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# **Ross Correctional Institution**

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September 26, 2017  
September 27, 2017  
September 28, 2017

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Darin Furderer,  
Report Coordinator

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**TABLE OF CONTENTS**

**INSPECTION SUMMARY ..... 5**

**SAFETY AND SECURITY ..... 17**

- A. Violence Outcome Measures
- B. Use of Force
- C. Control of Illegal Substances
- D. Inmate Perception of Safety
- E. Unit Security Management
- F. Institutional Security Management
- G. Prison Rape Elimination Act (PREA)

**HEALTH AND WELLBEING ..... 25**

- A. Unit Conditions
- B. Medical Services
- C. Mental Health Services
- D. Recovery Services
- E. Food Services
- F. Recreation

**FAIR TREATMENT ..... 35**

- A. Staff/Inmate Interactions
- B. Inmate Grievance Procedure
- C. Transitional Program Unit

**REHABILITATION AND REENTRY ..... 41**

- A. Reentry Planning
- B. Rehabilitative Programming
- C. Family Engagement and Community Connections
- D. Academic Programming
- E. Library Services
- F. Vocational and Work Skill Development
- G. Ohio Penal Industries (OPI)

**FISCAL ACCOUNTABILITY ..... 50**

- A. Fiscal Wellness
- B. Environmental Sustainability
- C. Staff Management

**APPENDIX ..... 59**

- A. Inmate Survey
- B. Officer Survey
- C. Supervisor Survey
- D. Institutional Checklists
- E. Endnotes

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

<b>Dates of Inspection:</b>	September 26, 2017 September 27, 2017 September 28, 2017
<b>Type of Inspection:</b>	Unannounced
<b>CIIC Staff Present:</b>	Adam Jackson, Senior Analyst Charlie Adams, Corrections Analyst II Darin Furderer, Corrections Analyst II
<b>Facility Staff Present:</b>	Warden Mark Hooks  CIIC spoke with many additional staff throughout the course of the inspection.

**Institution Overview**

Ross Correctional Institution (RCI) is a close security male prison, housing Level 3 (close) security inmates with a small population of Level 2 (medium) security inmates. The facility opened in 1987 and is located on 1,707 acres in Chillicothe, Ohio.<sup>i</sup> In FY 2018, RCI was approved for a budget of \$43,421,411.58.<sup>ii</sup>

The rated capacity for RCI is 1,403.<sup>iii</sup> As of September 28, 2017, the institution housed 2,023 inmates.<sup>iv</sup>

Demographically, 59.2 percent of inmates were classified as black, 38.2 percent as white, and 2.6 percent as another race. The average inmate age was 32.3 years.<sup>1v</sup> As of September 2017, RCI employed 491 total staff, of which 336 are security staff.<sup>vi</sup>

The institution scored 100 percent compliance on the most recent ACA audit for mandatory standards,<sup>2</sup> and 99.5 percent on non-mandatory standards.<sup>3,4vii</sup> In its most recent full internal management audit,<sup>5</sup> RCI was 100 percent compliant on mandatory

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<sup>1</sup> The youngest inmate was listed as 18.2 years of age and the oldest was listed as 74.1 years of age.  
<sup>2</sup> RCI was compliant on each of the 57 applicable mandatory standards.  
<sup>3</sup> RCI was compliant on 422 of 424 applicable non-mandatory standards.  
<sup>4</sup> The most recent audit by the Commission on Accreditation for Corrections was conducted on March 30-April 1, 2015.  
<sup>5</sup> The full internal management audit was conducted January 24-26, 2017.

standards<sup>6</sup> and 98.8 percent compliant on non-mandatory standards.<sup>7viii</sup> Of the Ohio Standards, the facility was 90.7 percent compliant on the applicable standards.<sup>8ix</sup>

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<sup>6</sup> RCI was compliant in 58 of the 58 applicable mandatory standards.

<sup>7</sup> Five of the non-mandatory standards were found in non-compliance.

<sup>8</sup> RCI was compliant on 98 of 108 applicable Ohio Standards. The standards in which RCI was not in compliance with related to timeliness of Director's subpoena findings; HIV chronic care protocols; timeliness of Ohio Central School System monthly reports; apprenticeship documentation; education files; ORAS progress notes; reentry program offerings; case plan completion; and IT user accounts.

## I. INSPECTION SUMMARY

### SAFETY AND SECURITY: ACCEPTABLE<sup>9</sup>

INDICATORS	RATING	FINDINGS
<b>Violence Outcome Measures</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Inmate-on-inmate assaults increased by 12.7 percent and inmate-on-staff assaults decreased by 42.4 percent in CY 2016. The rate of inmate disciplinary convictions for assaults decreased by 16.9 percent and was less than the comparator prisons, but more than the DRC average.</li> <li>• Fight disciplinary convictions increased by 9.0 percent. The rate was more than the comparator prisons and significantly more than the DRC average.</li> <li>• There were no homicides at the institution during the period evaluated.</li> <li>• In CY 2016, RCI reported 10 disturbances, which was a decrease of two in comparison to CY 2015.</li> </ul>
<b>Use of Force</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Total incidents decreased by 5.3 percent in CY 2016.</li> <li>• A review indicated great procedural accountability and officer responses were generally appropriate. However, two incidents were deemed unjustified by a use of force committee/investigator.</li> </ul>
<b>Control of Illegal Substances</b>	<b>In Need of Improvement</b>	<ul style="list-style-type: none"> <li>• 7.3 percent of inmates tested positive during random drug screenings in CY 2016, which was a decrease compared to CY 2015. The percent was more than the comparator prisons as well as the DRC average.</li> </ul>
<b>Inmate Perception of Safety</b>	<b>Exceptional</b>	<ul style="list-style-type: none"> <li>• 89.3 percent of survey respondents reported they felt safe/neutral from other inmates, which is significantly higher in comparison to the 2015 inspection.</li> </ul>

<sup>9</sup> 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"> <li>• A few open-ended inmate survey responses indicated safety as a positive aspect of the institution.</li> </ul>
<b>Unit Security Management</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Officers were somewhat inconsistent in documenting rounds in the requisite 30 minute, staggered intervals.</li> <li>• Officers conducted the required shakedowns.</li> <li>• Cell security indicated minor concerns of coverings on cell wall windows. Bunk security checks indicated good security.</li> <li>• There were no overdue security classification reviews unaccounted for on the day of the inspection.</li> </ul>
<b>Institutional Security Management</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Executive staff members are somewhat inconsistent in making the required rounds in housing units based on a review of employee sign-in logs.</li> <li>• The majority of correctional officers believe they are adequately informed of incidents between shifts, but relayed concern that roll call does not consistently provide sufficient information.</li> <li>• A review of STG committee meetings for the past six months indicates meetings are being held and includes staff who are required to attend. There were no overdue security threat group classification reviews without cause.</li> <li>• There have been no escapes or attempted escapes during the period evaluated.</li> </ul>
<b>Prison Rape Elimination Act (PREA)</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• The 2017 Internal Management Audit found one non-mandatory standard in non-compliance, but full compliance with Ohio PREA related standards.</li> <li>• A large majority of inmates indicated they knew how to report sexual harassment or abuse.</li> <li>• Of the 12 PREA cases in CY 2016, none were substantiated.</li> </ul>

**HEALTH AND WELLBEING: GOOD**

INDICATORS	RATING	FINDINGS
<b>Unit Conditions</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• All dayrooms/common areas were exceptional or good based on the cleanliness of the floors and their overall appearance.</li> <li>• The cell conditions and maintenance were generally good with a few exceptions.</li> <li>• Showers conditions varied with concerns pertaining to soap scum and water residue.</li> <li>• Maintenance was generally good with the exception of several phones and multiple laundry appliances.</li> <li>• Cleaning materials matched the inventory and were appropriately secured.</li> </ul>
<b>Medical Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• The medical facilities were observed to be good condition.</li> <li>• Medical provides a health fair to the inmate population annually.</li> <li>• A high number of inmate survey respondents reported satisfaction in the quality of care they are receiving from medical.</li> <li>• Since 2014, RCI had five inmate deaths.</li> </ul>
<b>Mental Health Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• The mental health facilities were observed to be clean and orderly. Staff relayed space is an issue.</li> <li>• The crisis cells were noted to be in need of improvement with poor visibility.</li> <li>• A high number of inmate survey respondents reported satisfaction with the quality of care provided by the mental health department at RCI.</li> </ul>
<b>Recovery Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• The facility appears to have sufficient space for staff to conduct clinical duties.</li> <li>• Staffing levels appear sufficient to provide adequate recovery service programming.</li> <li>• RCI recovery service department offers programming to include: Treatment Readiness Program, Intensive Outpatient Program, and Recovery Maintenance Program.</li> </ul>

<b>Food Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• The meals sampled by CIIC was rated as good.</li> <li>• RCI offers an incentive plan to inmate workers that enables them to earn \$11.00 to \$21.00 per month in addition to their state pay.</li> <li>• In their most recent contract evaluation from the DRC, RCI received a compliance score of 91 percent.</li> <li>• Negatively, 90.1 percent of inmate survey respondents (n=344) indicated that they were unsatisfied with the quality of the food served which is slightly more negative than the 2015 inspection.</li> </ul>
<b>Recreation</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Physical facilities appeared clean and were in use during the inspection.</li> <li>• Inmates are offered a majority of the activities permitted per policy for a Level 3 institution.</li> <li>• Inmate survey respondents reported average satisfaction with recreation.</li> </ul>

**FAIR TREATMENT: GOOD**

<b>INDICATORS</b>	<b>RATING</b>	<b>FINDINGS</b>
<b>Staff/Inmate Interactions</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Inmates report knowing how to report sexual harassment.</li> <li>• Inmate survey respondents reported staff as being helpful.</li> <li>• Inmates reported various responses to “one change” they would like to see.</li> </ul>
<b>Inmate Grievance Procedure</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• A high number inmate survey responses indicated that they have access to informal complaints.</li> <li>• Of the total informal complaints for CY 2016, 3.4 percent of the responses received were outside of the seven day timeframe.</li> <li>• The Inspector relayed that the top most frequent grievances filed by the inmate population in CY 2016 were regarding inmate personal property, staff interaction with inmates (supervision of inmates), and mail/packages.</li> <li>• Negatively, a low percentage of inmate survey respondents reported feeling that informal complaints are dealt with fairly at the institution, in</li> </ul>



		addition to a low number of inmate survey respondents reporting that they felt that grievances were handled fairly at the institution.
<b>Transitional Program Unit</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• 13.2 percent of the institution population was assigned to the transitional program unit including 52 inmates assigned to restrictive housing. In comparison, there were 139 inmates in restrictive housing (formerly segregation) during the 2015 inspection.</li> <li>• The TPU population demographics were in line with the institution demographics.</li> <li>• Overall, the conditions of each unit appeared to be clean and well maintained. Although units 5A and 5B were well lit, the lights in 9-house lights seemed dim.</li> <li>• TPU inmates have access to the several programs related to mental health, education, religious services, and anger management which was a significant improvement from the 2015 inspection.</li> <li>• Negatively, use of force incidents often occur in the TPU. In the past six months, there have been a total of 97 use of force incidents including six planned use of force incidents.</li> </ul>

**REHABILITATION AND REENTRY: GOOD**

<b>INDICATORS</b>	<b>RATING</b>	<b>FINDINGS</b>
<b>Reentry Planning</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Staff reported the unit staff consists of: 5 unit managers, 9 case managers, 12 correctional counselors/sergeants, and 4 unit secretaries. There are currently two vacancies.</li> <li>• Reentry programming waitlist numbers are high.</li> <li>• RPLANS were reviewed, no noted missing information was found and the UMC double checked to ensure that information was consistent with information inmates were noted to have received.</li> <li>• Case manager focus group relayed concerns with the ORAS system.</li> </ul>

		<ul style="list-style-type: none"> <li>• RCI currently has five reentry programs being facilitated by unit staff at the time of this site visit</li> </ul>
<b>Rehabilitative Programming</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• A moderate number of inmate survey respondents reported that staff had talked with them about what programs they needed to take during their incarceration according to the risk assessment plan.</li> <li>• A high number of inmate survey respondents relayed that it is easy or were neutral about getting in to unit programming.</li> <li>• A low number of inmate survey respondents reported it being easy to get assigned an inmate job.</li> </ul>
<b>Family Engagement and Community Connections</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• RCI promotes offender communications with family, friends, and community through mail, email, phones, free envelopes, graduation of programs and family day.</li> <li>• RCI reported 62,808 community service hours for 2016 YTD.</li> <li>• A high number of RCI inmate survey respondents reported having problems with mail and phones.</li> </ul>
<b>Academic Programming</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• RCI education department consists of one principal, one assistant principal, six academic teachers, four vocational/career technical teachers, one guidance counselor, one full time and part-time intervention specialist, and one librarian. There are currently no vacancies in the education department.</li> <li>• The average ratio of student to academic teacher is 22 to 1 and 15 to 1 for the career/tech teacher.</li> <li>• A low number of inmate survey respondents relayed that it is easy or were neutral to get into academic programming</li> </ul>
<b>Library Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• The library schedule reflects two evening library sessions and weekend hours which is in compliance with departmental policy.</li> <li>• The RCI library has a Reentry Resource Center that has two reentry resource computers and reentry hand-out resources available.</li> <li>• The library does publish a RCI Library Newsletter.</li> </ul>

<b>Vocational and Work Skill Development</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• RCI offers three Career-Tech programs</li> <li>• There are currently three apprenticeship programs offered at RCI.</li> <li>• RCI does not offer advanced job training.</li> </ul>
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**FISCAL ACCOUNTABILITY: ACCEPTABLE**

<b>INDICATORS</b>	<b>RATING</b>	<b>FINDINGS</b>
<b>Fiscal Wellness</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• According to their FY 2017 budget overview, RCI used 99.8 percent of their allocated budget.</li> <li>• In their most recent internal audit, RCI was compliant in each of their nine applicable Ohio mandatory standards for an overall score of 100 percent.</li> <li>• In their most recent external fiscal audit, the External Auditor found four observations and concerns.</li> <li>• In FY 2017, RCI total staff overtime costs increased by 34.1 percent.</li> <li>• In CY 2016, RCI reduced their property settlement costs by 53.9 percent from CY 2015. As of September 2017, RCI appeared to be on track to further reduce their property costs.</li> </ul>
<b>Environmental Sustainability</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Overall, RCI increased their total utility costs by 4.1 percent in FY 2017.</li> <li>• RCI increased the use of natural gas usage. However, they decreased their electrical usage.</li> <li>• In FY 2017, RCI recycling projects resulted in an 88.7 percent increase in revenue from FY 2016.</li> <li>• RCI has an incentive pay program that enables inmate re-claimers to earn an additional \$21 per month.</li> </ul>

<p><b>Staff Management</b></p>	<p><b>Acceptable</b></p>	<ul style="list-style-type: none"> <li>• Officer interviews were mostly positive. However, the officer survey responses were mostly mixed and indicate that officers have some concerns regarding their work environment.</li> <li>• Although supervisor survey responses were mostly positive, they also relayed a few concerns.</li> <li>• RCI staff completed 96.2 percent of their performance evaluations on time.</li> <li>• In FY 2016, RCI had a 6.9 percent total staff turnover ratio, which was a slight increase from 2015 but still better than the DRC average.</li> </ul>
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## DRC RESPONSE

CIIC provided a draft of the inspection report to DRC for DRC staff's review, comment, and response. The following action plans were provided in response to the CIIC report.

### Ohio | Department of Rehabilitation & Correction

John R. Kasich, Governor  
Gary C. Mohr, Director

To: Correctional Institution Inspection Committee  
From: H. Mark Hooks Warden  
Date: November 1<sup>st</sup>, 2017  
Subject: Response to Recommendation Summary

**Ensure that medical staff are documenting evaluation times on anatomical and that inmates are seen in a timely manner following a use of force incident.**

- Work with Security staff to get inmates involved to medical as soon as possible after a use of force to improve timely evaluation times are completed.

**Ensure that executive staff conduct weekly rounds through housing units, in line with DRC policy.**

Expectation of rounds was communicated with executive staff as outlined in DRC policy. Additional rounds have been implemented for other executive staff not specifically mentioned in policy. The Warden and Deputy Warden's will monitor for compliance.

#### HEALTH AND WELLBEING RECOMMENDATIONS

**Review medical department and need for additional space**

- Once medication information is placed on ECW, predicted to be by the first of the year, there will be no need to maintain hard copy medical files. Once these items and the old x-ray equipment is removed from medical, two additional offices will be available.

**Consider a review of strategies to address nursing staff concerns regarding dental emergencies and eye exams.**

Policy states that Inmates desiring dental services shall have access via a Health Services Request forms (DRC5373) to nurse's sick call, and/or dental sick call. No member of the correctional staff may disapprove requests for attendance at sick call or scheduled dental appointments. The policy for dental and optical clinic have recently changed, now all the requests need to be ran through nurse sick call for assessment then referred to dr. sick call, then to optical. We are encouraging our nursing staff to make comments/suggestions on the policy review website to voice concerns over additional work load.

**Consider evaluation of Crisis cells for better visibility**

RCI in conjunction with our Regional Mental Health team, will monitor the visibility and evaluate the need to add concave mirrors in crisis cells.

**Review vacancies in staffing levels in the mental health department that appears to be very understaffed at the time of this site visit.**

We will continue to work with Ohio Means Jobs staff to search their database for potential applicants who meet the minimum qualifications for various Mental Health positions that remain vacant. (Behavioral Healthcare Provider 2, Behavioral Healthcare Provider 1, Social Worker 2, Social Worker 1). These jobs continue to be posted with the Recruitment and Retention supplement now applicable to these vacancies that allow for a 20% increase in salary to work at our institution. Local universities have been contacted to also post these positions to recent graduates of the College of Social Work.

**Consider additional out of cell recreation time and activities.**

We have recently hired a new Recreation Administrator who has been employed here for the past month. He continues to evaluate and reconfigure recreation activities based on population requests and interest. We continue to strive to create an environment at recreation that promotes good health and well-being.

**FAIR TREATMENT RECOMMENDATIONS**

**Consider evaluating inmate concerns regarding staff/inmate interactions and develop strategies to address**

RCI will continue to discuss with staff the importance of Inter-personal communication skills in training a day to day supervision discussions to educate staff about the importance of positive inmate interactions.

**Consider evaluating inmate concerns regarding perception of the grievance procedure**

Through rounds, the Inspector will inform inmates how to properly route informal complaints to the appropriate supervisor for response. RCI has received 122 grievances so far, this year, 24 of those were found to have merit and granted (nearly 20%). Grievance results and statistics are confidential so getting the word out that the grievance procedure works for complaints with merit is difficult.

**Consider placing the Inspector's picture in the units to increase inmate awareness of Inspector**

The Institutional Inspector will continue to attend orientation weekly. Unit Managers will ensure that all unit listings contain an updated picture of the Institutional Inspector.

**Consider a method to develop consistent office hours to be held by the Inspector to allow inmates more accessibility**

The Institution Inspector will continue to conduct rounds weekly in housing units and food service areas to ensure accessibility to the inmate population. RCI was given a provision when they converted back to

Level 3 to not allow "open office hours". This provision was given after considering the amount of limited movement RCI requires and the threat of security by allowing L3 inmates the ability to congregate.

**Consider the Inspector's office need for more staff support with the transition of the new grievance process.**

The Institution Inspector will continue to have access to support staff as he transitions into the new grievance process. If additional assistance is needed, staff will be temporarily reassigned.

**REHABILITATION AND REENTRY RECOMMENDATIONS**

**Consider developing reading room activities for children visiting parents and developing a tracking mechanism for reading room hours.**

The Reading Room is currently undergoing renovation for improvements in the way these activities are delivered. Once the room is complete, the visiting committee will monitor for suggestions/changes.

**Consider methods to increase vocational and skilled educational classes.**

The education staff will attempt to hire more tutors for academic classes and offer additional tutoring in the Library.

**Consider methods to increase apprentices participating in apprenticeship.**

We will continue to monitor the number of inmates enrolled in the apprentice programs and work with education staff to create additional incentives for both the inmates that complete this program as well as those that supervise the programs.

**Consider increasing unit programming and reduce waiting list for inmates accessing programming**

Unit staff will continue to offer unit programming on a regular basis. In addition, unit staff will attempt to recruit additional inmate program facilitators that want to mentor other offenders through programming.

**Consider reviewing inmate visitation and phone concerns**

The Deputy Warden of Operations will continue to meet with the visiting committee to discuss ways to improve visitation. RCI has been selected as one of the first six institutions to receive the phone tablets from GTL. All RCI inmates will receive a tablet to keep in their cell for making telephone calls. This should alleviate all issues with not having access to phones.

**Consider implementing a program evaluation process for reentry programs**

Unit staff and program facilitators will be required to utilize Course/Instructor Evaluations DRC 1523 for all Reentry approved programs.

<p><b>Issue</b> Control of Illegal Substance</p>	<p><b>Problem noted by CIIC –</b></p> <ul style="list-style-type: none"> <li>• The percentage of inmates who tested positive in CY 2016 at RCI was more than the comparator prisons as well as the DRC average.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Recovery Service has developed drug and alcohol programming for our rule 39 inmate population and currently runs two programs a month.</li> <li>• Continue to develop preventive measures for the “visiting hall” in an attempt to reduce drug conveyance incidents from inmate visitors.</li> <li>• Continue quarterly employee searches for all shifts. (2 searches per Quarter)</li> <li>• Maintain conducting random urine test for 5% of our inmate population monthly.</li> <li>• While conducting rounds, request to see electronic shakedown log to maintain consistency with shakedowns during 1<sup>st</sup> and 2<sup>nd</sup> shifts.</li> <li>• Maintain consistent communication between custody staff and Investigator’s office in providing information for possible illegal drug activity.</li> </ul>	<p><b>Person Responsible</b></p> <ul style="list-style-type: none"> <li>• DWO</li> <li>• DWSS</li> <li>• SD Lt</li> <li>• Major</li> <li>• Warden</li> </ul>



## II. SAFETY AND SECURITY

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

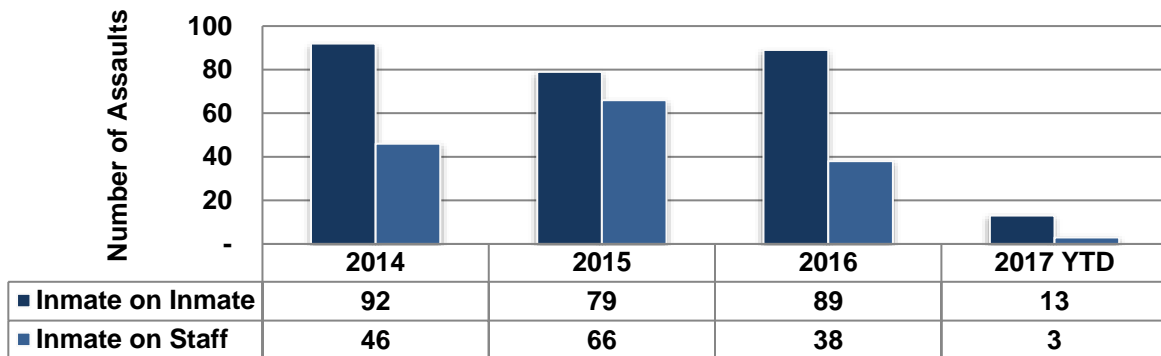
### A. VIOLENCE OUTCOME MEASURES

CIIC’s evaluation of violence focuses on the number and rate of disciplinary convictions for assaults, fights, the number of homicides, and disturbances at the institution during a year in comparison to the previous year; the comparator prison rate; and the DRC average. Overall, the CIIC inspection team rated violence outcome measures as **ACCEPTBALE**.

#### Assaults

- During CY 2016, there were 89 reported inmate-on-inmate assaults.<sup>x</sup> Total inmate-on-inmate assaults increased by 12.7 percent in comparison to CY 2015.<sup>xi</sup>
- The institution reported 38 inmate-on-staff assaults during CY 2016.<sup>xii</sup> Total inmate-on-staff assaults decreased by 42.4 percent in comparison to CY 2015.<sup>xiii</sup>
- The rate of inmate disciplinary convictions for assaults decreased by 16.9 percent during CY 2016 in comparison to CY 2015.<sup>10xiv</sup> The rate of inmate disciplinary convictions for assaults for CY 2016 at RCI was less than the comparator prisons, but more than the DRC average.<sup>11xv</sup>
- However, current numbers for CY 2017 indicate assaults are trending down.

**Chart 1**  
**Total Assaults**  
**CY 2014 – CY 2017 YTD**



<sup>10</sup> The rate of inmate disciplinary convictions for assaults in CY 2015 was 97.0 per 1,000 inmates. The rate in CY 2016 was 80.6.

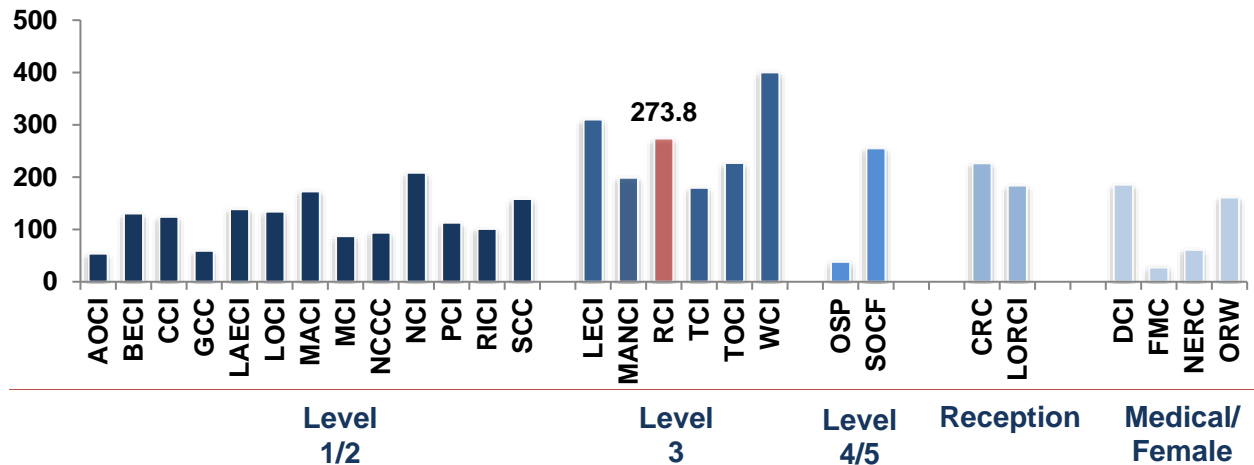
<sup>11</sup> The rate of inmate disciplinary convictions for assaults in CY 2016 was 80.6 per 1,000 inmates. The rate of the comparator prisons was 104.9 and the DRC average rate was 62.0.

## Fights

- Fights<sup>12</sup> are documented via RIB convictions for rule 19 (fight) violations. The rate<sup>13</sup> of rule 19 convictions for CY 2016 increased by 9.0 percent compared to CY 2015.<sup>14xvi</sup>
- The rate of rule 19 convictions for CY 2016 at RCI was more than the comparator prisons and significantly more than the DRC average.<sup>15xvii</sup>

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) Rates<sup>16</sup>**  
**CY 2016**



## Homicides

- There were no homicides at the institution during the period evaluated (2015 to date). However, an RCI inmate was killed during transit back to the institution.<sup>17</sup>

<sup>12</sup> 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.

<sup>13</sup> The rate was obtained by dividing the total number of rule 19 violations for the year by the average monthly institutional population for that same time period.

<sup>14</sup> In CY 2015, the facility reported 531 (251.2 per 1,000 inmates) rule 19 convictions; during CY 2016, the facility reported 574 (273.8 per 1,000 inmates) rule 19 violations.

<sup>15</sup> The rate for the comparator prisons was 261.1 per 1,000 inmates and the DRC average was 161.8.

<sup>16</sup> Rate is per 1,000 inmates.

<sup>17</sup> The incident occurred in February 2017.

## Disturbances<sup>18</sup>

- In CY 2016, RCI reported 10 disturbances,<sup>xviii</sup> which was a decrease of two in comparison to CY 2015.<sup>xix</sup>

## B. USE OF FORCE

CIIC's evaluation of use of force focuses on the number of uses of force at the institution as well as an evaluation of a random sample of completed use of force reports.<sup>19</sup> Overall, the CIIC inspection team rated use of force as **ACCEPTABLE**.

## Incident Caseload

- During CY 2016, the facility reported 378 use of force incidents. Compared to CY 2015, in which 399 uses of force were reported, total uses of forces decreased by 5.3 percent.<sup>xx</sup>

## Procedural Accountability

- Video documentation was available for 19 of the 20 incidents reviewed.
- Staff appropriately referred use of force incidents to a use of force committee/investigator.
- Officer statements reviewed were generally thorough and clearly stated directives given prior to force.
- The required documentation was completed and included in the packets.
- Most inmates provided a use of force statement and those that refused generally had a supervisor signature.
- Inmates were not always seen by medical within an hour following the use of force incident.
- A review of one planned use of force incident indicated staff followed proper procedure.

## Application of Force

- Officer responses to incidents generally appeared appropriate.
- There were very few injuries, all of which were minor and consistent with the level of force.
- Open-ended inmate survey responses did not indicate any concerns regarding use of force.

