
- There were no vacancies reported.

Access to Medical Staff³⁶

- Inmates wait less than 48 hours to be seen in nurse sick call.³⁷

from the minimum camp, 84.0 percent (n=50) stated that they normally have the opportunity to request and receive cleaning chemicals each week.

³² On the main compound, 49.3 percent of inmate survey respondents (n=207) believed their unit was "very clean" or "clean." At the minimum camp, 56.9 percent of inmates survey respondents (n=51) believed their unit was "very clean" or "clean."

³³ Staff relayed that the fire extinguishers were checked by the fire marshal in April, but he did not sign the tags.

³⁴ The infirmary consisted of three administrative offices, five exam rooms, 13 infirmary beds, one records area, three bathrooms, a waiting area, an x-ray room, and a dental services clinic.

³⁵ The nursing staff consists of 16 RNs, and five LPNs. There are three advanced level providers consisting of one doctor and two Nurse Practitioners. Dental staff is contracted; they consist of 1.2 FTE dentists, two assistants, and one hygienist. Other staff consists of a part-time x-ray technician, a phlebotomist, and 2.5 FTE HITs, a diet tech, a QIC, a Health Care Administrator, and an Assistant Health Care Administrator.

³⁶ 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 Health Call, Doctor Health Call, and Chronic Care Clinic.

³⁷ Of survey respondents on the main compound, 83.7 percent (n=190) stated that they are "usually" or "sometimes" seen within two days of submitting a sick call slip. Of survey respondents at the minimum camp, 78.0 percent (n=41) stated that they are "usually" or "sometimes" seen within two days of submitting a sick call slip.

- There was no backlog for Doctor Sick Call or Nurse Sick Call, but there was a small backlog of inmates for chronic care clinics.³⁸
- 4.9 percent of inmates were documented as Doctor Sick Call “no-shows” during the first three months of 2013.^{39,xxii} This is lower than the DRC overall percentage of 6.5 percent for the same period.
- The AMA (Against Medical Advice) rate for patients on the chronic care caseload was calculated to be 3.8 percent,⁴⁰ which is low in comparison to some other institutions evaluated.

Deaths

- There were four inmate deaths since January 2011. Two were reported to be from natural causes, one was determined to be a homicide, and one is under investigation.

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

Inmate Communication

CIIC staff conducted two focus groups of inmates in regard to medical care. The following are key findings:

- Inmates reported that the majority of staff are professional.
- Inmates relayed that initiatives like the annual health fair and physicals for inmates over 50 years of age are popular.
- The responses from the two inmate focus groups were divided on the subjects of the quality of care, timeliness of care and appointments, and medication refills.⁴¹
- Inmates are concerned that their medical information is not handled confidentially.⁴²

³⁸ Staff reported that there are 17 inmates overdue in chronic care clinics, with six in excess of two weeks. Of those six, several were out to court for a longer than normal period of time.

³⁹ According to monthly medical statistics provided, there were 1,143 Doctor Sick Call appointments and 56 no-shows. The DRC reported that they prefer the no-show rate to be under 10 percent, as it was the standard utilized by the court monitors during the *Fussell* Stipulation.

⁴⁰ These percentages are determined by dividing the number of AMAs by the total number of appointments. The total number of chronic care appointments for the past 90 days was 449. The number of inmates who were AMA was reported to be 17.

⁴¹ Of survey respondents on the main compound, 78.5 percent (n=186) reported that they were “neutral,” “satisfied” or “very satisfied” with the quality of care provided by nurses; 69.4 percent (n=180) reported they were “neutral,” “satisfied” or “very satisfied” with the care provided by the doctor; and 74.1 percent (n=174) reported that they were “neutral,” “satisfied” or “very satisfied” with their dental care. Of survey respondents in the minimum camp, 83.3 percent (n=36) reported that they were “neutral,” “satisfied” or “very satisfied” with the quality of care provided by nurses; 75.8 percent (n=33) reported they were “neutral,” “satisfied” or “very satisfied” with the care provided by the doctor; and 79.3 percent (n=29) were “neutral,” “satisfied” or “very satisfied” with their dental care.

C. MENTAL HEALTH SERVICES

CIIC's inspection of mental health services in a correctional facility focuses on cleanliness of facilities, staffing, access to mental health staff, and critical incident data. CIIC does not evaluate the quality of care provided. Overall, the CIIC inspection team rated mental health services as **GOOD**.

Caseload

- 14.7 percent of the total inmate population is on the mental health caseload. The caseload has decreased from the previous inspection.⁴³
- There were 186 inmates on the psychiatric caseload, with 63 inmates classified as Seriously Mentally Ill.
- There are no inmates waiting to be assessed by psychiatry.

Facilities

- The mental health facilities consist of administrative areas, classrooms, and a secure records room.
- There are eight specially designated cells for observation of inmates experiencing mental health crisis.^{44,xxiii}

Staffing

- Staffing levels appear to be comparable to other institutions,⁴⁵ however it was a recent concern due to the lack of a psychologist for the prior three years.
- Psychiatric staff consists of one part time psychiatrist.⁴⁶
- Vacancies consist of a psychiatric supervisor, who is a licensed psychologist.⁴⁷

⁴² Inmates stated that staff talk about other inmate's medical issues in front of them, and do not maintain security of inmate medical records. CIIC staff also personally observed files to be unsecured in the infirmary.

⁴³ There are 370 inmates on the mental health caseload, which accounts for 14.7 percent (n=2,516) of the population. On the day of the inspection, there were 187 inmates on the psychiatric caseload, and 63 inmates classified as seriously mentally ill (SMI). During the 2011 inspection, there were 535 inmates on the caseload, 185 which were classified as SMI, which accounted for 21.2 percent of the population.

⁴⁴ Two of the crisis cells are located in the infirmary unit, and the remaining six are dispersed throughout the three segregation units. The infirmary cells were observed to be in good condition. The cells in segregation were also observed to be in acceptable condition.

⁴⁵ Staff currently consist of a part time psychiatrist, three registered nurses, one psychiatric nurse supervisor, two psychiatric assistants, one Licensed Social Workers, two Licensed Independent Social Worker (LISW), one Quality Improvement Coordinator (shared with medical services), and one Health Information Technician.

⁴⁶ Psychiatric staff consists of one part time psychiatrist, who is on site two days each week, and three days every other week.

⁴⁷ There is an applicant pending hiring at this time. The applicant selected requested a salary step increase that is pending the governor's approval.

Access to Mental Health⁴⁸

- All mental health requests and informal complaints in the previous six months were responded to within seven days and there was no backlog for either.^{49,50}
- Mental health staff makes weekly rounds in segregation.⁵¹
- Restraints have not been used in the past six months prior to the inspection.⁵²
- There were ten inmates reported to be on mandated medications.
- Inmates referred to mental health are reportedly seen within 14 days.
- There was no backlog of inmates waiting to be assessed by psychiatry reported.
- There have been 18 transfers to a Residential Treatment Unit (RTU). Transfers took one to two weeks, or more.^{53xxiv}

Suicides, Suicide Attempts, and Self-Injurious Behavior

- Since January 2011, there have reportedly been no completed suicides and two suicide attempts at the facility.⁵⁴ Staff reported that there were 15 incidents of self-injurious behavior during the past year.
- Further information regarding mental health services can be found in the inspection checklist in the Appendix.

D. RECOVERY SERVICES

CIIC's evaluation of recovery services in a correctional environment focuses primarily on access and quality (as determined by DRC staff). Overall, the CIIC inspection team rated recovery services as **GOOD**.

⁴⁸ 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 times to kites and informal complaint forms; and (4) current backlogs.

⁴⁹ Of survey respondents on the main compound, 72.6 percent (n=135) reported that they were "neutral", "satisfied" or "very satisfied" with the quality of care provided by mental health staff.

⁵⁰ 50.0 percent (n=144) of inmates that participated in the survey on the main compound reported that they have adequate access to mental health services. 63.0 percent (n=27) of inmates who participated in the survey at the minimum camp reported that they have adequate access to mental health services.

⁵¹ Staff relayed that they conduct weekly rounds in segregation or more if necessary to speak with inmates on the mental health caseload. Per policy, if an inmate on the caseload is in segregation over 30 days, staff is required to conduct an intensive screening of the inmate to assess him for stressors, and the likelihood for inflicting self harm. Subsequent reviews are conducted at 30 day intervals thereafter.

⁵² Staff reported that they participate in monthly trainings with the security in medical staff. During the training scenarios, staff assists with communication strategies to deescalate the situation. They also practice administering emergency medications.

⁵³ During the period from the end of June 2012 until October 2012 there was a shortage of independent licensed staff, and the institution was without a psychiatrist for nearly two months. This contributed to a high number of RTU transfers.

⁵⁴ Staff reported utilizing a suicide watch frequently to ensure inmates are not successful at completing their suicide attempts.

Access⁵⁵

- Inmates who are in chronic need of recovery services were prioritized for programming.
- 8.7 percent of the institution's population that are identified as eligible⁵⁶ (n=1,065) were enrolled in formal recovery services programming, with 433 on the waiting list.⁵⁷ The percentage of inmates enrolled in programming is higher than other facilities evaluated.
- 76.4 percent of the inmate population has been screened for recovery services, which is about average for other facilities evaluated.⁵⁸
- There were 216 completions in CY 2012 of formal Recovery Services programming.
- There were an average of 159 inmates reported to be participating in supplementary groups like Alcoholics Anonymous and Narcotics Anonymous.
- MANCI does not have a specific housing area for inmates involved in recovery service programming.
- Inmates who participated in the survey reported inadequate access to recovery services.⁵⁹ In response, staff relayed that they are serving as many inmates as possible within the guidelines of DRC policy.

Quality

- The most recent DRC audit of the facility's recovery service programs occurred October 24, 2012. At that time, the auditors reported that the Recovery Services Department was running their programs in accordance with Departmental policy.^{xxv}

⁵⁵ Each inmate is screened using an assessment tool for the need for addiction services, and is assigned a number associated with a recovery services level. This number indicates the degree to which offenders are in need of addiction services. Offenders are scored from zero to three; zero indicating no need of services, to three indicating chronic need for addiction services. This number is determined through completion of a need for services assessment that gives an overall score resulting in the assignment to one of the recovery services levels. Offenders who score either two or three are most in need of treatment; thus, they should be prioritized for programming.

⁵⁶ Inmates who are eligible for formal recovery services programming are considered recovery services level two or three. Formal programming consists of the Treatment Readiness Program (TRP), the Intensive Outpatient Program (IOP), the IOP Continuing Care, and the Intensive Prison Program (IPP). Other groups like Alcoholics Anonymous and Narcotics Anonymous are facilitated by volunteers, which are open to general population inmates regardless of their assessed recovery services level.

⁵⁷ In FY 2012, there were 216 successful completions of recovery services programming. There were 84 inmates who completed TRP, 67 that completed IOP, 65 that completed Recovery Maintenance. It should be noted that one inmate can be counted as a successful completion in multiple programs.

⁵⁸ Staff reported that out of a population of 2,518 offenders, 1,924 had been assessed for recovery services. Of those, 1,065 offenders had been assessed as risk level two or three.

⁵⁹ Of respondents housed in the main compound, 66.3 percent (n=175) reported that they had inadequate access to recovery services programming. Of respondents housed on at the minimum camp, 51.1 percent (n=45) reported that they have inadequate access to recovery services programming.

- The termination rate for MANCI's IOP program was 20.2 percent. This rate is significantly lower than the termination rate of comparator prisons, which was 29.8 percent.^{60,xxvi}

E. FOOD SERVICES

CIIC's inspection of food services includes eating the inmate meal, and observation of the dining hall, food preparation area, and loading dock.⁶¹ CIIC also interviews the Food Service Manager. Overall, food service was rated as **GOOD**.

Meal

- CIIC sampled four inmate meals.⁶² The first meal was rated as in need of improvement based on the poor quality of the main entrée and the side items.⁶³ However, the second meal rated as good based on the quality of the main entrée which was much better than the first meal.
- Inmates considered the meals to be in need of improvement based on the lack of variety offered on the daily menu and how the meals are prepared.⁶⁴ However, a review of the food service kite log⁶⁵ found that most inmate concerns were regarding the portion sizes.⁶⁶
- Further, 83.4 percent of total survey respondents⁶⁷ (n=259) indicated that they were either unsatisfied or very unsatisfied with the quality of the food served. In

⁶⁰ According to the Bureau of Recovery Services 2012 Annual Report, there were 27 early terminations from the Intensive Outpatient Program out of 134 participants. A variety of incentives are available for inmates if they successfully complete programs. Incentives include earned credit, risk reduction, reentry coupons, and eligibility for 80 percent release under HB 86. Staff relayed that the low rate of terminations was due to thorough pre-screening.

⁶¹ MANCI also has a food service operation located in the correctional camp which was not inspected by CIIC.

⁶² The first meal was sampled on May 20, 2013 and consisted of meatloaf patty, cottage potatoes, spinach, canned pears, two slices of white bread, and white cake. The second meal was sampled on May 23, 2013 and consisted of beef pepperoni pizza, potatoes, corn, lettuce salad, and an apple.

⁶³ The main entrée (meatloaf) was tough and appeared to be slightly overcooked. The side item (cottage potatoes) was bland and not

⁶⁴ During the inspection of the food service operations, inmates on the main compound relayed concern that there is not enough variety regarding the items offered on the DRC three-week meal cycle that all institutions follow. Other inmates relayed concern that the food needs to be seasoned and cooked appropriately.

⁶⁵ Per DRC Policy 50-PAM-02 ("Inmate Communication/Weekly Rounds"), the inmate kite system is a means of two-way communication between all levels of staff and inmates. All kites are required to be answered within seven calendar days and logged on the Kite Log.

⁶⁶ According to DRC policy 60-FSM-02 ("Food Service Operations"), the Food Service Manager shall electronically forward a Menu Substitution Record to the Bureau of Medical Services on a weekly basis for review all food items omitted, item substitution, reason for substitution, and the meal that the substitution occurred.

⁶⁷ Number of survey respondents represents inmates from the main compound and the correctional camp.

comparison, an average of 70.3 percent⁶⁸ of the inmates surveyed during previous inspections were “unsatisfied or very unsatisfied” with their meals.

- The most recent staff evaluation of the inmate meal was rated as good.⁶⁹

Dining Hall

- The dining hall tables and floor were clear of any debris. However, there were small amounts of food under the serving line as food service workers served the inmates.

Food Preparation Area

- The food preparation area was clear of any debris on the floor or the counters as inmate food service workers cleaned the kitchen and began preparing the dinner meal.
- The main compound passed its most recent health inspection on February 27, 2013 with no violations;^{xxvii} the correctional camp passed with one violation.^{70xxviii}
- Staff relayed that the kitchen floor was replaced in July 2012 and updated again in December 2012.

More information regarding CIIC’s inspection of food services can be found in the checklist in the Appendix.

F. RECREATION

Engagement in recreational activities promotes positive physical and mental health. CIIC’s evaluation of recreational facilities is based on three factors: facilities, activities, and access. Overall, recreation was rated as **GOOD**, but there is a need to address the inconsistency of the recreation schedule.

Facilities

- Physical facilities⁷¹ appeared clean and were in use during the inspection. No maintenance concerns were reported for recreation equipment. However, staff relayed that new gymnasium floors are needed.⁷²

⁶⁸ The average is based on DRC institutions inspected by CIIC since January 2013, which included OSP, LAECI, SOCF, MCI, LECI, MACI, and BECI.

⁶⁹ Each DRC institution assigns one staff member, the Administrative Duty Officer (ADO), to taste and evaluate the quality of the inmate meal. The most recent evaluation of an inmate meal was May 23, 2013 during the dinner meal. The meal consisted of the following: barbeque chicken, carrots, noodles, “Sloppy Joes,” pears, and cornbread.

⁷⁰ The violation was in regard to storing vegetables under the correct temperatures and in shallow pans for proper cooling.

⁷¹ Indoor recreation facilities consist of two gymnasiums that include two basketball courts, a separate weight machine room, two music rooms, and two multi-purpose rooms. Outdoor recreation facilities include four basketball courts, six handball courts, two tracks, four horseshoe pits, two volleyball courts,

Activities

- Inmates are offered a variety of activities for recreation, including a monthly schedule of organized sports leagues and recreation sponsored events, restricted to 3A inmates.⁷³ The recreation department offers a majority of the activities permitted for Level 3 inmates, per policy. The institution also runs a Recreation Planning Committee comprised of up to fifteen inmates that meet bi-monthly to brainstorm potential activities with recreation staff.
- The recreation department also facilitates several unique activities, including a bi-monthly inmate newsletter, a sheet music reading class, a marathon program,⁷⁴ a crochet club, a creative writing class, and an annual inmate cook-off.
- Inmates in multiple focus groups requested that a designated 50 years and older recreation period be reinstated at the institution because older inmates have difficulty competing with younger inmates in sports or receiving equal access to equipment and facilities during recreation time.

Access

- Staff reported that the institution operates on a structured, rotating recreation schedule, with housing units assigned to daily sessions between 8:10 am and 8:30 pm.⁷⁵ Staff reported that the recreation schedule is often delayed as a result of the chow hall schedule frequently running late.⁷⁶ This is further evidenced by the results of CIIC's inmate survey, whereby a majority of respondents on the main compound reported that the recreation schedule is only sometimes followed, including over a third of respondents reporting that the recreation schedule is rarely or never followed.⁷⁷ In contrast, the majority of minimum camp respondents reported that the recreation schedule is usually or always followed.⁷⁸

two softball fields, open field space, and a pavilion with picnic tables, bleachers, and workout equipment. There is also workout equipment located in each housing pod.

⁷² Staff relayed that the current gymnasium floors are made of tiles that frequently come out of place and that a more durable floor is needed.

⁷³ The following intramural sports leagues are available to privilege level 3A inmates: basketball, handball, soccer, softball, horseshoes, outdoor basketball, flag football, and several fantasy sports leagues. Recreation sponsored events include a music expo, bingo, game nights, referee/umpire training sessions, card tournaments, holiday card-making class, among others.

⁷⁴ Inmates start by running a 5k and work up to running 13 miles over the course of five months.

⁷⁵ Privilege level 3B inmates are assigned only one outdoor recreation session each day and are also to receive daily indoor recreation on their unit. Privilege level 3A inmates are assigned two outdoor recreation sessions each day, in addition to daily recreation on their unit.

⁷⁶ In a follow-up conversation with administrative staff, staff relayed that the issue is not the recreation schedule but with inmates "slow-walking" back to and from units, which creates delays.

⁷⁷ CIIC's survey of inmates on the main compound found that only 15.5 percent of respondents (n=207) reported that the recreation schedule is usually or always followed, 50.7 percent reported that it is only sometimes followed, and 33.8 percent reported that it is rarely or never followed.

⁷⁸ CIIC's survey of minimum camp inmates found that 72.5 percent of respondents (n=51) reported that the schedule is usually or always followed, 23.5 percent reported that the recreation schedule is sometimes followed, and only 3.9 percent reported that it is rarely or never followed.

- Across all focus groups, participants relayed that the recreation schedule rarely runs according to the schedule. Inmates relayed that their recreation period is frequently cut in half because recreation periods start late, reportedly due to delays in the operation of the chow hall.⁷⁹
- The majority of respondents on the main compound reported that they are unsatisfied or very unsatisfied with access to recreation. However, a majority of minimum camp respondents reported being satisfied or very satisfied with access.⁸⁰

HEALTH AND WELLBEING RECOMMENDATIONS

- Ensure that showers are appropriately cleaned and devoid of mold. Ensure that maintenance concerns are swiftly addressed.
- Develop strategies to ensure zero backlog of patients on the chronic care caseload, which could include scheduling patients to be seen prior to being sent out for court.
- Ensure that medical records are secured when medical providers are not present. Review with medical staff the DRC policy on confidentiality of patient information.
- Consider developing a specialized unit or housing area for recovery services.
- Consider developing strategies to improve inmates' perception of the quality of the food, which could include surveying inmates to determine if there are options to improve the quality of the meals without increasing costs.
- Consider developing strategies to address the frequent delays in the recreation schedule on the main compound, which could include improving the efficiency of transporting units to and from the dining hall.

⁷⁹ Specifically, this concern was regarding transportation of housing units to-and-from the chow hall.

⁸⁰ CIIC's survey of inmates on the main compound found that only 3.9 percent of respondents (n=207) were very satisfied, 11.1 percent were satisfied, 18.4 percent were neutral, 30.4 percent were unsatisfied, and 36.2 percent were very unsatisfied with access to recreation. CIIC's survey of minimum camp inmates found that 19.6 percent of respondents (n=51) were very satisfied, 39.2 percent were satisfied, 33.3 percent were neutral, 7.8 percent were unsatisfied, and 0.0 percent were very unsatisfied with access to recreation.

IV. FAIR TREATMENT

CIIC EXPECTATION: Prisons will provide fair and professional treatment of inmates.

A. STAFF/INMATE INTERACTIONS

CIIC's evaluation of staff accountability is based on its survey of inmates, inmate focus groups, and analysis of grievance data. Overall, CIIC rates staff/inmate interactions as **ACCEPTABLE**.

