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# **North Central Correctional Complex**

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**September 4, 2012  
September 5, 2012**

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**Joanna E. Saul,  
Report Coordinator**

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TABLE OF CONTENTS

	PAGE
SECTION I. <a href="#"><u>INSTITUTION OVERVIEW</u></a> .....	7
SECTION II. <a href="#"><u>INMATE GRIEVANCE PROCEDURE EVALUATION</u></a> .....	9
SECTION III. <a href="#"><u>KEY STATISTICS</u></a> .....	11
A. <a href="#"><u>USE OF FORCE</u></a> .....	11
B. <a href="#"><u>ASSAULTS</u></a> .....	11
C. <a href="#"><u>INMATE DEATHS</u></a> .....	11
D. <a href="#"><u>SECURITY THREAT GROUPS (STG)</u></a> .....	11
E. <a href="#"><u>INMATE SAFETY RATING</u></a> .....	11
SECTION IV. <a href="#"><u>EVALUATION OF OPERATIONS</u></a> .....	12
A. <a href="#"><u>MEDICAL SERVICES</u></a> .....	12
B. <a href="#"><u>MENTAL HEALTH SERVICES</u></a> .....	13
C. <a href="#"><u>FOOD SERVICES</u></a> .....	14
D. <a href="#"><u>HOUSING UNITS</u></a> .....	14
SECTION V. <a href="#"><u>EVALUATION OF PROGRAMS</u></a> .....	17
A. <a href="#"><u>PROGRAM EVALUATION</u></a> .....	17
B. <a href="#"><u>LIBRARY/LAW LIBRARY SERVICES</u></a> .....	18
SECTION VI. <a href="#"><u>INMATE COMMUNICATION</u></a> .....	20
SECTION VII. <a href="#"><u>APPENDIX</u></a> .....	21
SECTION VIII. <a href="#"><u>GLOSSARY OF TERMS</u></a> .....	53

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

**Date of Inspection:** September 4, 2012  
September 5, 2012

**Type of Inspection:** Announced

**CIIC Staff Present:** Joanna E. Saul, Director  
Darin Furderer, Corrections Analyst I  
Gregory Geisler, Corrections Analyst II  
Jamie Hooks, Corrections Analyst I  
Carol Robison, Corrections Analyst II

**Facility Staff Present:** Warden Neil Turner

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

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

Housing Units	Medical Services
Segregation	Mental Health Services
Educational Programming	Library

**Inspection Overview:**

In late February/early March of 2012, CIIC staff conducted an inspection of the North Central Correctional Complex, which transitioned from state to private operation on December 31, 2011. At that time, CIIC staff found an institution that was still struggling to find its footing, with a large cohort of new staff and a lack of services. CIIC staff issued a public report per usual procedures, but offered to return in six months for a re-inspection of the facility, which occurred in early September 2012.

At the time of the re-inspection, CIIC found an entirely different institution, one that had clearly implemented procedures, expanded programs, and improved quality of life for inmates. Overall, the institution improved significantly in the key areas. While there are still areas in which staff are working to improve, the level of improvement in six months is impressive.

**INSPECTION SUMMARY**

<b>KEY STATISTICS</b>				
<b>AREA</b>	<b>DECREASED &gt;10%</b>	<b>NO CHANGE (WITHIN 10%)</b>	<b>INCREASED &gt;10%</b>	<b>COMMENTS</b>
<b>Use of Force</b>		X		From January through August 2012, the facility reported 219 use of force incidents. In comparison, there were 230 use of force incidents reported for the same time period in 2011, or a decrease of 4.8 percent from 2011 to 2012.
<b>Assaults</b>	X			Total assaults decreased by 32.3 percent from 2011 to 2012. From January 1 – September 4, 2011, the facility reported 31 inmate-on-inmate assaults; in comparison, the facility reported only 21 assaults in the same time period in 2012.
<b>Suicide Attempts</b>	X			NCCI reported one suicide attempt in 2011; NCCC reported zero suicide attempts in 2012 as of the date of the inspection.
<b>OPERATIONAL MANAGEMENT</b>				
<b>AREA</b>	<b>EXCEPTIONAL</b>	<b>ACCEPTABLE</b>	<b>IN NEED OF IMPROVEMENT</b>	<b>COMMENTS</b>
<b>Operations</b>				
<b>Medical Services</b>		X		Overall improvement noted. Staff reported zero backlogs in Nurse Sick Call, Doctor Sick Call, and Chronic Care Clinics. Inmates' primary concern pertained to the Chief Medical Officer; staff relayed concerns regarding officers giving medical passes to inmates.
<b>Mental Health Services</b>	X			Overall improvement noted. The facility reported zero vacancies and zero backlogs.