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<sup>18</sup> Disturbances are defined as any event caused by four or more inmates that disrupts the routine and orderly operation of the prison.

<sup>19</sup> CIIC's review of use of force includes a sample of 20 randomly selected use of force reports as well as any available video.

Negatively,

- Two incidents were deemed unjustified or inappropriate by a use of force committee/investigator. However, the incidents were addressed through administrative procedures and resulted in appropriate disciplinary action.

### C. 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 during a year in comparison to the previous year, the comparator prison rate, and the DRC average. Overall, the CIIC inspection team rated control of illegal substances as **IN NEED OF IMPROVEMENT**.

- 7.3 percent of inmates tested positive for the presence of an illegal substance during random drug testing in CY 2016,<sup>20xxi</sup> which was a decrease in comparison to CY 2015.<sup>21xxii</sup>
- The percentage of inmates who tested positive in CY 2016 at RCI was more than the comparator prisons as well as the DRC average.<sup>22xxiii</sup>
- During CY 2016, the institution drug tested 186 inmates for programs<sup>23,24</sup> and 665 for cause,<sup>25,26</sup> which is more than the DRC average.<sup>27</sup>
- In response to CIIC's survey question pertaining to prohibited substances, the majority of inmates indicated prohibited substances are not available or refused to answer.<sup>28</sup> (Please refer to the DRC Inmate Survey results in the Appendix for more information.)

### D. INMATE PERCEPTION OF SAFETY

CIIC's evaluation of inmate perception of safety focuses on three areas: survey responses, focus group participants, and the number of refusal to lock for personal safety reasons. Overall, the CIIC inspection team rated inmate perception of safety as **EXCEPTIONAL**.

<sup>20</sup> 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 1,448 inmates of which 105 tested positive. 56 tested positive for buprenorphine (Suboxone®), 49 tested positive for THC (marijuana), one tested positive for methamphetamines, and one tested positive for amphetamines, and one for cocaine. Three of the inmates tested positive for multiple substances.

<sup>21</sup> In CY 2015, 12.4 percent of inmates tested positive during random drug tests.

<sup>22</sup> The average percent of positive drug test results during CY 2016 for the comparator prisons was 4.6 percent. The DRC average was 4.3 percent.

<sup>23</sup> Per DRC policy 70-RCV-03, program drug testing includes inmates who are tested as part of recovery service treatment programs; inmates who leave the secure perimeter as part of a job responsibility; prior to parole board hearings and after hearings for inmates approved for release; inmates under medication treatment for Hepatitis C; or as indicated by the Managing Officer or designee.

<sup>24</sup> 19 inmates tested positive during program drug screenings in CY 2016.

<sup>25</sup> Per DRC policy 70-RCV-03, for cause testing includes inmates who are tested when there is a reasonable suspicion of drug use.

<sup>26</sup> 142 (21.4 percent) inmates tested positive during for cause drug screenings in CY 2016.

<sup>27</sup> The average number of DRC inmates tested for programs and for cause in CY 2016 was 588.6.

<sup>28</sup> 89 inmates refused to answer and 152 inmates indicated that prohibited substances are not available.

- 89.3 percent of survey respondents (n=336) reported they felt safe/neutral from other inmates, which is significantly higher in comparison to the 2015 inspection.<sup>29</sup>
- A few open-ended inmate survey responses indicated safety as a positive aspect of the institution.
- The institution had 56 inmates in the Transitional Program Units for refusal to lock and 28 inmates under Protective Control (PC) investigation or approved PC placement on the day of the inspection.

## **E. UNIT SECURITY MANAGEMENT**

CIIC's evaluation of unit security management focuses on policy compliance for officer rounds, documented shakedowns, cell/bunk security, and security classification/ privilege level reviews. Overall, the CIIC inspection team rated unit security management as **ACCEPTABLE**.

### **Officer Rounds**

- Officers were somewhat inconsistent in documenting rounds in the requisite 30 minute, staggered intervals.<sup>30</sup>

### **Cell/Bunk Searches (Shakedowns)**

- Housing unit officers are required to search inmates' bunks/cells for contraband, including illegal drugs and weapons. Documentation of shakedowns was split between paper and electronic logs. However, officers are conducting the required shakedowns.

### **Cell<sup>31</sup>/Bunk<sup>32</sup> Security Check**

- Cell security indicated minor concerns of coverings on cell wall windows. Bunk security checks indicated good security.

### **Security Classification**

- Unit staff are required to conduct reviews of inmates' security classification as well as privilege level to ensure proper institutional placement. There were no overdue

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<sup>29</sup> 63.8 percent of survey respondents (n=298) reported they were very safe, safe, or neutral (in terms of safety) during the 2015 inspection.

<sup>30</sup> Housing unit officers are required to conduct security check rounds at least every 30 minutes at staggered intervals.

<sup>31</sup> During the inspection, a random selection of cells in each unit are checked for common cell security issues such as: obstruction of windows, material in locks and cuff ports, inappropriate pictures, clotheslines, and graffiti.

<sup>32</sup> During the inspection bunk areas are checked to identify if inmates are hanging items to block officers' direct observation.

security classification reviews unaccounted for on the day of the inspection, which is exceptional.

## F. INSTITUTIONAL SECURITY MANAGEMENT

CIIC's evaluation of security management focuses on: executive staff rounds, critical incident management, STG management, and escapes. Overall, the CIIC inspection team rated institutional security management as **GOOD**.

### Executive Staff Rounds

- Executive staff members<sup>33</sup> are somewhat inconsistent in making the required rounds in housing units based on a review of employee sign-in logs.<sup>34</sup>

### Violent Incident Management

- The majority of correctional officers<sup>35</sup> believe they are adequately informed of incidents between shifts.<sup>xxiv</sup> However, some officers relayed concern that roll call does not consistently provide sufficient information.
- Most officers relayed that if a violent or critical incident would occur, it would most likely occur during recreation or the dining hall because of the number of inmates that occupy the area at the same time.<sup>xxv</sup>

### STG Management

- As of March 2017, there were 943 STG-affiliated inmates,<sup>36</sup> which was 43.8 percent of the institutional population. The number of STG-affiliated inmates was more in comparison to the number in May 2016.<sup>37</sup>
- The institutional percentage of STG-affiliated inmates was more than the comparator prisons and significantly more than the DRC average.<sup>38</sup>

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<sup>33</sup> Per DRC policy 50-PAM-02, "Each housing unit, including the Transitional Program Unit (TPU), shall be visited by the managing officer or deputy warden weekly." In addition, "The unit management chief (UMC) shall visit all inmate living areas, at a minimum, on a bi-weekly basis, including the Transitional Program Unit/s." 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.

<sup>34</sup> CIIC's review of the employee sign-in logs generally covers the one month period prior to the date of the inspection.

<sup>35</sup> Results are based on individual interviews (n=13) and survey responses from Ross Correctional Institution officers (n=82). The majority of the correctional officers survey responses (63.8 percent) indicate that they are adequately informed when they come on shift.

<sup>36</sup> 748 were listed as passive, 140 were listed as active, and 55 were disruptive.

<sup>37</sup> The institution had an STG population of 887 as of May 2016.

<sup>38</sup> The percentage of STG-affiliated inmates for the comparator prisons was 36.3 and the DRC average was 17.5.

- The rate of rule 17 (unauthorized group activity) convictions<sup>39</sup> increased in CY 2016.<sup>40xxvi</sup>
- In response to CIIC's survey question pertaining to the type of gang activity at the institution, the majority of inmates indicated gang activity is not frequent.<sup>41</sup> Please refer to the DRC Inmate Survey results in the Appendix for more information.
- A review of STG committee meetings for the past six months indicates meetings are being held and includes staff who are required to attend. There were no overdue security threat group classification reviews without cause.

## Escapes

- There have been no escapes or attempted escapes during the period evaluated (2015 to date).

## G. PRISON RAPE ELIMINATION ACT (PREA)

CIIC's evaluation of the institution's compliance with the Prison Rape Elimination Act (PREA) focuses on a review of the most recent PREA audit report, education and awareness of reporting, the number of reported sexual assaults, and inmate responses. Overall, the CIIC inspection team rated PREA compliance as **GOOD**.

### PREA Management

- The 2017 Internal Management Audit found one non-mandatory standard in non-compliance,<sup>42</sup> but full compliance with Ohio PREA related standards.
- The facility has not had a PREA audit since the 2015 CIIC Inspection.<sup>43</sup> The facility met all standards in their 2015 PREA audit.<sup>44xxvii</sup>

### Inmate Education and Awareness

- PREA posters, with information for inmates on reporting of sexual assaults, were posted in all housing units.
- A large majority of inmates indicated they knew how to report sexual harassment or abuse.<sup>45</sup>

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<sup>39</sup> 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.

<sup>40</sup> In CY 2015, the facility reported a rate of 31.2 (66) rule 17 violations. In CY 2016, the facility reported a rate of 42.0 (88) rule 17 violations. The comparator prisons rate was 50.5 and the DRC average was 25.6.

<sup>41</sup> 105 inmates refused to answer and 108 indicated that gang activity is not frequent at this institution.

<sup>42</sup> The standard in non-compliance related to investigations for allegations of sexual assault.

<sup>43</sup> The next scheduled PREA audit is 2018.

<sup>44</sup> The audit was conducted March 30 – April 2, 2015. The facility exceeded two standards and met the remaining 38 standards. Three standards were not-applicable.

<sup>45</sup> 77.2 percent (n=333).

## Investigations/Allegations

- Staff reported 12 PREA cases in CY 2016, of which 11 cases were unsubstantiated and one was unfounded.
- Zero PREA cases were substantiated.<sup>46</sup>
- 21 inmate survey respondents reported experiencing sexual harassment and eight reported sexual abuse from a staff member at the facility.
- 16 inmate survey respondents reported experiencing sexual harassment and 11 reported sexual abuse from another inmate at the facility.

## SAFETY AND SECURITY RECOMMENDATIONS

- Ensure that medical staff are documenting evaluation times on anatomicals and that inmates are seen in a timely manner following a use of force incident.
- Ensure officer rounds are conducted per policy.
- Ensure that executive staff conduct weekly rounds through housing units, in line with DRC policy.
- Consider additional strategies to address drug/contraband conveyance.

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<sup>46</sup> All five were against another inmate. Three involved sexual abuse and two were sexual harassment.



### 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 **GOOD**.

- RCI is divided into two compounds. The north side has four Level 3 general population housing units (1A/B, 2A/B, 3A/B, and 4A/B). The south compound has three Level 3 general population housing units (6A/B, 7A/B, and 8A/B) as well as a Level 2 housing unit (J Dorm). 5A and 9 House are Transitional Program Units (TPU), discussed in the Fair Treatment section of the report.
- All dayrooms/common areas were exceptional or good based on the cleanliness of the floors and their overall appearance.<sup>47</sup>
- The cell conditions and maintenance were generally good with a few exceptions.
- Showers conditions varied with concerns pertaining to soap scum and water residue.
- Phones, drinking fountains, ice machines, and microwaves were generally operational with a few exceptions.<sup>48</sup> However, laundry appliance maintenance was a concern during the inspection. Staff relayed their current laundry contract will soon expire and the institution will be installing new machines in the housing units.<sup>49</sup>
- Cleaning materials matched the inventory and were appropriately secured.

#### B. MEDICAL SERVICES

CIIC's inspection of medical services was comprised of two inmate focus groups, a conversation with the Health Care Administrator, and a tour of the medical facilities. Based on observations and information provided by both staff and inmates the CIIC inspection team rated medical services as **GOOD**.

#### Facilities

- The medical facilities were observed to be good condition.<sup>50,51</sup>
- The facility appears to have sufficient space for staff to conduct clinical duties. However, staff relayed they needed more space for offices and exam rooms.
- The sanitation practices observed were good.

<sup>47</sup> 73.3 percent of inmate survey respondents (n=341) believe their unit is clean on most days.

<sup>48</sup> Four phones were inoperable and one drinking fountain.

<sup>49</sup> Extra units will also be available to swap out with washers and dryers that need maintenance.

<sup>50</sup> Medical facilities consisted of a nurse's station, exam rooms, infirmary beds, a pharmacy, a lab area, a tele-med room, and waiting room areas.

<sup>51</sup> The facilities were noted to be clean and well organized.

## Staffing

- Staffing levels at RCI are 1 full time doctor, 1 Healthcare Administrator, 2 nurse practitioners, 15 RN nurses, 5 LPN nurses, 3 dentists (one full-time and two part-time), 3 dental assistants, 1 hygienist, 1 phlebotomist, 3 full-time HIT's, 1 diet tech, 1 Quality Assurance Coordinator, 1 mobilex for radiology, 1 assistant to the healthcare administrator, 1 optometrist, and 1 podiatrist.
- There was one vacancy at the time of the inspection.<sup>52</sup>
- Contract staff in medical consists of HIT's, phlebotomy, radiology, optometrist, podiatrist, and diet tech (Aramark staff).
- Staff relayed that medical services does well with teamwork and patient care.

## Access to Medical Services

- Medical provides a health fair to the inmate population annually.
- A high number of inmate survey respondents relayed that they see the nurse within two days after filling out a health service request form (sick call slip).<sup>53</sup>
- A formal kite log is kept by medical noting 57 kites received by medical in the past six months with no backlog.
- Focus group participants relayed that they feel comfortable talking with the medical staff at RCI and that healthcare request forms are usually responded to within a couple of days.
- Focus group participants relayed that some aspects of medical that could be improved were to do away with copay for medical services, the consults that are held at collegial review, medication to address pain.

## Quality

- A full internal management audit was conducted on April 25-26, 2017. The auditors noted that the medical department at RCI continues to be very organized and runs well.
- Nursing staff relayed a concern of delivering medical services for eye exams and dental emergencies.
- Staff relayed that medical could always use extra space in the medical department with all the staff, clinics, and chronic care groups.
- Overall, inmate focus groups were very positive regarding medical staff, especially towards the nurses and doctors and the staff being respectful.
- Staff relayed that they participate in quarterly interdisciplinary meetings, which is in compliance with DRC policy.
- Staff focus group relayed a need for a medical vehicle with a gurney available for inmates needing to be transported from the dorms to medical.

<sup>52</sup> The vacancy was for one licensed practical nurse.

<sup>53</sup> 65.3 percent of inmate survey respondents (n=303) reported that they see inmates within two days of filling out a health service request form (sick call slip).

- Staff relayed that patient satisfaction meetings occur quarterly, which is in compliance with DRC policy.
- A high number of inmate survey respondents reported satisfaction in the quality of care they are receiving from medical.<sup>54</sup>
- There have been 48 informal complaints filed related to medical in the past 6 months, the most common complaint noted was regarding co-pays.
- Collegial reviews to review inmate medical cases on the consult log are completed weekly.
- Since 2014, RCI has had five inmate deaths.<sup>55</sup>

### **Sick Call & Chronic Care**

- In the past six months, there were 2,610 inmates seen on Nurse Sick Call.
- In the past six months, there were 2,083 inmates seen on Doctor Sick Call.
- There are 635 inmates currently on chronic care.
- A high number of inmate survey respondents that are on chronic care reported that they do see medical regularly.<sup>56</sup>
- There was a total of 476 inmate appointments scheduled for chronic 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, programming, and critical incident data in addition to quality of services. Overall, the CIIC inspection team rated mental health services as **GOOD**.

### **Caseload**

- There were 344 inmates on the mental health caseload, or 17.0 percent of the total inmate population. Of the total, 111 inmates were classified as seriously mentally ill (SMI).

### **Facilities**

- The mental health facilities were observed to be clean and orderly. Staff relayed space is an issue.
- The crisis cells were noted to be in need of improvement with poor visibility.

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<sup>54</sup> 80.5 percent (n=308) inmate survey respondents reported satisfaction in the quality of care provided by the nurses in medical, 79.3 percent (n=270) inmate survey respondents reported satisfaction in the quality of care provided by the doctor(s) in medical, and 75.1 percent (n=273) inmate survey respondents reported satisfaction in the quality of care provided by the dentist in medical.

<sup>55</sup> Since 2014, RCI had three unexpected inmate deaths, one suicide, and one homicide.

<sup>56</sup> 61.5 percent (n=143) of chronic care inmate survey respondents reported they see medical regularly.

## Staffing

- Staffing levels appear inadequate to meet the clinical needs of the institution population with the noted five vacancies pending.
- Staffing consist of two psychologist, no psychiatrist, one NP, two registered nurses, one psyche assistant, one LSW, One LISW (who is the mental health administrator), one social worker, and two contracted HIT positions.
- Staff relayed that they do have recruitment strategies to try to get the current vacancies filled.

## Access to Mental Health

- A high number of inmate survey respondents reported they felt that they have access and are able to utilize mental health services and programs.<sup>57</sup>
- There are no special missions (ITP, RTU, reception, etc.) for the mental health department at RCI.

## Programming

- RCI offers mental health programming for inmates. At the time of the inspection, six mental health groups were being offered of which three are evidenced based Mental Health programming.<sup>58</sup>
- In the past 90 days, 93.8 percent of treatment programs scheduled have been conducted, which is exceptional.<sup>59</sup>
- Staff provides programming to SMI inmates in TPU units.<sup>60</sup> .

## Critical Incidents

- There was one completed suicide since January 2014.
- There was two suicide attempts in the past year.

## Quality

- A full internal management audit was conducted on April 25-26, 2017. The auditors relayed two concerns related to mental health.<sup>61</sup>

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<sup>57</sup> Of inmate survey respondents at RCI, 60.0 percent (n=145) feel that they have adequate access to mental health services.

<sup>58</sup> Mental Health Groups being offered at the time of the site visit are Mindfulness, Anger Management, Mind over Matter, IMR, and Seeking Safety.

<sup>59</sup> 60 out of the 64 scheduled groups were held.

<sup>60</sup> Treatment programming for SMI inmates are medication management and anger management.

<sup>61</sup> One concern noted by the audit team for the Internal Management Audit was to ensure that the mental health diagnosis of an inmate in DOTS matches the diagnosis in the ECW record and the second concern was to ensure that all new inmates arriving at RCI receive orientation on mental health awareness.

- A high number of inmate survey respondents reported satisfaction with the quality of care provided by the mental health department at RCI.<sup>62</sup>

#### **D. RECOVERY SERVICES**

CIIC's evaluation of recovery services in a correctional environment focuses on cleanliness of facilities, staffing, participation and outreach of inmates, and access. Overall, the CIIC inspection team rated recovery services as **GOOD**.

##### **Facilities**

- The recovery service facilities were noted to be clean and organized.
- The facility appears to have sufficient space for staff to conduct clinical duties.
- RCI did not have a designated recovery services housing unit at the time of the inspection, but staff conveyed they are looking at putting recovery staff in one of the units. This could be the making of a Therapeutic Community.
- Inmate records are kept electronically and there are no longer any paper files.

##### **Staffing**

- Staffing levels appear sufficient to provide adequate recovery service programming.<sup>63</sup>
- There was one staff vacancies at the time of the inspection.
- The recovery services staff does not have HIT support or utilize any other contract staff.
- RCI has three community volunteers that facilitate AA/NA meetings and are at the facility on a weekly basis.

##### **Participation and Outreach<sup>64</sup>**

- RCI's recovery service department has a strong presence and staff are well incorporated into the institution. Additionally, staff have exceptional communication and support from other departments.
- RCI recovery service department offers programming to include: Treatment Readiness Program, Intensive Outpatient Program, and Recovery Maintenance Program.

<sup>62</sup> 65.1 percent (n=192) inmate survey respondents reported satisfaction with the quality of care received from the mental health department.

<sup>63</sup> Staff consists of five counselors and one supervisor.

<sup>64</sup> 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 inmates are in need of addiction services. Inmates 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.

- The staff relayed that they do offer SAMI groups but the program is currently on hold because of reduced mental health staffing.
- Staff reported that there have been 124 treatment groups scheduled within the past 90 days and 121 have been held.
- The recovery service supervisor reported that tracking retention has helped in trying to retain inmates in recovery services.
- Staff relayed there are currently 274 inmates on the waitlist for recovery services programming.
- Staff relayed there are currently 35 inmates enrolled in formal treatment programming.
- Staff relayed that in FY 2015, there were 51 inmates enrolled in recovery services programming, which should increase with new staffing levels.
- The recovery service department does reach out to inmates who are found guilty of Rule 39's<sup>65</sup> and provides recovery programming for SMI's and LPH inmates.
- A good number of inmates participate in Alcoholics Anonymous and Narcotics Anonymous.
- Staff reported that there are currently three inmate program aides at this time.

### Access

- Over half of Inmate survey participants reported they are not able to get in to recovery services programs.<sup>66</sup>
- Staff relayed multidisciplinary meetings occur quarterly through the QIC (Quality Improvement Committee) process which is within policy.<sup>67</sup>

### Program Observation

- CIIC staff observed a recovery service group being held. The students were engaged and shared information that is assisting them with recovery. The program facilitator also shared some of the activities that the students in the group participate in and the impact that the information and activities have on the participants holding them more accountable and responsible in their recovery. The interaction between the students and the staff was good and there was a true interest shown by everyone focusing on recovery in a very therapeutic atmosphere.

## E. FOOD SERVICES

CIIC's inspection of food services included eating the inmate meal, and observation of the dining hall, food preparation area, the loading dock, and a documentation review for

<sup>65</sup> AR5120-9-06 defines Rule 39 as unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.

<sup>66</sup> 55.4 percent of survey participants (n=233) reported that they do not have adequate access to recovery services programming.

<sup>67</sup> In accordance with DRC 70-RCV-05, the Quality Improvement Committee shall review quality improvement activities to include utilization review, peer review, clinical review, and credentialing.

the main compound and the camp. CIIC also interviews the Food Service Manager. Overall, food service was rated as **GOOD**.

### Meal

- The meals sampled by CIIC was rated as good.<sup>68</sup> The portion sizes were sufficient and the quality of the main entrées were very good.
- The most recent staff evaluation of an inmate meal was rated as fair.<sup>69</sup>
- Negatively, 90.1 percent of inmate survey respondents (n=344) indicated that they were unsatisfied with the quality of the food served. The responses were slightly more negative than the responses that CIIC received during the 2015 inspection.<sup>70</sup> The most common reasons for inmate dissatisfaction with the food were the portion sizes and the quality of the meal.<sup>xxviii</sup> Inmate survey respondents also stated that their primary concern is the sanitation in the food service operations.<sup>xxix</sup>

### Dining Hall

- RCI has two dining halls on the main compound, a north and a south side.
- The tables and the floor of the main dining halls were clean and clear of debris.
- The serving lines were also clear of food particles. Although CIIC observed some water on the floor that near the serving line.

### Kitchen and Food Preparation Area

- The kitchen floor were clear of any excess food particles and debris.
- The kitchen prep tables were also clear of debris.
- The freezers and coolers appeared to be in good condition and there was no maintenance concerns.
- There were no maintenance concerns.

### Inmate Work Programs

- As of September 2017, RCI had 138 inmate food service workers. RCI offers an incentive plan to inmate workers that enables them to earn \$11.00 to \$21.00 per month in addition to their state pay.<sup>71</sup>

<sup>68</sup> The inmate meals were sampled on September 26 and 28, 2017. The September 26 meal consisted of a fish patty, pinto beans, peas, white bread, and an apple. The September 28 meal consisted of turkey sausage pizza, garden salad with ranch dressing, sugar cookie bar, and fruit.

<sup>69</sup> 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 provided by staff was the September 26, 2017 meal.

<sup>70</sup> During the 2015 inspection, 89.1 percent of RCI inmates interviewed were not satisfied with the food.

<sup>71</sup> Inmate state pay ranges from \$17 to \$24 per month depending on their job classification.

- On the day of the inspection, there were no inmates enrolled in their IN-2-WORK program.<sup>72xxx</sup> However, the food service staff planned to start a class in October 2017. According to staff, there were three graduates of the program during FY 2017.

### Food Service Contract Staff

- The food service contract staff consisted of 21 employees including one director, three assistant directors, and 17 hourly contract workers. The average length of service of the contract staff was 12 to 18 months. The Director had been at RCI for Since January 2015 and previously worked at other DRC institutions.<sup>xxxix</sup>
- According to the contract staff, they do not have any turnover concerns.<sup>xxxix</sup>
- The contract staff also relayed that they have had approximately no serving delays in the past 12 months.<sup>xxxix</sup>

### Food Service Management and Oversight

- A review of the employee sign-in log found that the administrative staff had made recent visits to the food service operations.<sup>xxxix</sup>
- In their most recent contract evaluation from the DRC, RCI received a compliance score of 91 percent.<sup>xxxix</sup> The food service staff received high grades for responding to inmate concerns, report writing, and securing of chemicals.<sup>xxxix</sup> However, concerns were relayed regarding food temperatures.
- A review of the food service kite log<sup>73</sup> found that most inmate kites were requests for jobs and requests to add additional items to the daily menu.

### Loading Dock

- The loading dock was clean and clear of debris.
- Staff relayed that the exterminator visits the facility bi-monthly.<sup>xxxix</sup>

More information regarding CIIC's inspection of food services can be found in the checklists 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**.

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<sup>72</sup> IN-2-WORK is provided by Aramark and includes both a classroom component and an on-the-job training. The curriculum is tailored to the special needs of inmates including classroom instruction and "on-the-job" training (where appropriate) for offenders to deepen their learning.

<sup>73</sup> 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.



## Facilities

- Physical facilities<sup>74</sup> appeared clean and were observed in use during each day of the inspection. The institution has two separate sides for recreation to allow more inmates to recreate at one time.
- There were no maintenance concerns during the inspection.

## Activities

- Inmates are offered a good variety of activities for recreation, including several organized intramural sport and tournaments. Overall, the recreation department offers a majority of recreation activities permitted, per policy, for Level 3 inmates.
- The recreation department has a music program on the north side and an art room on the south side.
- The recreation department has four inmate program assistant.
- Movies are made accessible and are rotated frequently.<sup>75</sup>

## Access

- Inmate survey respondents reported average satisfaction with access to recreation.<sup>76</sup> The main concern regarding recreation was not enough time.
- Recreation accessibility operates on a rotating schedule<sup>77</sup> and permits two pods to participate at a time on each side.
- Staff relayed that recreation is rarely shut down and if movement is temporarily modified due to an incident, activities are provided in the housing units.

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<sup>74</sup> Indoor recreation facilities consist of a gymnasium with one full basketball court, an equipment room, a workout room, a room for the art program (south side), and a music room (north side). Outdoor facilities consist of three basketball courts, a softball field, a football field, six handball courts, horseshoe pits, a track and pull-up/dip bars. North and South recreation generally have the same facilities.

<sup>75</sup> The institution has four movies which are rotated two times per week.

<sup>76</sup> CIIC's survey of RCI inmates (n=346) found that 48.3 percent of respondents were satisfied or neutral regarding their access to recreation.

<sup>77</sup> Recreation is open during the following morning times: 6:30-7:30 a.m. (south); 8-9:30 a.m. (south); 8-9 a.m. (north); 9:15-10:15 a.m. (north). In the afternoon and evening both sides are open from: 1-2:15 p.m.; 2:15-3:30 p.m.; and 6-8 p.m. Housing units 2A and J Dorm may attend any general population recreation time slot. The remaining housing units are scheduled for one time slot per day.

## **HEALTH AND WELLBEING RECOMMENDATIONS**

- Review medical staff's concerns regarding the need for additional space.
- Consider a review of strategies to address nursing staff concerns regarding dental emergencies and eye exams.
- Consider evaluation of Crisis Cells for better visibility.
- Review vacancies in staffing levels in the mental health department that appears to be very understaffed at the time of this site visit.
- Consider additional out of cell recreation time and activities.

## IV. FAIR TREATMENT

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

### A. STAFF/INMATE INTERACTIONS

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

- A high number of inmate survey respondents reported knowing how to report sexual harassment or abuse.<sup>78</sup>
- A high number of inmate survey respondents reported no abuse by staff.<sup>79</sup> For those respondents that relayed abused, the top noted type of abuse identified was physical.<sup>80</sup>
- A high number of inmate survey respondents reported that housing unit officers are professional.<sup>81</sup> In addition, a high number of inmate survey respondents reported that housing unit officers were helpful.<sup>82</sup>
- Over half of the inmate survey respondents reported that their Case Manager and Unit Manager were helpful.<sup>83</sup>
- Inmate open-ended survey responses relayed "one positive" aspect of the prison as: staff being helpful, the programs, it was clean, commissary, and having cells instead of being in open dorms.
- A moderate number of inmate survey respondents reported that they had been harassed or threatened by staff at RCI.<sup>84</sup> Top two reasons offenders noted for harassment were 1) insulting remarks and 2) multiple shakedowns.
- Very concerning were the inmate "one change" open-ended responses that relayed inmate concerns regarding disrespectful staff, lack of staff diversity, recreation, need for more programs and education, food service, maintenance issues and the time it takes to fix them, the visitation scheduling process, and the need for more phones.
- Some inmate focus group participants reported that some of the security staff were disrespectful and concerns that the quality of food in the chow hall was not good.

<sup>78</sup> 77.2 percent (n=333) survey respondents relayed knowing how to report sexual harassment or abuse.

<sup>79</sup> 78.9 percent (n=341) inmate survey respondents reported no abuse by staff.