- Inmate focus groups relayed fewer concerns than at other institutions; however, inmates did report concerns regarding officers' excessive use of mace.
- Fewer inmate respondents to the CIIC survey reported being harassed, threatened or abused by staff than at the comparator prison;⁸¹ however, inmate survey responses regarding staff professionalism were slightly less positive than at other institutions surveyed thus far in the biennium.⁸²
- Compound inmates were more likely to state that their Case or Unit Manager was not helpful, but almost all reported knowing who this person was.⁸³ Inmates relayed concerns to CIIC staff regarding unit staff, specifically stating that unit staff did not conduct rounds, or only conducted rounds during count (when inmates are locked down). Camp inmates were more likely to report that their Unit Manager was helpful, but that their Case Manager was not.⁸⁴
- The rate of grievances against staff actions⁸⁵ in CY 2012 was more than double the DRC average rate and the comparator prison rate,⁸⁶ and a significant increase from MANCI's rate in CY 2011.⁸⁷ Staff relayed that they do not currently track the corrections officers that most frequently appear in inmate complaints and provide counseling.

⁸¹ 54.7 percent of compound respondents (n=203) indicated that they had been harassed, threatened, or abused by staff, with the most common responses indicating that the incident had involved insulting remarks or feeling threatened or intimidated. In comparison, 72.7 percent of compound respondents at LECI reported being harassed, threatened, or abused by staff. Of total camp respondents (n=51), only 15.7 percent reported that they had been harassed, threatened, or abused by staff, with the most common responses indicating that the incident involved insulting.

⁸² Only 14.7 percent of compound inmate respondents to CIIC's survey (n=204) indicated that most staff usually conducted themselves professionally, compared to 47.1 percent of camp respondents (n=51).

⁸³ 54.3 percent of compound respondents (n=186) reported that their Case Manager was not helpful; 59.8 percent (n=179) stated that their Unit Manager was not helpful.

⁸⁴ 66.7 percent of camp respondents (n=45) indicated that their Case Manager was not helpful; 75.6 percent (n=41) indicated that their Unit Manager was helpful.

⁸⁵ Grievances against staff actions are categorized into the following: supervision, discrimination, force, and staff accountability.

⁸⁶ The rate of grievances against staff actions in CY 2012 was 68.9 per 1,000 inmates at MANCI; the DRC average was 29.1 and the comparator prison rate was 34.6.

⁸⁷ The rate of grievances against staff at MANCI was 50.7 per 1,000 inmates in 2011.

B. INMATE DISCIPLINE

CIIC's evaluation of inmate discipline⁸⁸ includes observation of Rules Infraction Board (RIB) hearings and a review of a random sample of closed RIB cases. Overall, CIIC rates inmate discipline as **IN NEED OF IMPROVEMENT**.

- The observed hearings were somewhat rushed, which may have resulted in the following: the MANCI RIB did not confirm the inmate rights' statement with the inmate at the start of the hearing nor confirmed that the inmate had received a conduct report,⁸⁹ the review of evidence and the evidentiary standard at the institution was somewhat lax,⁹⁰ the deliberation and consideration of sanctions was somewhat perfunctory, and staff did not confirm the inmate's statement prior to asking the inmate to sign it.⁹¹ In addition, the MANCI RIB Chair occasionally asked the inmate his side of events prior to turning on the audio as a sort of warm-up; while he always asked again on audio for the inmate's version, this practice is problematic.⁹²
- Positively, CIIC's observation of RIB hearings at MANCI indicated that basic hearing procedures per policy were generally followed.⁹³
- CIIC staff conducted a review of 20 closed RIB cases. CIIC staff found that staff generally followed appropriate procedures,⁹⁴ with the exception (also observed during the hearings) that the RIB officer occasionally added or changed the charged rule violation without going through the inmate rights form. Further, the frequency of the changes may indicate deeper issues, such as line staff not charging inmates appropriately.

⁸⁸ Inmates charged with a rule infraction are given a conduct report (also known as a ticket). All conduct reports are first heard by a hearing officer; if the offense is a minor offense, the hearing officer may dispose of it himself. More serious offenses must be referred to the RIB, which is a two-person panel that conducts a formal hearing, including witness testimony and evidence.

⁸⁹ In fact, a couple inmates reported that they had not received a copy of the conduct report prior to the RIB hearing.

⁹⁰ For example, in one conduct report, the officer reported that an inmate had handed her a note that was intending to establish a relationship with her; she did not confiscate the note or preserve it as evidence, but rather gave it back to the inmate.

⁹¹ Confirming the inmate's statement is important because the inmate signs the statement electronically. Without confirmation, the inmate does not actually know what he is signing. Regarding confirming the inmate rights statement, it is not required; however, it is a good practice to ensure that inmates have the opportunity to request any necessary witnesses.

⁹² This practice is problematic because inmates are generally more open and provide more details the first time that they tell the story to the RIB Chair; when repeating the same story later during the actual hearing, they may tend to summarize, believing that they have already provided the information the first time.

⁹³ CIIC found that the RIB panel spoke clearly and communicated professionally with the inmate, read the conduct report, and asked if the inmate would like to appeal.

⁹⁴ CIIC found that all hearings were held within the seven day timeframe; conduct reports listed the appropriate rule violations and included a detailed statement of the inmate behavior constituting a rule violation; all inmate rights forms were completed; and mental health evaluations were generally completed when appropriate.

- Sanctions appeared somewhat less than similar infractions would receive at other institutions and were not always consistent in relation to the level of offense.⁹⁵

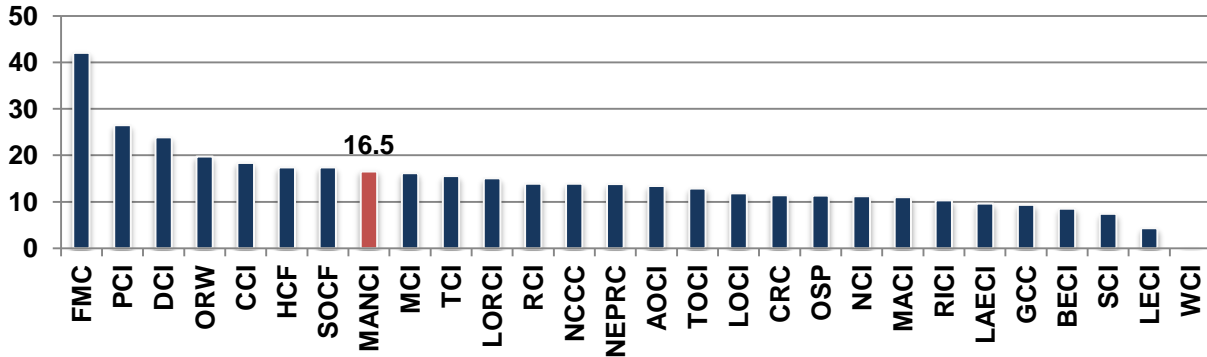
C. INMATE GRIEVANCE PROCEDURE (IGP)

CIIC’s evaluation of the inmate grievance procedure⁹⁶ includes a review of a random sample of informal complaints and grievances, observation of the Inspector, and data analysis. Overall, CIIC rates the inmate grievance procedure as **IN NEED OF IMPROVEMENT**.

Informal Complaints

- In 2012, the Inspector documented receiving 3,440 informal complaints resolutions (ICRs). Of the total, 4.6 percent did not receive a response, which is above the DRC average.⁹⁷ Of those that did receive a response, 16.5 percent were outside of the seven day timeframe mandated by DRC administrative rule. The rate of untimely responses was above the DRC average.⁹⁸

Chart 4
Untimely Response Rates to Informal Complaints by DRC Institution
CY 2012



- CIIC’s review of a random sample of 20 ICR responses indicated that all were professional; however, of the 20 randomly selected, eight (40 percent - an

⁹⁵ For example, sanctions for rule violations pertaining to illicit substances were not given the standard list of Mandatory Substance Abuse Prevention (MSAP) sanctions; of the four rule 14 violations, all received only 30 days commissary restriction; a rule 39 violation received 15 days DC, but a rule 19 violation may receive only three or four.

⁹⁶ Pursuant to Section 103.73 of the Ohio Revised Code, the CIIC is required to evaluate the inmate grievance procedure at each state correctional institution. The inmate grievance procedure is a three-step process by which inmates can document and report concerns to multiple levels of DRC staff. For more information on the inmate grievance procedure, please see the Glossary at the back of the report.

⁹⁷ The average rate of non-response to ICRs in the DRC was three percent in 2012.

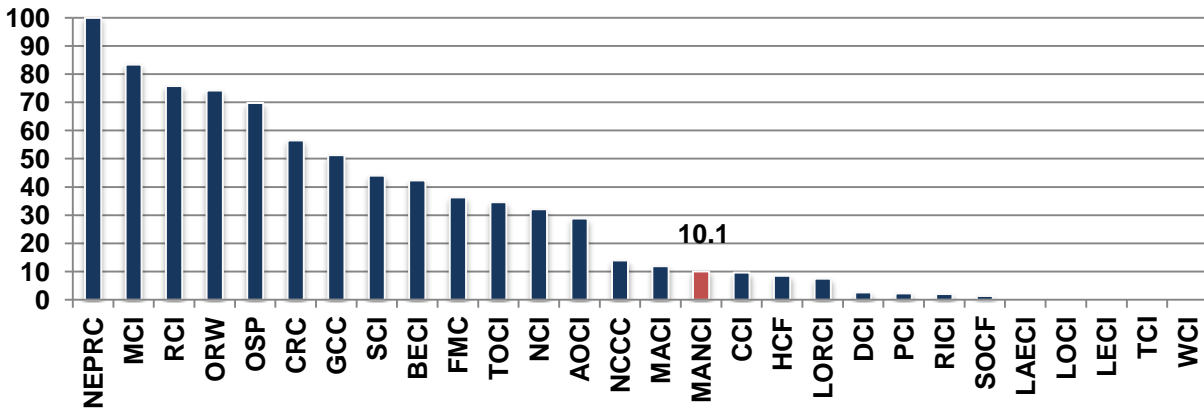
⁹⁸ The average rate of untimely responses to ICRs in the DRC was 14.4 percent in 2012.

unusually high number) had a response that directed the inmate to send an ICR to another staffperson, another two either did not investigate or did not resolve issue, and another two were curt replies that likely would not satisfy the inmate recipient.⁹⁹ In all cases the response was within policy, but there is doubt as to whether the responses achieve the purpose of the inmate grievance procedure, which is to resolve inmate complaints at the lowest level.

Grievances

- In 2012, there were 653 grievances filed at MANCI, all of which were completed during the calendar year.¹⁰⁰ Of the total completed, 82.9 percent were denied and 17.1 percent were granted.¹⁰¹ The granted rate is slightly higher than both the DRC average rate¹⁰² and the comparator prison rate.¹⁰³ The top three categories with the most grievances were Personal Property with 129, Healthcare with 73, and Staff Accountability with 58.
- Inspectors are expected to dispose of grievances within fourteen days to ensure timely response to inmates’ concerns. Of the total number of grievances completed, pending or withdrawn, 68 were responded to beyond the fourteen day timeframe, or 10.1 percent of the total.

**Chart 5
Percent of Grievance Dispositions Requiring Extensions by Institution
CY 2012**



⁹⁹ The curt replies were in response to inmate complaints that they had not received their package; the mailroom’s response in both cases was, “All packages have been delivered.” Staff explained that this response indicates that any packages in the mailroom’s possession had been delivered and that the mailroom did not have the package; however, it would be easy to see that the inmate would not feel satisfied with that response.

¹⁰⁰ There were 653 grievances filed and 663 grievances completed; the higher number of completions is due to the 23 grievances on hand at the beginning of CY 2012.

¹⁰¹ This does not include the four grievances withdrawn by the inmate.

¹⁰² Excluding grievances that were withdrawn by the inmate or pending disposition at the close of the calendar year, 15.4 percent of grievances were granted across the DRC.

¹⁰³ The comparator prison rate was 14.8 percent of grievances were granted.

- CIIC's review of a random sample of 10 grievance dispositions indicated that all dispositions were professional, the Inspector always interviewed requisite staff and reviewed appropriate evidence, and the Inspector provided an explanation to the inmate complainant as to the findings. However, the Inspector did not always cite relevant DRC policy or administrative rule, as required.

Inmate Survey Responses

Inmate responses to CIIC's survey¹⁰⁴ were predominantly negative regarding the grievance procedure.¹⁰⁵ The following are the responses received:

- 62.1 percent of compound respondents (n=203) and 86.0 percent of camp respondents (n=50) reported that they normally have access to informal complaints.
- Only 24.6 percent of compound respondents (n=207) and 7.8 percent of camp respondents (n=51) reported that they knew who the Inspector was, which is comparable to the closest comparator prison (LECI), but lower than other facilities.¹⁰⁶
- Only 8.4 percent of compound respondents who had filed a complaint (n=155) and 18.2 percent of camp respondents (n=22) indicated that they felt that informal complaints were generally dealt with fairly at the institution.
- Similarly, only 6.2 percent of compound respondents (n=130) and 25.0 percent of camp respondents (n=20) indicated that they felt that grievances were generally dealt with fairly.
- 40.5 percent of total compound respondents (n=205), but only 14.3 percent of camp respondents (n=49), reported that they had felt at some point that they were prevented from using the grievance procedure when they had wanted to.
- For inmates who had never used the grievance procedure, the primary reason reported by compound inmates was that the grievance procedure does not work; for camp inmates, they stated that they had not had a problem or reason to use the grievance procedure.

D. SEGREGATION

CIIC's evaluation of segregation consists of an observation of the unit and evaluation of the population. CIIC rates segregation as **IN NEED OF IMPROVEMENT**.

¹⁰⁴ The CIIC inmate survey results are available in the Appendix.

¹⁰⁵ Note: Inmate survey responses in this area have been negative at every prison inspected thus far in CY 2013.

¹⁰⁶ In comparison, 35.1 percent of SOCF inmates, 26.0 percent of LECI inmates, and 45.9 percent of BECI inmates reported knowing who the Inspector was.

Facility Conditions

- The segregation unit at MANCI consisted of three occupied pods at the time of inspection.
- An unusually high number of informal complaints come from the segregation population and reportedly 44 percent of written incident reports arise from the segregation unit. Staff relayed that inmates routinely flood the ranges.
- Recreation equipment was lacking in comparison to other institutions' segregation units. Indoor recreation areas did not include a piece of equipment for sit-ups and dips, which is fairly standard; some also did not include a pull-up bar (inmates constructed a pull-up bar from a piece of fabric tied between two posts).¹⁰⁷
- Multiple inmates on different pods and on different days reported losing significant amounts of weight (this report was confirmed by staff). Inmates reported not receiving the same portion sizes as on the compound.
- Showers were reported to be covered in mold (similar to conditions on the compound), which was directly observed by CIIC staff in one cell.
- The floors in some of the pods appeared scuffed and torn up, but they were clear of debris. Cells were similarly orderly, with minimal cell security issues.¹⁰⁸
- There were no current maintenance issues with the exception of one toilet reported by an inmate and staff stated that maintenance concerns were taken care of "within the same day."
- The individual inmate log sheets appeared up to date, indicating that inmates were being provided the requisite privileges. When asked, inmates stated that they were receiving meals, recreation opportunities, hygiene items, etc.
- Appropriate executive staff documented numerous rounds through the unit, with the exception of the Inspector.
- Staff relayed that since another supervisor was added to the unit four months ago, complaints and incidents have been significantly reduced.

Segregation Population

- Staff provided a clear tracking mechanism to track inmate placement in segregation.
- 199 inmates were housed in segregation at the time of the population analysis. Of the total, 42.2 percent were on Security Control status, 6.5 percent were on Disciplinary Control, and 51.3 percent were on Local Control status.¹⁰⁹ This distribution appears out of line with other institutions.

¹⁰⁷ Staff relayed that one cause is that SMU 3 previously housed Death Row; when Death Row was moved, so was the recreation equipment. SMU 3 was then vacant until repair work being done on other units necessitated the reactivation of the unit. Staff further relayed that the recreation equipment will be added.

¹⁰⁸ "Cell security issues" include obstruction of cell windows to the outside or cell door windows, material in the cuffport or locks, clotheslines, inappropriate pictures, and graffiti.

¹⁰⁹ Security Control, Disciplinary Control, and Local Control are different designations for inmate placement in segregation. An inmate is placed on Security Control pending an investigation, an RIB

- Institutional procedures may be negatively impacting the length of inmate stays in segregation, although staff relayed that they have been addressing the issue and that it is much improved in comparison to prior years.¹¹⁰
- Over half of the inmates in segregation were reportedly waiting on a transfer.¹¹¹
- Of the total, 73.4 percent had been in segregation for more than one month, which is higher than the comparator prison;¹¹² 49.7 percent had been in segregation for more than three months, which is very high.¹¹³

hearing, or a transfer. The RIB can assign an inmate Disciplinary Control time based on a guilty finding for a rule violation; Disciplinary Control time cannot be more than 15 days for a single rule violation. Local Control is reserved for more serious rule violations, is assigned by a separate committee from the RIB, and can span up to 180 days, reviewed monthly.

¹¹⁰ A handful of inmates have had their paperwork delayed at the institutional level, which results in longer segregation placements. Most of the inmates in segregation under investigation had been in segregation for more than a week.

¹¹¹ As of June 5, 2013, 210 inmates were in segregation and 125 of those were waiting on a transfer.

¹¹² For purposes of comparison, 69.3 percent of inmates in LECI's segregation had been in segregation for more than one month.

¹¹³ For purposes of comparison, 34.4 percent of inmates in LECI's segregation had been in segregation for more than three months.

FAIR TREATMENT RECOMMENDATIONS

- Consider identifying the officers who most frequently appear in inmate complaints in CY 2012 and providing corrective counseling to them.
- Confirm the inmate rights' statement with the inmate at the start of the RIB hearing and that the inmate received a copy of the conduct report. Confirm either verbally or via a linked computer monitor the inmate's statement prior to his signing the statement. Increase expectations for staff in the preservation and documentation of evidence.
- Consider evaluating sanctions at RIB, such as through a staff committee with input from multiple areas of staff, to ensure that inmates are receiving appropriate sanctions.
- Develop strategies to improve staff response rates to informal complaints and the timeliness of responses.
- Cite DRC policy or administrative rule in grievance dispositions.
- Consider developing strategies to improve inmate perceptions of the grievance procedure, which could include conducting an in-service training on staff responses to informal complaints and informing staff of the benefits of resolving inmate complaints.
- Consider adding recreation equipment to the segregation unit, in line with other institutions, and further consider incentives to reduce misconduct.
- Consider evaluating inmate complaints of weight loss in segregation and possible contributing causes.
- Develop strategies to improve the condition of showers in segregation.
- Develop strategies to reduce the length of time that inmates are spending in segregation, which could include requiring staff to perform security reviews within a week of LC placement (as at BECI), evaluating the causes for paperwork to be delayed at the institutional level, and evaluating the lengthy amount of time that some inmates are under investigation.

V. REHABILITATION AND REENTRY

CIIC EXPECTATION: Prisons will provide access to quality programming and purposeful activities that will ultimately aid reentry.

A. ACCESS TO PURPOSEFUL ACTIVITIES

CIIC's evaluation of access to purposeful activities includes a review of data, an analysis of inmate idleness, staff interviews, and inmate surveys. Overall, CIIC rates access to purposeful activities as **ACCEPTABLE**.

- MANCI operates an OPI shop, employing 137 inmates. (See the Ohio Penal Industries section below.)
- The MANCI Librarian is initiating a Book of the Month club, which is expected to engage 40 to 50 inmates in a meaningful literacy activity each month. To further increase activity options, the Librarian has acquired approximately 2,000 paperback books for distribution on the 3B housing units where inmate movement and access to the library is more restricted. (See the Library section below).
- The vast majority of inmates reportedly hold an institutional job.^{114,115}
- The number and rate of community service hours during FY 2011 and FY 2012 were significantly higher than the comparator prison average, but lower than the DRC average.¹¹⁶ [That said, the actual number of community service hours at MANCI from CY 2011 and CY 2012 decreased by 35.7 percent.¹¹⁷]
- Academic enrollment at MANCI increased from FY 2010 to FY 2012 by 10.8 percent,¹¹⁸ and the academic waitlist decreased.¹¹⁹

¹¹⁴ Inmate jobs at MANCI can include student status, porter, and a variety of roles like electrician, laundry operator, or maintenance mechanic, to name a few. The number of inmates assigned to a job includes those inmates who have been placed in a Refusal to Lock (RTL) unit, Special Management Unit (SMU), out to court (OTC), or otherwise absent without leave (AWL), even though they may not be performing the assigned job at the time the count was taken. The SMU population includes approximately 200 inmates.

¹¹⁵ Of the 2,516 inmate population at inspection, 71 were reported with no job, for a 97.2 percent employment rate. 42.0 percent of the surveyed MANCI inmates (n=243) indicated that it was difficult to obtain a job; further, there was notable idleness among inmates in the housing units on the MANCI compound.

¹¹⁶ Community service hours at MANCI for CY 2011 were 94.5 hours per inmate, or 26.7 percent greater than the comparator prison average of 67.8 hours per inmate. The CY 2011 community service hours per inmate at MANCI were 13.5 percent lower than the DRC average of 109.2 hours per inmate. Community service hours at MANCI for CY 2012 were 61.6 hours per inmate, or 14.0 percent greater than the comparator prison average of 45.6 hours per inmate. The CY2012 community service hours per inmate at MANCI were 40.4 percent lower than the DRC average of 103.3 hours per inmate.