<b>Food Services</b>		X		The September 2012 re-inspection did not include an inspection of the dining hall and food preparation area; however, it did include an inmate meal, which was rated as acceptable.
<b>Housing Units</b>	X			Overall, the housing units were rated as excellent due to overall tidiness and cleanliness. Three of the housing units' restrooms were rated as in need of improvement due to debris, staining, and smell, but these were minor issues.  The segregation unit was significantly improved in comparison to the earlier inspection.
<b>Commissary</b>				Not included in the September 2012 re-inspection.
<b>Programs</b>				
<b>Program Evaluation</b>	X			From February to August 2012, inmate enrollment in academic programs increased by 352 percent. In the same time period, inmate enrollment in career-technical programs increased 516 percent. The number of career-technical programs increased from two to six programs.
<b>Library</b>		X		No issues noted.
<b>Recreation</b>				Not included in the September 2012 re-inspection.
<b>Staff Accountability</b>				
<b>Officer Staffing</b>			X	NCCC's inmate-to-officer ratio is the highest in the DRC. In addition, NCCC had the most negative change in the DRC in its inmate-to-officer in comparison to all other DRC institutions.
<b>Inmate Grievance Procedure</b>			X	The institution reported an untimely response rate to informal complaints of 16.7 percent. This is above both DRC and CIIC's standards and needs to be addressed. Positively, a high percentage of inmates reported knowing who the Inspector was.
<b>Inmate Safety</b>		X		Of the 85 inmates interviewed, 21.2 percent rated the institution as unsafe or very unsafe; however, the decrease in assaults (see Key Statistics) indicates that safety is increasing.
<b>Executive Staff Rounds</b>		X		The Deputy Warden and the Unit Management Chief conducted

				frequent rounds in the month prior to the inspection; the Deputy Warden of Special Services documented few rounds (see inspection checklists in the Appendix).
<b>Shakedowns (Bunk Area Searches)</b>	X			The logs were easy to read and had a clear accountability system, with supervisors signing off on shakedowns.
<b>Officer Security Checks</b>	X			The logs were easy to read and all shifts documented rounds in the requisite staggered, thirty-minute intervals.

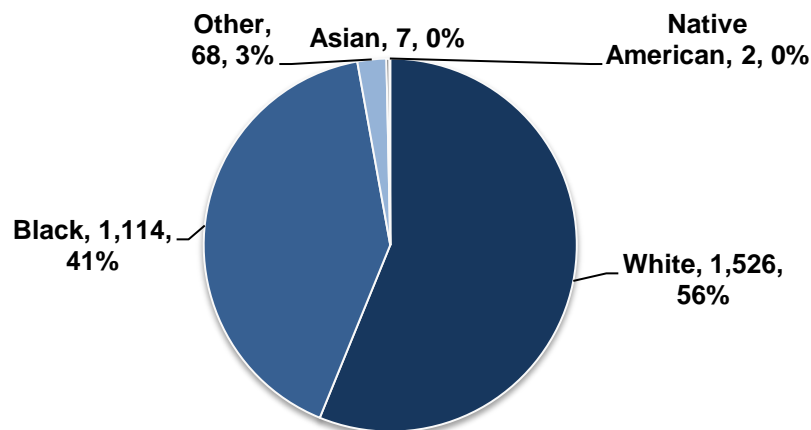
## SECTION I. INSTITUTION OVERVIEW

North Central Correctional Complex is a consolidation of the former North Central Correctional Institution and the former Marion Juvenile Correctional Facility (the latter facility is currently operated as a minimum camp of NCCC and it was not included on the September 2012 re-inspection). The facility is a medium security institution serving Level 1 and 2 inmates. The institution's budget is \$35,982,884 and the daily cost per inmate is \$44.20.<sup>1</sup>

### Inmate Population

The inmate count as of September 14, 2012 was 2,717.<sup>2</sup> The following chart depicts the racial breakdown of the inmate population.