<sup>80</sup> Out of the low number of inmates that reported any type of abuse, 89.3 percent (n=75) of those inmates relayed physical abuse.

<sup>81</sup> 69.0 percent (n=335) inmate survey respondents reported housing unit officers are professional.

<sup>82</sup> 62.7 percent (n=335) inmate survey respondents reported housing unit officers were helpful.

<sup>83</sup> 59.3 percent (n=305) inmate survey respondents reported their case manager was helpful and 51.1 percent (n=262) reported the unit manager was helpful.

<sup>84</sup> 48.8 percent (n=336) inmate survey respondents relayed that they had been harassed or threatened by staff at RCI.

## B. INMATE GRIEVANCE PROCEDURE (IGP)

CIIC's evaluation of the inmate grievance procedure<sup>85</sup> includes a review of a random sample of informal complaints and grievances, inmate survey responses, and data analysis. Overall, CIIC rates the inmate grievance procedure as **GOOD**.

### Access

- A high number of survey responses indicated that they have access to informal complaints.<sup>86</sup>
- Inspector's report logs reflected inspector rounds being conducted in areas to include food service, education, mailroom, property vault, restrictive housing, medical, library, warehouse, barbershop, and limited privilege housing unit.
- The inspector stated that because of the level 3 movement, he passes inmates over to his office or he talks with them during his rounds on the compound.
- The Inspector relayed that orientation is conducted with new staff and inmates to educate on the grievance procedure.
- The grievance procedure is covered in the inmate handbook in English and Spanish.
- In the full internal management audit conducted on April 25-26, 2017, the auditors relayed one concerns related to the grievance procedure.<sup>87</sup>
- The inspector receives inmate kite communication relaying concerns regarding legal kits, property, phone issues, mail, requests for grievance forms, RIB, hygiene, and clothing.
- The Inspector relayed that the three top most frequent grievance complaints by the inmate population in CY 2016 was personal property, staff interaction with inmates (supervision of inmates), and mail/packages.
- A moderate percentage of inmate survey respondents reported that they felt prevented from using the grievance procedure at some point.<sup>88</sup>
- Negatively, a low number of inmate survey respondents reported knowing who the Inspector was.<sup>89</sup>
- Concerning inmate survey respondents who reported that they had not used the grievance procedure noted that the top two reasons were "Grievance procedure does not work" equal to "Staff retaliation."

<sup>85</sup> 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.

<sup>86</sup> 67.6 percent (n=339) of inmate respondents reported having access to informal complaints.

<sup>87</sup> The one concern noted by the audit team for the Internal Management Audit related to the grievance procedure was to ensure that RCI needs to ensure that Informal Complaints are available at the Officers' stations, as well as in the sergeants' office in the unit.

<sup>88</sup> 48.7 percent (n=337) inmate survey respondents reported they felt that staff would not let them use the grievance procedure at RCI.

<sup>89</sup> 21.4 percent (n=341) of inmate survey respondents reported knowing who the Inspector at RCI was.

## Informal Complaints

- Of the total informal complaints for CY 2016, only 3.4 percent of the responses received were outside of the seven day timeframe mandated by DRC administrative rule, which is excellent in comparison to the DRC percent average allowed. The Inspector conveyed that most of the late responses were due to supervisor vacancies that have since been filled.
- Upon review of a random number of informal complaint responses, there were noted concerns of the lack of quoting policy, ensuring issues are being addressed appropriately, and staff providing the inmate an explanation of decisions made to ensure issues are addressed thoroughly.
- Negatively, a low percentage of inmate survey respondents reported feeling that informal complaints are dealt with fairly at the institution.<sup>90</sup>

## Grievances

- The Inspector relayed that there were a total of 171 grievances filed in CY 2016.
- The Inspector relayed that \$953.57 was the amount paid out to inmates for court of claims grievances for CY 2016.
- A low number of inmate survey respondents reported they felt that grievances were handled fairly at the institution.<sup>91</sup>
- There were 38 Personal Property grievances, 37 Staff/Inmate Relation grievances, and 18 Mail/Packages grievances filed for CY 2016.

## Oversight and Accountability

- The Inspector relayed that RCI will be soon going to the new paperless grievance process where inmates will be using the Kiosk machines to file complaints instead of using paper forms to file informal complaints and grievances.
- The Inspector offered a suggestion of improving the Inspector's role would be to have an assistant Inspector.
- The Inspector relayed that there is an opportunity afforded to discuss issues/trends related to the grievance procedure and inmate complaints during executive staff meetings, operations meetings, and department head meetings.
- The Inspector relayed suggestions to improve the grievance procedure would be getting the new grievance process up and running, provide training to staff and inmates on the process, and getting all resources established to be effectively operational for the transition from the paper to paperless process. In addition, the Inspector felt that reiterating to staff to refer to policies in their informal complaint responses would enhance the inmate's understanding and perception of the complaint process and decisions made.

<sup>90</sup> 11.4 percent (n=211) of inmate survey respondents relayed they felt that informal complaints were dealt with fairly at the institution.

<sup>91</sup> 10.9 percent of survey respondents (n=192) reported that they felt the grievances were handled fairly at RCI.

### C. TRANSITIONAL PROGRAM UNIT

The transitional program unit (TPU), formerly known as segregation, consists of restrictive housing, extended restrictive housing, and limited privilege housing (LPH) inmates. CIIC's evaluation of the TPU consists of an observation of the unit and evaluation of the population. CIIC rates the transitional program unit as **GOOD**.

#### Population

- Staff provided a restrictive housing tracking mechanism (unit roster) that provides a good amount of information.<sup>92</sup>
- According to the unit roster, there were 267 inmates (13.2 percent of the institution population) assigned to the transitional program unit including 52 inmates that were assigned to restrictive housing. In comparison, there were 139 inmates in restrictive housing (formerly segregation) during the 2015 inspection.<sup>xxxviii</sup>
- Of the total TPU population, 53.2 percent were classified as black, 43.1 percent were classified as white, and 3.7 percent was classified as other. The TPU population was in line with the institution population.
- Also, 21 inmates were classified as extended restrictive housing inmates. Two of the inmates had been in the TPU since March 2017 and were waiting to be transferred to a higher level institution.<sup>xxxix</sup>
- There were 56 inmates assigned to the TPU for refusing to accept their cell assignment. Additionally, 28 TPU inmates were classified under protective control.
- Additionally, 62 inmates or 23.2 percent of the TPU population were on the mental health, which was higher than the percentage of inmates on the institution mental health caseload.

#### Conditions

- RCI TPU inmates are housed in three separate two-tiered housing units. Restrictive housing inmates are assigned to 5A and 9-house. Limited privilege inmates are assigned to the 5B housing unit.
- Cells in each unit had its own sink and toilet, with separate showers for each range.
- Overall, the conditions of each unit appeared to be clean and well maintained. Although units 5A and 5B were well lit, the lights in 9-house lights seemed dim.
- Most of the cells appeared to be clean and orderly. Cleaning chemicals were stored in a separate area. Staff relayed that there were no maintenance concerns.
- Regarding recreation, the 5A housing unit has one outdoor recreation cage and four indoor recreation cages. Each of the recreation areas is equipped with pull-up and dip workout stations. The 9-house recreation area includes one indoor and one outdoor recreation cage. Each of the areas are equipped with pull-up and dip stations.

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<sup>92</sup> The roster tracks inmates by disciplinary status, rule violation, the date that the inmate came into the restrictive housing unit, mental health status, and STG status. All of this is important information for ensuring the orderly management the population.

- Limited privilege inmates have access to the gym and outdoor recreation yard that are used by general population inmates. However, the LPH inmates do not use the recreation facilities at the same time as the general population inmates.

### Staff Accountability

- There were no cell security issues.<sup>93</sup>
- The review of the restrictive housing log sheet indicated that officer rounds are being fully completed.
- A review of the restrictive housing sign-in log indicated that most administrative staff consistently made their rounds.

### Critical Incidents

- Use of force incidents often occur in the TPU. In the past six months, there have been a total of 97 use of force incidents including six planned use of force incidents.<sup>94</sup> Of the total incidents, 45 uses of force involved inmates who were scheduled to be transferred to a higher level facility.
- Flooding of cells rarely occurs. In the last six months, there were only six incidents involving inmates that flooded their cells.<sup>x1</sup>
- Also, there have been six incidents in the last six months when the disciplinary meal (“meal loaf”) was served.<sup>95</sup>

### Programming/Activities

- LPH inmates are allowed to attend programming outside of their unit with an approved pass.<sup>xii</sup>
- TPU inmates have access to the several programs related to mental health, education, religious services, and anger management.<sup>96</sup> The number of available programs for the restrictive housing inmates was a significant improvement from the 2015 inspection.
- Mental Health staff conducts weekly rounds and evaluations of inmates. The evaluations are conducted in a separate room that is located on the unit.<sup>xiii</sup>
- Inmates in the LPH unit have access to four telephones.
- Restrictive housing inmates are permitted to make phone calls once every 30 days with approval from staff.

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<sup>93</sup> Cell security issues would include inmates attempting to block cell windows or cell door windows, STG related graffiti, attempting to jam the locks or place material in the cuff-ports, or excessive clotheslines or towels on the floor.

<sup>94</sup> Planned use of force incidents are cell extractions for inmates that refuse to be removed from their cell.

<sup>95</sup> Per DRC policy 60-FSM-05 (“Alternate Meal Service”), the DRC provides an alternative meal service to an inmate for the following reasons: 1. misuse of food, serving trays, or eating utensils; 2. Refusing to return uneaten food, serving trays, dishes or eating utensils when ordered to do so by staff; 3. Destroying a serving tray or throwing a tray of food; or 4. Using food and/or water containers to hold or throw other substances, such as water or human waste products.

<sup>96</sup> The TPU programs includes Mental Health, Table Time, Education, Chaplain, Inmate led pro-social activity, Recovery Services, Library, Anger Management, and Medication Education.

- LPH inmates have access to a bookcase for reading material.
- According to the employee sign-in log, the medical staff are a consistent presence on the unit and conducts rounds every shift.
- Educational staff logged weekly rounds to the restrictive housing unit in the past 30 days.

### **FAIR TREATMENT RECOMMENDATIONS**

- Consider evaluating inmate concerns regarding staff/inmate interactions and develop strategies to address.
- Consider evaluating inmate concerns regarding perception of the grievance procedure.
- Consider placing the Inspector's picture in the units to increase inmate awareness of Inspector.
- Consider a method to develop consistent office hours to be held by the Inspector to allow inmates more accessibility.
- Consider the Inspector's office need for more staff support with the transition of the new grievance process.



## V. REHABILITATION AND REENTRY

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

### A. REENTRY PLANNING

CIIC's evaluation of reentry planning<sup>97</sup> includes interviews of staff,<sup>98</sup> a document review of Offender Transitional Release Plans,<sup>99</sup> and inmate survey responses. Overall, CIIC rates the reentry provisions as **GOOD**.

#### Staff Accountability

- Staff reported the unit staff consists of: 5 unit managers, 9 case managers, and 12 correctional counselors/sergeants, and 4 unit secretaries. There are currently two unit manager vacancies that are currently in the hiring process.
- The unit management chief relayed that case managers are expected to facilitate reentry approved programming.
- The UMC relayed that they are a pilot program for providing reentry programming through on-line video classes.
- Case manager focus group relayed that teamwork and running programs were things that the unit staff do well at RCI.
- Case manager focus group relayed that their biggest day to day obstacles were time, program space, and the need for better communication with management.
- Case manager focus group suggested "revamping" ORAS would help improve communication and consistency as it was too redundant and time consuming
- RPLANS were reviewed, no noted missing information was found and the UMC double checked to ensure that information was consistent with information inmates were noted to have received.<sup>100</sup>

<sup>97</sup> Reentry planning requires pervasive attention to individualized 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 considers the amount and types of offender access to unit programs and purposeful activities, inmate contact with local community representatives, and staff accountability related to reentry processes and unit life.

<sup>98</sup> CIIC inspection process includes interviews of the Reentry Coordinator (RC), the Unit Management Chief (UMC), and available Case Managers (CM).

<sup>99</sup> An offender transitional release plan is a checklist identifying an offender has housing, transportation, community linkage, an ID card and other resources necessary for preparing the offender to be released back in to the community.

<sup>100</sup> RPLANS reviewed had information provided to the inmate being released regarding housing, ID, transportation, community linkage, mental health information, and recovery service information.

## Reentry Resources

- Staff relayed a reentry resource fair was held May 25, 2017 with outside agencies participating<sup>101</sup> and 115 inmates in attendance.
- A low number of inmate survey respondents relayed they knew where to find reentry information.<sup>102</sup> In addition, over half of offender survey respondents reported knowing how to find job, state ID, food, health care, recovery services, and education upon release<sup>103</sup> and a moderate number of survey respondents reported knowing how to find housing and county agency information upon release.<sup>104</sup>
- The Reentry Coordinator relayed that additional resources needed to provide better reentry assistance to inmates would be more program space, tablets for the staff, and smartboards for program rooms.
- A Reentry Coalition meeting was held on September 19, 2017 and participants included Ohio Legal Services, Ross County Sheriff's office, Ohio Department Regional Corrections, Paint Valley ADAMH, Regional Reentry Coordinator, community member, Ross County Health District, The Recovery Council, ODRC Office of Victim Services, and the staff from the Ross Correctional Institution.
- Items of discussion at the Reentry Coalition meeting on September 19, 2017 were: recruitment for more members in to the coalition, sending a "welcome home" packet to all Ross County inmates that will be returning to the community within 30 days, and making some addendums to the 5-year strategic coalition plan.
- Staff did relay that they are developing programs for education and recovery services on tablets for inmates.

## B. REHABILITATIVE PROGRAMMING

CIIC's evaluation of rehabilitative programming is based on a review of unit-based program enrollment and completion, on-site observations, and review of additional purposeful activities. Overall, CIIC rates rehabilitative programming as **ACCEPTABLE**.

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<sup>101</sup> Agencies attending the reentry resource fair included: Job and Family Services, child support, Miami Valley Housing Opportunities, Citizens Circle, Restored Citizens, Ohio Action Plan, Bureau of Motor Vehicles, Chillicothe Courts Liaison, Columbus Urban League, The Recovery Council, Talbert House, Chillicothe Urban League, Adult Parole Authority, and health care source.

<sup>102</sup> 37.7 percent (n=337) inmate survey respondents reported knowing where to find reentry information.

<sup>103</sup> 58.5 percent (n=325) inmate survey respondents reported knowing how to find a job upon release, 69.6 percent (n=329) inmate survey respondents reported knowing how to find a state ID upon release, 62.0 percent (n=326) inmate survey respondents reported knowing how to find food upon release, 55.8 percent (n=326) inmate survey respondents reported knowing how to find health care, 53.4 percent (n=309) inmate survey respondents reported knowing how to find recovery services, and 57.6 percent (n=321) inmate survey respondents reporting knowing how to find education upon release.

<sup>104</sup> 49.8 percent (n=327) inmate survey respondents reported knowing how to obtain housing and 46.5 percent (n=310) reported knowing how to obtain county agency information upon release.

### Unit-Based Programs

- RCI currently has five reentry programs being facilitated by unit staff at the time of this site visit.<sup>105</sup>
- The unit management chief relayed the Annual Needs Assessment for 2017 was currently being prepared.
- Inmate survey respondents relayed that one change they would like to see would be more programs, jobs and educational opportunities offered.
- A low number of Inmate survey respondents reported it being easy/neutral accessing a prison job.<sup>106</sup>
- The 2016 needs assessment survey identified quality of life issues as: not enough dayroom time, hard to contact family due to being locked down all day, hard for family to schedule visits, poor quality and quantity of food, grievance procedure not effective, difficult to prepare for release when lockdown all day, difficulty in accessing and using phones, nothing to do with time, and not enough programs in unit and education.
- A moderate number of inmate survey respondents relayed that staff had not talked with them about what programs to take while incarcerated.<sup>107</sup>
- A high number of inmate survey respondents relayed that it is easy/neutral to get in to unit programs.<sup>108</sup>
- RCI waitlist numbers for reentry programs are high but comparable with other level 3 institutions:

Program	Waitlist total	Program	Waitlist total
Thinking for a Change	431	Inside Out Dads	38
Cage Your Rage	157	Victim Awareness	222
Money Smart	69		

- RCI program current enrollment numbers for reentry programs:

<sup>105</sup> Reentry Approved Programs offered at RCI are: Cage Your Rage, Thinking for a Change, Inside Out Dads, Money Smart, and Victim Awareness.

<sup>106</sup> 32.1 percent (n=324) inmate survey respondents reported it being easy or were neutral about being able to get assigned a job.

<sup>107</sup> 43.2 percent (n=336) offender survey respondents reported that staff have not talked with them about what programs to take while incarcerated.

<sup>108</sup> 69.0 percent (n=316) inmate survey respondents reported it being easy/neutral to access unit programs.

Program	Number Enrolled	Program	Number Enrolled
Thinking for a Change	49	Inside Out Dads	16
Cage Your Rage	11	Victim Awareness	51
Money Smart	9		

- RCI program completion numbers for reentry programs in 2016:

Program	Completions	Program	Completions
Thinking for a Change	49	Inside Out Dads	9
Cage Your Rage	25	Victim Awareness	15
Money Smart	17		

**Additional Purposeful Activities**

- RCI has purposeful activities.<sup>109</sup>
- RCI has three inmate groups<sup>110</sup> to include Going Home for Good, Jaycees, and the Gavel Club.

**C. FAMILY ENGAGEMENT AND COMMUNITY CONNECTIONS**

CIIC’s evaluation of family engagement and community connections consists of review of family-oriented activities, survey results, and data review. Overall, CIIC rates family engagement and community connections as **GOOD**.

<sup>109</sup> RCI has purposeful activities to include: AA/NA recovery, Peace Education Program, WOTC program, medication education program, CDL prep, Active Parenting, Carey Guides, Communication Dynamics, Community Justice, Culinary Arts, Driver reinstatement, Empowered to Success, GED tutoring, Growing up Male, Inmate Challenge, Learn to Crochet, Laundry Program, NOW, Life Skills Reasonable Relationships, Transitional skills, TOPOCU, Computer Basics, and TP/New Directions. Religious Services programming includes Faith Based Programming, 7<sup>th</sup> Day Adventist bible study, One Community, Catholic Mass, Kairos, Ringer Revival, Jehovah’s Witnesses, Music Ministry, and bible studies.

<sup>110</sup> Inmate groups are authorized associations, affiliations, or clubs that are organized and operated by inmates under the supervision of an assigned staff member and provide pro-social activities.

## Family Connections

- RCI promotes offender communications with family, friends, and community through mail, email, phones, free envelopes, graduation of programs and family day.
- Over half of RCI inmate survey respondents relayed that they have had problems with the mail process.<sup>111</sup>
- A high number of survey respondents relayed having problems with the phones.<sup>112</sup> The top two noted reasons for having problems accessing the telephones were: “not enough phones” and “phones are broken”.
- Under half of inmate survey respondents reported having problems with visitation.<sup>113</sup> The top noted reasons for having problems with visitation if problems were indicated were: “Visiting scheduling process” and “Distance for Visitors”.
- RCI reported 62,808 community service hours for 2016.
- RCI has 181 active volunteers.<sup>114</sup>
- Staff relayed that RCI does facilitate unique opportunities and programs for familial engagement with the inmate population such as the Going Home for Good Program (Restorative Unit), as well as program graduations and religious services activities.
- Community Service projects currently at RCI include: Crayons to Computers, A Million Thanks Organization – writing letters to the military troops, RCI recycling project, Local School-Unioto High Schools, Shriner’s Hospital collect pop tabs, Bluebird Drama Club – building props for plays and Christmas in July for both Ohio Veterans Home, crocheting for local churches.

## On-Site Observation

- CIIC staff observed a Thinking for a Change Program. This program is a pilot program for utilizing video on-line programming connecting the facilitator and inmates by on-line programming. The students did not look engaged and seemed confused by some of the information being provided. There was some technical difficulties with the audio and visual of the equipment and at times the inmates could not see the facilitator. There were ten inmate participants. The program facilitator on line also did not appear to be engaged with the program and at times appeared bored. There was also no program evaluator present to evaluate this new method of delivering reentry programming to monitor the progression of the program. It might help to have someone present to be able to assess whether this new process will be an efficient and responsible way of delivering reentry programming.

<sup>111</sup> 53.2 percent (n=348) offender survey respondents reported having problems with mail.

<sup>112</sup> 68.7 percent (n=345) offender survey respondents reported having problems with phones.

<sup>113</sup> 44.0 percent (n=341) of inmate survey respondents reported having problems with visitation.

<sup>114</sup> Volunteers at RCI are active in mainly the religious service area, but also include areas such as recovery services and the units.

## D. ACADEMIC PROGRAMMING

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

- RCI education department offers Pre-GED, GED, ABLE, Special Education, vocational programs, and apprenticeship programs.
- RCI education department consists of one principal, one assistant principal, four academic teachers, four vocational/career technical teachers, one intervention specialist, one educational specialist, a librarian and a librarian assistant. There is currently one vacancy the education department for an academic teacher.
- The RCI education department does have a Cail lab that is equipped with twelve computers and all but two are reported to be working.
- Staff relayed that they are testing more for GED's but inmate movement is a barrier and the computer slows it down.
- The average ratio of student to academic teacher is 20 to 1 and 20 to 1 for career/tech teacher.
- RCI education department reported having 12 inmate tutors trained to assist other offenders develop better learning skills.
- The RCI principal shared that the staff in the education department and their hard work are what he is particularly proud of in terms of the education department.
- Reading room hours for the children's reading room in visiting are not being reported on the Educational Monthly Report per policy.<sup>115</sup>
- Staff relayed that some of the biggest challenges that the education department faces are getting students to class because of the level 3 movement and educational classroom space.
- A low number of inmate survey respondents relayed that it is easy or were neutral to get into academic programming.<sup>116</sup>

### On-Site Observation

- CIIC staff did not observe an educational program as the education department was on inter-session.

## E. LIBRARY SERVICES

CIIC's evaluation of literacy development in a correctional institution focuses on data analysis, a document review, direct observation of at least one program, and inmate survey responses. CIIC rates overall library services as **GOOD**.

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<sup>115</sup> DRC 76-VIS-04 states that reading room coordinators shall submit a monthly report to the Ohio Central School System Literacy Coordinator using the Education Monthly Report Form (DRC2311). Reading Rooms are located in the Visiting Room to provide

<sup>116</sup> 29.6 percent of inmate survey respondents (n=301) relayed it was easy or were neutral about the ease to get into academic programming.

## Library Facilities

- The library appeared organized and clean. The entrance foyer into the library needed some detailed cleaning and tiles replaced which was being taken care of during the site visit.
- The library has a seating capacity of 70 inmates but with the restrictive movement of a level 3 prison, only 26 are allowed in the library at a time.
- The RCI library is equipped with computers: Six Lexis Nexis, two reentry resource computers, and four word processors. One Lexis Nexis computer is currently not working but a work order has been submitted to get this computer repaired. There are also two typewriters available for inmates to utilize.
- The library did reflect secondary educational and ethnic section materials.
- The library advisory meeting was held on July 26, 2017 and was attended by the, the librarian, assistant principal, deputy warden of Special Services, a representative from unit management, and three inmate representatives.
- There are eight total library workers of which three of the eight are law clerks.
- The RCI library has a Reentry Resource Center that has two reentry resource computers and hand-outs are readily available in accordance with DRC policy.<sup>117</sup>
- The library total items identified for the month of August 2017 were 13,917 materials to include movies on VHS tapes, periodicals, books circulated, and interlibrary loan requests.
- The library currently has 85 magazines and 23 newspapers. These selections were made based upon inmate requests and responses to a library survey.

## Library Access

- The library schedule reflects two evening library sessions and weekend hours which is in compliance with departmental policy.<sup>118</sup>
- The staff reported that rounds are conducted on a weekly basis to the TPU (transitional program unit) and the LPH (limited privilege housing unit), which is in compliance with DRC 57-EDU-02.<sup>119</sup>
- The library schedule reflects the library being opened seven days a week, but inmates can only attend the session of their unit assigned time.

## Library Special Programs

- The library does publish a RCI Library Newsletter.

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<sup>117</sup> DRC 78-REL-05 states that the Reentry Resource Center in each institution shall contain the following mandatory information for offender access: Reentry Resource Guide, information available to apply for birth certificate, social security cards, military discharge papers, Veteran's administration materials, voter's rights information, other verified "service" information for reentry preparation, and driver's license information.

<sup>118</sup> DRC 58-LIB-01 states that library services shall be available to the inmate population daily to include evenings and weekends, which includes all satellite library locations.

<sup>119</sup> DRC 57-EDU-02 states to ensure the accessibility of education staff and continuity of services, a library staff member shall visit each special population housing unit at least weekly with the area's logbook signed for accountability.

## F. VOCATIONAL AND WORK SKILL DEVELOPMENT

CIIC's evaluation of the quality of vocational and work skill development and programming focuses on data analysis, a document review, direct observation of at least one program, and inmate survey responses. CIIC rates overall vocational and work skill development programming as **ACCEPTABLE**.

- RCI offers three Career-Tech programs.<sup>120</sup>
- RCI staff relayed the following enrollment and waitlist numbers for Vocational programs:

Program	Current Enrollment	Waiting List
Administrative Professional Services	14	136
Barbering	28	196
Carpentry	22	255

### Apprenticeship Programming

- Staff reported that RCI currently offers apprenticeship programs and has 14 inmate participants.<sup>121</sup>
- A high number of inmate survey respondents indicated it was difficult to get into vocational training.<sup>122</sup>
- RCI does not offer advanced job training.

## G. OHIO PENAL INDUSTRIES <sup>123</sup>

- There are no OPI shops available at Ross Correctional Institution.

<sup>120</sup> Vocational programs offered at RCI include: Barbering, Carpentry and APS (Administrative Professional Services).

<sup>121</sup> Apprenticeship programs offered at RCI include dog program, landscaping, and power plant.

<sup>122</sup> 75.9 percent of survey respondents (n=307) relayed it being difficult to get into vocational training.

<sup>123</sup> Penal industries are found within state and federal correctional institutions across the United States as opportunities for inmates to acquire job-related skills that will give them meaningful activity, increase their marketability for employment at release, and provide a product or service that may be used or needed by the prison system, other state agencies or governmental entities, or by firms within the private sector.



## **REHABILITATION AND REENTRY RECOMMENDATIONS**

- Consider developing reading room activities for children visiting parents and developing a tracking mechanism for reading room hours.
- Consider methods to increase vocational and skilled educational classes.
- Consider methods to increase apprentices participating in apprenticeship
- Consider increasing unit programming and reduce waiting list for inmates accessing programming.
- Consider reviewing inmate visitation and phone concerns.
- Consider implementing a program evaluation process for reentry programs.

## VI. FISCAL ACCOUNTABILITY

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

### A. FISCAL WELLNESS

CIIC's evaluation of fiscal wellness includes a document review of the institution budget status report, fiscal audits and an interview of staff regarding the implementation of cost saving initiatives, both those required by policy and those independently developed by staff. CIIC rates fiscal wellness as **ACCEPTABLE**.

#### Budget Overview

- According to their FY 2017 budget overview, RCI used 99.8 percent of their allocated budget.<sup>124xliii</sup> Institutional operational payroll accounted for 79.6 percent of their expenses, followed by medical payroll (5.9 percent), and operational supplies (3.3 percent).<sup>xliv</sup>
- The FY 2018 RCI allocated budget slight increased by nearly 1.1 percent from their FY 2017 allocated budget.<sup>125</sup>

#### Fiscal Audits

- In their most recent internal audit, RCI was compliant in each of their nine applicable Ohio mandatory standards for an overall score of 100.0 percent.<sup>126xlv</sup>
- In their most recent external fiscal audit, the External Auditor found four observations and concerns. The concerns were related to inaccuracies with to the MBE/EDGE account, the commissary and the cashier's office.<sup>127xlv</sup>

#### Overtime Management

- In FY 2017, RCI paid \$2,860,816.05 in total staff overtime costs, which was a 34.1 percent increase from FY 2016.<sup>128xlvii</sup>

<sup>124</sup> Based on the RCI Budget Overview, RCI spent \$42,877,962.20 of their FY 2017 allocated budget (\$42,959,492.91).

<sup>125</sup> The FY 2018 allocated budget for RCI is \$43,421,411.58 compared to \$42,959,492.91 for FY 2017.

<sup>126</sup> RCI was not compliant in the following Ohio Standards: 13-01 (Employee Activity Fund), 13-02 (General vouchers), and 13-09 (Asset Management System).

<sup>127</sup> The auditor found that eleven of the 15 reviewed transactions from the minority business enterprise (MBE)/encouraging diversity growth and equity (EDGE) account were inaccurate. The commissary had multiple vouchers and requests to purchase/purchase orders that were dated after the invoice date. The cashier's office concerns were regarding two inaccuracies with the inmate trust fund. The cashier's office also have inaccuracies with the CACTAS.

<sup>128</sup> In FY 2016, RCI paid \$2,133,265.07 in total staff overtime.