¹¹⁷ MANCI posted 236,465 community service hours in CY 2011 and 152,001 community service hours for CY 2012, for a decrease in total hours.

¹¹⁸ Academic enrollment increased from 343 students in FY 2010 to 380 students in FY 2012, for an enrollment increase of 37 students or 10.8 percent.

¹¹⁹ Academic waitlisted inmates decreased from 665 students in FY 2010 to 494 students in FY 2012, for a decrease of 171 students or 25.7 percent in actual waitlisted academic students. For FY 2010, there was an average of 193.9 percent of MANCI academic students on academic waitlists, and for FY 2012,

Negatively:

- The idleness level in the compound housing units was reported by staff as high.
- Recreation access is in need of improvement to address a chow hall schedule that limits recreation for some inmates, as reported by surveyed inmates, inmates in focus groups, and by staff.
- The number and percent of Apprenticeship enrollments decreased from 56 in FY 2011 to 35 in FY 2012, for a 37.5 percent decrease.
- For FY 2012, the MANCI ratio of academically waitlisted inmates to enrolled inmates was significantly higher than at comparator prisons and the DRC average.¹²⁰

B. QUALITY OF EDUCATIONAL PROGRAMMING

CIIC's evaluation of the quality of educational programming in a correctional institution focuses on data analysis, a document review, direct observation of at least one program, and inmate survey responses. Overall, CIIC rated the quality of programming as **GOOD**.

Outcome Measures for FY 2012

- The rate of academic certificate achievement was significantly higher in FY 2012 than the DRC average, higher than the average for the comparator prisons, and higher than MANCI's reported rate in FY 2010.¹²¹
- The total number of GEDs passed increased by a significant 64.7 percent from FY 2010 to FY 2012.¹²²
- However, the FY 2012 passage rate of GED completions was slightly lower than the DRC rate,¹²³ the comparator prisons rate,¹²⁴ and MANCI's reported rate in FY 2010.¹²⁵

there was an average of 130.0 percent of MANCI academic students on academic waitlists, for a significant 63.9 percent improvement (reduction) in the rate of inmates on academic waitlists.

¹²⁰ For FY 2012, the number of MANCI academic enrollees compared to the number of academically waitlisted inmates produced a ratio of one enrollee to 1.3 waitlisted students, which was significantly higher than the comparator prison ratio of 0.8 and the DRC ratio of 0.5 students.

¹²¹ In FY 2012, MANCI reported that 43.2 percent of inmates enrolled in academic programs received a certificate, compared to 36.0 percent in comparator prisons and 31.6 across the DRC. In FY 2010, the institution reported that 31.8 percent of enrolled inmates in academic programs received a certificate.

¹²² In FY 2010, MANCI reported 68 GEDs passed, and in FY 2012, MANCI reported 112 GEDs passed.

¹²³ In FY 2012, there were 112 inmates at MANCI who completed the GED program and passed the GED test, for a passage rate of 54.1 percent (n=207). The DRC FY 2012 average passage rate for GED tests was 63.3 percent (n=3,284).

¹²⁴ At the comparator DRC institutions at Level 3, there were 395 inmates who passed the GED in FY 2012, for a passage rate of 60.4 percent (n=654). The GED passage rate at MANCI was 54.1 percent.

¹²⁵ 60.7 percent of MANCI GED students passed the GED in FY 2010, and 54.1 percent of MANCI GED students passed the GED in FY 2012.

On-Site Observation

CIIC staff observed four educational programs during the inspection. Among the four classrooms, the following observations were noted:

- All students, without exception, displayed high levels of attentiveness, engagement, and compliant behavior.¹²⁶
- Exceptional instructional strategies were observed in all classes. Teaching methods included a good variety of methods and teacher-student interaction.¹²⁷
- Staff reported that the masonry vocational (career-technology) program at MANCI has enabled released inmates to find meaningful work outside.¹²⁸

C. LIBRARY

CIIC's evaluation of the library includes an observation of the physical facility, an evaluation of data, and inmate survey responses. CIIC rates the library, comprised of the compound library and the camp library, as **GOOD**.

Facilities

- The library appeared clean and organized, although lacking open space. There is adequate space for the current library materials and inmate use, although space between tables and stacks appeared snug. The compound library architecture consists of multiple rooms, rather than a large open area as found in numerous institutions. There are some areas of limited visibility.

Access

- Total hours of library operation are significantly higher than the DRC average and especially significantly higher than the average hours in comparator prisons.¹²⁹
- The library employs 33 inmates (28 on the compound and 5 at the camp) as library aides to assist other inmates when the library is open.

¹²⁶ Students willingly participated in discussions and there were no behavior issues. Student participation was especially high in all aspects of each class.

¹²⁷ Noted strategies included outstanding use of guided discussions and facilitation through open-ended questioning and direct instruction, affirmations, use of illustrative examples on whiteboard, student and teacher think-aloud to analyze and consider problem solving strategies, exceptional use of student tutors in providing individualized peer tutor assistance with seatwork, interdisciplinary connections in content, and frequent references to life and on-the-job skills and scenarios.

¹²⁸ The masonry instructor posts job information, including rates of expected pay to be expected at levels of certification in the masonry vocational skills. These postings are noted to be highly motivating to students.

¹²⁹ MANCI monthly hours of library operation for the period July through December 2012 reportedly totaled 257.2 hours or a significant 42.4 percent higher than the DRC average hours of library operation per month, which was reported to be 180.6 hours. Comparator Level 3 institutional libraries reported monthly average hours of operation to be 165.5 hours per month for the period July through December 2012. MANCI provided a significant 55.4 percent greater access than its comparator institutional libraries.

- The MANCI Librarian is initiating a Book of the Month club, which will engage 40 to 50 inmates in literacy activity each month, and is preparing to distribute 2,000 newly acquired paperback books to the 3B housing units.
- Inmates have access to materials at a lower per capita rate (per inmate) than inmates across the DRC and a lower per capita rate than comparator prisons.¹³⁰
- Access to legal materials and legal research in the law library is supported through the availability of three computers (two at the compound and one at the camp, noted at inspection) dedicated for legal research, which is lower than the DRC reported average of 4.6 legal computers and lower than the 5.7 legal computers at comparator prisons.¹³¹

D. OHIO PENAL INDUSTRIES

Ohio Penal Industries (OPI) functions within correctional institutions to engage inmates in skill-based jobs. OPI inmate employees learn work ethic as well as job skills, some of which are transferrable to post-release work. The OPI operation at MANCI was rated as **GOOD**.

Access

- There are currently 137 OPI inmates employed, which is 5.4 percent of the MANCI inmate population and 8.9 percent of all OPI inmate workers in the DRC institutions.¹³²

Profitability

- OPI shop management indicated that they strive to increase production by increasing the hours of production.¹³³
- MANCI records are maintained for the OPI de-flashing and box shop and reportedly reveal approximately \$250,000 profits each year. The DRC OPI Chief and DRC Fiscal Officer are refining the accounting system so that exact profits may be shown.

¹³⁰Library materials are available through both the MANCI compound and camp libraries. For the period July through December 2012, materials were available at a per capita rate of 5.5 items per inmate, which is much lower than the DRC per capita rate of 9.5 and the comparator institutions' rate of 9.0 items per inmate. MANCI's per capita rate should improve after distribution of 2,000 additional paperback books.

¹³¹CIIC inspections of DRC institutions during the 2011-2012 biennium revealed an average of 4.6 computers in all institution libraries for inmate legal research, and an average of 5.7 computers at comparator Level 3 prisons. At inspection, MANCI libraries reported three computers for legal work.

¹³² There were 2,516 inmates at MANCI during inspection. In comparison, there were 1,541 inmates employed in OPI shops across the DRC.

¹³³ OPI management has encouraged higher rates of production by gaining approval to increase inmates on out-count during the work day, thus increasing productive 'up-time' hours.

Reentry

- Inmates in the MANCI OPI shop have the opportunity to acquire up to five apprenticeships through the box construction factory. Apprenticeships include Inspector of Quality Assurance, Janitor, Machine Setter, Machine Feeder, and Maintenance Mechanic.
- Transferrable and marketable work skills include punctuality, time management, and production rate skills.
- Inmate performance reviews/evaluations and high points are recorded quarterly on an Inmate Activity Log for each inmate.

E. REENTRY PLANNING

CIIC's evaluation of reentry planning¹³⁴ includes interviews of staff,¹³⁵ a focus group of inmates,¹³⁶ an observation of inmate idleness, a document review, and inmate survey responses. Overall, CIIC rates the MANCI reentry provisions as **IN NEED OF IMPROVEMENT**.

Reentry Planning¹³⁷

- Staff do not currently have any accountability measures in place to ensure that inmates are receiving services prior to release.
- Inmates in a 30-days-to-release focus group at the MANCI camp expressed frustration and indicated an absence of individualized services to provide them with information, contacts, and skills needed for a successful reentry.¹³⁸

¹³⁴ Reentry planning requires pervasive attention to specific details from the first day of incarceration through the post-release period. Effective reentry planning is crucial for a successful reintegration into society. The inspection includes considerations of the degree and types of inmate access to purposeful activities, inmate contact with community, and staff accountability related to reentry processes and programs.

¹³⁵ CIIC inspection process related to reentry preparations includes interviews of the Reentry Coordinator, the Unit Management Chief, and available Case Managers. During the MANCI inspection, interviews were conducted with the Unit Management Chief and five Case Managers.

¹³⁶ CIIC conducted a focus group of a sample of 15 total inmates at MANCI. Inmates were selected from those who are within 30 days of their release date.

¹³⁷ There are reportedly few releases from MANCI due to the level of inmates that are housed at the institution. When releases occur, they reportedly are most often from the MANCI camp.

¹³⁸ Inmates in the 30-days-to-release focus groups unanimously relayed the absence of programming designed to train them in specific reentry skills and knowledge prior to and during their last six months of incarceration. Inmates indicated a need for unit staff to work with inmates without sarcasm, disrespect, or lethargy. The 30-day inmates indicated a need for more company/employer information accessible to them, and a need for rehabilitation through programs that address personal transformation and life skills as well as certifications in trades and vocations that may lead to real jobs (such as carpentry, truck driving, or welding) after release. Inmates indicated they received useful information monthly from a representative of Ohio Department of Jobs and Family Services. Inmates revealed that the MANCI Unit Management Chief, Unit Manager, and Case Managers were all well-known to them; however, Case Managers often must delay meetings/contact time with inmates, which has caused unit program placement dates to be missed. Inmates indicated they get positive assistance and useful information from their teachers.

- Surveyed inmates throughout the institution also collectively expressed they are inadequately prepared for future release.¹³⁹
- Staff relayed that inmates are reportedly too idle on the compound and are not getting as much vocational or job-related training as they need.
- Staff relayed that considerable time is consumed in required clerical tasks rather than providing direct services to inmates' reentry needs.¹⁴⁰
- The role of the Reentry Coordinator is currently filled by the UMC, a position that by itself handles a significant workload.

Library Reentry Resource Center¹⁴¹

- There is no Reentry Resource Center, as required by policy.
- While the compound library has four computers for reentry use,¹⁴² they are not currently functional. There are reportedly no explicit plans for a reentry computer at the camp.¹⁴³
- Inmate focus group participants at the camp were not aware of any current or forthcoming dedicated Reentry Resource Center in the camp library.
- Currently, the MUSCLE sheets, which provide local county contact information, are held on the Librarian's computer, rather than being made readily available for inmate use.¹⁴⁴

Community Connections

- 64.2 percent of surveyed inmates (n=240) relayed that they have had problems with sending or receiving mail within the past six months.

¹³⁹ 61.3 percent of surveyed inmates (n=253) relayed that they did not know the criteria to reduce their security/privilege level. 78.1 percent of surveyed inmates (n=256) relayed their opinion that staff have not discussed what programs they should be taking while incarcerated. 94.9 percent of surveyed inmates (n=254) relayed that staff have not discussed a reentry plan with them. 83.7 percent of surveyed inmates (n=257) relayed that they do not know where they can find reentry resources. 76.3 percent of surveyed inmates (n=215) relayed that they find it difficult to get into vocational training. 63.2 percent of surveyed inmates (n=220) relayed that they find it difficult to get into unit programs.

¹⁴⁰ Case Manager's focus group participants indicated that more clerical assistance is needed, their expected job duties should be more clearly defined, inmates are in need of more programs that have a direct impact on reentry, program incentives need to be more fully developed and offered, and vocational skills training related to acquiring employment is lacking. Further, there is a need for corporal emphasis on programming and redefinition of the attitude and demeanor of security staff and security operations throughout the institution.

¹⁴¹ Each institution is required to have a Reentry Resource Center in the institutional library, per DRC 78-REL-05.

¹⁴² The four reentry computers in the compound library will assist inmates in the preparation of cover letters, applications, and resumes.

¹⁴³ Barriers to the implementation of the reentry center(s) are reportedly a shortage of space in the MANCI compound library and the sluggish responsiveness from the DRC's IT department in seeing that computers and the electronic environment are made ready.

¹⁴⁴ There is reportedly resistance from some counties in frequently providing useful written materials, contact information, support, and actual assistance to returning inmates. This barrier increases the challenges and complications of the reentry process.

- 58.7 percent of surveyed inmates (n=230) relayed that they have had problems accessing telephones within the past six months. For those that have had a problem, the primary reason was not enough phones.
- 52.2 percent of surveyed inmates (n=201) relayed that they have had problems with receiving visits within the past six months. For those that had visiting problems, the primary reasons were nearly equally due to distance from visitors, visiting hours or schedule, and the visitation scheduling process.

F. SECURITY CLASSIFICATION AND PRIVILEGE LEVELS

CIIC staff rated security classification reviews as **GOOD**. CIIC staff audited the classification review data during the inspection. MANCI classification review data revealed four reviews, or 11.1 percent, overdue of 36 reviews on the due/past due classification report.

REENTRY AND REHABILITATION RECOMMENDATIONS

- Consider developing strategies to reduce inmate idleness on the compound, which could include additional community service activities.
- Consider evaluating the lower GED passage rate in FY 2012 and developing strategies to improve.
- Consider appointing a separate staff person as the Reentry Coordinator, developing an Assistant Reentry Coordinator position, and/or creating a Reentry Committee.
- Consider developing strategies to ensure that inmates are receiving reentry planning services, which could include creation or implementation of structured reentry workshops.
- Consider evaluating the workload of Case Managers.
- Create a Reentry Resource Center in the library, per DRC policy. Ensure that the computers are functional and consider adding a computer specifically for reentry work to the camp.

VI. FISCAL ACCOUNTABILITY

CIIC EXPECTATION: Prisons will responsibly utilize taxpayer funds and implement cost savings initiatives where possible.

A. STAFFING

CIIC's evaluation of staffing includes a data review and staff interviews regarding overtime management, turnover ratio, morale, training, and evaluations. CIIC rates staffing as **IN NEED OF IMPROVEMENT**.

Overtime Management

- In CY 2012, MANCI paid \$3,629,540^{xxix} in total staff overtime hours which was a decrease of 19.3 percent from the \$4,495,338 paid in CY 2011.^{xxx} However, the amount paid in CY 2012 ranked third¹⁴⁵ among DRC institutions and was significantly higher than the DRC average.¹⁴⁶
- In CY 2012, MANCI paid \$1,722,834^{xxxi} in correctional officer overtime hours. The amount of paid correctional officer overtime also ranks third¹⁴⁷ among the institutions and was significantly higher than the DRC average¹⁴⁸ for CY 2012.^{xxxii}
- Staff developed a goal of reducing overtime by hiring additional staff in CY 2013.^{149 xxxiii}

Vacancies

- On the day of the Inspection, MANCI reported 55 total staff vacancies. Correctional officer positions had the highest number of vacancies with 32.^{150xxxiv}

Turnover Ratio

- In CY 2012, MANCI had a 5.0 percent turnover rate which was significantly below the DRC average¹⁵¹ and ranked 21st in the Department.^{xxxv}

¹⁴⁵ MANCI ranked 3rd out of the 27 DRC institutions that reported total staff overtime to the DRC Operation Support Center.

¹⁴⁶ The average DRC total overtime paid in 2012 was \$2,200,577. Staff also relayed that they have been successful with overtime initiatives and that they drastically reduced overtime payout in 2013.

¹⁴⁷ MANCI ranked 3rd out of the 26 DRC institutions that reported correctional officer overtime to the DRC Operation Support Center.

¹⁴⁸ In CY 2012, DRC institutions paid an average of \$991,530 in overtime for correctional officers.

¹⁴⁹ According to the staff, MANCI will conduct interviews for vacant correctional officer positions in June 2013. The Major will personally interview applicants and have the ability to make same-day offers to qualifying candidates.

¹⁵⁰ 15 of the 32 correctional officer positions are required to remain vacant as part to DRC four percent vacancy requirement for correctional officers. Staff also relayed that a large portion of the vacancies was due to retirement.

¹⁵¹ In CY 2012, the average DRC turnover rate was 7.1 percent.

Training¹⁵²

- The FY 2012 MANCI mandated training completion rates consisted of the following:^{xxxvi}
 - Firearms Training: 97.5 percent¹⁵³
 - Unarmed Self-Defense: 97.5 percent¹⁵⁴
 - Security Threat Groups: 95.9 percent¹⁵⁵
 - In-Service Training: 94.6 percent¹⁵⁶

Evaluations¹⁵⁷

- In CY 2012, MANCI staff completed 278 (47.8 percent) of 581 required performance evaluations on time.^{xxxvii} The MANCI completion percentage ranks 23rd among all institutions and is significantly below than the DRC average.¹⁵⁸
^{xxxviii} Staff relayed that they have significantly improved timely completion of evaluations in comparison to prior years and that they will begin disciplining staff who fail to complete timely evaluations.¹⁵⁹

Morale

- Most of the officers interviewed (n=10) rated morale as low or very low. According to the officers, the low ratings were based on a disrespectful inmate population and a perceived lack of communication and support from the administration.¹⁶⁰

¹⁵² In FY 2012, DRC required 40 hours of in-service training for custody staff (all non-clerical/support designated staff) and 16 hours in-service training for non-custody (clerical/support staff). According to DRC policy, 39-TRN-02 ("In-Service Training"), the prisons are mandated by the CTA to ensure custody staff receives annual re-certification training on the following topics: firearms, unarmed self-defense, CPR/First Aid, and in-service training. These topics are derived from Administrative Regulations, Legislative/Judicial Requirements, ACA Standards, DRC policies, and/or other Department Training Advisory Council recommendations. The goal of each institution is for all required staff to complete 100 percent of their required training by the end of each fiscal year.

¹⁵³ 463 of 475 staff successfully completed firearms training. Five staff did not complete their training due to disability leave or administrative leave.

¹⁵⁴ 550 of 564 staff successfully completed their unarmed self-defense training. 13 staff did not complete their training due to disability leave. One staff did not complete training due to unpaid union leave.

¹⁵⁵ 541 of 564 staff successfully completed their security threat group training. 11 staff did not complete their training due to disability leave. Two staff did not complete after a disability separation from the institution. Two staff retired and were not required to complete training.

¹⁵⁶ 543 of 574 staff successfully completed in-service training. 12 staff did not complete their training due to disability leave. One staff retired and was not required to complete training.

¹⁵⁷ CIIC's review of evaluations consists of a document review and staff interviews.

¹⁵⁸ Completion rate of 70.1 percent is based on 8,019 of 11,439 evaluations completed within the required time period during CY 2012.

¹⁵⁹ In a follow-up conversation with administrative staff, staff relayed that the 47.8 percent is an increase from an estimated 10 to 15 percent three years ago.

¹⁶⁰ Officers relayed that inmates have exhibited disrespectful behavior towards staff particularly younger inmates which officers believe has resulted in more inmate-on-staff assaults. Also, staff does not feel the

- Most of the officers interviewed (n=10) stated that promotions are not made fairly. Reportedly, many promotions are given to staff from outside the institution.

B. FISCAL RESPONSIBILITY AND NEEDS

CIIC's evaluation of fiscal responsibility and needs includes a document review and an interview of staff regarding the implementation of cost saving initiatives, both those required by policy¹⁶¹ and those independently developed by staff. CIIC rates their fiscal responsibility as **EXCEPTIONAL**.

Fiscal Audit

- In its most recent fiscal audit, MANCI was compliant in ten of the ten applicable mandatory standards for an overall score of 100.0 percent.^{162 xxxix}

Cost Savings^{xl}

Since January 2012, MANCI has produced a total cost savings of \$101,600 which is one of the highest cost savings totals reported since CIIC's collection of the data in 2013.¹⁶³

- \$89,600¹⁶⁴ for reducing the waste collection bill.
- \$12,000¹⁶⁵ for composting.

administration provides consistent and clear communication. This is based on insufficient information provided during roll-call. Officers also believe the administration does not support their ability to enforce policies and rules in an effort to manage the inmate population.

¹⁶¹ According to DRC policy 22-BUS-17, "Energy Conservation and Waste Reduction," each institution is required to establish green initiatives that include recycling, energy conservation, and waste reduction. Institutions that earn money through recycling initiatives deposit the money into a centralized fund, from which they receive 50 percent back that must be reinvested into the institution. Institutions may request additional funds from fund 5AF0 for the purpose of recycling or energy conservation related program initiation or enhancement.