**Chart 1**  
**Racial Breakdown of Inmate Population, NCCC**  
**September 14, 2012**



### Staffing

Adequate staffing has a direct effect on the safety and security of an institution. Of the 354 total positions at the facility, there were seven vacancies, including the following:

- Sergeant
- Unit Clerk
- Assistant Librarian
- Mental Health Records Clerk
- LPN

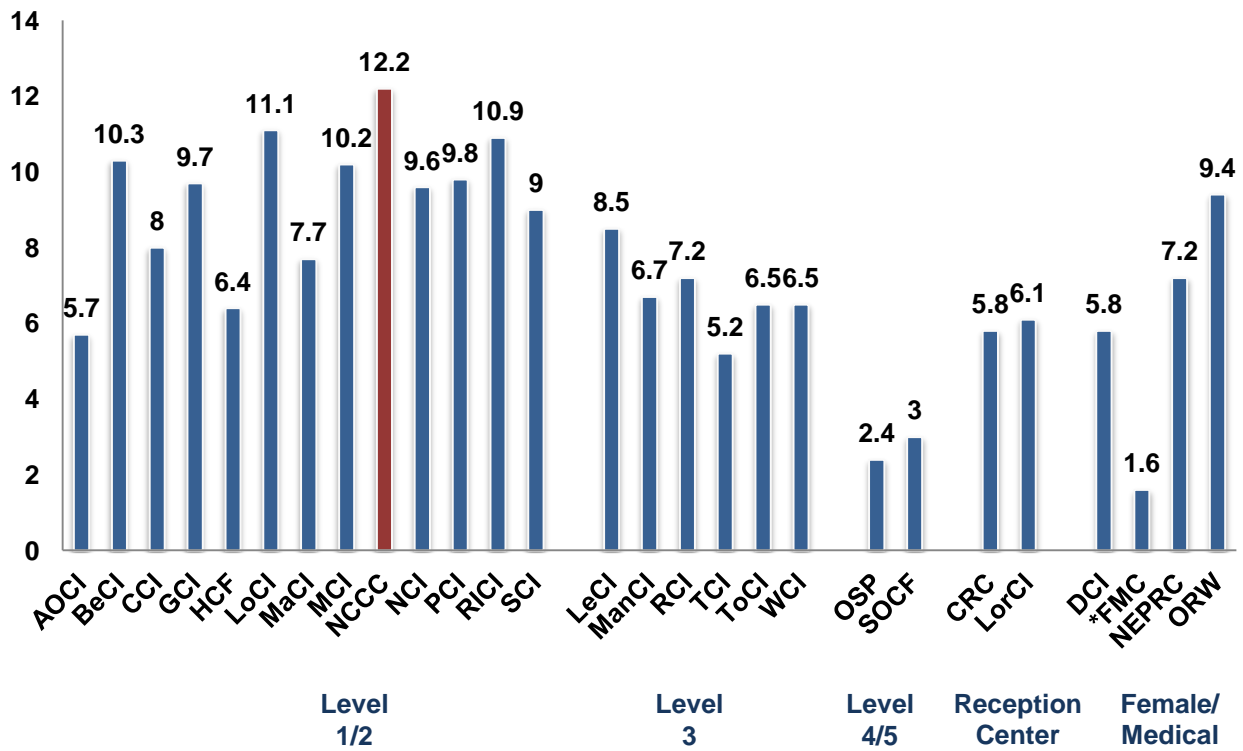
<sup>1</sup> "North Central Correctional Complex," Ohio Department of Rehabilitation and Correction website, accessed on September 26, 2012, at the following address: <http://www.drc.state.oh.us/public/ncci.htm>.

<sup>2</sup> "Population, By Race Report," Ohio Department of Rehabilitation and Correction, September 14, 2012.

- PRN on call
- Nurse Practitioner

The following chart compares staffing across the DRC by the number of inmates per corrections officer (based on the total amount of staff on the payroll, including staff on leave). As can be seen, NCCC has the highest ratio of inmates to corrections officers across the DRC.