- Correctional Officer overtime costs accounted for 87.2 percent of the total cost. Additionally, the FY 2017 correctional overtime costs increased by 36.6 percent from FY 2016.<sup>129</sup>

**Inmate Property Loss Reimbursement**

- In CY 2016, RCI paid \$953.27 in property loss payouts which was a 53.9 percent decrease from CY 2015.<sup>130xlviii</sup> As of September 30, 2017, RCI had paid \$644.32 in property settlements and appeared to be on track to further reduce their property costs.<sup>xlix</sup>

**Infrastructure**

- The following capital projects were completed during FY 2017-2018:
 

○ Fire alarm replacement	\$2,600,000
○ Perimeter and high mask light fence upgrade	\$1,700,000
○ Paving	\$1,100,000
○ Standby generator replacement	<u>\$750,000</u>
	<u>\$6,150,000</u>
  
- The following capital projects will be completed during FY 2018:
 

○ Sally port lock key project	\$13,500,000
○ Chiller controls and boiler replacement	\$3,700,000
○ Segregation/TPU improvement (toilets and sinks)	<u>\$400,000</u>
	<u>\$17,600,000</u>
  
- The following capital improvement requests were submitted for future consideration:<sup>131</sup>

○ CCI/RCI water plant upgrade (water softening)	\$6,855,000
○ CCI/RCI sewer manhole repairs	\$5,625,000
○ Interior lighting upgrade	\$3,000,000
○ CCI/RCI water tower cleaning	\$2,635,000
○ RCI HVAC control upgrades	\$2,500,000
○ RCI ceiling tile and grid work replacement	\$2,500,000
○ RCI paving and fire access road	<u>\$1,500,000</u>
	<u>\$24,615,000</u>

<sup>129</sup> In FY 2016, RCI paid \$1,826,083.58 in correctional officer overtime.

<sup>130</sup> In FY 2015, RCI spent \$2,066.56 on property reimbursement costs.

<sup>131</sup> The capital improvement requests were submitted for FY 2019 through FY 2024.

**B. ENVIRONMENTAL SUSTAINABILITY**

CIIC’s evaluation of environmental sustainability includes a document review of the utility bills and an interview of staff regarding the implementation of cost saving initiatives, both those required by policy and those independently developed by staff. CIIC rates environmental sustainability as **GOOD**.

**Utility Conservation**<sup>132</sup>

- Overall, RCI increased their total utility costs by \$37,046.97 (4.1 percent) in FY 2017. The only increase was regarding their natural gas costs which increased by 24.1 percent.<sup>i</sup> In comparison, RCI reduced their electrical costs by 3.4 percent.
- RCI increased the use of natural gas by 17.6 percent. However, they decreased their electrical usage (0.8 percent decrease).<sup>ii</sup>
- A local water plant supplies nearby RCI with their water at no costs.
- The FY 2016-17 utility consumption and costs comparisons are illustrated in the following chart:<sup>iii</sup>

Energy Type	FY 2016	FY 2017	Percentage of Change
<b>Water</b> <sup>133</sup> (gal)	N/A	N/A	N/A
	N/A	N/A	N/A
<b>Natural Gas</b> (ccf)	47,936 gal	56,380 gal	17.6%
	\$246,231.97	\$305,561.20	24.1%
<b>Electric</b> (kwh)	7,781,400 kwh	7,722,000 kwh	-0.8%
	\$647,920.24	\$625,637.48	-3.4%
<b>Total Costs</b>	\$894,152.21	\$931,198.68	4.1%

**Recycling**

- In FY 2017, RCI recycling projects resulted in \$10,209.45 of revenue which is an 88.7 percent increase from FY 2016.<sup>134iii</sup>

<sup>132</sup> The DRC established a goal for each institution to reduce its annual utility costs by five percent. Natural gas, water and electricity are the primary utilities targeted for reduction of use. The costs and usage totals provided by RCI staff does not include the most recent gas and water bill.

<sup>133</sup> RCI has a treatment plant that provides water for the institution and nearby Chillicothe Correctional Institution at no costs.

<sup>134</sup> In FY 2016, RCI received \$5,410.95 in recycling revenue.

## Sustainability Audit

- RCI conducted a sustainability audit which outlined additional energy conservation and waste reduction initiatives from FY 2016.<sup>liv</sup>

## Sustainability Cost Avoidance

- No additional data provided.

## Sustainability Programs

- According to staff, there were four inmates enrolled in the Roots of Success program.<sup>135</sup> However, the program is currently inactive due to inoperable computers. The issue is being addressed by RCI staff.
- There were no graduates from the program in FY 2017 due to the computer concerns. On the day of the inspection, RCI had four inmates enrolled in the current class.
- In addition to the Roots of Success program, RCI also has 48 re-claimers that earn \$17 to \$20 per month. RCI has an incentive pay program that enables inmate re-claimers to earn an additional \$21 per month.

## C. STAFF MANAGEMENT

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

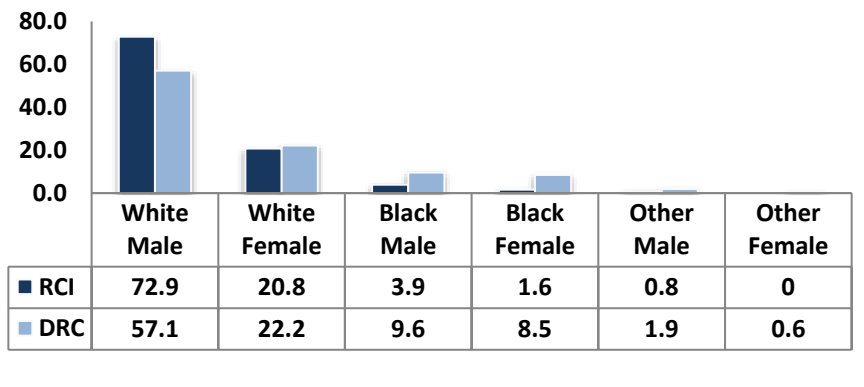
## Staff Demographics

- As of September 2017, RCI had 491 total staff including 336 correctional officers (68.4 percent). Of the total staff, 77.6 percent were male and 22.4 percent were female. Additionally, 93.7 percent were classified as white, 5.5 were classified as black, and 0.8 were classified as individuals of another race. The following chart compares the RCI staff breakdown to the DRC total staff breakdown as of September 2017:

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<sup>135</sup> According to the Roots of Success website, the Roots of Success is an activity-based curriculum that is facilitated by an instructor and taught in a classroom setting. The purpose of the program is to prepare inmates adults to become professionals and leaders who can access good green jobs upon release by improving environmental and social conditions in their institutions.

**Chart 5  
Staff Breakdown Comparison<sup>136</sup>  
As of September 2017**



- Also as of September 2017, the RCI inmate-to-officer ratio was 6.0-to-1 which is better than the DRC ratio of 6.9- to- 1.<sup>lv</sup>

**Workplace Environment**

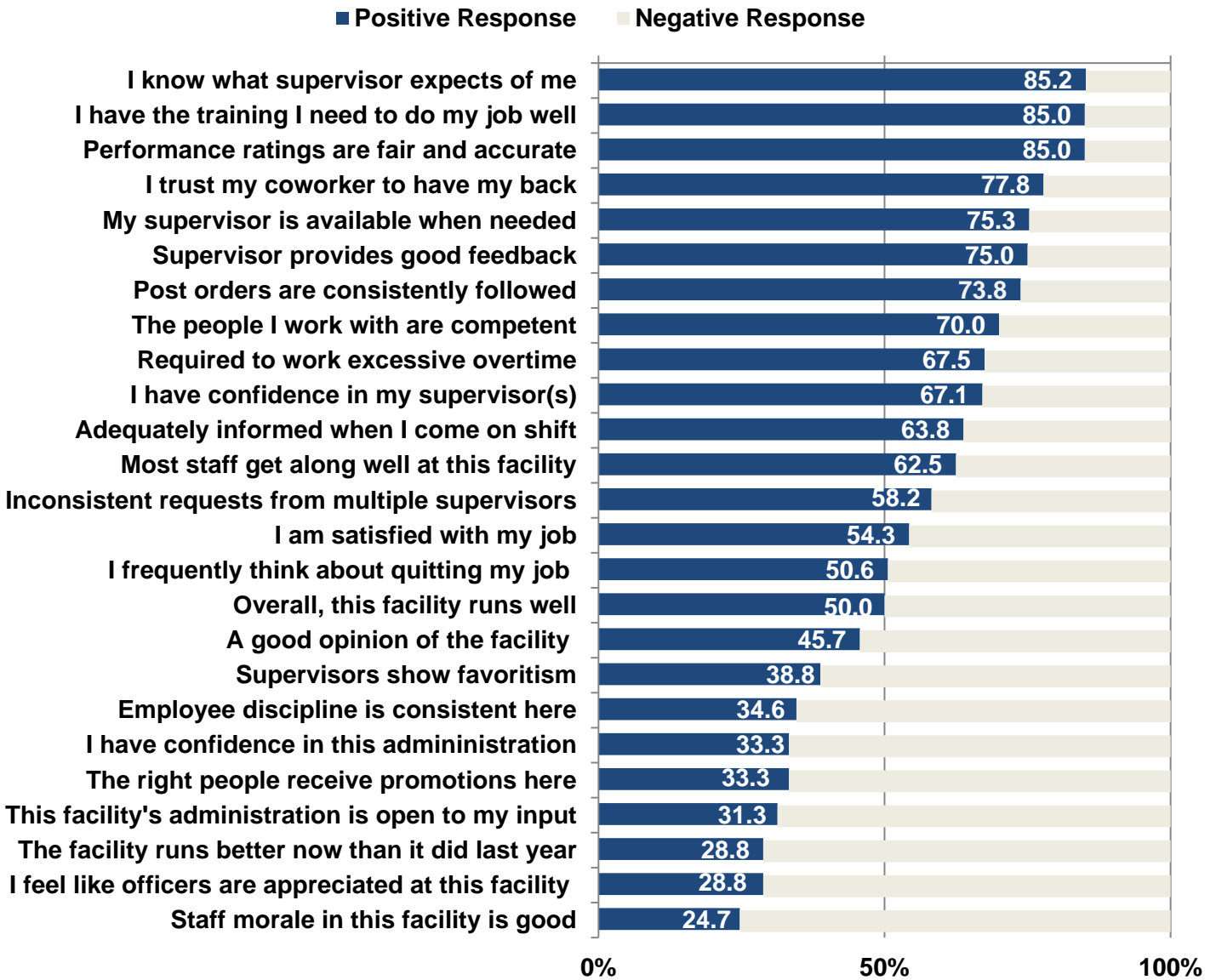
CIIC interviewed 13 correctional officers who provided the following insight regarding the RCI workplace environment:<sup>lvi</sup>

- Most of the officers believe the institution is well-run because of their ability to work well together to manage the facility.
- All of the officers interviewed feel supported by their immediate supervisor and most officers feel supported by their administration in regard to addressing any issues and concerns at the institution.
- The officers rated morale as “low.” Several officers believe there is an increase in inmate-on-staff assaults because of a younger and more disrespectful inmate population. Other officers relayed concerns regarding inconsistent communication between staff.

CIIC received 82 responses back from RCI correctional officers which only represents a small sample size of their staff. The survey responses were mostly mixed and indicate that officers have some concerns regarding their work environment.<sup>lvii</sup>

<sup>136</sup> According to their staff demographics, RCI has a significantly lower percentage black male and female staff in comparison to the DRC average.

**RCI Correctional Officer Survey Results:<sup>137</sup>**



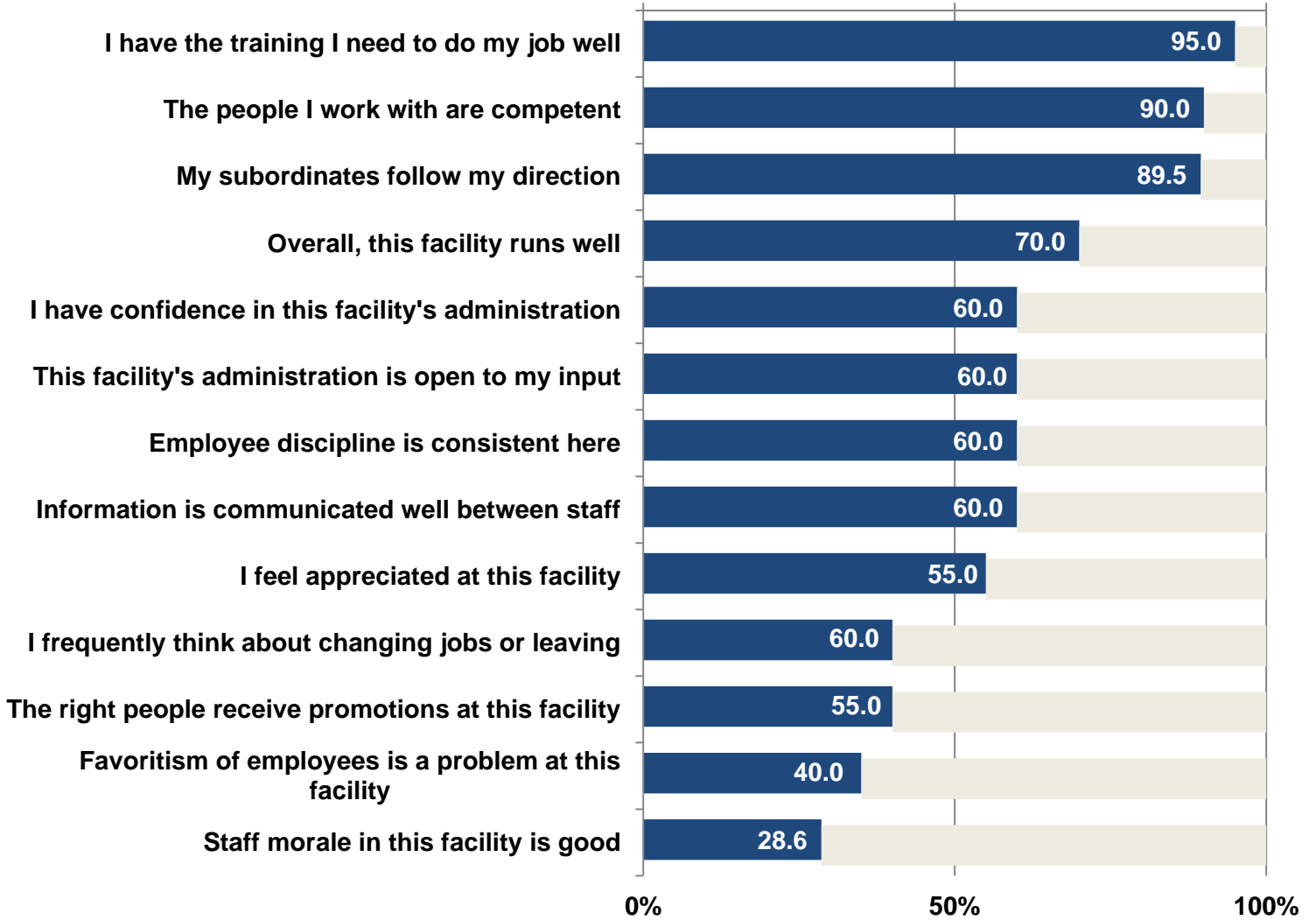
Officers provided additional feedback to two open-ended questions regarding one positive aspect of RCI and one change they would make they would make at RCI.<sup>lviii</sup> More information regarding the work place environment can be found in the checklists in the Appendix.

CIIC received 20 survey responses from RCI Supervisors. Although the supervisor survey responses were mostly positive, they also relayed a few concerns.

<sup>137</sup> Results are ranked in order most positive response.

**RCI Supervisor Survey Results:**

■ Postive Response    ■ Negative Response



Supervisors were given four open-ended survey questions to provide additional feedback related to their institution and managing their staff. More information regarding CIIC’s inspection of food services can be found in the checklists in the Appendix.

**Evaluations**

- In CY 2016, RCI staff completed 100 percent of their 494 performance evaluations.<sup>lix</sup> Of the total completed, 475 (96.2 percent) were completed within the required time period.



## Training<sup>138</sup>

- The FY 2017 RCI mandated training completion rates consisted of the following:<sup>lxi</sup>
  - OC-Spray: 100.0 percent<sup>139</sup>
  - E-Learning: 99.2 percent<sup>140</sup>
  - CPR/First Aid: 97.2 percent<sup>141</sup>
  - Defense Tactics: 97.2 percent<sup>142</sup>
  - Firearms Training: 93.0 percent<sup>143</sup>

## Turnover Ratio

- In FY 2016, RCI had a 6.9 percent total staff turnover ratio, which was a slight increase from 2015.<sup>144lxii</sup> However, the RCI turnover ratio was better than the DRC average. Most of the turnover was due to staff resignations.

## Vacancies

- On the day of the inspection, RCI reported 29 total vacancies which is more than the number of reported vacancies from the 2015 inspection.<sup>145</sup> Of the total vacancies, 12 were correctional officer positions.<sup>lxiii</sup>

## Recruiting and Retention Initiatives

- Staff conducts monthly interviews with correctional officer applicants to maintain a pool of candidates to choose from.
- According to staff, RCI recruiting initiatives includes attending job fairs and colleges to recruit new employees.<sup>lxiv</sup>
- RCI staff have also developed relationships with local universities regarding opportunities with the Department.

<sup>138</sup> 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. Institutions are only mandated to take CPR every other year. 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.

<sup>139</sup> All 413 staff successfully completed their training.

<sup>140</sup> 486 of 490 successfully completed their training. Four staff did not complete due to military leave.

<sup>141</sup> 458 of 471 successfully completed their training. 13 staff did not complete due to administrative leave, disability, military leave, or out on injury leave.

<sup>142</sup> 458 of 471 successfully completed their training. 13 staff did not complete due to administrative leave, disability, military leave, or out on injury leave.

<sup>143</sup> 322 of 346 staff successfully completed their training. 21 staff did not complete due to administrative leave, disability, military leave, or out on injury leave.

<sup>144</sup> In FY 2015, RCI had a turnover ratio of 6.3 percent.

<sup>145</sup> During the 2015 inspection, RCI reported 18 vacancies.

- All new hires have a second interview with the administrative staff and are given a tour of the facility prior to being hired.

### **FISCAL ACCOUNTABILITY RECOMMENDATIONS**

- Ensure all Ohio Standards and fiscal audit standards are met.
- Consider addressing correctional officer and supervisor concerns regarding that were relayed in the survey results.
- Consider additional recruiting initiatives to attract more minority and female applicants.

## **VII. APPENDIX**

### **A. INMATE SURVEY**

A voluntary, confidential, and anonymous survey of a representative sample of the prisoner population was carried out during this inspection on September 26, 2017.

The survey was administered using a systematic sampling method of inmates stratified by housing unit. A sample of 500 was selected from the institutional population of 2,023. The sample size was chosen with the goal of having a five percent margin of error.

At the beginning of the inspection, institutional staff provided a printout of inmates by housing unit to CIIC staff. CIIC staff selected every fourth inmate on each housing list printout. Staff explained the purpose of the survey, providing each inmate with the survey and an empty envelope. Inmates were directed not to write their name or number on the survey or envelope. After completion, inmates were instructed to place the survey in the envelope and place it in manila envelope provided by CIIC staff on the corrections officer's desk. The surveys were collected later the same day and/or subsequent day(s) from the housing unit officers.

In the sample, 440 surveys were distributed. 60 inmates were not present in their housing unit during the distribution of surveys. Two blank surveys and 350 completed surveys were returned, which represents 17.4 percent of the population.

The questions are replicated on the following pages. Counts are represented in questions 1 through 42. Questions 43 and 44 are open-ended questions and are typed out at the end of the report. With the number of returned surveys, we are 95 percent confident that the proportion of the population who agree with the closed-ended statements, is the number given plus or minus the margin of error of five percent.

The results from the survey form part of the evidence base for our report.

**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 this prison. Your participation in this survey is voluntary and anonymous. Please take a few minutes to complete the survey. Thank you.

Please mark within the boxes.

<b>Right Way</b>		<b>Wrong Way</b>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input type="checkbox"/>	OR	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>

**Q1 Is your housing unit clean on most days?**  
 Yes..... 250  
 No ..... 91

**Q2 On average, when do you see the nurse after filing a health service request (sick call slip)?**  
 Next day..... 27  
 Within 2 days ..... 171  
 More than 2 days..... 105  
 Never filed..... 43

**Q3 If you are on the chronic care caseload, do you see medical regularly?**  
 Not on chronic care caseload ..... 200  
 Yes..... 88  
 No ..... 55

**Q4 Overall, how satisfied are you with the quality of the care you get from the following:**

	Very Satisfied	Satisfied	Neutral	Unsatisfied	Very Unsatisfied	Never Used
Nurses	49	102	97	41	19	29
Doctor	35	83	96	32	24	61
Dentist	51	82	72	33	35	59
Mental Health	27	50	48	27	40	129

**Q5 How could medical services be better?**  
 203

**Q6 Do you feel you are able to use mental health services?**  
 I do not need mental health services ..... 198  
 Yes..... 87  
 No ..... 58

**Q7 Do you feel you are able to get into recovery services programs?**  
 I do not need recovery services ..... 109  
 Yes..... 104  
 No ..... 129

**Q8 How satisfied are you with recreation? (Choose ONE answer)**  
 Satisfied ..... 51  
 Neutral ..... 116  
 Unsatisfied ..... 179

**Q9 If you have a concern about recreation, what is it? (Choose all that apply)**  
 Do not have a concern with recreation ..... 80  
 Not enough time ..... 204  
 Number of activities ..... 148  
 Schedule not followed..... 78  
 Access denied by other inmates..... 30

**Q10 How satisfied are you with the food in the chow hall? (Choose ONE answer)**

<i>Satisfied</i> .....	5
<i>Neutral</i> .....	29
<i>Unsatisfied</i> .....	310

**Q11 If you have a concern with the food, what is it? (Choose all that apply)**

<i>Do not have concerns with the food</i> .....	12
<i>Quality of the meal</i> .....	281
<i>Lack of variety</i> .....	221
<i>Portion sizes</i> .....	281

**Q12 If you have a concern with food service operations, what is it? (Choose all that apply)**

<i>Do not have concerns with the operations</i> .....	41
<i>Sanitation</i> .....	214
<i>Inadequate substitutes</i> .....	152
<i>Enough time to eat</i> .....	150
<i>Running out of food</i> .....	149
<i>Delays in service</i> .....	118

**Q13 Do you know who the Inspector is?**

<i>Yes</i> .....	73
<i>No</i> .....	268

**Q14 Are you able to get the following:**

	Yes	No
Kites	319	21
Informal Complaints	229	110
Health Service Request Forms (sick call slips)	314	22

**Q15 Do you feel that the following are handled fairly at this institution:**

	Yes	No	Never filed
Informal Complaints	24	187	128
Grievances	21	171	141

**Q16 Have you ever felt that staff would not let you use the grievance procedure here?**

<i>Yes</i> .....	164
<i>No</i> .....	173

**Q17 If you have never used the grievance procedure, why not? (Choose ONE answer)**

<i>No problems / reason to use</i> .....	111
<i>Grievance procedure does not work</i> .....	135
<i>Staff retaliation</i> .....	135
<i>Form not available</i> .....	40
<i>Do not want to be a snitch</i> .....	33
<i>Do not know how to use</i> .....	12

**Q18 Do you feel safe from other inmates here?**

<i>Safe</i> .....	160
<i>Neutral</i> .....	140
<i>Unsafe</i> .....	36

**Q19 Have you been harassed or threatened by other inmates here?**

<i>Yes</i> .....	79
<i>No</i> .....	259

**Q20 If you have been harassed or threatened by inmates here, what was it? (Check all that apply)**

<i>I have never been harassed or threatened here</i> ..	219
<i>Insulting remarks</i> .....	61
<i>Sexual harassment</i> .....	16
<i>Racial or ethnic origin</i> .....	45
<i>Religion / religious beliefs</i> .....	17
<i>Age</i> .....	17
<i>Disability / medical condition</i> .....	12
<i>Having commissary / property taken</i> .....	39
<i>Debt / extortion</i> .....	28
<i>Offense / crime</i> .....	26
<i>You were new here</i> .....	42

**Q21 Have you ever been abused by inmates here?**

<i>Yes</i> .....	46
<i>No</i> .....	297

**Q22 If you have been abused by inmates here, what type of abuse was it?**

<i>I have not been abused here</i> .....	281
<i>Sexual</i> .....	11
<i>Physical</i> .....	40

<b>Q23 Have you been <u>harassed or threatened by staff here?</u></b>	
Yes.....	164
No.....	172
<b>Q24 If you have been <u>harassed or threatened by staff here, what was it? (Check all that apply)</u></b>	
<i>I have never been harassed or threatened here...</i>	161
<i>Insulting remarks .....</i>	132
<i>Sexual harassment .....</i>	21
<i>Multiple shakedowns .....</i>	128
<i>Racial or ethnic origin .....</i>	79
<i>Religion / religious beliefs .....</i>	25
<i>Age .....</i>	28
<i>Disability / medical condition.....</i>	18
<i>Offense / crime .....</i>	40
<b>Q25 Have you ever been <u>abused by staff here?</u></b>	
Yes.....	72
No.....	269
<b>Q26 If you have been <u>abused by staff here, what was type of abuse was it?</u></b>	
<i>I have not been abused here.....</i>	245
<i>Sexual.....</i>	8
<i>Physical .....</i>	67
<b>Q27 Do you know how to report sexual harassment or abuse?</b>	
Yes.....	257
No.....	76
<b>Q28 On most days, are your housing unit officers <u>professional?</u></b>	
Yes.....	231
No.....	104
<b>Q29 On most days, are your housing unit officers <u>helpful?</u></b>	
Yes.....	210
No.....	125
<b>Q30 Overall, is your <u>Case Manager helpful?</u></b>	
Yes.....	181
No.....	124
Do not know who this is.....	31
<b>Q31 Overall, is your <u>Unit Manager helpful?</u></b>	
Yes.....	134
No.....	128
Do not know who this is.....	76
<b>Q32 What type of prohibited substances are available at this institution? (Choose all that apply)</b>	
Prohibited substances are <b>NOT</b> available here....	152
Tobacco.....	56
Marijuana.....	48
Heroin.....	25
Cocaine.....	22
Suboxone (strips).....	48
Prescription pills.....	25
Alcohol / hooch.....	55
Refuse to answer.....	89
<b>Q33 What type of gang activity mostly occurs at this institution? (Choose all that apply)</b>	
Gang activity is <b>NOT</b> frequent at this institution....	108
Assaults.....	91
Theft.....	71
Extortion.....	78
Gambling.....	54
Sex Trade.....	21
Drug Trade.....	63
Refuse to answer.....	105
<b>Q34 Have staff talked with you about what <u>programs</u> to take while incarcerated?</b>	
Yes.....	145
No.....	191
<b>Q35 Do you know where you can find <u>reentry information?</u></b>	
Yes.....	127
No.....	210

**Q36 Do you know how to get the following after release?**

	Yes	No	N/A
Housing	163	164	17
Job	190	135	16
State ID	229	100	14
Food	202	124	16
Health Care	182	144	17
Recovery Services	165	144	31
Education	185	136	17
County agency information	144	166	22

**Q37 How easy or difficult is it to get into the following activities in this prison?**

	Easy	Neutral	Difficult	N/A
Prison Job	40	64	220	20
Vocational Training	16	58	233	31
Academic Programming	24	65	212	35
Unit Programs	127	91	98	24

**Q38 Have you had any problems with the mail?**

Yes.....	185
No .....	163

**Q39 Have you had any problems with the phones?**

Yes.....	237
No .....	108

**Q40 If you have had problems with the phones, what was it? (Check all that apply)**

<i>I have not had problems with the phones .....</i>	88
<i>Phones are broken .....</i>	189
<i>Not enough phones .....</i>	222
<i>Denied use by other inmates .....</i>	94
<i>Currently do not have phone privileges .....</i>	22

**Q41 Have you had any problems with visitation?**

Yes.....	150
No .....	191

**Q42 If you had problems with visitation, what was it? (Choose all that apply)**

<i>I have not had any problems with visitation .....</i>	136
<i>Distance for visitors .....</i>	110
<i>Visiting hours / schedule .....</i>	93
<i>Visit scheduling process .....</i>	114
<i>Visitor turned away .....</i>	66
<i>Visitor not approved .....</i>	61
<i>Visitation room officers are unprofessional .....</i>	64
<i>I do not have people who want to visit .....</i>	17
<i>Currently do not have visitation privileges .....</i>	26

**Q43 What is ONE positive aspect of this prison?**

294

**Q44 What is the ONE change you would most like to see here?**

311

**DO NOT WRITE YOUR NAME OR NUMBER ON THIS FORM**

## RCI Inmate Survey Open Ended Responses

### What is one positive aspect of this prison?

- Free time
- We have a good caring Sgt.
- The program block 8B has great opportunities
- Programming
- Program block 8B
- Cells, can get away from people when you want to be alone
- Going home for good program
- Going home for good programs really work if used properly
- Programs, vocational training
- Going home for good program unit 8B so far
- Some staff are nice and help out an inmate
- Commissary
- The commissary is pretty good but could be better
- Dog program
- It's close to my home
- Commissary is cheap
- The sports
- For most part the COs are okay, not real petty
- We get outside rec. here
- They have the barber program
- It's fair here overall
- Living in cells
- Privacy
- You usually get what you are supposed to get
- Outside movement
- Vocational schooling
- For the most part it is clean
- The cells
- Barber school
- Some inmates lookout for one another
- Recovery Services
- The movie channel
- You realize what is important and learn from your mistakes
- Microwave, good store to shop
- The staff do their jobs to better this prison every day
- School
- Saves lives
- Being in J Dorm
- Play good movies
- It motivates me to work harder to get out of prison
- The incentive pay
- J Dorm
- Vocational classes
- Opportunities to attend and participate in religious services/classes
- Being able to talk to unit staff and get some positive advice on how to handle situations correctly
- They help us understand what it means to look for a better life
- Most staff are helpful, understanding, and considerate when it comes to having serious family issues
- The church programs here, to have a Christian base prison would be a lot better. Less fighting.
- The people
- It is clean
- Spread out and newer facility
- Programs to help you better yourself
- Honor block
- I feel safe in 2A
- Religious Services are good, visitation
- The merit dorm, open cells all day
- It's close to home
- Chapel
- Gave me a chance to change my life