¹⁶² Most recent fiscal audit was conducted February 1, 2012 through March 14, 2012. According to the Ohio Standards, institutions are required to score 90 percent or above to pass. According to the MANCI "Bureau of Fiscal Audit Reports," finalized on April 24, 2012, their previous audit in December 2011 found the institution to be in compliance in six of seven applicable standards.

¹⁶³ CIIC has inspected eight institutions since the 130th General Assembly began in January 2013.

¹⁶⁴ Cost savings based on reducing the trash bill from \$6800 to \$1200 per month. Trash pickup was reduced from six days per week to one day per week for a 5,600 a month cost savings and has generated a total cost savings of \$89,600 since it was implemented in January 2012.

¹⁶⁵ Composting of waste products has produced a cost savings of \$1,200 per month since it began in July 2012 for a total of \$12,000.

Energy Conservation¹⁶⁶

- In CY 2012, MANCI decreased its total utility costs by 10.4 percent from CY 2011. The most significant decrease was in regard to gas usage which decreased by 27.4 percent. The 2011-2012 utility costs comparison¹⁶⁷ is illustrated in the chart below:

Energy Type	2011	2012	Percent Change
Gas	\$434,153.21	\$315,072.26	-27.4%
Water	\$710,997.92	\$663,996.59	-6.6%
Electric	\$721,526.43	\$693,292.35	-3.9%
Total	\$1,866,677.56	\$1,672,361.20	-10.4%

- The MANCI energy audit¹⁶⁸ found several energy conservation initiatives¹⁶⁹ to help reduce costs in CY 2013.

Recycling and Waste Reduction

- MANCI receives \$1,400 a month from their recycled items which is above the DRC average.¹⁷⁰ However, the revenue generated from recycling is deducted as a rebate from the institution's total waste collection bill.^{171 xli}

¹⁶⁶ The DRC established a goal for each institution to reduce its annual utility costs by five percent.

¹⁶⁷ Comparison reflects the invoices received during the following periods: January - December 2011 and January - December 2012.

¹⁶⁸ Energy audit was conducted on September 6, 2012.

¹⁶⁹ The MANCI electric audit developed the following energy conservation initiatives for CY 2013: maintain room temperature at no higher than 68 degrees for winter heating and no lower than 76 degrees for summer cooling, replace all yard high mast lights to include six 320 watt bulbs per cell block, add occupancy sensor/motion sensor switches in areas of the institution that need them, continue replacing the air filters once per quarter, computers shift to low power sleep mode when they are not in use, staff instructed to print on both sides of the paper and recycle whenever possible, reduce travel and use video conferencing whenever possible, repair all leaks and maintenance concerns, de-lamping to reduce the number of lights used in the institution, continue to educate staff and offenders to ensure everyone is held accountable for energy conservation.

¹⁷⁰ DRC average recycling revenue, based on FY 2012, was \$9,688.32. Some or all data was not provided in the 2012 DRC "Recycling Scorecard" from the following institutions: Dayton Correctional Institution, Franklin Medical Center, Mansfield Correctional Institution, Northeast Pre-Release Center, Pickaway Correctional Institution, Richland Correctional Institution, and Southern Ohio Correctional Facility.

¹⁷¹ Institutions that earn money through recycling initiatives deposit the money into a centralized fund, from which they receive 50 percent back that must be reinvested into the institution. In 2011, MANCI was informed by the DRC Operation Support Center, that there is no clear directive regarding how revenue generated from recycling is to be used. The decision to receive the revenue or use the revenue as billing credits is at the discretion of the Warden. According to staff, \$1200 of the amount (\$1400) is credited to the waste bill.

Capital Projects

MANCI requested funding for the following capital projects in FY 2012:^{172 xlii}

- \$2,400,000 for Window replacement project.
- \$ 275,000 for Food service cooler, ovens, and kettles replacement.
- \$ 225,000 for UBS Emergency power backup.
- \$ 75,000 for Road and parking lot resurfacing.
- \$ 68,000 for Main generator switch gear replacement.

C. PROPERTY

CIIC's evaluation of property includes a document review regarding the reduction of lost/theft claims initiatives developed by staff. CIIC rates their cost savings initiatives as **IN NEED OF IMPROVEMENT**.

- MANCI paid \$1,417.46 in property loss payouts for FY 2012, a 100.7 percent increase from the \$706.14 paid in FY 2011.^{xliii,xliv}
- Additionally, the MANCI FY 2012 settlements ranked 10th in the DRC and were significantly higher than the DRC average of \$1,373.27.^{xlv}

FISCAL ACCOUNTABILITY RECOMMENDATIONS

- Evaluate the overall overtime payout and continue to consider additional methods to reduce overall overtime hours.
- Ensure that all performance evaluations are completed timely.
- Administrative staff should consider developing strategies to improve staff morale which would include improving interpersonal communication with correctional officers.
- Administrative staff should consider creating initiatives to encourage the internal promotion and development of qualified MANCI line staff.
- Consider developing strategies to reduce property payouts, which would include creating a Property Loss Committee, conducting additional training, etc.

¹⁷² According to information provided by staff, the institution requested funding for the projects during FY 2012 which ended on June 30, 2012. However, most of the project began and were completed during CY 2012: road resurfacing (June 2012), UBS backup (was scheduled to start on July 13, 2012), generator switch replacement (August 2012), and food service appliance replacement (September 2012). The window replacement project was listed as "open."

SECTION VII. APPENDIX

A. INMATE SURVEY

A voluntary, confidential and anonymous survey of a representative proportion of the prisoner population was carried out for this inspection. The results of this survey formed part of the evidence base for the inspection. CIIC's inmate survey attempts to capture a significant sample of the inmate population across a wide range of issues.

At MANCI, CIIC staff gave or attempted to give surveys to approximately 400 inmates. Inmates were selected using a stratified systematic sampling method: at the start of the inspection, institutional staff provided a printout of inmates by housing unit and every fifth inmate was selected. CIIC staff provided an explanation of the survey to each selected inmate. CIIC staff later conducted sweeps of the housing units to collect the surveys. CIIC received 259 completed surveys, representing 10.3 percent of the total MANCI population.

The questions and the total response counts for all inmates (both camp and compound inmates) are replicated on the following pages.

DRC Inmate Survey

DO NOT WRITE YOUR NAME OR NUMBER ON THIS FORM

The Correctional Institution Inspection Committee is a legislative committee that inspects the prisons of Ohio and evaluates programs, operations, conditions, and the grievance procedure. We ask you to complete this survey to help us evaluate the prison. Your answers to these questions will remain anonymous. Please complete the survey **TODAY**. Upon completion, please hand it to your Case Manager. Thank you for your time and assistance.

Instructions for filling out survey: Please clearly mark within the boxes and do not select more than one option unless otherwise instructed.

Right Way



Wrong Way



DEMOGRAPHICS

Q1 What is your race?	
White.....	86
Black.....	145
Hispanic.....	10
Other.....	13
Q2 How old are you?	
Under 21.....	14
21-25.....	48
26-30.....	60
31-35.....	51
36-40.....	19
41-45.....	21
46-50.....	19
51-55.....	17
Over 55.....	8

Q3 How long have you been incarcerated on this number?	
Less than 1 year.....	38
1-2 years.....	50
2-5 years.....	88
5-10 years.....	54
10-15 years.....	13
15-20 years.....	5
Over 20 years.....	9

Q4 Are you within one month of release?	
Yes.....	16
No.....	234

Q5 What types of offense(s) have you been convicted of? (Check all that apply)	
Crime against person excluding sex offense (i.e. murder, manslaughter, assault, robbery, etc.).....	77
Sex offense.....	28
Property offense (i.e. burglary, theft, etc.).....	51
Drug offense.....	72
Fraud.....	5
Other.....	84

HEALTH AND WELLBEING

Q6 Please answer the following regarding your unit.

	Yes	No
Do you normally have enough clean clothes for the week?	167	90
Are you normally able to shower five (5) days a week?	230	25
Do you normally have the opportunity to exchange for clean sheets every week?	79	176
Do you normally have the opportunity to request and receive cleaning chemicals every week?	200	52

Q7 How clean do you feel that your unit generally is?

Very Clean	17
Clean	114
Unclean	97
Very Unclean	30

Q8 How satisfied are you with the quality of the food here?

Very Satisfied	1
Satisfied	10
Neutral	32
Unsatisfied	81
Very Unsatisfied	135

Q9 Are health service request forms (aka sick call slips) responded to within two days?

Usually	94
Sometimes	97
Rarely	40
Never filed	26

Q10 Are you on the chronic care caseload?

Yes	72
No	185

If yes, are you generally receiving timely follow-ups?

Yes	49
No	49
N/A	81

Q11 Overall, how satisfied are you with the quality of healthcare provided by the following:

	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Unsatisfied</i>	<i>Very Unsatisfied</i>	<i>N/A</i>
Nurses	28	70	78	19	27	30
Doctor	18	52	80	23	40	34
Dentist	32	58	62	30	21	41
Mental Health Staff	18	34	66	19	21	79

Q12 Do you have any emotional or mental health problems?

Yes	78
No	180

Q13 Are you on the mental health caseload?

Yes	42
No	216

Q14 Do you feel you have adequate access to mental health services?

Yes	89
No	82
N/A	85

Q15 Did you regularly use drugs or alcohol prior to incarceration?

Yes	149
No	110

Q16 Do you feel you have adequate access to recovery services programs?

Yes	81
No	139
N/A	36

Q17 How satisfied are you with access to recreation?

Very Satisfied	18
Satisfied	43
Neutral	55
Unsatisfied	67
Very Unsatisfied	75

Q18 Is the institutional recreation schedule generally followed?

Usually / always	69
Sometimes	117
Never / rarely	72

FAIR TREATMENT

Q19 Overall, do you normally have access to the following:

	Yes	No
Kites	194	62
Informal Complaints	169	84
Health Service Request Forms (sick call slips)	209	43

Q20 Do you know who the Inspector is?

Yes.....	55
No	203

Q21 Do you feel that informal complaints are generally dealt with fairly at this institution?

Yes.....	17
No	160
Never filed.....	81

Q22 Do you generally receive a response to informal complaints within seven days?

Yes.....	38
No	100
Did not receive a response	25
Just filed.....	1
N/A.....	93

Q23 Do you feel that grievances are generally dealt with fairly at this institution?

Yes.....	13
No	137
Never filed.....	107

Q24 Do you generally receive a response to grievances within fourteen days?

Yes.....	44
No	73
Did not receive a response	16
Just filed.....	2
N/A.....	119

Q25 Do you feel that grievance appeals are dealt with fairly?

Yes.....	12
No	126
Never filed.....	117

Q26 Have you ever felt that you were prevented from using the grievance procedure when you wanted to?

Yes.....	90
No	164

Q27 If you have never used the grievance procedure, why not? (Choose the best answer)

No problems / reason to use.....	55
Grievance procedure does not work	64
Staff retaliation.....	51
Form not available	10
Do not want to be a snitch	13
Do not know how to use	4
N/A.....	60

Q28 Do you feel that staff generally follow disciplinary hearing procedures?

	Yes	No	Don't Know
Hearing Officer	57	110	88
RIB Panel	45	114	87

Q29 Overall, do most staff conduct themselves professionally?

Usually.....	54
Sometimes.....	121
Rarely	80

Q30 Have you been harassed, threatened, or abused by staff here?

Yes..... 119
 No..... 135

If yes, what did it involve? (Check all that apply)

Insulting remarks (about you or your family or friends) 88
Physical abuse (being hit, kicked or assaulted) 40
Sexual abuse 5
Feeling threatened or intimidated 81
Having your commissary / property taken 58
Debt 5
Drugs 3
Race or ethnic origin 50
Religion / religious beliefs 23
Sexual orientation 11
Age 29
Disability / medical condition 12
You were new here 18
Offense / crime 26
Gang related issues 38
N/A 62

Q31 Do you feel that your Case Manager is helpful?

Yes..... 100
 No..... 131
 Do not know who this is 20

Q32 Do you feel that your Unit Manager is helpful?

Yes..... 103
 No..... 117
 Do not know who this is 32

SAFETY

Q33 How safe do you feel inmates are at this institution from other inmates (violence, extortion, etc.)?

Very Safe 21
Safe 30
Neutral 98
Unsafe 57
Very Unsafe 46

Q34 Have you been harassed, threatened, or abused by other inmates here?

Yes..... 69
 No..... 185

If yes, what did it involve? (Check all that apply)

Insulting remarks (about you or your family or friends) 40
Physical abuse (being hit, kicked or assaulted) 43
Sexual abuse 4
Feeling threatened or intimidated 54
Having your commissary / property taken 38
Debt 8
Drugs 5
Race or ethnic origin 20
Religion / religious beliefs 14
Sexual orientation 6
Age 18
Disability / medical condition 10
You were new here 25
Offense / crime 21
Gang related issues 27
N/A 79

Q35 If you have been harassed, threatened, or abused by either inmates or staff, did you report it?

Yes..... 46
 No..... 89
 N/A..... 104

If yes, are you satisfied with how it was handled?

Yes 6
 No..... 51
 N/A..... 121

Q36 Is it easy or difficult to get illegal drugs in this prison?

Easy..... 30
Neutral 18
Difficult 31
Do not know 173

Q37 Is it easy or difficult to get tobacco in this prison?

Easy.....	31
Neutral.....	17
Difficult.....	34
Do not know.....	174

Q38 Is it easy or difficult to get alcohol in this prison?

Easy.....	24
Neutral.....	21
Difficult.....	36
Do not know.....	175

Q39 What type of gang activity frequently occurs at this institution? (Choose all that apply)

Gang activity is not frequent at this institution	67
Assaults.....	105
Theft.....	111
Extortion.....	99
Gambling	70
Sex Trade	30
Drug Trade.....	54
Other.....	54

REHABILITATION AND REENTRY

Q40 Do you know the criteria to reduce your security / privilege level?

Yes.....	98
No.....	155

Q41 Have staff discussed with you what programs you should be taking while incarcerated?

Yes.....	56
No.....	200

Q42 Have staff discussed a reentry plan for you?

Yes.....	13
No.....	241

Q43 Do you know where you can find reentry resources?

Yes.....	42
No.....	215

Q44 Do you know how to obtain the following after release?

	Yes	No	N/A
Housing	101	131	20
Job	106	125	22
State ID	150	82	18
Food	120	106	19
Continuing Health Care (medication, etc.)	87	135	23
Recovery Services (NA, AA, etc.)	98	112	31
Education	129	89	29
County agency information	71	145	29

Q45 How easy or difficult is it to get into the following activities in this prison?

	Easy	Neutral	Difficult	N/A
Prison Job	76	65	102	12
Vocational Training	13	38	164	37
Academic Programming (ABLE, Pre-GED, GED)	42	66	121	26
Unit Programs (Thinking for a Change, Victims Awareness, etc.)	26	55	139	33
Mental health/wellness programming	40	56	90	63
Recovery Service Programs (AOD, IOP, AA, NA, etc.)	40	61	114	35

Q46 How satisfied are you with educational programs at this institution?

Very Satisfied.....	15
Satisfied.....	25
Neutral.....	50
Unsatisfied.....	36
Very Unsatisfied.....	69
Never participated.....	58

If unsatisfied, why? (Check all that apply)

Lack of materials.....	50
Teacher was not good.....	36
Class was not interesting / not useful.....	30
Class did not apply to me.....	30
Class was frequently cancelled.....	35
Other :	72
N/A.....	60

Q47 How satisfied are you with unit programs (i.e. Thinking for a Change, Victims Awareness, etc.) at this institution?

Very Satisfied.....	11
Satisfied.....	22
Neutral.....	32
Unsatisfied.....	31
Very Unsatisfied.....	51
Never participated.....	102

If unsatisfied, why? (Check all that apply)

Lack of materials.....	27
Teacher was not good.....	18
Programs were not interesting / not useful.....	20
Programs did not apply to me.....	23
Programs were frequently cancelled.....	29
Other : _____	47
N/A.....	74

Q48 Have you had any problems with sending or receiving mail within the past six months?

Yes.....	154
No.....	86
N/A.....	13

Q49 Have you had any problems accessing the telephone within the past six months?

Yes.....	135
No.....	95
N/A.....	21

If yes, why? (Check all that apply)

Phones are broken.....	80
Not enough phones.....	123
Access denied by other inmates.....	46
Currently do not have phone privileges.....	25

Q50 Have you had any problems receiving visits within the past six months?

Yes.....	105
No.....	96
N/A.....	47

If yes, why? (Check all that apply)

Distance for visitors.....	62
Visiting hours / schedule.....	53
Visit scheduling process.....	59
Visitor turned away.....	33
Visitor not approved.....	33
I do not have people who want to visit.....	11
Currently do not have visitation privileges.....	7

Final Comments

Q51 What is the most positive aspect of this prison?

223

Q52 What would you most like to see changed here?

238

DO NOT WRITE YOUR NAME OR NUMBER ON THIS FORM

B. INSPECTION CHECKLISTS¹⁷³

Inspector: GTG

Facility: Mans
Date: 5/20/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 1A

Inmate Count: 119

		COMMENTS
1. What is the security classification and privilege level of the unit population?	3-A	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <input type="checkbox"/> GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	
6. How quickly are maintenance work orders completed?	SAME DAY	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input type="checkbox"/> Too hot/cold <input checked="" type="checkbox"/>	stuffy
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>none</u> - Towel on floor <u>none</u> - Inappropriate pictures <u>none</u> - Clotheslines <u>none</u>	Cell door window obstructed <u>none</u> Material in lock <u>none</u> Material in cuff port <u>none</u> Graffiti <u>none</u>	

¹⁷³ The checklists here do not include all forms used by CIIC staff during the inspection process.

Inspector: GTG

Facility: MANCI
Date: 5/20/13

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	no inventory sheets									
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>										
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	None from May									
16. How many officers are on duty per shift?		1 st - 2 2 nd - 2 3 rd - 1										
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>										
18. How many shakedowns are performed on each shift? -Log observed <input type="checkbox"/>			Date <u>5/4</u> # <u>2</u> Date <u>5/16</u> # <u>2</u> Date <u>5/30</u> # <u>3</u>									
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Monday sleep day									
20. 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"/>										
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/12	153	159	4/25	101	128	4/30	1138	1148	5/8	905 913	913
DWO	4/11	1001	1005	4/25	1143	-	4/25	106	128			
DWSS	4/11	1001	1005	4/17	200	2007	4/25	1143	-	5/3	740	752
IIS												
UMC	4/17	205	235	4/30	1038	1140	5/10	530	545	5/14	1155	1200
ADDITIONAL COMMENTS (including inmate communication):												

Inspector: CITY

Facility: Mansf
Date: 5/20/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 1B

Inmate Count: 117

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>B A</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <input type="checkbox"/> GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	
6. How quickly are maintenance work orders completed?	<u>same day if not on weekend</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: <u>none</u> - Cell window obstructed <u>none</u> - Towel on floor <u>none some</u> - Inappropriate pictures <u>none</u> - Clotheslines <u>none</u>	Cell door window obstructed <u>none</u> Material in lock <u>none</u> Material in cuff port <u>none</u> Graffiti <u>none</u>	

Inspector: GTC

Facility: Mansfield
Date: 5/20/13

STAFF ACCOUNTABILITY													
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>				YES	NO	no mandatory sheet bottles out for use							
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>				<input checked="" type="radio"/> YES	NO								
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>				YES	<input checked="" type="radio"/> NO	none for April or may all other months inspected							
16. How many officers are on duty per shift?				1 st - 2	2 nd - 2	3 rd - 1							
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>				<input checked="" type="radio"/> YES	NO								
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>							Date <u>5/2</u> # <u>2</u>	Date <u>5/23</u> # <u>1</u>	Date <u>5/24</u> # <u>3</u>				
ACCESS TO CIIC, PROGRAMS, STAFF													
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos				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"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Form present shop every Monday					
20. 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"/>							
EXECUTIVE STAFF ROUNDS													
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out	
Ward	4/30	1121	1134	5/14	443	445							
DWO	3/14	1141	1155										
DWSS	5/3	758	804										
IIS													
UMC	5/2	1113	1123	5/5	1030	1055	5/7	1038	1047	5/8	945	1000	
ADDITIONAL COMMENTS (including inmate communication):													

Inspector: ATC

Facility: MCC
Date: 5/20/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 1-C

Inmate Count: 118

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3-A</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Sanction <input type="checkbox"/> Other <input type="checkbox"/>	GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	
6. How quickly are maintenance work orders completed?	<u>3-4 day or so</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>Some</u> - Towel on floor <u>Some</u> - Inappropriate pictures <u>None</u> - Clotheslines <u>None</u>	Cell door window obstructed <u>None</u> Material in lock <u>None</u> Material in cuff port <u>None</u> Graffiti <u>None</u>	

Inspector: GT

Facility: MAMEI
Date: 5/20/13

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>		YES	<input checked="" type="radio"/> NO	no inventory sheet printing new inventory sheets for new chemicals								
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES	NO									
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>		YES	<input checked="" type="radio"/> NO	none for April/may								
16. How many officers are on duty per shift?		1 st - 2	2 nd - 2	3 rd - 1								
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES	NO									
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>				Date <u>2/19</u>	# <u>2</u>	Date <u>2/24</u>	# <u>3</u>	Date <u>2/29</u>	# <u>1</u>			
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos		Y <input checked="" type="checkbox"/>	N <input checked="" type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>	- posted, not correct - very needed		
20. 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"/>	out of HSRs - using notes							
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/12	122	222	4/30	115	1127						
DWO	4/11	1017	1025									
DWSS	4/3	1032	1040	4/11	1017	1025	4/17	220	228			
IIS	4/23	1225	1248									
UMC	4/8	780	800	4/30	115	1120						
ADDITIONAL COMMENTS (including inmate communication):												