**Chart 2**  
**Institutional Staffing: Number of Inmates per Corrections Officer**  
**July 2012**



In addition, NCCC experienced the most negative change in its inmate-to-officer ratio from 2010 to 2012 in comparison to other institutions across the DRC.<sup>3</sup> CIIC discussed this issue with staff and staff indicated that the change was the result of a consolidation of positions and that it did not negatively impact services. CIIC does not currently have the capacity to review the adequacy of staffing at the institution and is therefore simply reporting this as a possible concern.

<sup>3</sup> "DRC Staffing Brief," Correctional Institution Inspection Committee, September 19, 2012, accessed at [www.ciic.state.oh.us](http://www.ciic.state.oh.us).



## SECTION II. INMATE GRIEVANCE PROCEDURE EVALUATION

Pursuant to Section 103.73 of the Ohio Revised Code, the CIIC is required to evaluate the inmate grievance procedure<sup>4</sup> at each state correctional institution. This evaluation generally includes a review of grievance data, individual inmate interviews conducted by the CIIC inspection team on-site during the inspection process, and shadowing the Institutional Inspector by a member of the CIIC inspection team.<sup>5</sup>

From January 1 through September 5, 2012, there were 155 grievances filed and 1,513 informal complaints received by the Inspector at the facility.<sup>6</sup> Of the 159 grievances completed,<sup>7</sup> 76.1 percent were denied and 18.9 percent were granted. The top three categories with the most grievances were Health Care with 45, Personal Property with 32, and Mail/Package with 14.<sup>8</sup>

Timely staff responses to informal complaints have a large impact on inmates' perception of the effectiveness of the grievance procedure. While the DRC only requires an action plan for untimely response rates above 15 percent, CIIC believes that an untimely response rate above 10 percent is unacceptable and five percent is both achievable and preferred. Of the 1,513 informal complaints received from January 1 – September 5, 2012, 1,465 (96.8 percent) received a response. Of the total responses, 245 (16.7 percent) were answered untimely at North Central Correctional Complex. The high rate of untimely responses needs to be addressed by staff.

During the inspection, the CIIC inspection team interviewed 85 inmates. The following responses were collected:

- 65.9 percent of inmates said they knew who the Inspector was
- 72.9 percent of inmates said that the grievance procedure was explained to them
- 82.4 percent of inmates said that they know how to use the grievance procedure
- 29.2 percent of the inmates who said that they had filed an informal complaint at the institution (n = 24) reported that the informal complaint was resolved fairly
- 35.7 percent of the inmates who said that they had filed a grievance at the institution (n = 14) reported that the grievance was resolved fairly
- 37.5 percent of the inmates who said that they had filed an appeal with the Chief Inspector (n = 8) reported that the appeal was resolved fairly

A positive point to highlight from the collected responses includes the high number of inmates who reported knowing who the Inspector was. This indicates that the Inspector is conducting rounds and making herself available to hear inmate concerns.

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<sup>4</sup> Please see the Glossary for an explanation of the inmate grievance procedure.

<sup>5</sup> CIIC did not observe the Inspector during the 2012 re-inspection of North Central Correctional Complex.

<sup>6</sup> "Institution Grievances Statistics," North Central Correctional Institution, January 1 – September 5, 2012.

<sup>7</sup> The total number of grievances completed is higher than the number received due to the completion of grievances that were held over from the prior calendar year.

<sup>8</sup> "Institution Grievances Statistics," North Central Correctional Institution, January 1 – September 5, 2012.

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

## **SECTION III. KEY STATISTICS**

### **A. USE OF FORCE**

In 2011, the former North Central Correctional Institution reported the highest number of use of force incidents of any medium/minimum male facility. From January through August 2012, the facility reported 219 use of force incidents. In comparison, there were 230 use of force incidents reported for the same time period in 2011, or a decrease of 4.8 percent from 2011 to 2012. Of the 2012 total, 12 incidents were referred to a use of force committee for further investigation.

### **B. ASSAULTS**

Total assaults decreased by 32.3 percent from 2011 to 2012. From January 1 – September 4, 2011, the facility reported 31 inmate-on-inmate assaults; in comparison, the facility reported only 21 assaults in the same time period in 2012. Considering the number of new staff to the facility and the large-scale changes, the decrease in assaults is notable.