- Being able to go to my cell and get away from people in general
- The IHS, the nurses are professional and very nice, the COs could take notes.
- You know what to expect everyday
- Consistency
- Outside
- Work, there is jobs
- The yard is big
- You have privacy
- Close to home to me
- Microwaves in dorm
- Gave me a chance to stop what I was doing
- Being in a cell and not a dorm
- Having your own cell
- 1A is safe for inmates with my type of case. It is a safe camp for the most part
- It is that programs are given to those who want them
- Commissary
- It's safe than most
- You have a cell
- Job, change, programs
- This prison is fairly clean
- Be able to get out of cell
- Health care
- Dog program
- Fairly clean, inmates, personal staff
- Good commissary
- Low violence
- It's not wild as far as inmate violence
- They have a great recovery service and a lot of AA
- They have a good program in Recovery Services and they have housing units with some good programs
- I'm close to home
- Commissary
- Commissary is a good thing, if you have money
- Professionalism
- TC programs
- Safety
- Cells instead of dorms, CBT program
- Going home for good program
- Schooling
- Cells
- Not a lot of violence as other prisons I've been to
- Better food at chow hall
- This prison tries to allow inmates as much access possible to programs that help with rehabilitation
- Outside prison, good movie channel
- CO help me when I need them
- Commissary is decent
- Chances to get GED
- Unit programs
- Bluebird program
- Privacy
- Cells are a positive
- That the door locks after 8:30, safe
- Having a cell
- Having a cell
- Helps stay clean/drug free
- Good programs
- It is cleaner than most other prisons as far as the housing units go
- They keep the grounds very well maintained
- If you stay ticket free you are able to get in honor blocks
- Commissary
- I get to leave my cell and walk to the chow hall
- Cleanliness
- It has a lot of self-help programs
- We can have TVs in our cell
- There are good religious services here
- The mental health people are very helpful
- Commissary
- Visiting is alright

### What is one change you would most like to see here?

- Everything
- Processed food
- A real drug recovery program instead of being treated like were not human
- Change how gangs run this place
- Phones and more programs and jobs
- Dropping inmates with good reports even if they don't have a GED
- Inmates being treated like human beings
- The visit scheduling, make it easy to schedule a visit
- Better chow hall food
- I would want to see less [horrible] COs
- More phones added to blocks; availability to showers after rec.; more rec. time in and out of blocks
- Aramark
- Open all blocks
- Everything
- Phone access
- More recreation
- Food and staff disrespect
- Visiting scheduling
- More available vocational trades and people a chance for parole or early release
- The white shirt of 6H helping people when they ask him to change their cellmate because problems with cellmates happen all the time and when an inmate asks for a new cellmate to stop the problem it could help if he change the cellmate
- More rec. time
- Allow people to be reduced to Level 2 as long as their points indicate they should be reduced
- Loaner TVs for people that don't have one
- More vocational programs
- Enter acting with both ranges at dayroom
- Aramark leaving
- To open the camp back up
- Available, jobs, and school when we need it
- Not locked down all hours of the day and more phones
- Change the dayroom time to more time out of the cell
- All the racist CO/staff; bring back tobacco
- The COs
- That they fix the things that needs fixed faster like hot water and TVs
- A change in food services that will give us better food, bigger portions, and different varieties of meals
- One man cells for every inmate
- The fact that you can't get your transitional control if you aren't in computer class and barber school
- To get rid of the yellow jumpsuit thing, cause it's double punishment for use who come from other prisons
- More time out and more rec.
- With how long we are locked down everyone should have at least one TV in their cell
- More in house activities
- More jobs, better food, more of it
- More phones, more fundraisers better food variety
- Racism goes down
- For all this lock down stuff would go back like the old way were we all are out all day top and bottom ranges.
- Change these racist COs
- Food and respect from the COs
- Respect
- Officers often retaliate against inmates and lie for each other. I witnessed an officer kicking the heck

out of an inmate at an outside hospital. Said to me that he was going to do it before the inmate got there. The other inmate assaulted whiteshirt.

- Fog counts; LPH; staff attitude
- Open the prison up to be out all day
- Stop racism
- I think that this institution is very racist and I would like to see that change
- I would like LPH to be handled the right way
- More day room/privileges, I can't get into programs because I still have a lot of time left, feels like I can't better myself
- More black officers, and school teachers; Muslim services for the Muslims. We have none, no Imam for over two years.
- The officers be more professional and stop harassing and antagonizing inmates, and stop with the racist behavior
- To open the prison black up. Let top and bottom ranges back out and let us do our time peacefully.
- The freeze movement from 1:45-2:15. It takes away rec. time and is useless. There is no count at that time.
- Be able to get into school and programs more easier for people like myself who have a little bit of time to do who are trying to do schooling like get GED and programs to better myself as much as possible before I go home so I've got a future ahead of myself
- Any change
- Everything
- Open the prison we are locked down all day
- They need to really do something about the phones. It's unfair and if

you're white or not in a gang you can't really get on. Please look into that ASAP.

- More school jobs and programs for all inmates not just those going home within 18 months. More life oriented jobs and programs. Less gang activity more crack down on gangs.
- Help for inmates
- Everything
- Close it down
- Food service needs changing bad, they feed us what they want on any given day
- Being consistent on our recreational hours inside the block and outside the block
- More freedom from inmates; the racism from COs
- LPH units other prisons offer more privileges
- One man cells
- More respect from staff
- Mental health improvement and the care of transgenders, LGBTQI rights and treatment
- More free time
- More JPAY machines a better phone system (more phones)
- Dayroom hours longer
- Workout equipment is always broken. It takes forever to get fixed.
- Different food company
- Better food
- I would like if the COs don't go with the other COs without knowing the story
- Food at the chow hall
- The food service needs to change bad
- The food
- Vocational; job training; college classes especially for the Level 2s

- That Level 2 are treated as Level 2 not Level 3
- Privileges by being a Level 2
- Yard day
- Outside the block programs for everyone no matter how much time you have
- Improvement in the TV cable system
- Staff
- The way visitors are treated when they come to visit their loved ones
- For J Dorm to stay open and find ways for more jobs; young people that come into prison don't know what it is to work
- To get more channels and more discovery channels
- Food/chow hall
- All Christian programs would be great at Ross
- Get real cable TV
- TV channels; we have 10 channels and one movie channel at Ross for Level 3 and 2
- More info offered for help to people getting released
- Phones in cells I have heard about
- Better food
- COs helping inmate to better themselves for going home; jobs and education for when they go home
- Everything; more phones, education to use the gym for rec. more and better food
- Food
- To get your level dropped
- People getting along
- More TV channels; digital, only 12 channels
- Chow hall food be made better
- The whole operation
- Open all blocks up all day access
- They say we can't get dropped [security level] until you get your GED and have less than 5 years
- Inmates able to get a job and better himself
- Jobs available
- The lock down times
- Access to phones; not enough in block
- More education programs "college courses" etc.; more job programs; heating and cooling
- More lenient PREA laws
- Open all the blocks back
- More dayroom time or open the camp back up and showers be mandatory after recreation
- PlayStation game consoles available for inmates to order
- More dayroom program options
- More segregation
- The chow hall food not be over cooked and more variety
- Food; recreation time; phones; kiosk machine
- Bring smoking back
- The chow hall food
- The way they treat us
- Fix TVs
- Recreation to be 2 hours each so you have time to shower after activities
- More programs to help you get guaranteed housing and a job source of reasonable income which will greatly reduce the change of re-incarceration
- More programs to help you have a change after release like college, business classes, CDL, things like that
- Bigger portions of food
- More vocations or trade programs
- The way they run this place
- More hours on dayroom
- More programs
- The racial difference; how blacks are treated

- Actual rehabilitation
- The denial and picking and choosing who receives actual medical care
- Open cell all day no locked doors or locked down
- More movement, bot being locked down 18 hours a day
- Programs and educational programs to help once free
- Mailroom stops ripping our incoming envelopes because they rip off the address; also the roaches in my cell
- Not be locked down all the time and if you're going to have us locked down, we should have cable
- To be able to wear personal clothing past the guard shack; i.e. sweat shirt on a cold day
- The dayroom time needs to be open; more time with phones and JPAY; it allows us inmates to communicate with our families more; other Level 3s are open, why aren't we
- Food service menus, programs to where long term sentence inmates could qualify; parole board judgment
- Better food choices
- How staff handle informal complaints and missing property while coming from a new institution
- More jobs
- Food
- I really don't know it's so many changes need done here
- Better food
- Food, rec. TV
- More equipment at rec.
- Everything
- More recreation; more bug spraying (roaches)
- More time out of the cell; currently we are locked in our cells 20 hours a day; This is not good for anyone's mental health
- More phones and dayroom time
- There are a lot of things these prisons need to change for a positive change
- More vocational programs or college
- A few more jobs
- More rec.
- Respect from both inmates and staff
- I would like to see the lock down be lifted. I would also like to see them give us our own phone they have been talking about for a year.
- I want to wear my shoes on the visit
- Staff seeing us as people who are going be living and working next to them soon
- More dayroom and phone and kiosk
- Cable TV
- Longer rec. better food, more food
- Cable; not locked down open how it used to be
- Everything
- Rec. and food
- The quality and portion size of the food they serve
- Food service and for rec. to calls for us on time
- The phones in the cell like they been saying for years now
- Mental health help us
- The chow hall food
- More rec time, better food open dayroom, tobacco or e-cigs
- That staff gives us the opportunity to have what we are entitled to
- More time out our cells
- More recovery programs and more church programs, and for the unit blocks to be open more; better food in chow hall
- Inside recreation
- More dayroom
- People in the B building
- Rec. phones; more dayroom time; TV channels; get your Level dropped

- Let inmates stay out like other prisons
- Dayroom times
- More dayroom in the day. We only get 4 hours per day and 1 hour outside per day. Then the stay pay is cheap.
- I would like to see better food
- More phones; better food; concern for my health; my release plans
- Food
- Program availability
- Freedom
- More programs; better television system; and rule 39 violations abated
- Security level drops
- The phone situation be remedied
- Stop drugs, drinks, smoking
- Food and phones
- I will like to see more African America COs and for family and friends to not be working in the same prisons because it makes these COs act a different way
- More time out of cells; decent meals
- Better quality and tasting food
- We want the camp to open back up and we want to be able to wear boots at our visits
- Misuse of power from COs
- More indoor rec. to contact family using phone/JPAY
- The food and the phone
- The blocks open back up
- Honestly everything 5 years this is the worst prison I've been to; food, programs, etc.
- Better everything
- Equality between staff and inmates. Everyone makes bad decisions and many could land you in the cell next to me. We are all human.
- Phones
- Open yard, to be able to go to rec. with more than 1B and 2A. I would like to rec. with 4 hours sometimes and 3 house so basketball would be more fun
- Open the prison back up
- More jobs for us
- That the chow hall would feed the inmates here proper and sustaining portions of food
- To take the institution off of the lockdown for more time to connect with family
- To open this institution, it's locked down too much
- Lockdown is way too much
- Better visitation hours and more hours on dayroom or rec.
- Phones made easier to use
- Single man cells
- Better food
- Rehabilitation
- More programs
- Availability of programming for "low risk" factor inmates. I just got flopped 7 years because of poor programming.
- The implication of more telephones
- People get treated like humans; more programs that help. Actually have judicial release and reentry change, I have 31 sanctions.
- Inmates being treated with respect
- For the prison to be opened up; more phones; more food; more state pay
- More interaction amongst inmates and people on the outside world
- Open the place back up how it used to be
- Sanctions for rule 39
- More time out of the cell; less restrictions for marijuana cause is not as serious as heroin or meth and you get the same restrictions for

- both. Plus they should never be able to take your visits.
- More help with people who actually want to do something
  - I would like to see whites get better treatment; blacks are respected, but not whites
  - Visiting scheduling. Let people call and schedule because everybody can't do it by email
  - I would like to see inmates get treated like they're people instead of like animals everyday
  - The food
  - Open up the units again
  - I would like to see more inmates be able to get an education regardless of how much time he has you should not be denied an education or trade or a job
  - More jobs
  - More rec. time, less cell time
  - Longer rec. period; more consistency
  - Real cable, more academic programming and prison jobs
  - Chiropractors for back problems
  - How it is run
  - For the prison to open back up the way it started, in other words more freedom
  - For all the blocks to be open all day
  - Teach the staff how to be professional and not so much to provoke
  - Inmates should not be denied education based on the numbers of years being served
  - More phones
  - Everything from programming to fair treatment
  - Being able to cell with someone you get along with
  - To get the phone tablets they have being saying were supposed to be getting for a year now
  - The respect level that staff have for inmates
  - Give us more time out in the dayroom
  - The food
  - Inmates not being locked down all day. More dayroom time while we're in the cell block
  - Staff becoming more including in the offender's reentry process
  - I would like to see prisoners with a lot of time able to get in the programs they need
  - Every block should be able to stay out all day
  - Fair and better administration from up front to the units
  - Respect
  - More time outside the cell and more respect and professional behavior from the staff at RCI, which is most important
  - Recreation time
  - Staff being more professional
  - More rec.; better food; more time to eat; more phones; the TV channels to be better
  - I would like to leave more time outside our cell
  - Everything
  - Everybody receive a job so that we can live on more than \$12 a month
  - I would like for the staff to be more uniform and professional
  - To take care of the roach problem and to make sure our TV channels work all the time
  - Things are always broken/not working like the cable, pay machines, ice machines, etc. Takes forever to fix.
  - Not being limited on rec and dayroom. We are locked in a cell all day

- The TVs cut out every other week for days at a time for a week. Staff that follow the rules all the time not exceptions. Better food and sanitation properly. The chow hall is foul at the prison.
- More African American COs
- The difficulty for getting into programs I've been kiting everyone for almost 2 years and I can't get into school or anything to earn good days. Also the portion of food here is pretty sad.
- I would like officers to have education about psychology. I would like officers to stop dehumanizing us..., be fair and have integrity. More structure and therapy would be great. But fixing all these things might lower the number of reoffenders, therefore take a lot of money away from people who work for ODRC.
- For [things] to actually work like the cable, it's always messed up
- Like to see smoking back in here. Prison would make money. They could have smoking area.
- Better living



**B. OFFICER SURVEY**

CIIC received 82 responses back from RCI correctional officers which represents 24.4 percent of their staff. Officers provided additional feedback to two open-ended questions regarding one positive aspect of RCI and one change they would make they would make at RCI.

Institution: RCI **DRC Staff Survey** Regular Shift: \_\_\_\_\_

The Correctional Institution Inspection Committee is a legislative committee that evaluates Ohio prisons. We ask you to complete this survey to help us make recommendations for improvement. Although your participation is voluntary, we value your opinion and ask that you provide some feedback. A summary of the total responses will be published in the final report. **Please complete the survey TODAY and drop it in the CIIC box which is located in the roll call room.**

		Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Q1	Overall, this facility runs well.	12	13	15	17	20	3
Q2	This facility runs better now than it did one year ago.	17	22	18	12	8	3
Q3	Post orders are consistently followed.	1	7	13	25	29	5
Q4	I am adequately informed when I come on shift.	6	14	9	20	24	7
Q5	I have the training I need to do my job well.	2	7	3	21	35	12
Q6	I am required to work an excessive amount of overtime.	14	28	12	12	6	8
Q7	Staff morale in this facility is good.	30	22	9	10	8	2
Q8	I have a good opinion of this facility most of the time.	16	19	9	15	17	5
Q9	Considering everything, I am satisfied with my job.	12	10	15	22	17	5
Q10	I feel like officers are appreciated at this facility.	30	13	14	14	8	1
Q11	I frequently think about quitting my job at this facility.	13	16	12	16	15	9
Q12	Most staff get along well at this facility.	6	11	13	23	24	3
Q13	I trust my coworker to have my back.	5	4	9	17	31	15
Q14	The people I work with are competent.	6	9	9	27	22	7
Q15	I have confidence in my supervisor(s).	15	6	5	22	21	10
Q16	My supervisor is available when needed.	7	12	1	19	30	12
Q17	I know what my supervisor expects of me.	4	4	4	9	42	18
Q18	I receive inconsistent requests from two or more supervisors.	7	24	15	19	8	6
Q19	My last annual performance rating presented a fair and accurate picture of my actual job performance.	4	5	3	16	40	12
Q20	My supervisor gives me good feedback on my job performance.	5	8	7	17	33	10
Q21	Supervisors show favoritism.	6	15	10	12	14	23
Q22	The right people receive promotions at this facility.	27	13	14	16	6	5
Q23	Employee discipline is consistent here.	17	22	14	14	10	4
Q24	This facility's administration is open to my input.	31	14	10	18	4	3
Q25	I have confidence in this facility's administration.	33	9	12	14	10	3

Q26 What is one positive aspect of this facility?

51

Q27 What is one change that you would make?

55

**What is one positive aspect of this facility?**

- When something does go down we all pull together and get it done.
- Staff are quick to respond.
- When there is an emergency, staff pulls together to respond quickly.
- The brotherhood of CO's.
- Corrections officers.
- Close to home.
- Health benefits and if you know the right people...promotions.
- No matter who you work with, you know they will always have your back.
- The majority of security and line staff are the best co-workers around. We are a diverse staff from all ages and walks of life.
- The knowledge of the staff and the willingness to answer questions.
- Good officers.
- There are good staff here..."family."
- Nothing is the same each day.
- The CO's have each other's back.
- Good?
- Well- trained.
- The Captain.
- The people.
- Good wage.
- They get my pay right most of the time.
- Payday, 2:00 PM.
- There are some good people here.
- We are RCI-stick together.
- CO family.
- I am respected and appreciated in the job I perform.
- Hard working staff (CO's).
- Shift supervisors are able to assist officers of questions.
- Captain.
- Main line staff are good people who want to work and earn their pay.
- Able and willing to handle emergencies as a whole.
- Captains.
- Training
- Not long to go.
- Nothing
- Work together.
- Five years or less to retirement.
- We have good officers.
- Cleaner than most institutions that I've heard about.
- The officers that are actually security-minded.
- Solid officers.
- Pays bills.
- It's a job with insurance and retirement.

**What is one change that you would make?**

- RCI administration 1 through 4 needs to go!
- Locks need to be changed. It's unsafe. Inmates pop locks.
- Supervisors need to be on the same page and be consistent. Some of them need to learn how to be leaders.
- The whole administration, from top to bottom. No teamwork, out to get CO's and no leadership skills. Create an unsafe environment by implementing inmate friendly policies while ignoring security staff safety.
- Units
- DWO
- Stop making this a family business. Good ol' boy system.
- Administration
- New Warden, new Deputy.

- Communication with all staff. A lot of inconsistency within this institution could be avoided with total inclusion of staff when communicating changes or issues.
- Replace senior staff. They are here only for themselves... "lack of leadership."
- New administration, new dayroom schedule.
- More CO's.
- 12-hour days and 10-hour days.
- None
- Administration and supervisors.
- Fire the Warden and Deputy Warden and don't refill those positions, we get along better without them.
- Getting our staffing back. We are 50 officers short. No consequences to inmates. We have 30 officers off on medical leave/worker's comp. Make security number one instead of caring again and care about the officers.
- Having more security staff.
- Change morale.
- Hire more staff.
- Maybe just the points system in the application process.
- Hire more officers.
- Institution administration needs to be proactive to officers need as far as safety and security.
- 12-hour or 10-hour days.
- Security tightened up!
- OT. Staff write-ups on petty things. There's a bigger picture to worry about.
- The Warden and DWO!!!
- TPU. Bring back real isolation and firm up on segregation units.
- Changes to all administrative staff.
- Warden, DWO
- DWO
- New Warden, new DWO.
- Better communication.
- Podium pick.
- Administration that cares about their staff.
- More proactive approach to stopping and finding contraband.
- This is a camp.
- Administration and shift supervisor. Security needs to run facility not administration.
- New Administration.
- Administration that know's the difference between Level 1 and Level 3.
- Administrative staff supporting custody staff and have our safety as number one concern.
- Deputy Warden of Operations.
- Administration
- Administration
- Make them work better with the union.
- 20-40 overtimes daily people froze. Not just because of in-service. You can't even get uniforms. We have to complete a form if your lucky you get them a month later.
- Different in-service times. On-shift in-service.

**C. SUPERVISOR SURVEY**

CIIC received 20 survey responses from RCI Supervisors. Supervisors were given four open-ended survey questions to provide additional feedback related to their institution and managing their staff.

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Total Respondents</b>
<b>Overall, this facility runs well.</b>	5.0% 1	45.0% 9	20.0% 4	10.0% 2	15.0% 3	5.0% 1	20
<b>I have the training I need to do my job well.</b>	30.0% 6	50.0% 10	15.0% 3	0.0% 0	0.0% 0	5.0% 1	20
<b>Necessary information is communicated well between staff.</b>	5.0% 1	15.0% 3	40.0% 8	15.0% 3	10.0% 2	15.0% 3	20
<b>Staff morale in this facility is good.</b>	0.0% 0	5.0% 1	25.0% 5	40.0% 8	5.0% 1	30.0% 6	20
<b>I feel appreciated at this facility.</b>	15.0% 3	15.0% 3	25.0% 5	10.0% 2	15.0% 3	20.0% 4	20
<b>I frequently think about changing jobs or leaving employment at this facility.</b>	20.0% 4	25.0% 5	15.0% 3	5.0% 1	15.0% 3	20.0% 4	20
<b>The people I work with are competent.</b>	0.0% 0	55.0% 11	35.0% 7	5.0% 1	5.0% 1	0.0% 0	20
<b>My subordinates follow my direction.</b>	26.3% 5	52.6% 10	10.5% 2	5.3% 1	0.0% 0	5.3% 1	19
<b>Favoritism of employees is a problem at this facility.</b>	10.0% 2	35.0% 7	20.0% 4	10.0% 2	20.0% 4	5.0% 1	20
<b>The right people receive promotions at this facility.</b>	5.0% 1	10.0% 2	25.0% 5	15.0% 3	20.0% 4	25.0% 5	20
<b>Employee discipline is consistent here.</b>	15.0% 3	15.0% 3	30.0% 6	15.0% 3	10.0% 2	15.0% 3	20
<b>This facility's administration is open to my input.</b>	20.0% 4	20.0% 4	20.0% 4	10.0% 2	10.0% 2	20.0% 4	20
<b>I have confidence in this facility's administration.</b>	15.0% 3	30.0% 6	15.0% 3	10.0% 2	15.0% 3	15.0% 3	20

### What is one positive aspect of this facility?

- Warden is a good leader. He takes into account the big picture. He takes into account what is best for RCI. He has the employee's best interest at heart when making decisions as it relates to the employee's employment and well-being.
- Staff pulls together when needed.
- I feel that medical and security have always worked well together
- I feel that the people here are part of my family.
- Good people to work with.
- The employees at this facility have a strong sense of compassion when fellow employees are in need.
- No response.
- When tragedy strikes an employee, most employees close ranks around them for support.
- Very good staff.
- LT'S and Captains do a good job.
- Flexible work schedules for exempt staff.
- Worked with several for years, and have family concept.

### What is one change that you would most like to see at this facility?

- Incentive for meeting challenges and goals. Reward (not necessarily financially) staff who separate themselves from marginality.
- Fill vacant positions faster.
- I feel that the offenders have more rights than the officers which leads to low morale. There needs to be a little bit of a shift.
- Increase in budget to allow for more staff and better technology to improve security.
- Additional staffing.
- More staff to manage this Level 3 population.
- We need to get back to basics. Changes to procedures should be discussed with departments affected prior to implementation and input should be considered. Even if this is not done the departments affected should at least be given adequate notice in order to effect an easier transition.
- No response.
- Less additional duties. It is hard enough to do the job we were hired for, then tack on additional duties/responsibilities which take time away from our primary job.
- Seek supervisor input when changes are done. The left hand must let the right hand know what it is doing. Communication is a must. Upper management has no security experience, let the LT's and Captains run it.
- Upper management to listen to the ideas of middle management.
- Improve communication among staff from top to down - to eliminate rumors and boost morale. Everybody conduct rounds per policy.
- Executive Leadership.

**What additional resources do you need to better manage your staff?**

- Hands are constantly tied when it comes to the 1199 union. Overly protects bad employees.
- Time
- An assistant or some type of support position.
- No response.
- If I need additional resources, other than manning, I usually receive it. I am now managing an operation that used to have six union employees, I now have two in in that area. If I have two employees off at the same time, I have to shut an operation down, or have someone working alone. Not a good solution.
- Allow the supervisors to run their shift. They know it let them handle it.
- Someone to listen.
- Improve technology, more time with my direct reports.
- More staffing.

**Additional comments (anything that you want to add)**

- I am very happy in my job. I am an inmate advocate if they need a voice medically. Unfortunately most of the time their complaints in that regard is baseless. I am proud of RCI and plan to retire of here.
- Less input and less control by the union.
- No response.
- Security used to run the institutions, now security works for unit management. The Ohio plan and three-tier system has flipped the system upside down. Security is not the number one priority. Unit management is. We as an institution have lost our focus.
- I love supervising my direct reports and I couldn't ask for a better group of folks. As a supervisor, you shouldn't "hold" grudges and hire folks on their work abilities, etc.