Inspector: GTG

Facility: Mancy

Date: 3/20/

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 1-D

Inmate Count: 118

		COMMENTS
1. What is the security classification and privilege level of the unit population?	3-A	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Sanction <input type="checkbox"/> Other <input type="checkbox"/>	GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>8</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	
6. How quickly are maintenance work orders completed?	<u>less than one week</u>	
7. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>None</u> - Towel on floor <u>Some</u> - Inappropriate pictures <u>n</u> - Clotheslines <u>n</u>	Cell door window obstructed <u>n</u> Material in lock <u>n</u> Material in cuff port <u>n</u> Graffiti <u>n</u>	

Inspector: ATA

Facility: MAMI
Date: 5/20/13

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>				YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		no working sheets - switching over to new inventory sheets						
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>								
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>								
16. How many officers are on duty per shift?				1 st - 2 2 nd - 2 3 rd - 1								
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input type="checkbox"/>				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>								
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>						Date <u>4/11</u> # <u>2</u>						
						Date <u>4/12</u> # <u>2</u>						
						Date <u>4/30</u> # <u>2</u>						
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos				Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		NO MEMOS at all - Mondays						
20. Are the following forms in stock on the unit? -Forms observed <input type="checkbox"/>				Kites <input type="checkbox"/> ICRs <input type="checkbox"/> HSRs <input type="checkbox"/>		out of stock, not restocked for week yet - HSRs have been hit or miss for about a year						
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/30	1100	1112	5/8	930	937	5/14	431	435			
DWO	5/16	1218	1240									
DWSS	4/17	230	236	5/3	930	942						
IIS												
UMC	4/30	1100	1112									
ADDITIONAL COMMENTS (including inmate communication):												

Inspector: Jackson

Facility: Mancy
Date: 5/20/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 2A

Inmate Count: 119

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3A</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Sanction <input type="checkbox"/> Other <input type="checkbox"/>	GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<u>N/A</u>
6. How quickly are maintenance work orders completed?	<u>Within 24-48 hours</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	<u>Paint peeling from walls in upstairs showers</u> <u>Base needs repaired and/or repainted</u>
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	<u>Water gets cold</u> <u>Sometimes no hot water center</u>
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	<u># Broke (Phone)</u> <u>1 Washers</u>
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>NONE</u> - Towel on floor <u>many</u> - Inappropriate pictures <u>few</u> - Clotheslines <u>none</u>	Cell door window obstructed <u>Some</u> Material in lock <u>Some (sock on top of door)</u> Material in cuff port <u>none</u> Graffiti <u>none</u>	

Inspector: Jochum

Facility: MANCI
Date: 5/20/13

STAFF ACCOUNTABILITY		
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> <i>unit was</i>	<i>No Inventory Sheet some were used</i>
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<i>Doesn't tag per table</i>
16. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd - 1	
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<i>Some were 20 minutes apart, some 25 minutes apart</i>
18. How many shakedown are performed on each shift? -Log observed <input type="checkbox"/>	1 per shift	Date <u>5-12</u> # <u>2</u> = 1 each shift Date <u>5-14</u> # <u>2</u> = 1 each shift Date <u>5-16</u> # <u>2</u> = 2 each <i>both on 1st</i>

ACCESS TO CIIC, PROGRAMS, STAFF		
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> 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"/>	<i>In a green book</i>
20. 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"/>	

EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/30	10:45 am	10:57 am	5/8	9:38 am	9:46 am	5/16	10:45 4:15	10:57 4:27			
DWO	5/16	12:10 pm	12:48 pm									
DWSS	4/25	12:05 pm	-	5/2	7:04 am	7:09 am						
IIS	4/23	11:18 am	11:50 am									
UMC	4/30	12:45 pm	12:59 pm	5/10	1:58 pm	2:10 pm	5/14	12:20 pm	12:25 am			

ADDITIONAL COMMENTS (including inmate communication):

Log Dates: 4/20¹⁹ - 5/16¹⁹

Inspector: Jackson

Facility: MANCI
Date: 5/20/13

STAFF ACCOUNTABILITY		
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/> <i>most were</i>	<i>No Inventory Sheet some were used</i>
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	<i>Doesn't appear to be</i>
16. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd - 1	
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	<i>Some were 20 minutes apart, some 25 minutes apart</i>
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	<i>1 per shift</i>	Date <u>5-12</u> # <u>2</u> = 1 each shift Date <u>5-14</u> # <u>2</u> = 1 each shift Date <u>5-16</u> # <u>2</u> = 2 each <i>per shift</i>

ACCESS TO CIIC, PROGRAMS, STAFF		
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> 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"/>	<i>In a green book</i>
20. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>	

EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/30	10:45 am	10:57 am	5/8	9:38 am	9:46 am	5/16	4:15 4:15	4:27 4:27			
DWO	5/16	12:10 pm	12:48 pm									
DWSS	4/25	12:05 pm	-	5/2	7:04 am	7:09 am						
IIS	4/23	11:18 am	11:50 am									
UMC	4/30	12:45 pm	12:59 pm	5/10	1:58 pm	2:10 pm	5/14	12:20 pm	12:25 am			

ADDITIONAL COMMENTS (including inmate communication):

Log Dates: 4/20¹⁹ - 5/10¹⁹

Inspector: CITY

Facility: MCCI
Date: 5/20/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 2B

Inmate Count: 118

		COMMENTS
1. What is the security classification and privilege level of the unit population?	3A	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Sanction <input type="checkbox"/> Other <input type="checkbox"/>	GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	
6. How quickly are maintenance work orders completed?	two days	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- would like interior shower curtain
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>none some</u> - Towel on floor <u>none</u> - Inappropriate pictures <u>some</u> - Clotheslines <u>w</u>	Cell door window obstructed <u>none some</u> Material in lock <u>n</u> Material in cuff port <u>n</u> Graffiti <u>n</u>	

Inspector: City

Facility: Mansfield
Date: 3/20/13

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		no inventory sheet								
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>										
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		no monthly inspection made								
16. How many officers are on duty per shift?		1 st - 2 2 nd - 2 3 rd - 1										
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>										
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>				Date <u>5/14</u> # <u>2</u>		Date <u>4/13</u> # <u>2</u>		Date <u>4/24</u> # <u>0</u>				
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		SHOP TUESDAYS - IN BOOK AT OFFICER'S DESK								
20. 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"/>										
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	3/5	324	327	3/21	401	407						
DWO	3/5	130	143	3/27	1048	1100						
DWSS	3/8	310	316	3/14	140	147	3/27	1048	1100			
IIS												
UMC	3/5	1040		3/21	401	407						
ADDITIONAL COMMENTS (including inmate communication):												

Inspector: Saul

Facility: Yon CI

Date: _____

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 2C

Inmate Count: 119

		COMMENTS
1. What is the security classification and privilege level of the unit population?	3A	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other "School pod" <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - 2 Sinks - 0 Showers - 0	Does not go hot + cold upper right
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	N/A
6. How quickly are maintenance work orders completed?	w/in the day	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	rust on floor peeling paint mold
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	seem dirty / some need repairing
12. How many of the following: - Cell window obstructed <u>some</u> - Towel on floor <u>some</u> - Inappropriate pictures <u>many</u> - Clotheslines <u>none</u>	Cell door window obstructed <u>none</u> Material in lock <u>many</u> Material in cuff port <u>N/A</u> Graffiti <u>none</u>	

Inspector: Sawl

Facility: Mn CI
Date:

STAFF ACCOUNTABILITY		
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO	5-all purpose 4-disinfectant 2-glass + plastic
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	baggy
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO	last - March
16. How many officers are on duty per shift?	1 st - 7 2 nd - 2 3 rd - 1	
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO	
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	1 cell per day	Date 4/15 # 1 Date 4/22 # 1 missing 2nd Date 4/20 # 1

ACCESS TO CIIC, PROGRAMS, STAFF		
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> 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"/>	
20. 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"/>	*

EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/20	8:11	8:21	4/30	10:20	10:32	5/8	10:04	10:10	5/16	3:59	4:12
DWO	5/16	1:11	1:15									
DWSS	5/2	6:43	6:55	5/8	10:04	10:10						
IIS	4/23	10:33	10:47									
UMC	5/10	2:20	2:32	5/14	12:30	12:35						

4/19
5/19

ADDITIONAL COMMENTS (including inmate communication):
-no long term IM programs

Inspector: Saul

Facility: MancI

Date: 5/20

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 2D

Inmate Count: 119

		COMMENTS
1. What is the security classification and privilege level of the unit population?	3A	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Sanction <input type="checkbox"/> Other <input type="checkbox"/>	GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	buffing floors
4. How many of the following are inoperative? Toilets- Sinks - Showers -	relief	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO relief	
6. How quickly are maintenance work orders completed?	relief	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	1st & 2nd
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	humid
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	5 total phone better detergent broken for 5 days
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	sticky need painted
12. How many of the following: - Cell window obstructed <u>some</u> - Towel on floor <u>some</u> - Inappropriate pictures <u>none</u> - Clotheslines <u>some</u>	Cell door window obstructed <u>none</u> Material in lock <u>most</u> Material in cuff port <u>N/A</u> Graffiti <u>none</u>	

Inspector: Saul

Facility: MCCI
Date:

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input checked="" type="checkbox"/>				YES NO		4 disinfectant 2 glass 5 all purpose						
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>				YES NO		- ziploc						
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>				YES NO		last March						
16. How many officers are on duty per shift?				1 st - 2 2 nd - 2 3 rd - 1								
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>				YES NO		not staggered - 3 rd shift						
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>				1 per shift		Date <u>4/22</u> # <u>1</u> missing 2nd Date <u>4/20</u> # <u>2</u> Date <u>4/15</u> # <u>2</u>						
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos				Y <input checked="" type="checkbox"/> N <input type="checkbox"/> 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"/>								
20. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>				Kites <input checked="" type="checkbox"/> ICRs <input type="checkbox"/> - NO HSRs <input type="checkbox"/> - NO								
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/20	7:59	8:07	4/30	10:20	10:25	5/0	10:00	10:13	5/16	3:47	3:50
DWO	5/16	1:18	1:37									
DWSS	5/2	10:20	10:30	5/8	10:00	10:13						
IIS	4/23	10:05	10:20	5/14	1:37	2:20						
UMC	4/30	10:20	10:25	5/10	2:40	2:50	5/14	12:35	12:45			
ADDITIONAL COMMENTS (including inmate communication):												

4/19
5/19

Inspector: Saul / Gilboms

Facility: MCCI

Date: _____

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 3A

Inmate Count: 120

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3A</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <input type="checkbox"/> GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>shining floors</u>
4. How many of the following are inoperative? Toilets- Sinks - <u>ref ref</u> Showers -		
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	<u>N/A</u>
6. How quickly are maintenance work orders completed?	<u>ref ref</u>	
7. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	<u>very humid</u>
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	<u>breaks down</u>
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>none</u> - Towel on floor <u>some</u> - Inappropriate pictures <u>some</u> - Clotheslines <u>none</u>	Cell door window obstructed <u>none</u> Material in lock <u>many</u> Material in cuff port <u>N/A</u> Graffiti <u>none</u>	

Inspector: Saul

Facility: MCCS
Date: 5/20

STAFF ACCOUNTABILITY		
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	4 dishf. 2 glass 2 all purp de-greaser 2 all purp.
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	April
16. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd - 1	
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3 ppl	Date <u>4/22</u> # <u>0</u> missing <u>5/8/09</u> Date <u>4/20</u> # <u>2</u> Date <u>4/15</u> # <u>2</u>

ACCESS TO CIIC, PROGRAMS, STAFF		
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> 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"/>	
20. 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"/>	

EXECUTIVE STAFF ROUNDS													
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out	
Ward	4/10	4:32	4:49	4/19	1:48	2:00	4/23	10:28	10:52	4/30	11:45	11:55	more...
DWO	3/27	11:25	11:31	4/4	10:29	10:40	4/11	11:15	11:25	4/23	9:25	9:36	more...
DWSS	3/27	11:05	11:31	4/3	11:50	12:09	4/11	11:15	11:25	4/18	7:40	7:55	more...
IIS													
UMC	4/10	12:05	12:15	4/30	11:45	11:55	5/10	11:00	11:08	5/14	12:55	1:00	more...

3/27
5/19

ADDITIONAL COMMENTS (including inmate communication):

Inspector: Saul/Gibbons

Facility: MnCI
Date: 5/20

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 3B

Inmate Count: 118

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3B</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <input type="checkbox"/> GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative? Toilets- Sinks - <u>relef</u> Showers -		
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	<u>N/A</u>
6. How quickly are maintenance work orders completed?		
7. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	<u>mold, mildew, soap sump</u>
8. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	<u>very humid</u>
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>could use repainting but mostly orderly</u>
12. How many of the following: - Cell window obstructed <u>most</u> - Towel on floor <u>many</u> - Inappropriate pictures <u>some</u> - Clotheslines <u>one</u>	Cell door window obstructed <u>none</u> Material in lock <u>none</u> Material in cuff port <u>N/A</u> Graffiti <u>none</u>	

Inspector: Jay / Gibbons

Facility: MNCI
Date: _____

STAFF ACCOUNTABILITY		
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	. missing one chemical (sta) . only 3 are half way full (10)
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	May not inspected
16. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd - 1	
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	1 per shift	Date _____ # _____ Date _____ # _____ missing Date _____ # _____ 5/5-5/11 4/29-5/1

ACCESS TO CIIC, PROGRAMS, STAFF		
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> 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"/>	✓
20. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>	missing kites

EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/19	1:23	1:45	4/23	10:16	10:26	5/1	12:00	12:15	5/16	2:31	2:40
DWO	4/23	9:05	9:20	5/12	2:45	3:05						
DWSS	4/23	9:05	9:20									
IIS	4/23	9:17	9:30									
UMC	4/30	10:17	10:30	5/1	12:00	12:15	5/10	10:55	—	5/14	1:00	1:15

4/19
-
5/19

more-

ADDITIONAL COMMENTS (including inmate communication):

Inspector: saul

Facility: MCCF

Date: _____

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 3C

Inmate Count: 119

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3B</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <input type="checkbox"/> GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	<u>N/A</u>
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	
6. How quickly are maintenance work orders completed?		
7. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- covered in mold - peeling paint - <u>very bad</u>
8. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	- 1 not worked 3 mos. - 1 does not work - work order
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- need repainted - inmate clutter
12. How many of the following:		
- Cell window obstructed <u>some</u>	Cell door window obstructed <u>none</u>	
- Towel on floor <u>many</u>	Material in lock <u>none</u>	
- Inappropriate pictures <u>some</u>	Material in cuff port _____	
- Clotheslines <u>none</u>	Graffiti <u>none</u>	

Inspector: Saul/Gibbons

Facility: MCCI
Date:

STAFF ACCOUNTABILITY		
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	only one bottle full, other 5 completely empty
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
16. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd - 1	
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	1 per shift	Date <u>4/22</u> # <u>6</u> missing 5/8 5/9 Date <u>4/20</u> # <u>1</u> Date <u>4/15</u> # <u>4</u>

ACCESS TO CIIC, PROGRAMS, STAFF		
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> 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"/>	
20. 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"/>	

EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	5/16	2:28	2:35									
DWO												
DWSS	5/16	10:00	10:06									
IIS												
UMC	5/10	10:49	10:55	5/14	1:15	1:20	5/17	5:40	5:50	5/20	12:55	—

ADDITIONAL COMMENTS (including inmate communication):
 -mace excessively
 -don't get full hr. of rec.
 -prevent from using kites
 -can't check out books
 -don't get rec.

*
5/8
5/19

Inspector: Furderer

Facility: Man CI
Date: 5-20-13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 3D

Inmate Count: 108

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3B</u>	- run education - ABE or mandatory school as well
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <input type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>1</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	<u>YES</u> NO	
6. How quickly are maintenance work orders completed?	- plumbing immediately	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- needs painting - Water staining and scum scum on wall
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	- twice per day
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	- washer out, just happened
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- need painting
12. How many of the following:	Cell window obstructed <u>Many</u> Cell door window obstructed <u>None</u> - Towel on floor <u>Many</u> Material in lock <u>None</u> - Inappropriate pictures <u>Some</u> Material in cuff port <u>N/A</u> - Clotheslines <u>Some</u> Graffiti <u>None</u>	

Inspector: Furderer

Facility: Mance
Date: 5-20-13

STAFF ACCOUNTABILITY		
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	-do not have inventory log -11 bottles (six empty, used on 1st)
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
16. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd - 1	
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	1-1 2-1 3-common	Date <u>2-5</u> # <u>0</u> Date <u>2-18</u> # <u>0</u> Date <u>2-27</u> # <u>2</u>

ACCESS TO CIIC, PROGRAMS, STAFF		
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	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"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	-NO set ^{time} schedule for Comm. -go on Wednesday
20. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>	-just ran out of kites

EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/19	12:54	1:12	4/23	9:39	10:00	5/1	12:20	12:35	5/16	2:01	2:19
DWO	4/23	8:30	8:42									
DWSS	4/23	8:30	8:42	5/2	8:45	9:58	5/14	1:20	1:25	5/16	10:50	10:56
IIS												
UMC	5/1	12:20	12:35	5/10	10:35	10:45	5/17	5:50	6:05			

4/19
through
5/19

ADDITIONAL COMMENTS (including inmate communication):

Inspector: JH/DF

Facility: MANCI
Date: 5/20/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 4A

Inmate Count: 118

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3B</u>	
2. Is there a specific unit mission/focus? GP	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input checked="" type="checkbox"/> Other <input type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	- floors worn
4. How many of the following are inoperative?	Toilets - 1 (slow, not in operat.) Sinks - 0 Showers - 0	
5. If any of the above are inoperative, have maintenance work orders been submitted?	<u>YES</u> NO	
6. How quickly are maintenance work orders completed?	<u>W/in a day</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- chipped paint - scum - stains
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	- twice/day
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- chipped paint
12. How many of the following: - Cell window obstructed <u>Many</u> - Towel on floor <u>Many</u> - Inappropriate pictures <u>a few</u> - Clotheslines <u>Some</u>	Cell door window obstructed <u>a few</u> Material in lock <u>None</u> Material in cuff port <u>N/A</u> Graffiti <u>None</u>	

Inspector: JH/DF

Facility: Manc 1
Date: 5/20/13

STAFF ACCOUNTABILITY													
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	- empty from use on 1st shift											
14. Is the first aid box secured? - First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	-											
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>												
16. How many officers are on duty per shift?	1 st - 2 2 nd - 8 3 rd - 1												
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>												
18. How many shakedowns are performed on each shift? - Log observed <input checked="" type="checkbox"/>	1	Date <u>4/17</u> # <u>28</u> Date <u>5/12</u> # <u>2</u> Date <u>4/5</u> # <u>7</u>											
ACCESS TO CIIC, PROGRAMS, STAFF													
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	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"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>												
20. 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"/>	received today (out this morning) out today											
EXECUTIVE STAFF ROUNDS													
	Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
4/19 - 5/19	Ward	4/19	1242	1249	4/23	918	950	5/1	1235	1251	5/10 ^{Act}	134	1:39
	DWO	4/23	806	825	4/25	1207	1225						
	DWSS	4/23	806	825	5/2 ^{Act}	850	844	x abs out Ward 1:34	137	5/16	940	945	
	IIS	4/23	850	856									
	UMC	4/24	330	400	5/1	1235	1251	5/10	1010	1025	5/14	1205	130
ADDITIONAL COMMENTS (including inmate communication):													

5/16 150-157

Inspector: JH/DF

Facility: Manc I
Date: 5-20-13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 4 B

Inmate Count: 119

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3A</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <input type="checkbox"/> GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <input checked="" type="checkbox"/> Sinks - <input type="checkbox"/> Showers - <input checked="" type="checkbox"/>	- cell 140 sink shuts off - shower works, but tiles out
5. If any of the above are inoperative, have maintenance work orders been submitted?	<input checked="" type="radio"/> YES NO	
6. How quickly are maintenance work orders completed?	<u>2-3 days</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- chipped paint - soap sump - dirt/residue
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	- twice / day
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- chipped paint - minor dirt issues
12. How many of the following:		
- Cell window obstructed <u>Many</u>	Cell door window obstructed <u>a few</u>	
- Towel on floor <u>Many</u>	Material in lock <u>Some</u>	
- Inappropriate pictures <u>None</u>	Material in cuff port off <u>N/A</u>	
- Clotheslines <u>Some</u>	Graffiti <u>None</u>	

Inspector: JH/DF

Facility: Manc I
Date: 5-20-13

STAFF ACCOUNTABILITY		
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (sheet missing, but 11 bottles)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	- but filled this morning - 2nd shift bottles full
14. Is the first aid box secured? - First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	*
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
16. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd - 1	
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
18. How many shakedowns are performed on each shift? - Log observed <input checked="" type="checkbox"/>	1	Date <u>4/17</u> # <u>1</u> (2 im's) Date <u>5/3</u> # <u>1</u> (2 im's) Date <u>4/28</u> # <u>1</u> (2 im's)