### **C. DEATHS**

In 2012, NCCC reported zero homicides, suicides, and suicide attempts. In comparison, there was one suicide attempt in 2011.

### **D. SECURITY THREAT GROUPS (STG)**

As of July 23, 2012, 14.2 percent of the total inmate population at NCCC was profiled as STG-affiliated.<sup>9</sup> STG-affiliated inmates are broken up into three groups based on their participation level.<sup>10</sup> There were 15 inmates listed as disruptive (level 3), 25 inmates listed as active (level 2), and 339 inmates listed as passive (level 1).<sup>11</sup>

### **E. INMATE SAFETY RATING**

CIIC asks each inmate interviewed to rate the level of safety for the inmate population. Specifically, inmates were asked to rate the safety level of inmates at the facility by choosing “very safe,” “safe,” “unsafe,” or “very unsafe.” Of the 85 inmates interviewed, 78.8 percent of the inmates rated the institution as safe or very safe; 21.2 percent rated the institution as unsafe or very unsafe.

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<sup>9</sup> Personal communication, Ohio Department of Rehabilitation and Correction, July 26, 2012.

<sup>10</sup> Types of participation that determine STG classification levels range from having STG-affiliated tattoos or paraphernalia, to actively inciting a riot.

<sup>11</sup> Personal communication, Ohio Department of Rehabilitation and Correction, July 26, 2012.

## SECTION IV. EVALUATION OF OPERATIONS

### A. MEDICAL SERVICES

CIIC's inspection of medical services in a correctional facility focuses on three primary areas: cleanliness of facilities, staffing, and access to medical staff. CIIC staff, as non-medical laypersons with corrections experience, cannot make determinations regarding the quality of medical care at a facility. The inspection includes information collected from interviewing the health care administrator, observations of the facilities and communication from staff and inmates. Overall, the CIIC inspection team rated medical services as **ACCEPTABLE**, with only a few concerns relayed in staff and inmate communication.

#### Facilities

Medical facilities at North Central Correctional Complex include ten offices, one exam room, eight infirmary beds, one records office, two bathrooms and one waiting area. Staff believes that the space available is sufficient enough to perform their duties. However, they relayed that a larger waiting area would be helpful due to the number of inmates they see. Overall, the CIIC inspection team rated the facilities as excellent in terms of overall cleanliness and orderly appearance.

#### Staffing

Adequate staffing has a clear and direct connection to patient care. At the time of the inspection, the facility had 30.6 positions, of which one dental assistant position was vacant.<sup>12</sup> Since this is a privately run facility, all staff are considered contractors.

#### Access to Medical Staff

Access to medical staff is evaluated based on several factors: (1) time period between inmate submission of a health service request form and appointment with medical staff; (2) time period between referral to the doctor and appointment with the doctor; (3) response times to kites and informal complaint forms; and (4) current backlogs for Nurse Sick Call, Doctor Sick Call, and Chronic Care Clinic. Based on a review of data provided by institutional staff, the average time period between submission of a health service request form and appointment with medical staff was 48 hours. The average time period between referral to the doctor and appointment with the doctor was within seven days. The average response time to kites was within seven days. The average response time to informal complaints was within seven days. There were no reported backlogs for Nurse Sick Call, Doctor Sick Call, and Chronic Care Clinics.

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<sup>12</sup> Information received from the Warden's office on September 14, 2012, indicated that there were vacancies for a Nurse Practitioner, a Licensed Practical Nurse (LPN), and a PRN on call.

**Communication: Staff**

CIIC staff conducted a focus group of medical staff. Overall, medical staff relayed positive comments regarding their working environment, particularly due to the team-oriented environment cultivated by administration and the positive working relationship with custody staff. However, staff relayed concerns regarding officers reportedly failing to deliver passes to inmates, causing them to miss their appointments, and a need for improvement with regard to triaging health service requests and consistency in implementing changes affecting the medical department.