**D. INSTITUTIONAL CHECKLISTS**

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 1 A/B

Inmate Count: 250

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3</u>	
2. Is there a specific unit mission/focus?	<input type="checkbox"/> Merit <input type="checkbox"/> Sanction <input checked="" type="checkbox"/> GP <input type="checkbox"/> Faith-Based <input checked="" type="checkbox"/> Other <u>1A priv, comm serv.</u>	
3. Did staff make PREA announcement if necessary?	YES <input type="checkbox"/> <input checked="" type="checkbox"/> NO	
<b>FACILITIES</b>		
4. How clean are common areas?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
5. What is the room temperature?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Too hot/cold	
6. How many are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>1</u>	<u>A 0 0</u>   <u>B 0 0</u> <u>0 0</u>
7. Are there any pending maintenance work orders?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
8. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	<u>- minor soap scum residue</u>
9. Are any of the following inoperative? -Phones -Laundry Facilities -Drinking Fountains -Ice machines -Microwaves	# <u>2</u> # <u>3</u> # <u>0</u> # <u>0</u> # <u>0</u>	<u>A 0 0</u>   <u>B 0 0</u> <u>0 1 w/d</u>   <u>0 0 0</u> <u>0 0</u>
<b>CELL SECURITY CHECK</b>		
10. How clean are cells?	<input type="checkbox"/> Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
11. Are appropriate cleaning materials in locked container? -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
12. How many of the following:		
Cell wall 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>None</u>	Material in cuff port <u>N/A</u>	
Clotheslines <u>None</u>	Graffiti <u>None</u>	

ACCESS TO CIIC, PROGRAMS, STAFF												
13. Are the following posted?					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-CIIC Memo					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-Prison Rape Elimination Act					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-Program Information					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-Staff Photos					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-Inmate Grievance Procedure					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-Evacuation Plan					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
14. Are the following forms in stock on the unit?					<input checked="" type="checkbox"/> Kites							
					<input checked="" type="checkbox"/> ICRs							
					<input checked="" type="checkbox"/> HSRs							
STAFF ROUNDS												
Date: 8/25 -- 9/25												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	Acting 8/30	7:35	7:40	Acting 9/8	2:10	2:15						
DWO	8/30	7:35	7:40	9/8	2:10	2:15						
DWSS	Acting 9/11	11:55	12:10									
IIS												
UMC	8/25	9:50	9:57	9/11	11:55	12:10						
Major	9/8	10:57	?									
ADDITIONAL COMMENTS (including inmate communication): Bside - COs relayed concerns regarding maintenance not being able to fix items												

A  
Side



AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 2 A/B

Inmate Count: 246

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3</u>	
2. Is there a specific unit mission/focus?	<input checked="" type="checkbox"/> Merit ( <u>2A</u> ) <input type="checkbox"/> Sanction <input checked="" type="checkbox"/> GP ( <u>2B</u> ) <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other _____	
3. Did staff make PREA announcement if necessary?	YES <input checked="" type="radio"/> NO	
<b>FACILITIES</b>		
4. How clean are common areas?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
5. What is the room temperature?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Too hot/cold	
6. How many are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	A <u>00</u>   B <u>00</u> <u>0</u>   <u>0</u>
7. Are there any pending maintenance work orders?	<input checked="" type="radio"/> YES    NO	
8. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
9. Are any of the following inoperative? -Phones -Laundry Facilities -Drinking Fountains -Ice machines -Microwaves	# <u>1</u> # <u>2w+2D</u> # <u>0</u> # <u>0</u> # <u>0</u>	A <u>1</u>   B <u>0</u> <u>2w+2D</u>   <u>0</u> <u>0</u>   <u>0</u> <u>0</u>   <u>0</u> <u>0</u>   <u>0</u>
<b>CELL SECURITY CHECK</b>		
10. How clean are cells?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
11. Are appropriate cleaning materials in locked container? -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="radio"/> YES    NO	<u>- empty</u>
12. How many of the following:		
Cell wall window obstructed <u>few</u>	Cell door window obstructed <u>None</u>	
Towel on floor <u>few</u>	Material in lock <u>None</u>	
Inappropriate pictures <u>None</u>	Material in cuff port <u>N/A</u>	
Clotheslines <u>None</u>	Graffiti <u>None</u>	

ACCESS TO CIIC, PROGRAMS, STAFF												
13. Are the following posted?					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-CIIC Memo					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-Prison Rape Elimination Act					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-Program Information					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-Staff Photos					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-Inmate Grievance Procedure					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
-Evacuation Plan					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N						
14. Are the following forms in stock on the unit?					<input checked="" type="checkbox"/> Kites							
					<input checked="" type="checkbox"/> ICRs							
					<input checked="" type="checkbox"/> HSRs							
STAFF ROUNDS												
Date: 8/25 -- 9/25												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	Acting 8/30	7:57	8:05	Acting 9/8	1:48	1:55						
DWO	8/30	7:57	8:05	9/8	1:48	1:55						
DWSS	Acting 8/28	12:05	12:10	Acting 9/11	12:15	12:25						
IIS												
UMC	9/11	12:15	12:25									
Major	9/8	11:10	?									
ADDITIONAL COMMENTS (including inmate communication):												

A  
Side

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 3 A/B

Inmate Count: 250

		COMMENTS
1. What is the security classification and privilege level of the unit population?	3	
2. Is there a specific unit mission/focus?	<input type="checkbox"/> Merit <input type="checkbox"/> Sanction <input checked="" type="checkbox"/> GP <input type="checkbox"/> Faith-Based <input checked="" type="checkbox"/> Other <u>Dog on B side</u>	
3. Did staff make PREA announcement if necessary?	YES <input checked="" type="checkbox"/> NO	<u>program</u>
<b>FACILITIES</b>		
4. How clean are common areas?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
5. What is the room temperature?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Too hot/cold	
6. How many are inoperative?	Toilets - <input type="checkbox"/> Sinks - <input type="checkbox"/> Showers - <input type="checkbox"/>	A <input type="checkbox"/> <input type="checkbox"/>   B <input type="checkbox"/> <input type="checkbox"/>
7. Are there any pending maintenance work orders?	YES <input checked="" type="checkbox"/> NO	
8. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
9. Are any of the following inoperative? -Phones -Laundry Facilities -Drinking Fountains -Ice machines -Microwaves	# <input type="checkbox"/> # <input type="checkbox"/> # <input type="checkbox"/> # <input type="checkbox"/> # <input type="checkbox"/>	A <input type="checkbox"/> <input type="checkbox"/>   B <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>CELL SECURITY CHECK</b>		
10. How clean are cells?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
11. Are appropriate cleaning materials in locked container? -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	YES <input checked="" type="checkbox"/> NO	<u>-mostly empty</u>
12. How many of the following:		
Cell wall window obstructed <u>few</u>	Cell door window obstructed <u>few</u>	
Towel on floor <u>few</u>	Material in lock <u>None</u>	
Inappropriate pictures <u>None</u>	Material in cuff port <u>N/A</u>	
Clotheslines <u>None</u>	Graffiti <u>None</u>	

ACCESS TO CIIC, PROGRAMS, STAFF													
13. Are the following posted?					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
-CIIC Memo					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
-Prison Rape Elimination Act					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
-Program Information					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
-Staff Photos					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
-Inmate Grievance Procedure					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
-Evacuation Plan					<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
14. Are the following forms in stock on the unit?					<input checked="" type="checkbox"/> Kites								
					<input checked="" type="checkbox"/> ICRs								
					<input checked="" type="checkbox"/> HSRs								
STAFF ROUNDS													
Date: 8/25 -- 9/25													
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out	
Ward	Acting 8/30	8:25	8:30	Acting 9/8	1:40	1:45							
DWO	8/30	8:25	8:30	9/8	1:40	1:45							
DWSS	Acting 9/11	12:35	12:45										
IIS													
UMC	9/11	12:35	12:45										
Major	9/8	11:30	11:40										
<p>ADDITIONAL COMMENTS (including inmate communication):</p> <ul style="list-style-type: none"> <li>- I/M concerns regarding being locked down all day (18 hrs/day)</li> <li>- no shower after rec.</li> <li>- visitation over a month for reservation</li> <li>- phone access</li> </ul>													

A  
Side

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 4 A/B

Inmate Count: 206

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3</u>	
2. Is there a specific unit mission/focus?	<input type="checkbox"/> Merit <input type="checkbox"/> Sanction <input type="checkbox"/> Faith-Based <input checked="" type="checkbox"/> Other <u>LPH (4B)</u>	<input checked="" type="checkbox"/> GP(4A)
3. Did staff make PREA announcement if necessary?	YES    NO <u>N/A</u>	
<b>FACILITIES</b>		
4. How clean are common areas?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
5. What is the room temperature?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Too hot/cold	
6. How many are inoperative?	Toilets - <u>0</u> Sinks - <u>1</u> Showers - <u>0</u>	A <u>000</u>   B <u>001</u>
7. Are there any pending maintenance work orders?	<input checked="" type="checkbox"/> YES    NO	
8. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
9. Are any of the following inoperative? -Phones -Laundry Facilities -Drinking Fountains -Ice machines -Microwaves	# <u>1</u> # <u>1w</u> # <u>1</u> # <u>0</u> # <u>0</u>	A <u>000</u>   B <u>000</u>
<b>CELL SECURITY CHECK</b>		
10. How clean are cells?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
11. Are appropriate cleaning materials in locked container? -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> YES    NO	
12. How many of the following:		
Cell wall window obstructed <u>few</u>	Cell door window obstructed <u>None</u>	
Towel on floor <u>few</u>	Material in lock <u>None</u>	
Inappropriate pictures <u>None</u>	Material in cuff port <u>N/A</u>	
Clotheslines <u>None</u>	Graffiti <u>None</u>	

ACCESS TO CIIC, PROGRAMS, STAFF												
13. Are the following posted?				<input checked="" 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"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N								
-CIIC Memo												
-Prison Rape Elimination Act												
-Program Information												
-Staff Photos												
-Inmate Grievance Procedure												
-Evacuation Plan												
14. Are the following forms in stock on the unit?				<input checked="" type="checkbox"/> Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs								
STAFF ROUNDS												
Date: 8/25 -- 9/25												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	Acting 8/30	9:10	9:15	Acting 9/8	11:40	11:55						
DWO	8/30	9:10	9:16	9/8	11:40	11:55						
DWSS	Acting 9/11	1:10	1:20									
IIS												
UMC	8/25	10:59	11:05	9/11	1:02	1:04	9/2	10:59	11:04			
Major	9/8	11:57	12:02									
ADDITIONAL COMMENTS (including inmate communication):												

B  
side

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 6A-B

Inmate Count: 245

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>Level 3</u>	
2. Is there a specific unit mission/focus?	<input type="checkbox"/> Merit <input type="checkbox"/> Sanction <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> GP
3. Did staff make PREA announcement if necessary?	YES <input checked="" type="radio"/> NO	
<b>FACILITIES</b>		
4. How clean are common areas?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
5. What is the room temperature?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Too hot/cold	
6. How many are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
7. Are there any pending maintenance work orders?	<input checked="" type="radio"/> YES <input checked="" type="radio"/> NO	<u>2 damps - washer</u> <u>LA J PLY (buttons)</u>
8. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve	<u>Steel/Metal showers</u> <u>Soap Scon, Water Sticks</u>
9. Are any of the following inoperative? -Phones -Laundry Facilities -Drinking Fountains -Ice machines -Microwaves	# <u>0</u> # <u>1</u> - Washer (6A) # <u>0</u> # <u>0</u> # <u>0</u>	
<b>CELL SECURITY CHECK</b>		
10. How clean are cells?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
11. Are appropriate cleaning materials in locked container? -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="radio"/> YES      NO	<u>Concentration</u> <u>levels look good</u>
12. How many of the following:		
Cell wall window obstructed <u>none</u> Cell door window obstructed <u>none</u> Towel on floor <u>paper</u> Material in lock _____ Inappropriate pictures <u>none</u> Material in cuff port _____ Clotheslines <u>none</u> Graffiti <u>none</u>		





AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 7A-B

Inmate Count: \_\_\_\_\_

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>Level 3</u>	
2. Is there a specific unit mission/focus?	<input type="checkbox"/> Merit <input type="checkbox"/> Sanction <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> GP
3. Did staff make PREA announcement if necessary?	YES <input checked="" type="radio"/> NO	
<b>FACILITIES</b>		
4. How clean are common areas?	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
5. What is the room temperature?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Too hot/cold	
6. How many are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
7. Are there any pending maintenance work orders?	<input checked="" type="radio"/> YES      NO	<u>water leak → 7A Ceiling (today)</u>
8. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	<u>→ Some Soap Scum</u>
9. Are any of the following inoperative? -Phones -Laundry Facilities -Drinking Fountains -Ice machines -Microwaves	# <u>0</u> # <u>0</u> # <u>0</u> # <u>0</u> # <u>0</u>	
<b>CELL SECURITY CHECK</b>		
10. How clean are cells?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
11. Are appropriate cleaning materials in locked container? -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="radio"/> YES      NO	
12. How many of the following:		
Cell wall window obstructed <u>none</u>	Cell door window obstructed <u>few (7A)</u>	
Towel on floor <u>Some (7A)</u>	Material in lock _____	
Inappropriate pictures <u>few (7A)</u>	Material in cuff port _____	
Clotheslines <u>none</u>	Graffiti <u>none</u>	

ACCESS TO CIIC, PROGRAMS, STAFF												
13. Are the following posted?												
-CIIC Memo				<input checked="" type="checkbox"/> Y				<input type="checkbox"/> N				
-Prison Rape Elimination Act				<input checked="" type="checkbox"/> Y				<input type="checkbox"/> N				
-Program Information				<input checked="" type="checkbox"/> Y				<input type="checkbox"/> N				
-Staff Photos				<input checked="" type="checkbox"/> Y				<input type="checkbox"/> N				
-Inmate Grievance Procedure				<input checked="" type="checkbox"/> Y				<input type="checkbox"/> N				
-Evacuation Plan				<input checked="" type="checkbox"/> Y				<input type="checkbox"/> N				
14. Are the following forms in stock on the unit?				<input checked="" type="checkbox"/> Kites								
				<input checked="" type="checkbox"/> ICRs								
				<input checked="" type="checkbox"/> HSRs								
STAFF ROUNDS												
Date: 8-21-17 - 8-25-17												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	9-11	12:16	12:20									
DWO	9-11	12:16	12:20									
DWSS												
IIS												
UMC												
Major	9-11	12:14	12:20									
<p>ADDITIONAL COMMENTS (including inmate communication):</p> <p style="text-align: center;">Tiles missing in roof/cielum in 7B</p>												

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 8A-B

Inmate Count: 251

		COMMENTS	
1. What is the security classification and privilege level of the unit population?	<u>Level 3</u>		
2. Is there a specific unit mission/focus?	<input type="checkbox"/> Merit <input type="checkbox"/> Sanction <input checked="" type="checkbox"/> GP <input type="checkbox"/> Faith-Based <input checked="" type="checkbox"/> Other <u>programs - PS</u>		
3. Did staff make PREA announcement if necessary?	YES <input checked="" type="radio"/> NO		
<b>FACILITIES</b>			
4. How clean are common areas?	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve		
5. What is the room temperature?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Too hot/cold		
6. How many are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>		
7. Are there any pending maintenance work orders?	YES <input checked="" type="radio"/> NO		
8. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	→ 8A (Soap Sump) white streaks - hand counter	
9. Are any of the following inoperative?	-Phones      # <u>0</u> -Laundry Facilities      # <u>0</u> -Drinking Fountains      # <u>0</u> -Ice machines      # <u>0</u> -Microwaves      # <u>0</u>		
<b>CELL SECURITY CHECK</b>			
10. How clean are cells?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	Some clutter in some cells (8A)	
11. Are appropriate cleaning materials in locked container?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N		
12. How many of the following:			
Cell wall window obstructed	<u>none</u>	Cell door window obstructed	<u>none</u>
Towel on floor	<u>some</u>	Material in lock	<u>          </u>
Inappropriate pictures	<u>none</u>	Material in cuff port	<u>          </u>
Clotheslines	<u>none</u>	Graffiti	<u>          </u>



AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: J Dorm

Inmate Count: 141

		COMMENTS
1. What is the security classification and privilege level of the unit population?	2	
2. Is there a specific unit mission/focus?	<input type="checkbox"/> Merit <input type="checkbox"/> Sanction <input type="checkbox"/> Faith-Based <input checked="" type="checkbox"/> GP <input type="checkbox"/> Other _____	
3. Did staff make PREA announcement if necessary?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<b>FACILITIES</b>		
4. How clean are bunk areas?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
5. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
6. How clean are common areas?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
7. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
8. How many are inoperative?	Toilets - 0 Urinals - 2 Sinks - 1 Showers - 0	
9. Are there any pending maintenance work orders?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How clean are toilets/urinals?	<input type="checkbox"/> Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
11. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
12. Are any of the following inoperative? -Phones -Laundry Facilities -Drinking Fountains -Ice machines -Microwaves	# 0 # 2 # 0 # 0 # 0	
13. Are appropriate cleaning materials in locked container? -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

ACCESS TO CIIC, PROGRAMS, STAFF													
14. Are the following posted?				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N								
-CIIC Memo				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N								
-Prison Rape Elimination Act				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N								
-Program Information				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N								
-Staff Photos				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N								
-Inmate Grievance Procedure				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N								
-Evacuation Plan				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N								
15. Are the following forms in stock on the unit?				<input checked="" type="checkbox"/> Kites									
				<input checked="" type="checkbox"/> ICRs									
				<input checked="" type="checkbox"/> HSRs									
STAFF ROUNDS													
Date: 8/25 - 9/25													
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out	
Ward	9/11	1:00	1:06	9/22	2:15	2:28							
DWO	9/11	1:00	1:06	9/22	2:15	2:28							
DWSS													
IIS													
UMC													
Major	9/8	2:37	2:46										
ADDITIONAL COMMENTS (including inmate communication):													

Inspector: ALD HRS

Facility: RCI  
Date: 9/27/17

**AREA INSPECTED: INMATE HEALTH SERVICES**

yes - plan for

FACILITIES				
	#	Clean?	Organized?	Comments:
Offices		Yes No	Yes No	
Nurses Station		Yes No	Yes No	
Exam Rooms		Yes No	Yes No	
Infirmery Beds		Yes No	Yes No	
Pharmacy		Yes No	Yes No	
Lab Area		Yes No	Yes No	
Crisis Cells		Yes No	Yes No	
Records Area		Yes No	Yes No	
Waiting Area		Yes No	Yes No	
		Clean?	Soap Available?	
Inmate bathrooms		Yes No	Yes No	
Staff bathrooms		Yes No	Yes No	nice
Is the pharmacy Secured?	Yes No	Comments: Very Organized		
Is the overall space available, sufficient to perform duties?	Yes No	Comments: need more space (could always use more space) space back where safe cells		
Are staff in comprising positions in relation to safety?	Yes No	Comments: see - needed space		
SANITATION				
Documentation of cleaning schedule observed <input checked="" type="checkbox"/>				
Overall appearance of infirmery.		Exceptional <input type="checkbox"/>	Good <input checked="" type="checkbox"/>	Comments: Tiles
		Acceptable <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	
Are appropriate measures taken to ensure sanitation?		Comments: Yes / 2 porters out + organized		
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: none in infirmery		
		Observe 4118 <input type="checkbox"/>		

around 2 - crisis cells  
3 crisis cells  
Beds did not have  
4 - med. bed from

2 One nurse:  
• Chronic Care  
• Podiatry/Optomet

Inspector: C. Adams

Facility: LCI  
Date: 9-27-17

*observed  
equipment*

EQUIPMENT					
Is all medical and dental equipment operational? <input checked="" type="radio"/> Yes <input type="radio"/> No		What is in need of repair: <input checked="" type="radio"/> Yes <input type="radio"/> No		How long does it take to get repaired: <u>10-14 days</u>	
The EMT bag is accessible and sealed? Observed <input type="checkbox"/> <u>yes</u>				Comments: <u>Narcos stocked</u>	
Any specialized or additional equipment needed? Yes <input type="radio"/> No <input checked="" type="radio"/>		Comments:			
STAFFING and ADMINISTRATION					
MD/ALP <u>1 FT</u>	NP <u>2 FT</u>	RN <u>15</u>	LPN <u>5</u>	DDS <u>3</u> <u>1 FT 2 PT</u>	
DDS Asst <u>3 FT</u>	Hygienist <u>1 FT</u>	Radiology <u>MobileX</u>	Phlebotomy <u>1</u>	HIT <u>3 FT</u>	
Diet Tech <u>1</u>	QIC <u>1</u>	HCA <u>1</u>	Assistant HCA <u>1</u>	Optometrist <u>1</u>	Podiatrist <u>1</u>
Do you have consistent physician/ALPs? (ALPs > 1 year) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Comments:			
List any vacancies: (include length of time vacant) <u>1 vacancy - Nurse 1 grading file currently</u>					
List any contract staff: <u>Diet Tech (Aramark) 1 FT RN 1 Phlebo Optometrist</u> <u>3 HIT's MobileX Dental (Mid-America)</u> <u>Podiatrist</u>					
Are there any current concerns related to ALP performance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Comments:			
In the past six months what has been the turnover? <u>1 RN resigned OIT adopting foster children</u>					
What are some of the reasons nurses leave? <u>Disability</u> <u>Foster children</u> How do you recruit nursing staff? <u>job posting, local county fair, job fairs</u>					



Inspector: C Adams

Facility: REI

Date: 9-27-17

What are you doing to ensure that the medical department is staying up to date on community standards? <i>Continuing education In-service Training directives from OSC/OCCE On-line/hands-on training</i>			
Do supervisors work late shifts to monitor operations?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How often? <i>Assistant HCA comes in early to cover 3rd shift HCA comes in later to cover 2nd</i>	
Do interdisciplinary meetings occur with departments? Discuss extent of communication with each.			
Mental Health	<input checked="" type="radio"/> Yes <input type="radio"/> No	<i>quarterly</i>	<i>face-to-face meetings. Discuss issues/concerns that impact each other E-mail communication - daily</i>
Security	<input checked="" type="radio"/> Yes <input type="radio"/> No	<i>Weekly</i>	
Recovery Services	<input checked="" type="radio"/> Yes <input type="radio"/> No	<i>quarterly</i>	
ACCESS			
Besides the information provided at orientation, do you provide additional information to inmates regarding medical services?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? <i>Health Fair PAs educated at every encounter with IHS staff</i>	
Are inmates educated when changes to their treatment plan made?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? <i>scheduled appts &amp; ACP's. Also dietary, dental, etc</i>	
How are inmates with special needs or infectious diseases provided education/counseling?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Types? <i>Doctor visits, nurse visits, chronic care nurse, chronic care clinic appts, health fair. Selection of pamphlets &amp; educational hand-outs</i>	
	#	Response Time?	Backlog?
Kites (received in past 6 months) <i>HCA</i> Log observed <input type="checkbox"/>	<i>57</i>	<i>before 7 days</i>	<i>Ø</i>
Nurse Sick Call (from Health Service Request, last 6 months)	<i>2610</i>	<i>24hrs</i>	<i>Ø</i>
Doctor Sick Call Referrals (from nurse referral, last 6 months)	<i>412</i>	<i>3 days</i>	<i>Ø</i>
Number of DSC appointments held (last six months)	<i>2023</i>	Number of No-Shows/AMA (in past six months)	<i>No shows - 136 Amas - 25</i>
Outside Consults (from doctor referral, last six months) <i>seen written</i>	<i>127 126</i>	Approximate time once approved by collegial review to get scheduled?	<i>within 2 weeks backlog</i>

Inspector: CD #8

Facility: RET  
Date: 9-27-17

Statistics since January 2014		#
	Expected Deaths	0
	Unexpected Deaths	3
	Suicides-	1
	How many specifically this past year	0
	Homicides	1
List cause of death for each case and age of inmate.		
Expected: n/a		
Unexpected:		
2014	age 34 - bleeding disorder, diabetes, ↑BP, aneurysm + stroke fell on compound + had brain bleed	
2015	age 34 - died shortly after diagnosed with terminal stomach cancer	
2016	age 66 history of blood disorder being treated by oncologist but did not meet requirements for leukemia, at OSU + died of Sepsis	
Details of Suicide and/or Homicide:		
2017	age 61 Strangled on HUB bus	
Observation of Pill Call		
Comments:		

Inspector: \_\_\_\_\_

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

DOCUMENTATION AND TRAINING	
How are records kept secure to ensure confidentiality? <span style="float: right;">Observed <input type="checkbox"/></span> <i>limit IHS traffic</i> <i>eCW requires change of passwords every 90 days</i> <i>Record office secured</i>	
After intake do you review inmate medical records to ensure continuity of care? Yes <input checked="" type="radio"/> No <input type="radio"/>	
How do you ensure a quality review? <i>QIC does daily an entire review &amp; nurses have a check-off sheet they are required to fill out</i>	
How frequently are patient records audited and how do you audit them? <i>every day through eCW per QIC, A-HCA, HCA</i> <i>IMA yearly</i> <i>HCA every 3 years</i>	
How are staff trained on departmental policies and procedures? <i>In-service</i> <i>Pre &amp; post testing at monthly staff meetings</i> <i>Some require hands-on training</i> <i>Nurse Practitioners</i>	
CRISIS MANAGEMENT	
What is the response time to emergencies? <i>4 minutes or less</i>	
Number of on-site emergency notifications within the past six months: <i>110</i>	Number of off-site emergency visits within the past six months: <i>56</i>

Inspector: ADAMS

Facility: RCT  
Date: 9/27/17

In your consult log, do you have any outstanding collegial review cases? Yes <input type="radio"/> No <input checked="" type="radio"/>		Comments: <u>Completed weekly on Tuesdays</u>	
How many inmates are in Chronic Care? <u>635</u>		Total all clinics? <u>889</u>	
Cardiac: <u>235</u>	Liver(HepC): <u>209</u>	Lipid: <u>94</u>	Pulmonary: <u>153</u>
Diabetes: <u>57</u>	Gen Med: <u>68</u>	HIV: <u>10</u>	Oncology: <u>11</u>
PPD(TB): <u>2</u>	Seizure: <u>38</u>	Pain: <u>1</u>	Other: <u>Ø</u>
Do you track # of scabies cases? <input checked="" type="radio"/> Yes <input type="radio"/> No	How many cases within the past 6 months? <u>8</u>	Comments:	
Is there a backlog among Chronic Care clinics beyond 15 days? Yes <input type="radio"/> No <input checked="" type="radio"/>		How many? <u>Ø Backlog</u>	
Number of Chronic Care appointments in last 90 days: <u>476</u>		Number of Chronic Care inmates who are No-Shows in past 90 days: <u>11</u>	
What measures are taken to ensure inmates attend chronic care appointments?		Comments: <u>units are called, tickets issued, Rescheduled</u>	
How many MRSA cases have you had since January 2014? <u>12</u>			
Are Patient satisfaction surveys conducted? <u>yes</u>		Yes <input checked="" type="radio"/> No <input type="radio"/>	How are you conducting these and how often? <u>OTC/Inspector quarterly</u>
How many informal complaints have you received in the past 6 months? <u>48</u>		Most common complaints received? <u>Co pay's</u>	
Tracking method observed <input type="checkbox"/>			
Are responses to informal complaints appropriate? Comments:		Yes <input checked="" type="radio"/> No <input type="radio"/> <u>Within 7 day timeframe Inmates Interviewed</u>	

Inspector: C Adams

Facility: RCI  
Date: 9/27/17

AREA INSPECTED: MENTAL HEALTH SERVICES Crisis/Inpatient

FACILITIES				
	#	Clean?	Organized?	Comments
Offices		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Conference Rms		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	Limited space
Classrooms		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	Limited
Records Areas		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Crisis Cells				
Number of crisis cells:		Describe location:		Cells observed in use:
<u>9 house - 4 cells</u> <u>4 Inpatient</u>		<u>9 house</u> <u>4 Inpatient</u>		YES NO
How clean are the crisis cells?		Comments:		
Excellent <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/>		<u>Visibility</u>		
Documentation of 4118 correct and updated?		Comments:		
<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> YES <input checked="" type="radio"/> NO		<u>Document on charts</u>		
Do crisis cells have clear visibility?		Comments:		
<input type="radio"/> YES <input checked="" type="radio"/> NO				
Do cells have protective secure screening on the windows and are they intact?		Comments:		
<input checked="" type="radio"/> YES <input type="radio"/> NO				
STAFFING				
Psychiatrist	Psychologist	APN-MH	RN	Psych Asst.
<u>0</u>	<u>2</u>	<u>1 NP</u>	<u>2</u>	<u>1</u>
LSW	LISW	SW	PC	MHA
<u>1</u>	<u>1 - (MHA)</u>	<u>1</u>		<u>1</u>

Inspector: Adams

Facility: RCI  
Date: 9/27/17

QIC: <u>1</u>	HIT: <u>2</u>	Other: _____	Comments:
List any vacancies: <u>4 / 5 - after Fri</u>		<u>1 Social wrk 1</u> <u>1 Social wrk 2</u>	<u>2 BHT Health Providers</u>
List any contract staff: <u>2 - HIT'S</u>			
Do you have difficulty getting qualified applicants? What techniques do you implore to recruit qualified individuals? <u>Yes - MH positions (competition)</u> <u>Networking in community</u> <u>Monday</u>			

CASELOAD			
Does your institution have any special missions (ITP, RTU, reception, etc)	Yes or <u>No</u>		
Total Caseload:	# <u>344</u>	Backlog?	<u>NO</u>
Number of C1/SMI:	# <u>111</u>	→ <u>C1 = 111</u> <u>C2 = 233</u>	
How many inmates are on the MH Caseload are in segregation?	# <u>TPU (64)</u>	How many are C1/SMI?	<u>0 - Rest House</u> <u>(20) - LPH</u>
How many inmates are on medication	# <u>162</u>	Comments:	
Any inmates on mandated medications?	# <u>0</u>	Types?	
Number of watches (constant, close, MHO in past year)	# of Constant <u>0</u>	# of Close <u>0</u>	# of MHO <u>0</u>
Completed Suicides since January 2014	# <u>1</u>	Method: <u>hanging</u>	
Suicide Attempts (past year)	# <u>2</u>	Most common method: <u>hanging</u>	
Self-Injurious Behavior (past	# <u>37</u>	Most common method: <u>Cutting</u>	

1 - cutting  
Apr. 1 2015  
Swallowing items  
Re open wounds  
injecting items

Inspector: \_\_\_\_\_

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

RESTRAINTS				
Have restraints been used on any inmates in the past year?  1	Yes <input checked="" type="radio"/> No	Total #?  1	# on MH caseload?  No	Type of restraint?  Medical
If yes to above, how long were inmates in the restraints?	1 hour 50 min.		How often are inmates in restraints checked by staff?	
Have any injuries resulted from restraints?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Example? — hunger strike		
What type of training does staff receive in regard to restraints?  Annual	Describe training scenarios and who attends:  In-service /			
ACCOUNTABILITY				
What is the system for maintaining patient and record confidentiality?	ECW / Secured Room			
How do you ensure that mental health information is kept current on DOTS?	MHL - updated / Reports are Reviewed ECW / Reports			
Is the MH caseload list distributed weekly?  Every Friday	Yes <input checked="" type="radio"/> No	Who receives it? Security Medical MH, Unit		
Do interdisciplinary meetings occur with the following departments? Medical	Yes <input checked="" type="radio"/> No	} Quarterly CBI		
Security / Unit Mgt.	Yes <input checked="" type="radio"/> No — Coded			
Recovery Services	Yes No			
Describe communication between other departments:  Communication is great				
Outside of the QIC process, how frequently are patient records audited?	Describe: MHA Reviews Charts weekly Audits — Acc / Internal Site Visits			
How many informal (90 Day)	Most common complaints received?			