ACCESS TO CIIC, PROGRAMS, STAFF		
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	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"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
20. Are the following forms in stock on the unit? - Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input type="checkbox"/> - out (for one day) HSRs <input checked="" type="checkbox"/>	

4/19-
5/19

EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/19	12 ¹⁸	12 ⁴⁰	4/23	9 ⁰¹	9 ¹⁷	5/1	12 ⁵⁵	1 ⁰⁵	5/16	1 ⁴³	1 ⁴⁹
DWO	4/23	10 ²³	10 ³⁰									
DWSS	4/23	10 ²³	10 ³⁰	5/2 ^{Act}	8 ²⁰	8 ²⁸	5/10 ^{Act}	1 ²⁸	1 ³³	5/10	9 ³⁵	9 ⁴⁰
IIS	4/23	8 ³⁷	8 ⁴⁶									
UMC	5/1	12 ⁵⁵	1 ⁰⁵	5/10	8 ³⁵	8 ³⁰	5/14	1 ³⁰	1 ⁴⁰			

ADDITIONAL COMMENTS (including inmate communication):
* Shower temperatures

Inspector: JH/DE

Facility: Manc I
Date: 5-20-13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 4C

Inmate Count: 112

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3B</u>	- orientation - Refusal to lock (RTL)
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other orientation + RTL <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <input type="checkbox"/> Sinks - <input type="checkbox"/> Showers - <input type="checkbox"/>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <u>N/A</u>	
6. How quickly are maintenance work orders completed?	<u>within 72 hours</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- chipped paint - black residue - Water stains
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/>	- three times/week
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- chipped paint - minor dirt issues
12. How many of the following: - Cell window obstructed <u>Many Many</u> - Towel on floor <u>Some</u> - Inappropriate pictures <u>a few</u> - Clotheslines <u>Many</u>	Cell door window obstructed <u>None None</u> Material in lock <u>None</u> Material in cuff port <u>None</u> Graffiti <u>None</u>	

Inspector: JH/DF

Facility: Mansfield
Date: 5-20-13

STAFF ACCOUNTABILITY													
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (no sheet, but 11 bottles)		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		2 empty, rest full									
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		(but different)									
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>											
16. How many officers are on duty per shift?		1 st - 2 2 nd - 2 3 rd - 1											
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>											
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>		1		Date <u>4/9</u> # <u>1</u>		Date <u>4/26</u> # <u>1</u> (2 IM's)		Date <u>5/7</u> # <u>2</u> (3 IM's)					
ACCESS TO CIIC, PROGRAMS, STAFF													
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos		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"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>											
20. 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 - officer said run out daily									
EXECUTIVE STAFF ROUNDS													
	Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
4/19- 5/19	Ward	4/19	1156	1216	4/23	840	950	5/1	105	115	5/16	122	143
	DWO	4/23	1031	1040									
	DWSS	4/23	1030	1040	5/2 nd	815	820	5/16	920	933			
	IIS	4/23	826	834									
	UMC	5/1	105	115	5/10	950	955	5/14	145	150			
	ADDITIONAL COMMENTS (including inmate communication):												

Inspector: JH

Facility: MANCI
Date: 5/20

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 4D

Inmate Count: 120

		COMMENTS
1. What is the security classification and privilege level of the unit population?	3A	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other <input type="checkbox"/> N/A
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> N/A NO	
6. How quickly are maintenance work orders completed?	Next day	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- tiles broken - wall crumbling - paint peeling (good on midrow) - porters raid bugs in drain
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input type="checkbox"/> 7 → Weekly <input type="checkbox"/>	Every other day
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- clean walls, some clutter
12. How many of the following: - Cell window obstructed <u>None</u> - Towel on floor <u>many</u> - Inappropriate pictures <u>(one)</u> - Clotheslines <u>one</u>	<u>p towels, but not blocking</u> Cell door window obstructed <u>None</u> Material in lock <u>(locked)</u> Material in cuff port <u>N/A</u> Graffiti <u>None</u>	

Inspector: JH

Facility: Man CI

Date:

STAFF ACCOUNTABILITY		
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	- refilled each morning - 1st shift bottles already used today
14. Is the first aid box secured? - First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	- kept locked, but diff. than typical ones
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
16. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd - 1	
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
18. How many shakedowns are performed on each shift? - Log observed <input checked="" type="checkbox"/>	1	Date <u>4/10</u> # <u>2</u> Date <u>5/3</u> # <u>1</u> Date <u>4/23</u> # <u>2</u>

ACCESS TO CIIC, PROGRAMS, STAFF		
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	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"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
20. 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"/>	- restock on Mondays - restock on Mondays

EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/19	1141	1157	4/23	829	839	5/1	120	126	5/10 ^{acc.}	127	131
DWO	4/23	1045	1058									
DWSS	4/23	1045	1058	5/16	928	938						
IIS	4/23	823	828									
UMC	5/1	120	128	5/10	930	943	5/14	100	200			

4/19-
5119

5/16 114-
125

ADDITIONAL COMMENTS (including inmate communication):

Inspector: GTC

Facility: MANCA

Date: 5/22/13

AREA INSPECTED: INMATE HEALTH SERVICES

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	3	Yes No	Yes No	
Exam Rooms	5	Yes No	Yes No	
Infirmary Beds	13	Yes No	Yes No	11 Regular & Crisis
Records Areas	1	Yes No	Yes No	
Bathrooms	3	Yes No	Yes No	
Waiting Area	1	Yes No	Yes No	
Is the space available sufficient to perform duties?		Yes No	Comments:	
Do other government agencies inspect your facility?		Yes No	Which agencies and how frequently?	Fire Marshall ACA - yearly Internal Audits - yearly
SAFETY and SANITATION				
Review documentation of cleaning schedule if necessary.				
Observed <input type="checkbox"/>				
Overall appearance of infirmary.		Excellent <input checked="" type="checkbox"/>	Good <input checked="" type="checkbox"/>	Comments: Shower in infirmary needs attention
		Acceptable <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	
Are clearly marked sharps/ biohazard containers present in all exam rooms?		Yes No		Comments:
Observed <input checked="" type="checkbox"/>				
Are officers making frequent checks of inmates housed in cells		Yes No		Comments:
Observe officer log <input checked="" type="checkbox"/>				

Inspector: GTG

Facility: MANCE
Date: 5/22/13

STAFFING and ADMINISTRATION									
MD/ALP	1	NP/PA	2	RN	16	LPN	5	DDS	1.2
DDS Asst	2	Hygienist	1	X-ray	.5	Lab	1	HIT	2.5
Diet Tech	1	QIC	1	Other	HCA=1 AHCA=1				
Do you have consistent physician/ALPs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				Comments: Dr. Airaldi MD- 7 1/2 yrs K. Newland NP- 3yrs R. Sterling NP- 5yrs					
List any vacancies: (include length of time vacant)				Comments:					
List any contract staff HIT=1 Xray=5 HIT/Scheduler=1 Lab=1				Comments: All Staffed by the agency. "Around the Clock"					
Are there any current concerns related to their performance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				Comments:					
What is the annual average turnover of nursing staff? approx 1				Comments:					
What are some of the reasons nurses leave?				Comments: 4 terminations, 1 retired 2 medically separated, 1 for "better" job Past 3 years.					
Nursing Overtime		Average OT hours per month: 122hrs		Usually mandatory or voluntary? most of the OT is voluntary.					
Do supervisors work late shifts to monitor operations?				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		How often? AHCA minimum 1 and shift per month and HCA minimum 1 and/or 3rd shift. Some 10c half PRN			
Do interdisciplinary meetings occur with departments?				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Comments			
Mental Health				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		- Joint qtrly c MH team meeting 4 patients past 3 months			
Security				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		- Otriy SPART, SAC, Hunger STRIKE			
Recovery Services				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		- Joint quarterly and as needed.			
Education				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		- Team meeting c MH and Spec. Ed teacher r/t developmentally Slow, tx plan.			

Inspector: OTG

Facility: MANCI
Date: 5/22/13

ACCESS			
Is information provided to new inmates regarding how and when to seek medical care?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? <u>Inmate Orientation Annual Health Fairs Inmate Handbook</u>	
Are inmates educated when changes to their treatment plan made?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? <u>Scheduled in DSC.</u>	
Are inmates with special needs or infectious diseases provided with education/counseling?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Types? <u>Educated @ time of result & ALP then additional counseling by ID nurse.</u>	
Chronic Care Clinics			
How many inmates are in Chronic Care? <u>637</u>	Total all clinics? <u>1,012</u>		
Cardiac <u>239</u>	Liver(HepC) <u>146</u>	Lipid <u>228</u>	Pulmonary <u>164</u>
Diabetes <u>67</u>	Gen Med <u>74</u>	HIV <u>17</u>	Oncology <u>13</u>
PPD(TB) <u>5</u>	Seizure <u>47</u>	Pain <u>12</u>	Other
Is there a backlog among Chronic Care clinics?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How many? <u>17 w/ 6 over 14 DAYS some OTC, cmc</u>	
Number of Chronic Care appointments in last 90 days: <u>449</u>	# of Chronic Care inmates who are no-shows in past 90 days: <u>AMA'S = 17</u>	<u>3.79%</u>	
What measures are taken to ensure compliance?	Comments: <u>ALP Nurse calls pod officer, ID no help call capt office. still no show Write Conduct Reports Monitor by OIC.</u>		
Are Patient satisfaction surveys conducted?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Comments: <u>- Annual Inmate Survey</u> <u>- Adhoc groups qtrly Chronic care / no chronic care</u> <u>- mail surveys to random cc and non chronic care pts.</u>	

Inspector: 674

Facility: MACE
Date: 5/22/13

M12
10/11/12
= 10.3%
510/4902
April 2013 DC
= 2.5%
170 = 3.5%

	#	Response Time?	Backlog?
Kites (last 6 months)	1325	Answer Daily	NO
Informal Complaints (last 6 months)	170	Answer within 7 days	NO
Nurse Sick Call (from Health Service Request)		24-48° 24° for dental pain	NO
Doctor Sick Call (from nurse referral)		5 days goal	NO
Outside Consults (from doctor referral)		Depending on type of Consult Request	* Monitored by HIT Scheduler in Consult BOOK
EQUIPMENT			
Is all medical and dental equipment operational?	Yes <input type="radio"/> No <input checked="" type="radio"/>		How long for repair:
Any specialized or additional equipment needed?	Yes <input type="radio"/> No <input checked="" type="radio"/>		Comments
DOCUMENTATION AND TRAINING			
How are records kept secure to ensure confidentiality? Observed <input checked="" type="checkbox"/>	Comments: Kept in file room for storage. Locked when not in use. Some records in location patients are seen		
How soon after intake are inmate medical records reviewed to ensure continuity of care between facilities?	Comments: At the time of arrival or the following shift, within 8 hrs of arrival		
How frequently are patient records audited?	Comments: QIC audits files monthly along with nurses, HCA monitors daily clinical files, Telephone Triage log.		
How are staff trained on departmental policies and procedures?	Comments: Review of monthly meetings Protocol/Policy, review as issued by OSC. Continued available access to policies/protocol Also through medical practice skill drills		

Inspector: _____

Facility: _____

Date: _____

<p>Does staff receive training in emergency response and equipment? Are drills conducted?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>How Often? Annual training Updates @ Staff meetings Suicide drills & security Medical Skill Drills Institute done</p>
<p>What is the response time to emergencies?</p>	<p>Less than 4 minutes</p>	
<p>Statistics since January 2011</p>		
	<p>Expected Deaths</p>	<p>0</p>
<p></p>	<p>Unexpected Deaths</p>	<p>2</p>
<p></p>	<p>Suicides</p>	<p></p>
<p></p>	<p>Homicides</p>	<p>1 plus 1 in question</p>
<p></p>	<p>MRSA Cases</p>	<p>11 (4 months)</p>

2. Double check inventory report

Inspector: C. G. G.

Facility: Mansfield
Date: 5/22/13

AREA INSPECTED: MENTAL HEALTH SERVICES

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	10	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Conference Rms	3	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Classrooms		Yes No	Yes No	
Records Areas	1	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Crisis Cells				
Describe number of crisis cells and location: @ Infirmery = 2 SW 2 = 2 SW 1 = 2 SW 3 = 2				
How clean are the crisis cells?	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/>			
Do crisis cells have clear visibility?	YES NO			
Do cells have protective secure screening on the windows and are they intact?	YES <input checked="" type="radio"/> NO			
STAFFING				
Psychiatrist	Psychologist	APN-MH	RN	Psych Asst.
5	0	0	3	2
LSW	LISW	SW	PC	PCC
1	2	0		
QIC	Other			
1	SW Supervisor / MHA / MHA - HIT	- Psych RN 6 per		
List any vacancies	- Psych Supervisor (Psychologist)			
List any contract staff	HIT			
Provider to Patient Ratio	Psychiatrist	1:186		RN: 1:62
	Psychologist			SW Staff: 1:123
	APN-MH			

Inspector: CTG

Facility: MARMC1

Date: 3/22/13

MENTAL HEALTH SERVICES CONT.

CASELOAD			
Total Caseload	# 370	Non-Psychiatry Backlog?	
Psychiatric Caseload	# 186 187	Backlog? none	
Number of SMI	# 63		
Any inmates on mandated medications?	# 10	Types? <i>Amidol, Risperdol - mostly typicals - COGENTIN, Prozac</i>	
Suicide Attempts (since January 2011)	# 2		
Self-Injurious Behavior (past year)	# 15	3 inmates engaged in behavior multiple times.	
Inmates Transferred to RTU (past year)	# 18	Average wait time per inmate? - 1-2 wks after referral or longer	
ACCESS			
	# (last six mos.)	Response Time?	Backlog?
Mental Health Requests	226	seven days	n/a
Referrals	267	within 14 days	no
Informal Complaints	11	within 7 days	medication issues MHC favorability
Segregation Rounds	Frequency? <i>weekly/MHC sees corrections PK</i>	Issues reported? <i>- sleep issues - security status</i>	Assessment post-seg placement?
Time period for initial psychiatry appointment?	7-10 days		
What information is provided to new inmates re MH care?	MHC orientation within 7 days of arrival; DMHS = non-caseload of in 14 days caseload transfer - referral - 14 days contact		
CRISIS PREVENTION			
What strategies do you employ for crisis intervention?	Suicide watch, answer kit, ASAP (Spend a lot of time putting out fires) being responsive immediately		
What measures are taken to prevent suicide?	new offenders oriented in person. Detailed MHC reviews, chart reviews, info provided on how to contact, use a lot of MHO - suicide prevention		

Inspector: *GT*

Facility: *MANCI*
Date: *5/22/13*

MENTAL HEALTH SERVICES CONT.

RESTRAINTS				
Have restraints been used on any inmates in the past six months?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Total #?	# on MH caseload?	Type of restraint?
If yes to above, how long were inmates in the restraints?		How often are inmates in restraints checked by staff?		
What type of training does staff receive in regard to restraints?	Describe: <i>During drills, MA staff assist in communication strategies practice giving emergency medications</i>			
Have any injuries resulted from restraints in the past six months?	Yes <input type="radio"/> No <input type="radio"/>	Example?		
ACCOUNTABILITY				
What is the system for maintaining patient and record confidentiality?	<i>records stored behind two locked doors,</i>			
How do you ensure that mental health information is kept current on DOTS?	<i>Audits 2x month weekly reminders to units emails sent to MHL to keep info up to date</i>			
Is the MH caseload list distributed weekly?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Who receives? <i>All staff have access</i>		
Do interdisciplinary meetings occur with the following departments?	Describe: <i>monthly or more if needed</i>			
Medical	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Security	<input checked="" type="radio"/> Yes <input type="radio"/> No	<i>monthly</i>		
Recovery Services	<input checked="" type="radio"/> Yes <input type="radio"/> No	<i>monthly</i>		
Outside of the QIC process, how frequently are patient records audited?	<i>monthly</i>	Describe:		

Inspector: GTC

Facility: Mansfield
Date: 5/22/13

MENTAL HEALTH SERVICES CONT.

What actions are taken if errors are revealed through the audit?	<i>one on one counseling training on particular issues</i>
PROGRAMS	
What evidence-based MH programs are currently offered to inmates?	<i>Healthy living med change MEO O/C medication compliance Adjustment to prison Chronic pain - in progress</i>
Any additional programs offered?	<i>In development</i>
How many inmates participate in the programs?	<i>About 153 in past six months</i>

Inspector: CTU

Facility: MARCI

Date: 5/22/13

AREA INSPECTED: RECOVERY SERVICES PROGRAM AREA

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	5	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Class Rooms	4	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is the space available sufficient to perform duties?		<input type="radio"/> Yes <input type="radio"/> No	Comments:	
STAFFING and ADMINISTRATION				
List all staff working in recovery services: B. Wise, LICDC-CS – Recovery Services Supervisor D. Lewis, LSW – Correctional Program Coordinator M. Rosengarten, LSW – Correctional Program Coordinator D. Hudnell, LICDC-CS – Correctional Program Coordinator L. Bebley-Walker, LPC, LCDCIII – Correctional Program Coordinator				
What additional duties outside recovery services does these staff perform? B. Wise, UOF Investigations, Pre-Disciplinary Hearing Officer, Acting for DWSS. M. Rosengarten, Victim’s Awareness Co-Coordinator – Employee Activity Committee. D. Lewis, CIST Team				
What is the instructor to student ratio? 1:15 for GP and Camp Groups 1:12 for Substance Abusing Mentally Ill Group.				
List any vacancies: (include length of time vacant)		Comments: No Vacancies		
Are contract staff utilized? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Are there any current concerns related to their performance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Comments:		
Are inmate graduates used to facilitate programming? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		<i>program aides on identical drug programs and AA/NA of clinical value, and adds stability to the program (only 2) had formal right to</i>		
Are there any current concerns related to their performance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Do you utilize volunteers? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> How Many? 10 Regular Vols.		How Utilized: AA and NA Meetings, Student Intern (NC State University)		
INMATE PARTICIPATION				
Estimate what percentage of inmates are not assessed for RS:		23.6%	Comments: 1924 out of 2518 are assessed (76.4)	

Inspector: _____

Facility: _____

Date: _____

What efforts are made to reach out to inmates who do not admit to a need for recovery services?	Inmate Health-Fair, word of mouth from current program participants.	
Does your staff conduct outreach (inmate orientation, workshops)?	RSS Supervisor B. Wise conducts weekly inmate orientation in the AU building. Interaction with inmates during annual health fair. Interaction on the yard/housing units while making rounds.	
What efforts are made to retain inmates in programs?	Screening, Earned Credit Attendance, Certificate of Completion, Therapeutic Interaction.	
What support do you receive from other departments (security, mental health)?	Receive referrals from Mental Health, Clinic, and RIB. Some program space is shared with Mental Health staff. Quarterly coordinated meeting.	
Are there any special recovery services units or living quarters?	None	
RECORDS MANAGEMENT		
Are all records stored in a locked filing cabinet? <input checked="" type="checkbox"/> Observed	Yes	Comments:
How often are records audited to ensure they have all information required by 70-RCV-02?	Monthly	Comments:
How often does the recovery services quality improvement committee meet?	Monthly	Comments:
DUI OFFENDERS		
How many DUI offenders are currently in the prison? 18	Comments: 17 have been screened - IOP Recommended, 1 Declined Treatment, 1 Needs Screening	
How many DUI offenders are enrolled in programs? 6	Comments: 6 of the 17 are currently in group or have completed CBT-IOP	
Additional Comments and Information:		

Inspector: _____

Facility: _____

Date: _____

ENROLLMENT DATA	
<p>How many inmates are assessed as:</p> <p>Total= 1924</p>	<p>R0: 610</p> <p>R1: 247</p> <p>R2: 365</p> <p>R3: 700</p>
<p>How many of each recovery services level are <u>currently enrolled in programs</u>?</p> <p>Total ENROLLED= 93</p>	<p>R0: 0</p> <p>R1: 0</p> <p>R2: 16</p> <p>R3: 77</p>
<p>How many of each recovery services level have <u>completed programming in the past year</u>?</p> <p>Total COMPLETED= 216</p>	<p>R0: 0</p> <p>R1: 0</p> <p>R2: 64</p> <p>R3: 152</p>
<p>How many of each recovery services level are on the <u>wait list</u>?</p> <p>Total WAITLISTED= 433</p>	<p>R0: 73</p> <p>R1: 39</p> <p>R2: 108</p> <p>R3: 213</p>

Inspector: _____

Facility: _____

Date: _____

RECOVERY SERVICES PROGRAMMING	
List all recovery services programs conducted at the institution by program name, enrollment by recovery services level, and total number completed in previous year: <i>2012</i>	
Program name	Enrollee by recovery services level
Name: Treatment Readiness Total Enrolled: 96 Total Completed: 84	R0: 0 R1: 0 R2: 28 R3: 68
Name: Intensive Outpatient Total Enrolled: 91 Total Completed: 67	R0: 0 R1: 0 R2: 26 R3: 65
Name: Recovery Maintenance Total Enrolled: 91 Total Completed: 65	R0: 0 R1: 0 R2: 19 R3: 72
Name: AA/NA <i>119 for compound</i> Total Enrolled: <i>40 @ camp MCA/NAAT</i> Total Completed	R0: R1: R2: R3:
Name: Total Enrolled: Total Completed	R0: R1: R2: R3:

Inspector: Jackson

Facility: MANCI
Date: 5-23-13

AREA INSPECTED: FOOD SERVICES

DINING HALL		COMMENTS		
1. What is the atmosphere of the dining hall upon entrance?	Calm <input type="checkbox"/> Tense <input checked="" type="checkbox"/>	Talkative Kind tense		
2. How many staff are assigned to supervise inmates in the dining hall?	1 st - 3 2 nd - 3			
3. Menu on the day of the inspection.	5/23 - Pizza, Potatoes, Corn, Beans			
4. Inmates rated the meal: <i>Portions good, need to be cooked too much peanut butter, need variety</i>	Excellent <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	Good <input type="checkbox"/>	Acceptable <input checked="" type="checkbox"/>	Poor <input type="checkbox"/>
5. CIIC rated the meal: <i>In Need of Improvement (5/21), Good (5/23/12)</i>	Excellent <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	Good <input checked="" type="checkbox"/>	Acceptable <input type="checkbox"/>	Poor <input type="checkbox"/>
6. Are groups of inmates predominately mixed races or segregated races?	Segregated			
7. How clean is the dining area?	Excellent <input type="checkbox"/> Needs Improve <input type="checkbox"/>	Good <input checked="" type="checkbox"/>	Acceptable <input type="checkbox"/>	Poor <input type="checkbox"/>
8. What is the temperature of the food in the serving line? <i>May 23, 2013 lunch meal</i>	Item	Before	During	After
	Pizza	200°	160°	155°
	Potatoes	200°	180°	177°
	Potatoes Corn	196°	180°	170°
9. 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		
10. How clean is kitchen area?	Excellent <input type="checkbox"/> Needs Improve <input type="checkbox"/>	Good <input checked="" type="checkbox"/>	Acceptable <input type="checkbox"/>	Poor <input checked="" type="checkbox"/>
11. Does the equipment appear to be clean?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
12. Is a chit system used to issue tools to inmate workers? -Chit closet observed <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
13. Is the quantity of the food served according to the menu?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Checked Serving Spoons		
14. Is soap available in the inmate/staff bathroom?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
15. Are knives issued according to procedure? If so, are inmates supervised	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Locked to tables		
16. What is the date of last fire equipment inspection? -Extinguisher checked <input checked="" type="checkbox"/>	DATE: <i>May 2013</i>			
17. What is the date of the last inspection by health inspectors? Did the facility pass?	DATE: 5-14-13 <i>2-27-2013</i> PASS FAIL Main Issue/Concern: <i>Leftovers should be kept in shallow pans (food storage issue)</i>			
18. What is the date of the last visit from the DRC Food Service Administrator?	<i>couple's ago</i> <i>April 2013</i>			

Inspector: Jackson

Facility: MANCI
Date: 5-23-13

19. Have there been any recent concerns regarding inmate health issues due to food? Are 72-hour test trays used?	YES <input type="radio"/> NO <input checked="" type="radio"/> <input checked="" type="radio"/> YES NO	
20. How often is the cooking equipment sanitized?	Daily	After each use
21. Is a kite log maintained? Inmates' Biggest Concern(s) -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	Food Portions Biggest Concern
22. Monthly Inventory and Usage Report Maintained? -Previous month log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	
23. Are all chemicals secured? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	Chemical Cage
24. 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 NO	
25. 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
26. The number of appliances?	Freezers- 1 Coolers- 5 Ovens- 2 rack Kettles- 6 Grilles/Skillets- 3	
27. Are any appliances in need of repair? -Service Call or work order requested <input type="checkbox"/>	No N/A = Everything works / recently upgraded	
28. Are there any standing puddles of water on the ground?	<input checked="" type="radio"/> YES NO	1 cooler (Veggie) Nothing major
29. Do the coolers and freezers appear orderly and clean? Is there ice on the floor of coolers?	<input checked="" type="radio"/> YES <input checked="" type="radio"/> NO	NO ICE, VERY ORDERLY
30. Is stored food wrapped and dated? Storage shelves observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input checked="" type="radio"/> NO	
31. Are containers of food stored off of the ground?	<input checked="" type="radio"/> YES NO	
32. Is the shelf-life of non-perishable items less than 90 days?	<input checked="" type="radio"/> YES NO	
33. Is the shelf-life of perishable items less than 7 days?	<input checked="" type="radio"/> YES NO	
34. Is a safe distance maintained from the top of the stored food to the ceiling?	<input checked="" type="radio"/> YES NO	
35. Are dishes/utensils washed/rinsed at appropriate temperatures (wash 150 degrees/rinse 180 degrees)?	<input checked="" type="radio"/> YES NO	
INMATE WORKERS		COMMENTS
36. How many inmate workers are assigned to the food services department?	111	
37. How are inmates selected?	Unit Staff w/ FS Input - could remove before lessons	

Inspector: Jackson

Facility: MANCI
Date: 5-23-13

38. What is the monthly wage?	<i>Starts at \$10/month - Food/Services 17 \$21 - dependent on class</i>	
39. When do inmates receive performance evaluations? Are raises available for good performance?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<i>Annually + Special if needed</i>
40. Are all inmate workers trained regarding proper hygiene? -Forms observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	<i>observed several sheets</i>
41. Are all inmate workers trained on proper handling of equipment? -Forms observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	<i>observed several sheets</i>
42. Are all inmate workers and staff wearing hair nets and gloves?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
43. How could the current program be improved?	<i>Consider School / Vocational / Apprenticeship</i>	
INCENTIVE PROGRAMS		COMMENTS
44. Are incentive programs offered to increase inmate participation?	YES <input type="radio"/> NO <input type="radio"/>	
45. How many inmates participate in the program(s)?		
46. How are inmates selected?		
47. What is the monthly wage?		
48. Do inmates receive performance evaluations? If so, are raises available for good performance?	YES <input type="radio"/> NO <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/>	
LOADING DOCK		COMMENTS
49. Is the trash dock free of odors, loose garbage bags, and bugs?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
50. Are there any current pest issues?	YES <input type="radio"/> NO <input checked="" type="radio"/>	<i>Exterminate Exterminate once per month</i>
51. How clean is the dock area? Loading dock observed <input type="checkbox"/>	Excellent <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	Acceptable <input type="checkbox"/> Poor <input type="checkbox"/>
ADDITIONAL COMMENTS/IMPROVEMENTS :		
<i>Replaced the floor near loading dock Kitchen prep area in May 2012</i>		

Inspector: JH

Facility: MNCI
Date: 5/20

AREA INSPECTED: RECREATION

ACCESS TO RECREATION	COMMENTS
1. Are activities available to all inmates, including those with disabilities?	<input checked="" type="radio"/> YES <input type="radio"/> NO Examples: cards/board games (right now no inmates)
2. How many hours per day are inmates permitted to recreate?	11-3A pods → have org. sports, extra period outside 5-3A pods → 1 hr day (outside), 2 hr to be inside
3. Example of typical recreation/yard schedule:	Morning hours: <u>8:10 - 10:40</u> Afternoon hours: <u>1:15 - 3:45</u> Evening hours: <u>5:55 - 8:30</u>
4. How many inmates/housing units are permitted to recreate at any one time?	• max 3 units (360 m's max)
5. How many inmates are involved in the following:	^{have instruments} 30 Music Program / 600 in programs @ 10 bands weekly 200 Arts/Crafts Program → can sell, get 20% to 1/E
6. How frequently is recreation shut down due to staffing/unexpected issues?	Rarely <input checked="" type="checkbox"/> - right now bc enough officers, but Sometimes (2-3 times per week) <input type="checkbox"/> on issue a few months ago Frequently (3+ times per week) <input type="checkbox"/>
7. Describe any obstacles to inmate access to recreation:	→ chow schedule; inmates walk slow
8. Where are activities posted for inmate information?	*unit/rec. *inmate TV station How frequently are they updated: *as needed (event or seasonal for)
FACILITIES	COMMENTS
9. Does recreation equipment appear to be clean and in good working order?	<input checked="" type="radio"/> YES <input type="radio"/> NO
10. What equipment is in need of maintenance?	*camp equipment has frequent maint.
11. How many staff are assigned to supervise inmates?	1 st 1 - 7:30-5:00 + super (1st-2 on each side) 2 nd 1 - 12+ 8:00 (2nd-2 on each side + 1st)
12. How many inmate program assistants are assigned to the recreation department?	@ 42
VARIETY/SELECTION OF ACTIVITIES	COMMENTS
13. How often are new activities introduced?	- several a yr that are inmate-genera.
14. What are examples of unique/innovative recreational opportunities provided at this institution?	*Inmate newsletter → meet bi-weekly Insanity - 30 inmates Creative writing (30) → meet bi-weekly

Inspector: JJA

Facility: MANCI
Date: 5/20

<p>15. What inmate-led recreation programs are available at this institution (ex. aerobics, Zumba)?</p>	<p>- Insanity (5 days per week + 1 nutrition day) - 10 weeks - yoga (2 days per week on each side) - music reading (sheet music) * sports assistants Judges Units refs. coach</p>
<p>16. What incentive-based health/wellness programs are provided at this institution (ex. Biggest Loser competition)?</p>	<p>↳ Marathon program (5k, walk to 13.1 miles) ↳ 30 start Biggest Loser (Summer) - start 75</p>
<p>17. How often is the selection of movies rotated? <small>(rot etc on w/ T/F count)</small></p>	<p>Number of movies in rotation: <u>8</u></p>
<p>18. What intramural sports are available at this institution: (received sched.)</p>	
<p>19. What are the top concerns inmates express about recreation? a. Scheduling - want more time b. Kites to participate c. d.</p>	
<p>20. What activities or equipment would improve recreation?</p>	<p>* want new gym floor (right now it is tiles that pop up)</p>
<p>Describe Recreation Facilities: <u>Outside</u> - 2 soft ball - six handb - 4 bball - 2 volleyball - 4 horseshoe - 2 1/4 mile tracks - outdoor pavilion w/ picnic/bleachers - w/ workout equip</p>	<p><u>Inside</u> - 2 gyms - 2 music rooms - multi purpose room - A/croch in cell (but class in rec)</p>
<p>Additional Comments: 3B → stat. bike, ball, horseshoe, handball *No organ. sports (for 3B) - musical instruments * Sports winners receive hygiene items * Crochet → 15 guys have done the progr. * Break Cook Off : IM recipes (rec supplies some of ingredients) ↳ 30 partic. / statb fudges + Biggest Loser winner ↳ wins goodies</p>	

Inspector: JH

Facility: MANCI
Date: 5/20/13

Physical Activities	Level 3
Aerobics	✓
Basketball Outside Team	✓ Ball for Christ to
Basketball Intramural	✓ other church league union league
Bocciball	X - discussed
Bowling (Rubberized Balls)	X
Bean Bag Toss	Camp
**Dodgeball	✓
Exercise Bicycles	✓
*Fast(Slow)Pitch Softball	✓
Football Flag	✓
Frisbee	✓
Handball	✓
Horse Shoes	✓
Jogging	✓
Kickball	✓
Pickleball	X
Racquetball	✓
Soccer Intramural	✓
Softball Intramural	✓
Softball Outside Teams	
Track and Field	marathon/triath. for year day
Track & Field Outside Teams	X
Volleyball	✓
Volleyball Outside Teams	X
Wellness Programs	✓
Yoga	✓

X have an Inmate planning committee (10 inmates) - bi-monthly meetings

Cultural / Arts	Level 3	Frequency
Cultural Ethnic Events	✓	Black History / Cinco de Mayo
Crafts	✓	
Dance Performance	X	staff level presents
Holiday Shows	X	
Institutional Bands	✓	
Sign Language	X	
Talent Shows	X	
Theater	Kwanza	

Special Events	Level 3	Frequency
*Charitable Fundraisers	(not rec)	
Art/Craft Shows	✓	OSR Art show annual w/rec
Outside Catered/Fast Food	(not rec)	
Inmate Health Fairs	✓	annual
Outside Entertainment		

CAP - cultural awareness program. Expo → to let guys know abt options (in planning stage)

Inspector: _____

Facility: _____
Date: _____

Physical Activities	Level 1/2
Aerobics	
Basketball Outside Team	
Basketball Intramural	
Bocciball	
Bowling (Rubberized Balls)	
Bean Bag Toss	
**Dodgeball	
Exercise Bicycles	
*Fast/Slow Pitch Softball	
Football Flag	
Frisbee	
Handball	
Horse Shoes	
Jogging	
Kickball	
Pickleball	
Putt Putt	
Racquetball	
Soccer Intramural	
Softball Intramural	
Softball Outside Teams	
Track and Field	
Track & Field Outside Teams	
Volleyball	
Volleyball Outside Teams	
Weights Enclosed Machines	
Wellness Programs	
Yoga	

Cultural / Arts	Level 1/2	Frequency
Cultural Ethnic Events		
Crafts		
Dance Performance		
Holiday Shows		
Institutional Bands		
Sign Language		
Talent Shows		
Theater		

Special Events	Level 1/2	Frequency
*Charitable Fundraisers		
Art/Craft Shows		
Outside Catered/Fast Food		
Inmate Health Fairs		
Outside Entertainment		
Yard Day		

Inspector: Sawll

Facility: Mansfield

Date: 5/23

AREA INSPECTED: SEGREGATION SMU 1/2

		COMMENTS
1. Inmate Count	SC DC LC	
2. How many cells have more than two inmates?	0	
3. What is the atmosphere of the unit upon entrance?	Calm <input type="checkbox"/> Tense <input checked="" type="checkbox"/>	
FACILITIES		
4. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How clean are hallways/rec areas?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. How often are inmates allowed to clean their cells/ toilets, sinks?	Tues + Wed = no needed	
7. How many of the following are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	Work order? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
8. How quickly are maintenance work orders completed?	daily - within day	
9. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	in cells
10. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
11. How clean are crisis cells? # of crisis cells <u>9</u>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	clean
12. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	humid
13. What recreation equipment or space is available?	1 outside rec per pod 2 inside rec cages per pod	
CELL SECURITY CHECK		
14. How many of the following:		
- Cell window obstructed <u>many</u>	- Cell door window obstructed <u>none</u>	
- Towel on floor <u>many</u>	- Material in lock <u>N/A</u>	
- Inappropriate pictures <u>none</u>	- Material in cuff port <u>N/A</u>	
- Clotheslines <u>none</u>	- Graffiti <u>some</u>	

shower window obstructed many

Inspector: Saul

Facility: Manci
Date: _____

SEGREGATION CONT.

STAFF ACCOUNTABILITY		
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	no bandaids
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	
18. How many officers are on duty per shift?	1 st - 3 2 nd - 3 3 rd - 2	
19. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	
20. How many shakedowns are performed on each shift? -Log observed <input type="checkbox"/>	1 cell per day	missing Apr, Dec, Jan
21. Are individual log sheets maintained and up to date? • Meals • Recreation in/out • Linen/towel exchange • Razor issue • Cell cleaning -Log observed <input checked="" type="checkbox"/>	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"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
22. How often are medical rounds conducted? -Log observed <input checked="" type="checkbox"/>	daily	
23. How often are mental health rounds conducted? -Log observed <input checked="" type="checkbox"/>	several times per week	
ACCESS TO CIIC PROGRAMS, STAFF		
24. Is the current CIIC memo posted?	YES NO	
25. Describe inmates' access to the library	Describe:	
26. Describe inmates' access to religious services personnel	Describe:	
27. 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"/>	

Inspector: Saul

Facility: ManCI
Date: _____

AREA INSPECTED: SEGREGATION SHU 3

		COMMENTS
1. Inmate Count	SC DC LC	
2. How many cells have more than two inmates?	0	
3. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
FACILITIES		
4. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How clean are hallways/rec areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. How often are inmates allowed to clean their cells/ toilets, sinks?		
7. How many of the following are inoperative?	Toilets - 1 Sinks - 0 Showers - 0	Work order? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
8. How quickly are maintenance work orders completed?	some day	
9. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	covered in mold
10. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/>	Tues + wed opportunity
11. How clean are crisis cells? # of crisis cells <u>2</u>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
13. What recreation equipment or space is available?	1 rec cage per side 1 outside rec cage - ball hoop	
CELL SECURITY CHECK		
14. How many of the following:		
- Cell window obstructed <u>some</u>	Cell door window obstructed <u>none totally obstructed</u>	
- Towel on floor <u>some</u>	Material in lock <u>N/A</u>	
- Inappropriate pictures <u>none</u>	Material in cuff port <u>N/A</u>	
- Clotheslines <u>one</u>	Graffiti <u>some</u>	

Inspector: _____

Facility: _____

Date: _____

SEGREGATION CONT.

28. Are the following available on the unit: - 5120-9 series of ARs - 56-DSC-01 - Inmate rules of conduct - Pen/pencil	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"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
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3103
5/3
-
5/31

STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	5/10	12:15	12:50	5/17	4:26	4:58	5/20	9:59	10:22	5/24	11:14	11:40
DWO	5/16	1:50	2:03	5/24	11:14	11:40	5/29	4:46	5:03			
DWSS	5/10	12:15	12:50	5/16	1:40	2:03	5/20	9:59	10:22	5/30	2:10	2:45
IIS												
Major	5/10	12:15	12:50	5/16	12:00	?	5/22	1:11	1:30	5/30	11:09	1:40
Chap	5/16	9:24	9:30	5/30	11:01	11:06						
MH												

more

ADDITIONAL COMMENTS (including inmate communication):

MH 5/16, 5/17?, 5/19, 5/10, 5/13, more

Inspector: Saul

Facility: _____
Date: _____

SEGREGATION CONT.

STAFF ACCOUNTABILITY		
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
18. How many officers are on duty per shift?	1 st - 9 2 nd - 9 + corridor officer 3 rd - 6	
19. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	1 cell	SMU-2 log checked
21. Are individual log sheets maintained and up to date? • Meals • Recreation in/out • Linen/towel exchange • Razor issue • Cell cleaning -Log observed <input type="checkbox"/>	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"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
22. How often are medical rounds conducted? -Log observed <input checked="" type="checkbox"/>	daily	
23. How often are mental health rounds conducted? -Log observed <input checked="" type="checkbox"/>	multiple times per week	
ACCESS TO CIIC, PROGRAMS, STAFF		
24. Is the current CIIC memo posted?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
25. Describe inmates' access to the library	Describe: weekly rounds + wife	
26. Describe inmates' access to religious services personnel	Describe: weekly rounds + wife	
27. 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"/>	observed SMU-2

Inspector: _____

Facility: _____

Date: _____

SEGREGATION CONT.

28. Are the following available on the unit: - 5120-9 series of ARs - 56-DSC-01 - Inmate rules of conduct - Pen/pencil	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	Did not observe
--	--	-----------------

4/22-
5/2

STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	4/25	10:17	11:11	5/1	1:40	2:25	5/10 ^{act}	11:35	12:50	5/17	12:30	1:50
DWO	5/16	145	208									
DWSS	5/16	1258	208									
IIS	4/25 4/22	12:30	1:30	5/14	2:50	4:27	5/20	2:20	3:20			
Major	5/1	1:40	2:25	5/10	11:33	12:00	5/16	11:10	12:30	5/22	11:45	1:35
Chap	4/26	2:22	2:45	5/2	9:43	10:37	5/16	8:57	9:33	5/20	11:36	12:09
MH												

5/21 12:16-12:35

ADDITIONAL COMMENTS (including inmate communication):

Corrections Analyst: CR.