**Communication: Inmate**

Many inmates write to CIIC in regards to their healthcare needs. From January 1, 2011 through September 2012, there were 59 inmate concerns regarding healthcare needs. Complaints documented were in regard to improper/inadequate healthcare, delay or denial of medication, disagreement with their diagnosis or treatment and access/delay in receiving care.<sup>13</sup>

Two inmate focus groups were conducted: one of inmates on the chronic care caseload and one of inmates not on the chronic care caseload. The inmates not on the chronic care caseload relayed mostly positive comments regarding medical services. In contrast, chronic care inmates relayed several concerns regarding the Chief Medical Officer, who reportedly does not perform assessments or review previous medical histories to validate their concerns.

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

**B. MENTAL HEALTH SERVICES**

CIIC's inspection of Mental Health Services in a correctional facility focuses on three primary areas: cleanliness of facilities, staffing, and access to mental health staff. CIIC staff, as laypersons with corrections experience, cannot make determinations regarding the quality of mental health care at a facility. Overall, the CIIC inspection team rated mental health services as **EXCEPTIONAL**, due to the lack of vacancies and backlogs.

**Facilities**

Mental health facilities at North Central Correctional Complex include five offices, a conference room, a classroom, and a records storage area. The crisis cells are located in the infirmary and were found to be clean and provide a clear line of sight to observe inmates. Overall, the CIIC inspection team rated the facilities as excellent in terms of overall cleanliness and orderly appearance.

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<sup>13</sup> Contacts are recorded in the CIIC database.

## Staffing

Adequate staffing has a clear and direct connection to patient care. At the time of the inspection, the facility had five positions, and no vacancies.<sup>14</sup>

## Access to Mental Health Staff

Access to mental health staff is evaluated based on several factors: (1) time period between inmate submission of a mental health service request form and appointment with mental health staff; (2) time period between referral and appointment with the psychologist or psychiatrist; (3) response times to kites and informal complaint forms; and (4) current backlogs. Based on a review of data provided by institutional staff, the average time period between submission of a mental health service request form and appointment with mental health staff was within ten business days. The average time period between referral to the psychologist or psychiatrist and the appointment was within 14 days. The average response time to kites was within five days. All informal complaints regarding mental health are directed to the Health Care Administrator, who reported that the average response time to informal complaints was within seven days. There was no current backlog of inmates seeking mental health treatment reported.

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

## C. FOOD SERVICES

The September 2012 re-inspection of NCCC did not include a separate inspection of the dining hall or food preparation area. However, pursuant to Section 103.73 of the Ohio Revised Code, a general meal period was attended on the day of the inspection. The menu consisted of soy cabbage casserole, bologna on white bread, cabbage soup, potatoes, and pudding. CIIC and most inmates rated the meal as acceptable. The soy cabbage, potatoes and soup were well prepared and of appropriate temperature and taste. However, the bologna and pudding were unappetizing.

## D. HOUSING UNITS

CIIC inspects every housing unit within each correctional institution, which includes a visual inspection of all areas, interviews with inmates within those housing units, and a review of documentation to ensure staff accountability. Overall, the CIIC inspection team rated housing at the facility as **EXCEPTIONAL**, due to the high level of cleanliness evident in the bunk areas and restrooms.

Housing at the former North Central Correctional Institution consists of ten dormitory style housing units (Marion A/B, Marion C/D, Hardin A/B, Hardin C/D, Wyandot A/B, Wyandot C/D, Morrow A/B, Morrow C/D, and Crawford A/B, Crawford C/D). There are

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<sup>14</sup> Information received from the Warden's office on September 14, 2012, indicated that there was a vacancy for a mental health records clerk.

two sides to each housing unit (A and B or C and D, depending on the unit), each side holding six rows (colloquially called “streets”) of bunk beds. Each side houses approximately 110 inmates. The sides are joined by shared shower/restroom facilities in the middle, as well as the officer’s entry desk. Each housing unit also has separate areas for a dayroom, unit offices, and programming space.

### **Housing Unit Conditions**

Of the ten general population housing units, the average level of cleanliness for bunk areas was rated as excellent, based on tidy areas, lack of property clutter, clean floors, and clear sight lines. The average level of cleanliness for dayrooms was rated as excellent, based on clean floors and lack of debris. The only issue was the presence of the dingy cubicle walls, which staff relayed they were in the process of removing.