Inspector: CHADAN 8

Facility: RCI  
Date: 9-27-17

<del>year</del> <u>Last 90 Days</u> - 10 / 2017 Total = 15			
Inmates Transferred to RTU (past year)	# <u>2</u>	Inmates Transferred to ITPs (past year)	# <u>0</u>
Average wait time?	<u>Americ at most</u>	Average wait time?	
ACCESS			
Mental Health Requests (review kite log for last 90 days)		Response Time?	Backlog?
Referrals (review Mental/Health evaluation/referral log for last 90 days)		<u>good</u>	<u>Ensure closing at all times</u>
Segregation Rounds Frequency?	<u>Everyday</u>	Assessment placement? <sup>TPU</sup> <del>post seg</del> <u>Medical Nurses DO Assessment</u>	Number past two weeks divided by total number completed timely: Treatment/programs for SMI in seg? • Medication Mgt. • Hunger Mgt.
Time period for initial psychiatry appointment?	<u>9/10/12 - 5/10/12</u>	<u>if flag case load immediate they will assess if not case load - Referral</u>	
What information is provided to new inmates re MH care?		• Initial intake • Detailed MH Screening	• Handbook • Orientation • Prisoner sees case load
CRISIS PREVENTION			
What strategies do you employ for crisis intervention? <u>Documented in files</u>	<u>Crisis Call everyday</u> • <u>Extended staff hours</u> • <u>Primary</u> <u>Back-up</u>		
Do you routinely hold open office hours?	<u>Yes</u>	Hours:	<u>Everyday 8:00-3:00P</u>
What measures are taken to prevent suicide?	<u>Monitoring</u> <u>Intervention - Treatment</u>		

Referral to  
273  
TPU

9/10/12 - 5/10/12  
Everyday

Regular Risk Assessment  
Policy  
Programs



Inspector: P. Adams

Facility: RCI  
Date: 9/27/17

complaints have you received in the past 6 months?	/
Tracking method observed <input type="checkbox"/>	
Are responses to informal complaints appropriate? Comments: <u>Medications — Mass Mentality</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

PROGRAMMING		
How many evidence-based MH programs are currently offered to inmates?	# <u>3</u>	What programs? <u>Anger Mgmt</u> <u>Seeking Safety</u> <u>Illness Management + Recovery</u>
How many additional programs offered?	# <u>3</u>	What programs? <u>Mindfulness</u> <u>MindOver Mood</u> <u>Medication Education</u>
How many inmates have participated in programming in the past 90 days?		Month 1 <u>67</u> Month 2 <u>70</u> Month 3 <u>75</u>  Total <u>212</u>
*Unduplicated if possible		
How many treatment programs have been scheduled in the past 90 days?		<u>64</u>
How many treatment programs have been conducted in the past 90 days?		<u>60</u>

Inspector: CHADAMS

Facility: RCI  
Date: \_\_\_\_\_

**AREA INSPECTED: RECOVERY SERVICES PROGRAM AREA**

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	5	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	N/A
Class Rooms	4	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	N/A
Records		Yes No	Yes No	Electronic files; no paper files.
Are all records stored in a locked filing cabinet? Yes <input type="checkbox"/> No <input type="checkbox"/>		How often are records audited ensure they have all information required by 70-RCV-02?		
<input type="checkbox"/> Observed No paper files		Monthly, plus quarterly site visits.		
Is the space available sufficient to perform duties? <input checked="" type="radio"/> Yes No		Comments: plus; A.C.A audit; internal mgt. audits.		
STAFFING and ADMINISTRATION				
List all staff working in recovery services and length of employment:				
RSA: Chris Quinn, LCDC-LS	Counselors: - Terry Dill, LCDC-III - Brent Wing, LCDC-III - Jason Williams, LCDC-III	HIT: (None)	Other: (None)	
Are there any current vacancies: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		How many? one	Length of vacancy? 6 mos.	
Are contract staff utilized? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		How many? N/A		
Do you feel you have enough staff to meet inmate needs of service? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Comments: current staff is ample for current AOD needs at RCI		
Are inmate graduates used to facilitate programming? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		How many? 3	How? Program aids; Chair AA/NA mtg.	
Are there any current concerns related to their performance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Comments: N/A		

1 Supervisor — 5 counselors  
4 + 1 (vacancy)  
8B-Block Goins Home to stay

Inspector: JSA

Facility: 2111/10  
Date: \_\_\_\_\_

Do you utilize volunteers? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	How many? <u>3</u>	For what? <u>assist w/ AA-NA mtg.</u>	
	How often? <u>Weekly</u>		
<b>INMATE OUTREACH AND PARTICIPATION</b>			
Describe the presence of the recovery service department at this institution?	<u>Inmates are made aware of Recovery Services at weekly orientation; plus there is a great deal of "Word of mouth" among the inmates, especially w/ those who have been in programs or are currently in programs.</u>		
Are there any designated recovery services housing units?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	How many beds? <u>N/A</u>	
What efforts are made to retain inmates who stop participating in formal programming?	<u>Meet with the inmate to discuss reasons for not wanting to attend; etc. If there is something Recovery Services can do to help inmate stay in program, we discuss that.</u>		
Do you reach out to individuals who are found guilty of Rule #39?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	How? <u>Inmate is placed on list for 4 week drug intervention program, program is voluntary and inmate can refuse program at that time or be placed on list later.</u>	
Do interdisciplinary meetings occur with the following departments?	Medical	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Frequency? <u>quarterly</u>
	Mental Health	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Frequency? <u>quarterly</u>
	Security	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Frequency? <u>monthly</u>
	Are you involved in discussions about how to manage Rule #39 with security and administration?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Do you offer any SAMI groups?	<u>yes, but program is currently on hold because of reduced mental health staff.</u>		

Inspector: \_\_\_\_\_

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

<p>Check all formal recovery programs offered.</p>	<p><input checked="" type="checkbox"/> Treatment Readiness Program  <input checked="" type="checkbox"/> Intensive Outpatient Program  <input checked="" type="checkbox"/> Recovery Maintenance Program  <input type="checkbox"/> AOD Education Groups  <input type="checkbox"/> Intensive Program-Prison  <input type="checkbox"/> Tobacco Cessation</p>
<p>How many inmates are <u>currently enrolled in formal treatment programming?</u></p> <p style="text-align: center; font-size: 2em;">35</p>	<p>R0: 0  R1: 0  R2: 7  R3: 28</p> <p>Total Enrolled = 35</p>
	<p>Is this an <i>Increase or Decrease</i> since your last cohort - <i>Same</i></p> <p>Is this on track to be an <i>increase or decrease</i> for FY 2014 - <i>decrease</i></p>
<p>In FY 2015, how many inmates were enrolled in programming.</p> <p style="text-align: center; font-size: 2em;">51</p>	<p><b>PULLED FROM FY 2016 ANNUAL REPORT</b></p>
<p>Number of treatment groups scheduled in the past 90 days?</p> <p style="text-align: center; font-size: 2em;">124</p>	
<p>Number of groups held in the past 90 days?</p> <p style="text-align: center; font-size: 2em;">121</p>	
<p>How many inmates in the entire institution population are assessed as:</p>	<p>R0:  R1:  R2:  R3:  Total # Assessed @ institution _____</p>

Inspector: \_\_\_\_\_

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

How many inmates are on the waitlist?  <b>274</b>	R0:		
	R1:		
	R2:		
	R3:		
	Total Waitlisted = <b>274</b>		
How do you engage individuals on the waitlist in services, as they wait to enroll in formal programming?	<i>advise AA/NA saty. attendance</i>		
Average monthly participation in the following ancillary programs	AA <b>30-35</b>	NA <b>30-35</b>	Other:
How frequently are they offered?	<b>3 times/week</b>	<b>5 times/week</b>	
Do you have any additional recovery services programming offered?  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	How many?  <b>one</b>	How often?  <b>weekly</b>	Names of Programs?  <b>9 hour education program for SM-E-LPT inmates.</b>

**RE-ENTRY PREPARATION**

How does your staff conduct outreach to family or incorporate them into recovery? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	How? <i>at CBT-DOP graduation, invited family members are educated on how to support loved ones in recovery.</i>
Describe the efforts to connect inmates with recovery resources in the community.	<i>Connection &amp; coordination w/ resources in-reach personnel</i>

**2017 - Terminations**

2017 68/11

20

Urine Sample (1)  
Cabs (2)  
3

2016 31 out to 4

complete

Judicial, OTC  
Using Drugs (Dirty Urine)

Test - Dirty Urine  
once per segment

For saturation list  
also monthly

Inspector: Jackson

Facility: RCI  
Date: \_\_\_\_\_

AREA INSPECTED: FOOD SERVICES

DINING HALL		COMMENTS		
1. What is the atmosphere of the dining hall upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>			
2. How many staff are assigned to supervise inmates in the dining hall?	1 <sup>st</sup> - <u>3</u> 2 <sup>nd</sup> - <u>2-3</u>			
3. How clean is the dining area?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Needs Improve <input type="checkbox"/> Acceptable <input type="checkbox"/>			
4. What is the temperature of the food in the serving line?	Item	Before	During	After
	Fish	<del>180</del> 180	180	174
	Beans (Pinto)	180	169	164
	Coltsburg	180	178	175
KITCHEN PREP AREA (including tools and equipment)		COMMENTS		
5. How clean is kitchen area?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Needs Improve <input type="checkbox"/> Acceptable <input type="checkbox"/>			
6. Does the equipment appear to be clean?	YES NO			
7. Is the quantity of the food served according to the menu?	YES NO			
8. Is soap available in the inmate/staff bathroom?	YES NO			
9. What is the date of last fire equipment inspection? -Extinguisher checked <input checked="" type="checkbox"/>	DATE: <u>9-13-17</u>			
10. What is the date of the last two county health inspections? Did the facility pass?	DATE 1: <del>9-25-17</del> DATE 2: _____ Main Issues/Concerns:	PASS PASS	FAIL FAIL	
11. What are the dates of the two most recent visits from the DRC Food Service Contract Monitor?	DATE 1: <u>9-25-17</u> DATE 2: _____ Main Issues/Concerns:	Compliance Score: <u>91</u>	Compliance Score: <u>92</u>	
12. How often is the cooking equipment sanitized?	<u>After each use</u>			
13. Are all chemicals secured? -Log observed <input checked="" type="checkbox"/>	YES NO			
14. Are the surrounding walls, floors, and the receiving racks that hold washed meal trays clean and sanitized on a regular basis?	YES NO			
15. Are there open trash containers near food preparation or dish wash areas?	YES NO			

Inspector: \_\_\_\_\_

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

FOOD STORAGE AND APPLIANCES		COMMENTS
16. Are any appliances in need of repair? -Service Call or work order requested <input type="checkbox"/>	N/A	
17. Are there any visible facility maintenance concerns?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
18. Are there any standing puddles of water on the ground?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
19. Do the coolers and freezers appear orderly and clean? Is there ice on the floor of coolers?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
20. Is stored food wrapped and dated? Storage shelves observed <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
21. Are containers of food stored off of the ground?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
22. Is the shelf-life of non-perishable items less than 90 days?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
23. Is the shelf-life of perishable items less than 7 days?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
24. Is a safe distance maintained from the top of the stored food to the ceiling?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
25. Are dishes/utensils washed/rinsed at appropriate temperatures (wash 150 degrees/rinse 180 degrees)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

CONTRACT STAFF		COMMENTS
26. Number of contract staff on-site:	Number of staff:	Length of time at facility:
Director	1	January 2017
Assistant Director	3	3 months - 9 months
Manager/Coordinator		
Contract Workers	17	1-1 1/2 years (Average)
Total contract staff	21	
27. Reason(s) for contract staff turnover?	Some become officers	

Inspector: \_\_\_\_\_

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

INMATE WORKERS and INCENTIVE PROGRAM(S)		COMMENTS
28. How many inmate workers are assigned to the food services department	138	
29. Are incentive programs offered to increase inmate participation?	YES NO	
30. How are inmates selected to work in food service?	Write application	
31. What is the monthly wage?	\$11 to \$21 above state pay - eligible after 30 days	
32. Do inmates receive performance evaluations?	YES NO	
Are raises available for good performance?	YES NO	
33. Are all inmate workers trained regarding proper hygiene? -Forms observed <input checked="" type="checkbox"/>	YES NO	
34. Are all inmate workers trained on proper handling of equipment? -Forms observed <input checked="" type="checkbox"/>	YES NO	
35. Are all inmate workers and staff wearing hair nets and gloves?	YES NO	
36. How many inmates participate in the program(s)?		
37. How many inmates do you currently have in the IN-2-Work program?	on hold for end of October	
38. Number of recent graduates from the IN-2-Work program?	3 in FY2017	

LOADING DOCK		COMMENTS
39. Is the trash dock free of odors, loose garbage bags, and bugs?	YES NO	
40. Are there any current pest issues?  If yes, when was most recent issue?	YES NO	
41. How often is the local exterminator used?	Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly <input checked="" type="checkbox"/> Annually <input type="checkbox"/>	



Inspector: \_\_\_\_\_

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

STAFF AND INMATE CONCERNS	COMMENTS	
42. 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"/>
43. Is a kite log maintained?  Inmates' biggest Concern(s)? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/>	NO <input type="radio"/> <i>Add variety to menu</i> <i>Job requests</i>
44. Contract staff biggest concerns?	<i>none</i>	
45. Number of delayed servings in last 12 months?	<i>none</i>	
46. Number of inadequate substitutions made in last 12 months?	<i>none</i>	

EXECUTIVE STAFF ROUNDS <i>8-1-17 to 8-31-17</i>												
STAFF	DATE	IN	OUT	DATE	IN	OUT	DATE	IN	OUT	DATE	IN	OUT
Warden	<i>8-16</i>	<i>10</i>	<i>10:10</i>									
DWO	<i>8-11</i>	<i>11:15</i>	<i>11:28</i>									
DWSS	<i>8-16</i>	<i>10</i>	<i>10:20</i>									
BM												
IIS	<i>8-15</i>	<i>11:10</i>	<i>11:35</i>									

ADDITIONAL COMMENTS:

*ACU is down  
for a while - a couple days*

AREA INSPECTED: RECREATION

ACCESS	COMMENTS	
<p>1. Example of typical recreation/yard schedule: (request copy of schedule**) <u>North Side</u></p> <p>Morning hours: <u>8:00 - 9:00</u> + <u>9:15 - 10:15</u></p> <p>Afternoon hours: <u>1:00 - 2:15</u> + <u>2:15 - 3:30</u></p> <p>Evening hours: <u>6:00 - 8:00</u></p>	<p><u>South Side</u></p> <p>6:30 - 7:30 + 8:00 - 9:30</p> <p>1:00 - 2:15 + 2:15 - 3:30</p> <p>6:00 - 8:00</p>	
<p>2. How many hours per day are inmates permitted to recreate?</p>	<p>out of cell time</p> <p>4 1/2 - 5 hrs./day</p>	
<p>3. How many inmates/housing units are permitted to recreate at any one time?</p>	<p>4 pods</p> <p>two each side of compound</p>	
<p>4. How frequently is recreation shut down due to staffing/unexpected issues?</p>	<p><input checked="" type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Sometimes (2-3 times per week)</p> <p><input type="checkbox"/> Frequently (3+ times per week)</p>	
<p>5. Was recreation shut-down last week?</p>	<p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>	<p>How many times?</p> <p>N/A</p>
<p>6. Describe any obstacles to inmate access to recreation:</p>	<p>Nothing other than discipline</p>	
<p>7. What activities do you provide for inmates when recreation is shut-down?</p>	<p>- inside day room activities</p> <p>- cards, chess</p>	
<p>8. Where are activities posted for inmate information?</p>	<p>- housing units</p> <p>- rec area</p>	
<p>9. What types of music programs are available?</p>	<p>Describe:</p> <p>- band room on north side</p>	
<p>10. What types of art programs are available?</p>	<p>Describe:</p> <p>- Art program on South Side</p> <p>- picket for program</p>	
<p>11. Are activities available to all inmates, including those with disabilities?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Types:</p>

FACILITIES	COMMENTS	
12. Does recreation equipment appear to be clean and in good working order?	YES NO	
13. What equipment is in need of maintenance?	- not at this time	
14. How many staff are assigned to supervise inmates?	- 2 GAT on each side - 1 CO on each side	
15. How many non-correctional officers work in the recreation department?	- 4 GATs	
16. How many inmate program assistants are assigned to the recreation department?	- 4 - refs - porters	
VARIETY/SELECTION OF ACTIVITIES	COMMENTS	
17. How often are new activities introduced?	- Seasonal	
18. What are examples of unique/innovative recreational opportunities provided at this institution?	→ Football	
19. What inmate-led recreation programs are available at this institution (ex. aerobics, Zumba, Yoga)?	- aerobics on weekends - art programs	
20. What incentive-based health/wellness programs are provided at this institution (ex. Biggest Loser competition)?	- ref incentive pay - aerobics	
21. How often is the selection of movies rotated?	- every Tuesday + Friday Number in rotation: <u>4</u>	
22. What intramural sports are available at this institution: (any league divisions, such as 40+?)  Describe Past Tournaments:	<ul style="list-style-type: none"> <li>- Softball</li> <li>- basketball (35+ over)</li> <li>- Football</li> </ul> <ul style="list-style-type: none"> <li>- holiday tournaments</li> </ul>	

23. What are the top concerns inmates express about recreation?	
<ul style="list-style-type: none"> <li>- <del>what</del> want a job</li> <li>- what movies will be on</li> </ul>	
24. What activities or equipment would improve recreation?	- not at this time being a Level 3
Describe Physical Facilities:	
<u>Indoor:</u>	
<ul style="list-style-type: none"> <li>- basketball</li> <li>- Art room</li> <li>- workout room</li> <li>- equipment room</li> </ul>	
<u>Outdoor:</u>	
<ul style="list-style-type: none"> <li>- 3 basketball</li> <li>- 6 handball</li> <li>- 1 softball field</li> <li>- 1 football field</li> <li>- track</li> <li>- pull up/dip bars</li> <li>- horseshoes</li> </ul>	

Physical Activities	Level 3
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	
Racquetball	
Soccer Intramural	
Softball Intramural	
Softball Outside Teams	✓
Track and Field	✓
Track & Field Outside Teams	
Volleyball	✓
Volleyball Outside Teams	
Wellness Programs	✓
Yoga	

Cultural / Arts	Level 3	Frequency	Not by Rec. Dept.
Cultural Ethnic Events	✓	1 per year	
Crafts	✓	Every day	
Dance Performance			
Holiday Shows			
Institutional Bands	✓	Everyday.	
Sign Language			
Talent Shows			
Theater			

Special Events	Level 3	Frequency	Not by Rec. Dept.
*Charitable Fundraisers	✓		✓
Art/Craft Shows	✓	3-4 times year.	✓
Outside Catered/Fast Food	✓		
Inmate Health Fairs			
Outside Entertainment	✓	3-4 times year	

Inspector T. Dickl  
9/26/17

AREA INSPECTED: INMATE GRIEVANCE PROCEDURE

ACCESS		
1. How often do you perform rounds of the housing units? <input type="checkbox"/> Employee sign-in logs	MONTHLY	What issues have been noted recently? PROPERTY MED SEEKING
2. Do you target any specific areas for rounds?	KPHS FOOD SERVICE (weekly)	Which? 9-house (S <sup>IST.</sup> T <sup>AP</sup> S <sup>eg</sup> Unit)
3. Do you hold open office hours? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Frequency? Movement / Level 3	How do inmates access? MAIL ROOM PROPERTY VENT WILL PASS INMATE ID OR GO TO INMATE
4. What methods are used to educate inmates on the IGP at this facility? How do you educate inmates fluent in other languages besides English?	YES IN SPANISH	
5. What methods are used to educate staff on the IGP?	NEW STAFF ORIENTATION	
6. Do you provide the grievance procedure in the inmate handbook? Yes	Request a copy of the inmate handbook. Are they printed through the OPI shop? Inspector HANDBOOK IS ON JURY / SPANISH	
7. Are any inmates on grievance restriction? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Cause?	
RESPONSE TIMELINESS		
8. What percentage of informal complaint responses were untimely last year?	3.4% 36 of 1072	Reasons for untimely responses? → Supervisor Vacation
9. What steps do you take to reduce untimely informal complaints?	Everyday - Pink copy is tracked & a notice is sent to staff to ensure they get that	
10. Do you report staff who frequently fail to respond timely? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	How? Shift Supervisors	→ Mgr (Response)
11. Are there lock boxes for kites and other inmate communication? Yes	Who has access for entry of the lock boxes? MAIL ROOM STAFF	How many and where are they located? MAILBOXES - Both dining rooms Kite boxes units

Extensions last year = 27 (14-day)

Just etc. or 3rd Kite boxes

Rec. Services  
Indigency Property  
Hygiene

12. Do you keep a kite log? <input checked="" type="checkbox"/> N <input type="checkbox"/> Y PIN #15 Clothing, RIB, clothing	Request for Legal Kit Tee-cell	What issues relayed? 06 Property (CD), JPI
13. Top three grievances filed for 2016? Copy of report 2016.	Property = 38 STAFF/Inmate = 37	Area(s) of concern? Mainly PIKs = 18
14. How many grievances resulted in a report to the Warden?	Property, sup	Area(s) of concern? u.s.m., Use of force
<b>OVERSIGHT AND ACCOUNTABILITY</b>		
15. What is the area of most frequent complaint by inmates?	Property	Steps to reduce? →
16. How frequently do executive staff discuss areas of concern? (ex: Meetings, trainings, etc.)	Exec Staff mts - Once a week Dept. mts - monthly Medical CQI	How? CQI AD Hoc quarterly
17. What specific actions, if any, have been taken as a result of the executive staff meetings?	Report on Information on Complaints Types of Complaint as well as timely responses	Updates
18. What areas have you specifically inspected within the past 90 days? <input checked="" type="checkbox"/> IIS Activity Report Rev'd Kitchen, Control room	Receiving Discharge Recov. Education F/S	Discrepancies in policy/practice? 9-house Medical Vent-Property F/S Mailroom Library Bathroom Bathroom
19. What areas of the institution have you worked with staff to improve?	Property Claims	How? Discuss in Meetings Planning Tracking
20. How many complaints regarding staff retaliation for use of the IGP have you received in the past year?	2 for 2016	Substantiated? (Not Substantiated)
21. How do you ensure that inmates are not retaliated against for using the IGP?	Education Monitor	Int-Service Training
22. Do you track the staff who are the most frequent subjects of inmate complaints? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Frequency? I	What do you do with the information?

2016

1) Property = 38

2) STAFF/Inmate = 37

3) Mainly PIKs = 18

22
3
3

2016  
IGTs = 2946  
Ct claims = 3  
Paid out = \$953,57  
18 granted 5/20/16-3/17

23. Explain how complaints of Inappropriate Supervision are addressed?	Investigated / Interview / Evidence reviewed
24. What oversight, if any, do you provide regarding the quality of responses to ICRs?	would help to have an assistance decision # of ICR's & grievances filed
25. What suggestions do you have for how to improve the grievance procedure?	working on figuring out new procedure STAFF, Passwords, kiosks, monitoring / on-line
26. What suggestions do you have for how to improve/enhance the Inspector's role in a prison?	Having an assistance would help to enhance this role
27. What methods do you utilize to enhance Inmate's perception of the grievance procedure and their use of the grievance procedure?	orientation Interviews • All Inmate facilitators will assist w/ inmates' portion of process
28. How would you describe inmate's comfort level with voicing complaints and the use of the grievance procedure?	good
29. How do you ensure inmates understand the responses provided on grievances filed?	Orientation, Discussing provide information

IAPP  
Supv.
threat  
 Use of Force (Reported)  
 Unprof. conduct (Non Reported)

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3 Ret. Complaints (2017)  
 Non-substantiated

# of grievances 2016 = 171  
 # of grievances 2015 = 168



AREA INSPECTED: ~~TPU~~ TPU / LPH (5-house / 9-house)

		COMMENTS
1. Inmate Count Tracking Mechanism/Roster <input checked="" type="checkbox"/>		
2. How many cells have more than two inmates?		Multiple Cells in 5-House
3. How many inmates are in segregation for refusal to lock due to safety concerns?		
4. What is the atmosphere of the unit upon entrance?		<del>Quiet</del> Quiet
FACILITIES		
5. How clean are cells? <i>TPU - low, division lighting looks like a cell</i>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	Old - But no reported concerns of issues
6. How clean are hallways/rec areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	Old lyt not dirty
7. How often are inmates allowed to clean their cells/ toilets, sinks?	<i>weekly</i>	
8. 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"/>
9. How quickly are maintenance work orders completed?		<i>Varies</i>
10. How clean are shower facilities?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	<i>Same Soap</i> <i>Scum</i>
11. How often are shower facilities cleaned?	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
12. How clean are crisis cells? # of crisis cells <i>5</i>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
14. What recreation equipment or space is available?  Sanitation issues? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<i>5A - 1 outdoor rec cage 4 indoor rec cells ↳ Bill-up / dip stations</i> <i>5B - Access to Regular indoor rec (LPH) inmates + outdoor rec</i>	

*9-house: 1 outdoor rec w/  
Baskets all houses + Bill-up/dip  
on outside (2 total) Station  
1 indoor rec on both sides*

CELL SECURITY CHECK		
15. How many of the following: - Cell window obstructed <u>none</u> Cell door window obstructed <u>none</u> - Towel on floor <u>several</u> Material in lock _____ - Inappropriate pictures <u>none</u> Material in cuff port _____ - Clotheslines <u>none</u> Graffiti <u>none</u>		
STAFF ACCOUNTABILITY		
16. Are appropriate cleaning materials in locked container and at least half full? - Match inventory <input type="checkbox"/> - Container checked <input type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
17. How many officers are on duty per shift?	1 <sup>st</sup> - } 2 <sup>nd</sup> - } 2-3 3 <sup>rd</sup> - }	5-hour 9-hour
18. Are officers performing security checks at staggered 30 min intervals? -Log observed <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	
19. Are individual log sheets maintained and up to date? -Log observed <input type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
20. How often are medical rounds conducted? -Log observed <input checked="" type="checkbox"/>	Daily	
21. How often are mental health rounds conducted? -Log observed <input checked="" type="checkbox"/>	Weekly	Dates in log book:
22. How frequently do uses of force occur in the segregation unit?	What were the circumstances of the last use of force?	
23. How frequently is meal/food loaf used in the segregation unit?	What were the circumstances of the last time that meal/food loaf was given?	
24. How frequently do inmates flood the range or otherwise cause a disturbance?	What were the circumstances of the last time?	
ACCESS TO CIIC, PROGRAMS, STAFF		
25. Is the current CIIC memo posted?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Did not see
26. Describe inmates' access to the library:	Bookcase? Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> ↳ 5-hour	Dates in log book:



Facility: RCT  
Date: \_\_\_\_\_

Reentry Coordinator  
Reentry Interview Questions

PURPOSEFUL ACTIVITIES	
1. How frequently do your inmates have opportunity to be away from their cell or bunk to participate in reentry programs or activities?	<input type="checkbox"/> All the time except for lockdown at night and count <input type="checkbox"/> Frequently <input type="checkbox"/> Rarely <i>GP 5 hrs OCT / LPH 3hrs OCT</i>
2. What percent of inmates have access (based on assignment or schedule) to some type of structured programming (educational, Thinking for a Change, etc.) on a daily basis?	<i>0% Inmate led Programs Some because of arbitrary</i>
3. What are the barriers to access purposeful activities and reentry programming at your institution?	<i>Length of Sentence</i>
4. Are you aware of incentives for inmates to complete reentry-approved programs?	<input checked="" type="radio"/> YES <input type="radio"/> NO <i>GD - Incentive Packs, Extra VIST</i>
5. Do you think that these incentives are effective?	<input checked="" type="radio"/> YES <input type="radio"/> NO <i>If not, what incentives would be more effective?</i>
6. Are the inmates fully aware of the incentives to complete reentry-approved programs?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7. How frequently are recreational activities disrupted or shut down?	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Never <i>For P.M.</i>
8. Do most inmates have access to a job that involves more than two hours of work each day?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>Inmates are at least classed as Level 5 - Assist in cleaning the units</i>
9. What additional programs, information, or resources do you feel are needed to provide reentry assistance to inmates?	<ul style="list-style-type: none"> <li>• Program space</li> <li>• Smartboards</li> <li>• _____</li> </ul>
CONTACT WITH COMMUNITY	
10. How easy is it for inmates to keep in contact with family/friends?	<input checked="" type="checkbox"/> Very easy <input type="checkbox"/> Easy <input type="checkbox"/> Difficult <input type="checkbox"/> Very difficult <i>Phones, mail, IPAY kiosk, Visiting</i>
11. What barriers exist to inmates communicating with family, friends, or the community at this institution?	<i>Distance</i>

STAFF ACCOUNTABILITY and REENTRY		
12. Do you, as Reentry Coordinator, meet with individual inmates to discuss what <u>recommended programs</u> they should complete during their incarceration to prepare for reentry?	YES NO	CPS + UMI meet w/ inmates and discuss case plan / re-entry UMI + UMI Complete Q&A on Case Plan
13. Do you routinely and regularly meet with inmates to discuss finding <u>housing, job placement</u> , etc, after their release?	YES NO	If yes, how are discussions documented? CPS completes Placement If yes, are follow-up steps taken after the discussions? UMI follow up If yes, how often do you meet with inmates?
14. Do you provide inmates with <u>written materials</u> and information on how to find housing, job placement, etc?	<input checked="" type="checkbox"/> YES NO	What written materials are provided? Packet provided to inmates w/ resource guide to county of residence
15. Do you confirm that inmates actually know <u>where to find additional information or resources</u> to find housing, job placement, etc?	<input checked="" type="checkbox"/> YES NO	How do you confirm inmates have knowledge and skills to acquire needed information and resources? Library Resource Center
16. What steps do you take to assure inmates are aware of the <u>M.U.S.C.L.E. (Reentry Resource Guide)</u> with county/community information?		CPS prints guide - ALSO AVAILABLE IN LIB
17. How do you track what information the inmate has received to help him find housing, a job, etc, after release?		Do you use a system to track the number and percent of inmates per housing unit who do not have a completed F4443/RPLAN sheet at 30 days prior to release? Please describe: Report printed 1st of each month.