Facility: M + NC1

Date: 5.23.13

PRINCIPAL INTERVIEW

EDUCATIONAL PROGRAM EVALUATION (ORC 103.73) [for feedback to Principal]

CIIC CLASSROOM REVIEW	
1. Overall, classroom management and student behavior were rated as:	Exceptional <input type="checkbox"/> Acceptable <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/>
2. Overall, instructional strategies and teaching methods were rated as:	Exceptional <input type="checkbox"/> Acceptable <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/>
3. Overall, classrooms were appropriate in size, acoustics, lighting, temperature, etc.	Exceptional <input type="checkbox"/> Acceptable <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/>
CIIC DOCUMENT REVIEW	
4. Overall, lesson plans were rated as:	Exceptional <input type="checkbox"/> Acceptable <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/>
5. Overall, student educational goal agreements were rated as:	Exceptional <input type="checkbox"/> Acceptable <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/>

EDUCATIONAL ADMINISTRATOR INTERVIEW [with input from Principal]

STUDENT POPULATION and ACCESS	
6. Current educational staff <i>1 Lit Coach 1 Comp 2 C-T (messing; physical) 4 per GED/CEB</i>	<i>1</i> Principal(s)/Assistant Principal <i>1</i> <i>8</i> Teachers (Academic, C-T, AJT, etc.) <i>1</i> Guidance Counselor/Educational Specialists <i>2</i> <i>1</i> Other <i>Interv. Specialist (sham)</i> <i>1</i> Title I <i>(sham)</i> <i>1</i> Ash. Un. <i>on-site coordinator (not DRC)</i> <i>several AU instructors (not DRC)</i>
7. Current vacancies (<u>1</u> total)	Positions: <i>(teacher)</i>
8. What is the average or approximate student/teacher ratio?	Academic - <i>1/20 per GED 1/15 GED</i> Career-Tech - <i>1/24 range to 1/1 or 1/20 (But must be 3A status, all)</i> Other - <i>1/30 literacy</i>
9. How many certified inmate tutors? <i>MS = 10 Literacy 15</i>	Academic - <i>25</i> Career-Tech - <i>not. = had 1 previously; messy = 0</i> <i>excludes some (MS)</i>
10. What initiatives have been implemented to increase access to educational programs? <i>tutoring for 3A inmates who come to school & receive tutoring services to pass GED test.</i>	<i>3B</i> <i>movement restricted on inmates limit the possibilities to increase class sessions - results in MS not able to go to school 9:45 - 10:45 11:30 - 2:30 daily 2 sessions a day of 3 hr. each</i>
11. Describe education delivery (method and frequency) to segregation.	<i>- Intervention Spec. takes lesson material to seg. & picks up completed work - 1 trip per week.</i>

Corrections Analyst: CR

Facility: MA-NCI
Date: 5-23-13

STAFF PROFESSIONAL DEVELOPMENT	
12. Describe opportunities and support for staff professional development, such as <ul style="list-style-type: none"> Membership in association, trade, or professional group Attendance at association, trade, professional conferences Tuition support for continuing education or development 	- <i>informal</i> - <i>subject matter pd. by staff</i> - <i>through DRC, by staff</i> - <i>tuition reimbursed thru Union.</i>
13. Describe opportunities for internal evaluation and improvement, such as <ul style="list-style-type: none"> Principal evaluation of teachers Informal peer teacher feedback 	- <i>annual formal by Principal</i> - <i>informal observations</i> - <i>review of individual</i> - <i>by Prin + Asst. Prin.</i> - <i>each year</i>
14. Describe system for rewarding/incentivizing continuous professional development.	↑ <i>pay for more c. hrs. & degrees</i>

SECURITY		
15. Is security staff on duty in the area during programming?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<i>desk + rounds</i>
16. Where is security staff located within the school setting?		
17. Are teachers issued man-down instruments?	<input type="radio"/> YES <input type="radio"/> NO	<i>spikes</i>
18. Are all instructional materials and tools stored and accounted for in a safe manner?	<input checked="" type="radio"/> YES <input type="radio"/> NO	

INSTITUTIONAL NEEDS ASSESSMENT	
19. Date of last annual institutional needs assessment:	<i>January 2013</i>
20. What positives, negatives, or other 'take away' findings emerged?	a. - <i>3A/3B situation caused complaints re. not getting access to library, educ. program</i> b. - <i>like AV lab</i> c. - <i>C-T</i>

SPECIALIZED EDUCATIONAL PROGRAMMING	
21. Does your institution offer any of the following specialized educational programs:	- <i>2 Career-Technical Education</i> <i>hert, masonry (run all day)</i> - <i>yes Career Enhancement Programs</i> (5 week modules in <i>winter 2 sessions</i> employment readiness, trades, and safety) <i>spring, summer, free = all day classes</i> - <i>yes Advanced Job Training (AJT) - college courses</i> (<i>Ashland Un.</i>) <i>231 YTD FY 2013</i> - <i>yes Apprenticeship Programs</i> <i>56 YTD FY 2013</i> <i>Janitor, Reclaiming, Dogs, Qual. Control,</i> - <i>yes Title I</i> (for educationally disadvantaged under 21 years) <i>23</i> - <i>No Transitional Education Program (TEP)</i> - <i>No Education Intensive Prison Program (EIPP)</i>
22. What additional specialized educational programs are available?	a. - <i>NONE</i> b. - <i>NONE</i> c. - <i>NONE</i> - <i>Carpentry, Repairs, Maintenance, Machine Oper., YTD FY 2013</i> - <i>HVAC, Plumbing.</i>

INSTRUCTIONAL MATERIALS and TECHNOLOGY		
23. Overall, are instructional materials provided to every student?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
24. Are instructional materials copyrighted or teacher-made?	<i>Both</i>	Academic - <input type="checkbox"/> Career-Tech - <input type="checkbox"/>
25. Describe inmate student use of technology, if any.	<i>CAIL lab keyboard/C</i>	Copyright date: <i>* Deck Vaughn (GED)</i> Academic - <input checked="" type="checkbox"/> Career - Tech - <input type="checkbox"/>
26. To what degree is all technology currently working?	<i>40% delay - cont get cables</i>	Are repairs pending? <i>yes</i>

Den Chafir
** New orders for GED on hold - to go for computer based texts next year.*

Inspector: C.R.

Facility: MANCI
Date: 5-23-13

LEGAL		
15. Are DRC Administrative Rules (5120-9 series) available to inmates upon request?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Continuously updated
16. Are forms on hand to allow inmates to file court actions? <i>1 set free - additional sets @ inmate cost to copy</i>	<input checked="" type="radio"/> YES <input type="radio"/> NO	Is there assistance (from whom) available to inmate in completing these forms? <i>from Lib. Aides + Librarian</i>
17. Describe access to legal research resources (e.g. LexisNexis, Westlaw) <i>on PCs</i>		<i>Hard Copies of Lexis Nexis are maintained in separate rooms adjacent to central area of main library (Compound)</i>
18. How many computers are currently equipped for legal research?		<i># 2 compound + 1 camp = 3</i>
REENTRY		
19. 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?		<i>one cart ~ 50 books (resume writing, job types/descriptions, prep for interviews, vocations) ~ 30 @ compound ~ 80 @ camp Librarian researches upon requests.</i>
20. What resources are available to teach inmates how to prepare resumes, cover letters, etc.?		<i>books (ref. only; cannot check out) hands-on practice on PCs (4 reentry PCs) * Lib. would like restoration of Release Prep. Program - was phased out ~ 5 years ago.</i>
21. What specific materials and resources exist related to employment, companies, and job searches?		<i>Could use more company-specific information on various companies. (Inmates request ~ 10 times per week for company info) → Akron, Canton, Cleve.</i>
22. What reentry resource information is available to inmates on a county-by-county basis?		<i>MUSCLE/Reentry Res. Guide (all on PC, no hard copies)</i>
23. Describe your library stock of post-secondary educational materials and textbooks and other expository text.		<i>~ 20% of stock is non-fiction Some coll. matl. from Ashland Univ @ Camp</i>
24. Describe the African-American/Hispanic/ethnic section.		<i>Separate sections in library. unknown quantity in compound; 250+ ethnic books @ Camp</i>
ADDITIONAL COMMENTS (including library/law library schedule):		
<p><i>NOT Enough SPACE</i></p> <p><i>COMPOUND</i> The reentry computers to be installed as part of the Reentry Resource Center initiative are to be installed in the same area as legal research (an already heavily used space). Only 22 inmates are permitted in area at one time.</p>		

NOT Enough SPACE

At the camp, the space is smaller and there is one computer, yet majority of releases come from the camp.
ADJFS representative speaks 4 hrs monthly @ Camp + compound librarians re. reentry

Inspector: CR

Facility: MANCI
Date: 5-23-13
5-28-13

AREA INSPECTED: LIBRARY/LAW LIBRARY [Compound + Camp]

FACILITIES		
1. Does the area appear to be clean and well-maintained?	<input checked="" type="radio"/> YES <input type="radio"/> NO	* space issue/cramped in Compound library
2. Does the area have attributes of an inviting environment?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
3. How many computers/typewriters are available for inmates, use? <u>14 total</u> [of the total PCs for IM use, <u>21</u> # for LEGAL work and <u>4</u> # for REENTRY work] <u>10 ready PC. + camp pending issue</u>	<input checked="" type="radio"/> PCs (IM access) <input checked="" type="radio"/> typewriters	How many are inoperable at this time? <u>0/1</u> Work orders submitted? <u>NA/yes @camp.</u>
4. Describe the resources that are available electronically.	<u>books on CD</u>	
5. How often are new materials added to the library? <u>lack of money prompts purchase of used books from a local book shop</u>	What are your sources for new library materials? <u>purchase + donations</u>	
6. How many inmate workers are assigned to the library/law library? <u>23 + 13</u>	What duties do the library aides fulfill? <u>stock shelves, circulation, repair, assist inmates</u>	
7. What media alternatives are available in addition to books, magazines, and newspapers? <u>Comp Librarian conduct internet research</u>	<u>Hook</u>	Audio books <u>only a few</u> Kindle _____ Other _____ Other _____
8. Are you aware that the CIIC reports are available to inmates in the library? <u>Compound Librarian places a copy of report in law library</u>	<input checked="" type="radio"/> YES <input type="radio"/> NO	Have you ever requested a copy of any CIIC report? <input checked="" type="radio"/> Yes <input type="radio"/> No
ACCESS		
9. What is the most frequent use of the library by the inmates?	<u>science fiction novels, newspapers</u>	
10. Are library services available daily, including weekends and evenings?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<u>Compound</u> Sun. 7:30-8:30 <u>Camp</u> Sat. all day <u>Wed + Thurs. ev:</u> → 8:30pm
11. What is the minimum amount of time that most inmates are able to use the library?	<u>3A have 4 days per week</u> <u>3B have 3 days</u> * lib. on compound open 7 days/week + 1 holiday	
12. Is there a cap/limit on the number of inmates who may use the library at one time? <u>72 inmates</u>	<input checked="" type="radio"/> YES <input type="radio"/> NO	Cap/limit #: <u>72</u>
13. Describe access to library materials for inmates housed in special management areas <u>(SHU) + 3B MANCI</u>	<u>2,000 newly acquired paperbacks to be distributed to 3B housing units + maintained in unit bookshelves. plus carts of materials to SHU.</u>	
14. Describe your library initiatives that go above and beyond routine library services and support literacy development, reading, and learning.	<u>Book Clubs</u> ← <u>Book of Month reading program</u> <u>Literature Circles</u> <u>Tracking inmate interests and supplying additional materials based on interests</u> <u>Other</u> <u>word of the day writing program</u> <u>Other</u> <u>interlibrary loans</u>	

* Had 52 prior to 3A/3B implementation. 3Bs cannot be mobile, so now 28 in compound library. ~12-13 in camp library. = 41 lib. aides

Inspector: CR

Facility: MANCI
Date: 3-23-13

15. What, if anything, do OPI supervisors or other OPI staff do to facilitate post-release work opportunities?		Can give references upon request - no partnerships due to nature of work.	
FACILITIES and MAINTENANCE		COMMENTS	
16. Are there any maintenance issues with the equipment?	YES <input type="radio"/> NO <input checked="" type="radio"/>		
17. How often is equipment checked per safety standards?	Scheduled monthly & logged on machine card attached to brochure & in central file		
18. Are inmates searched before and after their shifts?	YES <input checked="" type="radio"/> NO <input type="radio"/>	metal detector + pat down	
PROFITABILITY			
19. Do you feel production could be increased?	yes - if hrs. per day could go from 5 3/4 to 6 1/2 hrs. per day Shop @ 5 3/4 due to security applicable to 3A + 3B.		
20. What profits were realized in FY 2011 and 2012?	Shop: ~250,000 FY 2011	Shop: FY 2011	
	FY 2012	FY 2012	
21. How could your OPI shop(s) be more efficient/profitable?	See Q. 19 = max. uptime hours.		
22. How could OPI (overall) be more efficient/profitable?	focus more on private partnerships.		
ADDITIONAL COMMENTS (including description of OPI area):			
<p>• IM are given reference for employment if they ask. Spn. communicates directly w/ employers on IM behalf.</p> <p>* Production is increased through allowance granted to increase the number of OPI inmates allowed for "out count" during the work day - so that production is more continuous and less interrupted.</p>			

Inspector: CR

Facility: MANCI
Date: 3.23.13

AREA INSPECTED: OPI

PERSONNEL		COMMENTS
1. What OPI shops are located at this facility?		VUSA deflashing Corrugated boxes
2. How many inmates work in OPI at this institution?	# total OPI inmate employees <u>137</u> # waitlist <u>~50 on file log</u> <i>Kite log is a waitlist names at bottom</i>	<u>Box = 25 deflashing = 112</u>
3. How are inmates selected for OPI jobs?	<i>prescreened / application / interview</i>	- conduct record check - educ. qualifications (have GED) - must be 3A status
4. What is the average monthly wage for inmates in this/these OPI shop(s)?		\$83.14 / mo. both deflashing & box.
5. Do inmates receive performance evaluations?	<i>at least annually</i> - Log observed <i>Charkes keep & notify OPI Supervisor</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO did do only until recently & now annual
6. Are inmates provided documentation regarding their OPI work performance upon their release?	<i>(Seldom due to level 3 inst.)</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO * DRC 6421 OPI IM Activity Log - serves as a running journal to note high points on each IM.
7. How many staff members supervise the inmates during the hours of operation?	<u>5</u>	2 workshop specialists - DRC employ 1 shop Spfd. <i>sup.</i> 1 OPI Ind. Manager <i>officer</i>
TRAINING		COMMENTS
8. Are all inmate workers trained on proper handling of equipment?	<i>Health & Safety training form</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DRC 1953 E
9. How is the training conducted?		+ Specific Shop safety rules form (developed by shop) - IM trainer goes over / explains to new IM workers. Demonstrations of job. - IM mentors assigned while in IPIT stage.
10. What specific work skills are taught through this shop?	<i>work habits: time mgmt, punctuality, production rate</i>	(Inmate Pre-Industrial Training) re. Boxes - they could find some workers Box components (Mr. Box)
11. Are there any certifications available for this shop?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO no industry certification
12. How many inmate workers are enrolled in an approved apprenticeship program?	<i>all box empl. could acquire all 5 apprenticeships if desire.</i>	List apprenticeships: - Inspector QA - Janitor - Machine Setter - Machine Feeder - Maintenance Mechanic
13. What barriers to apprenticeships exist?		no apprenticeship exist for deflashing due to nature of work
14. Describe the connection between the OPI shop and post-release employment opportunities.		@MANCI - then try few releases. See ques. 10. re. box. * At this level, provide meaningful work and promote positive work habits.

Inspector: Jackson

Facility: MANCI
Date: 5-20-13

ENERGY, WASTE, AND RECYCLING

Energy Conservation	
1. Who is your designated Energy Conservation or Recycling Coordinator (position title only)?	Business Admin 3 Maintenance Super (Recycling)
2. What staff comprises the committee to evaluate the energy usage throughout the year (position titles only)?	PWS BA 3 Maintenance Super Cashiers
3. What energy conservation initiatives have been developed? - HB Washers (Front loaders) - Reduced Flow plumbing fixtures to regulate water - Adding timers on showers to regulate shower usage	- Maintenance used energy saving lamps from 32 watt to 25 watt - Ice machines to air cooled machines - Thermostat set no higher 68° no lower 70° for summer cooling
4. What staff member is the designated building operator?	Maintenance Supervisor
5. Are institution staff made aware of the institution's waste reduction and energy conservation goals? If so, how?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - Warden's communication at meetings
6. Are inmates made aware of and trained regarding the institution's waste reduction and energy conservation goals? If so, how?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - Inmates separate recyclable items
7. Does the Energy Coordinator complete a monthly report documenting the costs, usage, weight, and savings and/or wastage?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maintenance Super
If yes, what were the average waste disposal numbers for the following in CY 2012:	Monthly Costs: \$ 1654.76 Monthly Savings: \$ 1264.39 Monthly Weight: 11,548 Monthly Wastage: 38040
8. When was the energy audit conducted in CY 2012?	Date: 9-6-2012
9. What strategies were developed to conserve energy usage?	De-lamping Temperature control
10. What were the annual costs for the following utilities in CY 2012?	Natural Gas: 315,072.26 Water: 663,496.59 Electricity: 693,292.45

Inspector: Jackson

Facility: MANCE
Date: 5-20-13

Waste Reduction	
11. When was the waste audit conducted in CY 2012?	February 2013
12. What were the noticeable trends in waste disposal in 2012?	Recycling is used for bill credit to reduce waste removal bill.
13. What waste diversion tactics were developed as a result of the audit?	Not included on Waste Audit
14. How is the information tracked?	EIM
15. Were local agencies, such as the health department, were used to assist in the audit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If so, which agency was used?	N/A
Recycling	
16. What is the most recycled item at the institution?	Paper <input type="checkbox"/> Plastic <input type="checkbox"/> Card board <input checked="" type="checkbox"/> Metal/Aluminum cans <input type="checkbox"/>
17. How much money did the institution earn through its recycling program?	\$1400 per month used for waste bill
18. Did the institution have access to 50% of the earnings?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If so, what was the money used for?	Used for waste bill
19. Does your facility have a material compactor?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If not, what institution is the closest in proximity to recycle your items?	N/A
20. How do you dispose of recycled materials?	Salter located near Warehouse Also use local company

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 – Managing officer of each correctional institution.

Ohio Department of Rehabilitation and Correction Institution Acronyms

Allen Oakwood Correctional Institution.....	AOCI
Mansfield Correctional Institution	MANCI
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 Complex.....	NCCC
Northeast Pre-Release Center	NEPRC
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

C. ENDNOTES

ⁱ Ohio Department of Rehabilitation and Correction, Mansfield Correctional Institution website. Accessed at <http://www.drc.ohio.gov/Public/manci.htm>

ⁱⁱ Ibid.

ⁱⁱⁱ American Correctional Association (ACA) Accreditation Report, Mansfield Correctional Institution, June 5-7, 2012.

^{iv} Ohio Department of Rehabilitation and Correction, "Institution Counts: MANCI," provided on May 20, 2013.

^v American Correctional Association (ACA) Accreditation Report, Mansfield Correctional Institution, June 5-7, 2012.

^{vi} Ohio Department of Rehabilitation and Correction, "Institution Counts: MANCI," provided on May 20, 2013.

^{vii} Ibid.

^{viii} Ohio Department of Rehabilitation and Correction, Mansfield Correctional Institution website. Accessed at <http://www.drc.ohio.gov/Public/MANCI.htm>

^{ix} Significant Incident Summary reports provided by Mansfield Correctional Institution for the following periods: January 2012 – December 2012.

^x Ibid

^{xi} A Report on Assaults, Disturbances, Violence, and Prosecution in the Ohio Department of Rehabilitation & Correction: January 1, 2007 through September 30, 2012.

^{xii} Significant Incident Summary reports provided by Mansfield Correctional Institution for the following periods: January 2012 – December 2012.

^{xiii} Ibid

^{xiv} A Report on Assaults, Disturbances, Violence, and Prosecution in the Ohio Department of Rehabilitation & Correction: January 1, 2007 through September 30, 2012.

^{xv} Ibid

^{xvi} Information provided by the Ohio Department of Rehabilitation and Correction, June 21, 2013.

^{xvii} Significant Incident Summary reports provided by Mansfield Correctional Institution for the following periods: January 2012 – December 2012.

^{xviii} Significant Incident Summary reports provided by Mansfield Correctional Institution for the following periods: January 2010 – December 2010.

^{xix} Information provided by the Ohio Department of Rehabilitation and Correction, April 22, 2013.

^{xx} Information provided by the Ohio Department of Rehabilitation and Correction.

^{xxi} Ibid.

^{xxii} Ohio Department of Rehabilitation and Correction Medical Monthly Institutional Statistical Summary, March 2012.

^{xxiii} Ohio Department of Rehabilitation and Correction's policy 67-MNH-09, Crisis Management and Suicide Prevention, as January 21, 2013.

^{xxv} Ohio Department of Rehabilitation and Correction Bureau Recovery Services Site Visit Report, May 7, 2012.

^{xxvi} Ohio Department of Rehabilitation and Corrections, Bureau of Recovery Services Annual Report 2012. Retrieved from <http://www.drc.ohio.gov/web/Reports/Recovery/Fiscal%20Year%202012.pdf>

^{xxvii} State of Ohio Standard Inspection Report, Mansfield Correctional Institution, February 27, 2013.

^{xxviii} State of Ohio Standard Inspection Report, Mansfield Correctional Camp, February 27, 2013.

^{xxix} Department of Rehabilitation and Correction Total Institutional Overtime Calendar Year 2008-2012, Mansfield Correctional Institution, February 2013.

^{xxx} Ibid.

^{xxxi} CY 2012 Correctional Officer Paid Overtime, Ohio Department of Rehabilitation and Correction, Mansfield Correctional Institution, February 19, 2013.

^{xxxii} Ibid.

^{xxxiii} Mansfield Correctional Institution, personal communication, May 22, 2013.

^{xxxiv} Mansfield Correctional Institution Vacancy List as of May 20, 2013.

^{xxxv} CY 2012 Turnover Rates, Ohio Department of Rehabilitation and Correction, Mansfield Correctional Institution, February 19, 2013.

^{xxxvi} Mansfield Correctional Institution, personal communication, May 22, 2013.

^{xxxvii} Ohio Department of Rehabilitation and Correction 2012 Performance Data, Mansfield Correctional Institution, January 30, 2013.

^{xxxviii} Ibid.

^{xxxix} Ohio Standards Testing Report, Mansfield Correctional Institution, January 2012 through September 2012.

^{xl} Mansfield Correctional Institution, personal communication, May 28, 2013.

^{xli} Ibid.

^{xlii} Mansfield Correctional Institution, personal communication, May 21, 2013.

^{xliii} 2012 Property Reimbursement, Department of Rehabilitation and Correction, Mansfield Correctional Institution, February 2013.

^{xliv} Department of Rehabilitation and Correction 2007-2011 Property Reimbursement, Mansfield Correctional Institution, February 20, 2013.

^{xliv} 2012 Property Reimbursement, Department of Rehabilitation and Correction, Mansfield Correctional Institution, February 2013.