SUMMARY and RECOMMENDATIONS	
18. Overall, how well do you feel that the institution has prepared inmates for post-release reentry?	<input checked="" type="checkbox"/> Exceptional (Why?) <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> In need of improvement (Why?)
19. How could this institution better prepare <u>all</u> inmates for reentry?	Inmate Engage More Resources: 1) Program space 2) Smart boards 3) Need Tablets for staff
Additional comments: Tablets for Inmates > Education Recovery Service	

Unit Management Chief (UMC) Reentry Interview Questions

Facility: LCJ  
 Date: 9/24/17

CLASSIFICATION REVIEWS	
1. Regarding inmate <b>classification reviews</b> : What percent of the total inmate population is shown on the <b>Due/Past Due Reports</b> (for classification reviews)?  [DOTS ... GRMEN... <b>print</b> full report (several pages) and <b>print</b> past due report (one page)]	Number inmates on Past Due Report: <u>79</u> # <u>list - 4 NOT</u> More than one month Past Due: <u>4</u> # <u>in month</u> Reasons for overdue reviews: <u>Decease</u> <u>OTC</u> <u>9 Sept.</u>
PURPOSEFUL ACTIVITIES	
2. How would you rate the level of inmate access to purposeful activities at this institution?  Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
3. What types of purposeful activities are available at this institution? <input checked="" type="checkbox"/> Education/Academic/Vocational/College <input checked="" type="checkbox"/> Unit programs <input checked="" type="checkbox"/> Community service <input type="checkbox"/> OPI <input checked="" type="checkbox"/> Inmate-led groups <input checked="" type="checkbox"/> Mental health/recovery programs <input checked="" type="checkbox"/> Religious programs <input type="checkbox"/> Other (please list):	
4. Collectively, what are the <b>barriers to access</b> to purposeful activities and reentry programming at your institution? (For) <u>restricted housing</u> <u>Reentry</u> <u>policy - Reentry Program</u> <u>2 year - inmates that really want it</u>	
5. Have you completed your most recent (January 20, YEAR) <b>Needs Assessment Survey</b> ? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <u>In Progress</u>	Please print and provide a copy of your most recent <b>Needs and Staffing Assessment for Social Services Programs</b> (per DRC Policy 71-SOC-10)
CONTACT WITH COMMUNITY	
6. What does the institution do to promote inmate communication with family, friends and the community?	<u>through social programming.</u> <u>like plans in/outside family + pro-social interaction.</u>
7. What <b>barriers exist to inmates communicating with family, friends, or the community</b> at this institution?	<u>ABLE TO PHONE, WRITE, AND USE SPEAKERS FOR EMER + VIDEO VISITS</u>
8. Do you have a reentry coalition and how active is your local reentry coalition?	11a. When was the last meeting? <u>9/17</u>
9. What other county reentry coalition meetings do you attend? <u>Yes</u> <u>Coalition</u>	What information do you take away from these meetings and what do you do with the information? <u>Mrs Huff attends -</u> <u>AGENDA FOR LAST 2 MEETINGS AVAILABLE</u>
10. Describe the level of in-reach from local community service providers or agencies.	Request number of current active volunteers (report from DOTS) <u>LIST PRINTED -</u> What areas do the volunteers work in? <u>FAITH BASED - Life Skills</u> <u>PROBLEMS - CHAPEL</u> <u>Recovery</u> (181 Active) UNITS Recov. Religious

OAB

Licking County - Child

support  
a state  
child

<p>11b. How many community service projects do you have going at this time? Get a list.</p> <p>On going to Computer</p>	<p>How many community service hours for 2016?</p>
<p>12. When was your last job fair?</p> <p>5/25/17 Next scheduled 10/12/17 Re-entry Resource Fair</p>	<p>13a. What groups/agencies/providers attended? Get a list of all agencies.</p> <p>13b. how many inmate participants did you have?</p> <p>Provided 115</p>
<p>14. Do you have any suggestions for how to increase community contact and/or in-reach?</p>	<p>Mrs. Huff continuously contacts community resources in attempts to provide more services to re</p>
<p><b>REENTRY</b></p>	
<p>15. What are positive activities/actions that this institution has implemented to prepare inmates for a successful reentry?</p>	<p>Re-entry documents + placement plans TRANSITIONAL SKILLS, RE-ENTRY PROGRAMS, EXIT PROGRAMS, LIFE GUIDES.</p>
<p>16. Do you have any unique opportunities or programs for familial engagement?</p> <p>Prep to go Melo Restorative Unit</p>	<p>Go with Home for Good Program - #88 Mail, Kiosk (e-mail) free envelopes Visitation</p>
<p>17. Does every inmate have the opportunity to be involved in a reentry program (unit programs, education, etc) prior to release?</p> <p>Copies</p>	<p>Please describe your tracking system and documentation used for monitoring inmates placed into recommended programs.</p> <p>Other case plans - inmates on waiting list. at least 24 hours or less gets in programs 1st.</p>
<p>18. What reentry programs are offered for inmates at this facility?</p> <p>Copies</p>	<p>(see attached table for Program requested documentation)</p>
<p>19. Who facilitates these programs?</p> <p>CRS</p>	<p>How many reentry programs are ran in a year? CRS receives to facilitate at least one per 6 months Some sergeants assist with programs</p>
<p>20. What channels of communication or distribution of information are used to make reentry resources known to inmates?</p>	<p>What new and additional programs, information, or resources do you feel are needed to provide reentry assistance to inmates?</p> <p>Recently started TRANSITIONAL SKILLS. THE PILOT STARTED / FAITH BASED + IMPACT COMM. Programs.</p>
<p>21. <b>TRANSITIONAL RELEASE PLAN (TR PLAN):</b> What percentage of all inmates within 60 days of their release date</p>	<p>22. What accountability system is in place to oversee the completion of each item or service on the RPLAN per inmate?</p> <p>Results, Domestic Skills, CS</p>

OAB Simulator

graduated school  
Bill Glass  
working above

<p>have all documents received or provided per their individual OTRP (F4443) form? [RPLAN screen in DOTS portal]</p> <hr/> <p>Documents or services include:</p> <ul style="list-style-type: none"> <li>• Copy of DD214</li> <li>• Social Security Card</li> <li>• Birth Certificate</li> <li>• Driver's License</li> <li>• Other:</li> <li>• Transportation</li> <li>• Reentry Resource Guide</li> <li>• Institution Job History</li> <li>• Housing Plan</li> <li>• S.T.R.I.V.E.</li> <li>• A.P.A. Workshop</li> <li>• SSA Screening</li> <li>• Community Linkage Package</li> <li>• Medicaid Application</li> <li>• PASRR Nursing Home</li> <li>• Career Passport to Forwarding Address</li> <li>• Recovery Service Discharge &amp; Prognosis</li> <li>• Ohio Benefit Bank Registration</li> </ul>	<p><b>For example:</b></p> <p>* UMC filtering a list of 60-day, 30-day inmates on the 1<sup>st</sup> of each month and distributing to each Case Mgr for interaction/completion.</p> <p>* Required <b>date-driven checkpoint meetings</b> at 120, 90, 60, or 30 days between Case Mgr and inmate(s)?</p> <p>* Unit Management <b>'tracking board'</b> that is updated weekly for remaining tasks per inmate w/ less than one week.</p> <p>*Other: 75 / 22 RPLANS (All good)</p> <p>*Other:</p> <p>Report Printed 1<sup>st</sup> of each month.</p>
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SUMMARY AND RECOMMENDATIONS	
<p>23. Overall, how well do you feel that the institution has prepared inmates for post-release reentry?</p>	<p><input checked="" type="checkbox"/> Exceptional If exceptional, why?</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Acceptable</p> <p><input type="checkbox"/> In need of improvement If in need, why?</p>
<p>24. How could this institution better prepare all inmates for reentry?</p>	<p>Get more inmates buy-in (initiated on their part)</p>
<p>25. Current Staffing:</p> <p>9 CM</p> <p>5 UM (2 vac)</p> <p>12 Sgt.s (correctional counselors)</p> <p>4 Professional Administrative 1's</p> <p>Describe communication between security staff and unit staff.</p> <p>Direct</p>	<p>How many vacancies?</p> <p>2 vacancies in the hiring process</p> <p>1 vacancy</p>
<p>26. Request list of additional unit-based activities or purposeful activities available to the inmate population?</p>	



27. Who is your reentry coordinator?	
MS. I	
Additional comments:	

Current Programs

Name of Reentry-Approved Program	Number of Current Participants	Number of Inmates on the Waitlist
Cage Your Rage	#	#
Inside Out Dads	#	#
Money Smart	#	#
Responsible Family Life Skills	#	#
Thinking for a Change	#	#
Victim Awareness	#	#

FY 2016 Completions

Name of Reentry-Approved Program	Number of Completions
Cage Your Rage	#
Inside Out Dads	#
Money Smart	#
Responsible Family Life Skills	#
Thinking for a Change	#
Victim Awareness	#

- Review tracking method for the programs.

Facility: ROI

Mr. Paul Domo

Date: 9/26/17  
*CP*

**PRINCIPAL INTERVIEW**

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

CIIC CLASSROOM REVIEW	
1. Name of teacher/program facilitator	
2. Overall, classroom management and student behavior were rated as:	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/>
3. Overall, instructional strategies and teaching methods were rated as:	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/>
4. Overall, classrooms were appropriate in size, acoustics, lighting, temperature, etc.	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/>

*GED Testing* *School on Intuition*

**EDUCATIONAL ADMINISTRATOR INTERVIEW**

STUDENT POPULATION and ACCESS	
5. Current educational staff <i>Tim Parks - Principal</i>	1 Principal; <u>1</u> Assistant Principal 8 Teachers ( <u>4</u> Academic, <u>4</u> C-T, <u>0</u> AJT, etc.) 0 Guidance Counselor 1 Educational Specialists 1 Intervention Specialists
6. Current vacancies ( <u>1</u> total)	Positions: <i>Academic (Ally Interviewed)</i>
7. What is the average or approximate student/teacher ratio?	Academic <u>20 to 1</u> Career/Tech <u>20 to 1</u> Other _____
8. Number certified inmate tutors?	Academic _____ Career/Tech _____ Other _____
9. Are there plans to expand the training/use of certified inmate tutors in delivering education?	<i>VTDS = 14, current = 12</i> <i>Trains 1 more person designated to be Tutor</i>
10. What initiatives have been implemented to increase access to educational programs and/or increase GED attainment?	<i>MOVEMENT is somewhat barrier</i> <i>Testing More</i> <i>Schedule more test</i> <i>Computer slow + down</i>
11. Describe education delivery to segregation (to assure delivery no later than 60 days after segregation placements, per Policy 57-EDU-02.)	11a. What tracking system do you use to assure that segregation inmates are receiving educational programming? <i>Yes - Educational goes over + they attend - LPH</i>
STAFF PROFESSIONAL DEVELOPMENT	
12. Describe opportunities and support for staff professional development:	<ul style="list-style-type: none"> <li>Membership in association, trade, or professional group</li> <li>Attendance at association, trade, professional conferences</li> <li>Tuition support for continuing education or development</li> </ul> <i>Plan: Strategic Down Plan Event</i> <i>CEA Conference</i>
13. Describe opportunities for internal evaluation and improvement:	<ul style="list-style-type: none"> <li>Principal evaluation of teachers</li> <li>Informal peer teacher feedback</li> </ul> <i>Principal / Asst. Does the</i> <i>NO Peer Review</i>

Facility: Ret

Date: 9/26/17

INSTITUTIONAL NEEDS ASSESSMENT	
14. Date of last annual institutional needs assessment: <u>Dec 2016</u> <small>*Request copy</small>	15. What positives, negatives, or other 'take away' findings emerged? <u>Currently working on one for 2017 / Review 2016</u>
SPECIALIZED EDUCATIONAL PROGRAMMING	
16. What educational programming does your institution offer?	
<input type="checkbox"/> Pre-GED <input checked="" type="checkbox"/> GED <input type="checkbox"/> ABE <input type="checkbox"/> Literacy <input checked="" type="checkbox"/> Special Education	
Does your institution offer any of the following specialized educational programs:	
<input type="checkbox"/> Vocational Programs (career-tech, career enhancement): <u>21</u> <u>Derby Corp, APS</u>	
<input checked="" type="checkbox"/> Advanced Job Training (college courses): <u>21</u>	
<input checked="" type="checkbox"/> Apprenticeship Programs: <u>14</u> <u>Dog Program, Landscaping, Plumbing Apprentices</u>	
<input type="checkbox"/> Title 1 (for educationally disadvantaged under 21 years)	
<input checked="" type="checkbox"/> Transitional Education Program (TEP) <input type="checkbox"/> Education Intensive Prison Program (EIPP)	
Are there any additional specialized educational programs available? <u>0</u>	
INSTRUCTIONAL MATERIALS and TECHNOLOGY	
17. Overall, are instructional materials provided to every student?	<input checked="" type="radio"/> YES <input type="radio"/> NO
18. Describe inmate student use of technology, if any.	Academic - <u>18</u> Career /Tech - <u>APS has</u> Other -
19. To what degree is all technology currently working?	Are repairs pending? <u>NO - 2 Down</u> <u>18</u>
20. What additional technology is planned?	<u>12</u> <u>Have Zero clients starting to come in</u>
OVERALL	
21. Who maintains the children's reading room in visitation?	<u>NO hours noted on monthly report</u>
22. How many documented hours are reported for reading room utilization? <input type="checkbox"/> Review report	<u>0</u>
23. Overall, how well is the institution providing inmates with academic instruction and preparing them to take the GED?	<u>Good</u>
24. What are you particularly proud of in terms of education at your facility?	<u>Teachers work hard</u>
25. What are the biggest challenges confronting academic instruction?	<u>Movement - level 3</u> <u>Program Fee</u>

Additional Comments:

*Review Needs Assmt*

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

AREA INSPECTED: LIBRARY/LAW LIBRARY

Sally / Tara

Security / Maint

FACILITIES	
1. Does the area appear to be clean and well-maintained? <input checked="" type="radio"/> YES <input type="radio"/> NO	Describe library facilities: Library w/ exception (foyer) June 2017
2. What is the seating capacity in the library? 70	63 chairs — tables Approx. 25
3. Is there a limit on the number of inmates who may use the library at one time? <input checked="" type="radio"/> YES <input type="radio"/> NO	Cap/limit #: 70 Rationale: Rest. Mount 26
4. Total number of materials in library: *request copy of most recent monthly report 13 917	Date: _____ What types of materials does this include? See Rpt
5. How many subscriptions are maintained for magazines _____, newspapers _____	How are they selected? Kites/Request See list surveys/monitoring Usage - lived spreadsheet
6. Are there any other media alternatives?	Yes - watch movies
7. How often are new materials added to the library?	What are your sources for new library materials? monthly DONATIONS purchase Interlibrary State Library State Library
8. How many computers/typewriters are available for inmates' use? 12 total # of PCs 4 2 TYPE 6 # LexisNexus - illegal 15 - but one is NOT WORKING 14 2 typewriters 2 # Word Processor 2 # Reentry - Reentry Resource Room good -	How many are inoperable currently? 1 Have work orders been submitted? list
9. How many inmate workers are assigned to the library/law library?	8 total # of workers 3 # of law clerks 5 / my workers 0 # of volunteers
10. Do you have any post-secondary educational materials? <input checked="" type="radio"/> YES <input type="radio"/> NO	Describe: OED
11. Do you have a specific ethnic/urban section within your library? <input checked="" type="radio"/> YES <input type="radio"/> NO	Describe: Spanish Islamic
12. Do you have a specific foreign language section within your library? <input checked="" type="radio"/> YES <input type="radio"/> NO	Describe: Spanish Hebrew Section
ACCESS	
*Request copy of library schedule Library / Library Asst.	13. What is the average amount of time that an inmate has to use the library per week? 1 day a week
14. How do you ensure new inmates are aware of how to use the library?	

- The Library Foyer Needs Fixed - tiles / Dirty - needs cleaned
- Books - Chapel

Facility: RCI Date: 9/26/17

15. When was your last library advisory committee meeting held and who attended? Review copy of minutes.	July 21/2017 <i>see minutes</i>
16. What is the most frequent use of the library by the inmates?	17. What complaints have inmates relayed regarding access to library?
① legal ② watching movies	Want to come more frequent
18. How often do you go to TPU units?	19. How do you ensure all inmates in segregation have their desired library materials?
weekly NOTHING SERVICES → Kites	
20. How are policies maintained in the segregation unit for inmates to review?	21. Who maintains the policies in segregation?
TPU	Librarian
22. Do you offer any special programs or unique initiatives for the inmate population? - i.e.: book clubs, literature circles, tracking inmate interests, specialty programs	23. What complaints have inmates relayed regarding access to legal materials?
Newspapers Programs - How to be a good tenant - Credit Report - Small Business	LEGAL/LAW LIBRARY AREA
MANAVO Software Cataloging	24. How are inmate workers trained to work in the law library?
More legal materials Manual / Training CROSS TRAINING WORKERS	REENTRY
25. Do you have a specific section of the library dedicated to reentry? YES NO	What materials are located there? - Resume, cover letter prep - Employment, job searches - Vocational education (apprenticeships) - Other, _____
26. Does your institution have satellite libraries?	27. Where are the satellite libraries located?
UNIT libraries / TPU	
28. What improvements would you like to make to the library's Reentry Resource Center?	29. How are inmates able to access resumes before leaving?
GOOD	
30. Ask Inmates: One positive aspect of library?	31. Ask Inmates: One negative aspect of library? How can services be improved?
POSITIVE LIBRARY	
32. Do you have the most recent CIIC inspection report? Where is it?	

Handbook / Ohio library  
concentration  
rest area

Fiscal/Environmental Sustainability

Inspector: Jackson

Facility: RCL

Date: 9-26-17

Energy Conservation	
1. Who is your designated Energy Conservation or Recycling Coordinator (position title only)?	<u>BATH</u>
2. What staff comprises the committee to evaluate the energy usage throughout the year (position titles only)?	<u>C.O., Sgt, Lt, Capt, SK2, Secretary.</u>
3. What staff member is the designated building operator?	<u>Maintenance Super.</u>
4. Was the most recent sustainability audit completed by June 15, 2017? <span style="float: right;">Date:</span>	<u>Yes, June 14, 2017</u>
5. What energy conservation strategies were developed in the most recent sustainability audit?	<u>Projector lighting will reduce the electric usage by 30% to 60%</u>
6. What was the annual usage for the following utilities in FY 2016 and 2017?	
Natural Gas	2016: <u>47936</u> 2017: <u>56380</u>
Water	2016: <u>N/A</u> 2017: <u>N/A</u>
Electricity	2016: <u>7,781,400 Kwh</u> 2017: <u>7,722,000 Kwh</u>
7. What were the annual costs for the following utilities in FY 2016 and 2017?	
Natural Gas	2016: <u>\$246,231.97</u> 2017: <u>\$305,561.20</u>
Water	2016: <u>N/A</u> 2017: <u>N/A</u>
Electricity	2016: <u>\$647,920.24</u> 2017: <u>\$625,637.48</u>
8. Are institution staff made aware of the institution's waste reduction and energy conservation goals? <span style="margin-left: 20px;">Yes <input checked="" type="checkbox"/></span> <span style="margin-left: 20px;">No <input type="checkbox"/></span>	
If so, how?	<u>e-mail, posters, unit programming, and all purchases from The recycling fund is communicated to both staff and inmates</u>
9. Are inmates made aware of and trained regarding the institution's waste reduction and energy conservation goals? <span style="margin-left: 20px;">Yes <input checked="" type="checkbox"/></span> <span style="margin-left: 20px;">No <input type="checkbox"/></span>	
If so, how?	<u>Posters, Inmate TV, Roots to success, Unit programming incentive pay, and all purchases from the recycling fund is communicated to Both staff and inmates</u>

Fiscal/Environmental Sustainability

Inspector: \_\_\_\_\_

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

Waste Reduction	
10. What were the noticeable trends in waste disposal for the previous 12 months?	<i>None</i>
11. What waste diversion tactics were developed as a result of the audit?	<i>Recycling the wood pallets for \$3.25 and building items out of the wood scrap.</i>
12. How is food waste diverted? <i>pulper and Big Hanna</i> Does the institution have a composting operation? <i>NO</i>	
13. 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?	
Recycling	
14. 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"/>	
15. How much money did the institution earn through its recycling program? <i>FY 16 = \$4,190.<sup>92</sup> FY 17 = \$9,277.<sup>82</sup></i>	
16. Did the institution have access to 50% of the earnings? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  If so, what was the money used for? <i>Recycling supplies, chairs, calendars, and recycling containers.</i>	
17. 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?	
18. How do you dispose of recycled materials? <i>Rumpke Recycling Center</i>	
19. FY 2017 graduates and participants from the Roots of Success program? (example: 25 graduates/ 30 participants= 83.3 graduation percentage)  Number of inmates currently enrolled in the Roots of Success? <i>4</i>  The number of inmate re-claimers and their monthly wage? <i>48 = \$21 monthly</i>	<i>Max \$40 a month</i>

*Normal State pay = \$17 to \$20*

Fiscal/Environmental Sustainability

Inspector: \_\_\_\_\_

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

Fiscal	
<b>20. FY 2016 BUDGET OVERVIEW REPORT:</b> <u>Allocated Budget:</u> \$41,035,191 <u>Expenses:</u> \$40,997,551.42	
<b>FY 2017 BUDGET OVERVIEW REPORT:</b> <u>Allocated Budget:</u> \$42,959,492.91 <u>Expenses:</u> \$42,877,962.20 <u>Encumbrance(s):</u> \$4,943.71 <u>Left Over Balance:</u> 81,530.71 <u>Top 3 expenses:</u> 501321 Operations 5000C, 500 505321 Medical services 5000C, 500 501321 operations 5000C, 520	
<b>FY 2018 BUDGET OVERVIEW REPORT:</b> <u>Allocated Budget:</u> 43,421,411.58	
***- Please provide copies of the FY 2016-18 budget overviews-***	
<b>21. FY 2016 Total Staff Overtime Costs:</b> FY 2016 Correctional Officer Overtime Costs:  FY 2017 Total Staff Overtime Costs: FY 2017 Correctional Officer Overtime Costs:	
<b>22. Most recent fiscal audit</b> Number of Concerns : 4	
<b>23. FY 2017 Capital Improvement requests total costs: \$</b>  FY 2018- FY 2022 Capital Improvement requests total costs: \$  ***- Please provide copies of the C-1 (Capital improvement Plans)-***	
<b>24. FY 2017 Cost Savings:</b>	
Please provide copies of the following: <ul style="list-style-type: none"> <li>• FY 2017 Sustainability Report ✓</li> <li>• FY 2016-18 budget overviews ✓</li> <li>• C-1 (Capital improvement Plans)</li> </ul>	



## E. ENDNOTES

- <sup>i</sup> Ohio Department of Rehabilitation and Correction, Ross Correctional Institution website. Accessed at <http://www.drc.ohio.gov/rci>.
- <sup>ii</sup> Ross Correctional Institution Fiscal Year 2018 Budget Overview, Provided during the inspection.
- <sup>iii</sup> Commission on Accreditation for Corrections, Standards Compliance Accreditation Audit, March 30-April 1, 2015, p.2.
- <sup>iv</sup> Ohio Department of Rehabilitation and Correction, "Institution Counts: RCI," provided on September 28, 2017.
- <sup>v</sup> Ibid.
- <sup>vi</sup> Ohio Department of Rehabilitation and Correction. Accessed at <http://www.drc.ohio.gov/Portals/0/September%20Full.pdf?ver=2017-09-20-093344-497>.
- <sup>vii</sup> Commission on Accreditation for Corrections. p.22.
- <sup>viii</sup> Bureau of Internal Audits and Standards Compliance, Full Internal Management Audit for Ross Correctional Institution, January 30, 2017.
- <sup>ix</sup> Ibid.
- <sup>x</sup> Significant Incident Summary reports provided by the Ross Correctional Institution for the following period: January 2016 – December 2016.
- <sup>xi</sup> Significant Incident Summary reports provided by the Ross Correctional Institution for the following period: January 2015 – December 2015.
- <sup>xii</sup> Significant Incident Summary reports provided by the Ross Correctional Institution for the following period: January 2016 – December 2016.
- <sup>xiii</sup> Significant Incident Summary reports provided by the Ross Correctional Institution for the following period: January 2015 – December 2015.
- <sup>xiv</sup> Serious Misconduct in DRC Prisons, 2017 Annual Report, Ohio Department of Rehabilitation and Correction, received August 1, 2017.
- <sup>xv</sup> Ibid.
- <sup>xvi</sup> Ibid.
- <sup>xvii</sup> Ibid.
- <sup>xviii</sup> Significant Incident Summary reports provided by the Ross Correctional Institution for the following period: January 2016 – December 2016.
- <sup>xix</sup> Significant Incident Summary reports provided by the Ross Correctional Institution for the following period: January 2015 – December 2015.
- <sup>xx</sup> Information provided by the Ross Correctional Institution during inspection.
- <sup>xxi</sup> Information provided by the Department of Rehabilitation and Correction, February 21, 2017.
- <sup>xxii</sup> Ibid.
- <sup>xxiii</sup> Ibid.
- <sup>xxiv</sup> Ross Correctional Institution, staff interviews and survey results, September 26-28, 2017.
- <sup>xxv</sup> Ibid.
- <sup>xxvi</sup> Serious Misconduct in DRC Prisons, 2017 Annual Report, Ohio Department of Rehabilitation and Correction, received August 1, 2017.
- <sup>xxvii</sup> PREA Audit: Auditor's Summary Report Adult Prisons and Jails. Accessed at [http://www.drc.ohio.gov/Portals/0/PREA/RCI\\_PREA\\_April2015.pdf?ver=2016-08-15-140556-227](http://www.drc.ohio.gov/Portals/0/PREA/RCI_PREA_April2015.pdf?ver=2016-08-15-140556-227).
- <sup>xxviii</sup> Ross Correctional Institution, staff communication, September 26-28, 2017.
- <sup>xxix</sup> Ibid.
- <sup>xxx</sup> Ibid.
- <sup>xxxi</sup> Ibid.
- <sup>xxxii</sup> Ross Correctional Institution Aramark Contract Staff, September 26, 2017.
- <sup>xxxiii</sup> Ibid.
- <sup>xxxiv</sup> Ross Correctional Institution Correctional Employee Sign-in log, August 2017. Reviewed on September 26, 2017.
- <sup>xxxv</sup> Ross Correctional Institution Inspection Overview by the DRC Food Service Contract Monitor, conducted on September 25, 2017.
- <sup>xxxvi</sup> Ibid.
- <sup>xxxvii</sup> Ibid.

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- xxxviii Ross Correctional Institution, Restrictive Housing Bed Roster, provided on September 28, 2017.
- xxxix Ibid.
- xl Ross Correctional Institution, staff communication, September 26-28, 2017.
- xli Ross Correctional Institution, staff communication, October 11, 2017.
- xlii Ibid.
- xliii Ross Correctional Institution Fiscal Year 2017 and Fiscal Year 2018 Budget Overview, Provided September 21, 2017.
- xliv Ibid.
- xlv Department of Rehabilitation and Correction Office of Administration Bureau of Internal Audits, Ross Correctional Institution, Report of Audit for Period. All Funds: May 1, 2013 through August 31, 2015. Audit conducted September 16, 2015 through October 28, 2015. Report Finalized: May 17, 2016.
- xlvi Ibid.
- xlvii Ross Correctional Institution, staff communication, September 26-28, 2017.
- xlviii Ross Correctional Institution Property Reimbursements CY 2015, CY 2016, and CY 2017 provided by staff, on October 4, 2017.
- xlix Ibid.
- l Ibid.
- li Ross Correctional Institution Correctional Institution, staff communication, September 26-28, 2017.
- lii Ross Correctional Institution, staff communication, September 26-28, 2017.
- liii Ibid.
- liiv Ross Correctional Institution Correctional Institution, staff communication, September 26-28, 2017.
- lv DRC Monthly Fact Sheet, August 2017, retrieved from: <http://www.drc.ohio.gov/Portals/0/Reentry/Reports/Staffing/2017/Monthly%20Fact%20Sheet%20September%202017.pdf?ver=2017-09-14-124435-740>.
- lvi Ross Correctional Institution Correctional Institution, staff interviews conducted September 28, 2017.
- lvii Ross Correctional Institution Correctional Institution, staff survey results, September 26-28, 2017.
- lviii Ibid.
- lix CY 2016 DRC Performance Evaluations, Ross Correctional Institution Correctional Institution, provided by staff on September 26, 2017.
- lx Ibid.
- lxi Ross Correctional Institution Correctional Institution, FY 2016 Training Data provided on September 26, 2017.
- lxii Ross Correctional Institution Correctional Institution, staff communication, September 26-28, 2017.
- lxiii Ross Correctional Institution Correctional Institution Vacancy information provided by staff, provided September 26, 2017.
- lxiv Ross Correctional Institution Personnel Data, provide by staff on September 28, 2017.