Each dormitory contains 18 showers and 16 toilets/urinals for common use by approximately 220 inmates. On the date of the inspection, there was one inoperable shower, three inoperable toilets, and one inoperable sink. Overall, restrooms were rated as acceptable; however, three units’ restrooms were rated as in need of improvement due to debris on the floors, staining, and a strong urine smell. Showers were generally rated as excellent or acceptable, with minimal soap scum issues.

Further information regarding the housing units is available in the inspection checklists, located in the Appendix.

### **Segregation Unit**

The segregation unit at North Central Correctional Complex had caused substantial concerns during the February/March inspection; CIIC noted that conditions were dramatically improved by the September re-inspection. The following compares the conditions/concerns in March in comparison to the conditions in September.

- The segregation count on the day of the inspection was 109 with 23 inmates under Security Control (SC) status, 39 inmates in Disciplinary Control (DC) and 47 inmates under Local Control (LC). In early March, 44.9 percent of the inmates in segregation were on SC status, with most of them waiting on a transfer to another institution. Six months later, the percentage of inmates on SC status had decreased to 21.1 percent, significantly better.
- In March, conditions in segregation were rated as in need of improvement due to cleanliness issues, including inmate property clutter in the cells and a general appearance of dirtiness. In September, cells were rated as excellent, as they appeared to be recently painted and cleaned and inmate clutter was reduced.
- In March, CIIC noted multiple concerns regarding documentation, including lack of documented executive staff rounds, lack of documented shakedowns, and lack of consistent documentation on the segregation log sheets. In September, CIIC

noted appropriate documentation in all of these areas, with the Deputy Warden of Operations and the Major conducting (and documenting) frequent rounds through segregation.

- In March, the chemical inventory did not match the chemicals; in September, this had been rectified.
- In March, there were significant inmate concerns raised regarding the reported lack of hygiene items and access to property; in addition, a number of cells housed three inmates. Although there were still some cells that housed three inmates in September (and the segregation population had increased by two inmates), the environment did not feel as stagnant and inmates' concerns were fewer, with most inmates reporting that they had received what they needed.



## SECTION V. EVALUATION OF PROGRAMS

### A. PROGRAM EVALUATION

Ohio Revised Code Section 103.73 requires CIIC to evaluate an educational or rehabilitative program as part of each inspection. CIIC's evaluation of educational programs in a correctional facility focuses on four primary areas: Cleanliness of Facilities, Staffing, Access to Programs, and Quality of Programs. Overall, the CIIC inspection team rated academic and vocational programming at the facility as **EXCEPTIONAL**, due to the significant improvement in access.

#### Facilities

Educational facilities at North Central Correctional Complex include self-contained classrooms used solely for classroom instruction, large automotive mechanics and detailing shop, and an adjacent large multi-purpose vocational education area. Overall, the CIIC inspection team rated the education facilities to be acceptable. The area used for the automotive mechanics career-technology program was well equipped with new textbooks, equipment, tools, and safety measures. Tool inventory and use was managed using a chit system, locked tool cages, and shadow storage panels. Academic classrooms were contained along a central hallway, visible to security staff, ideal in size, and room conditions were conducive to learning.

#### Staffing

At the time of the inspection, the facility had twelve positions for academic and vocational programming, of which zero were vacant. In addition to teachers, the educational staff includes one Principal employed by the Ohio Department of Rehabilitation and Correction, one Librarian, one Assistant Librarian, and one Guidance Counselor. The total number of educational staff is fifteen. The current core staffing levels were considered to be adequate. In addition to the core educational staff, there are seven instructors employed by Marion Technical College that provide instruction in nine business-related courses, at inmate expense, within the correctional institution.

#### Access to Programming

Access to programming significantly increased from February to August 2012 (most recent educational data available).

- Academic: From February to August 2012, inmate enrollment in academic programs increased by 352 percent.
- Career-Technical: From February to August 2012, inmate enrollment in career-technical programs increased 516 percent. The number of career-technical programs increased from two to six programs.

#### Quality of Programming

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

*Outcome Measures:* From January to March of 2012, zero GEDs were given. In comparison, 21 GEDs were given from July through August 2012. Of the 21 GEDs that were given, 13 inmates passed, for a 0.62 passage rate. In comparison, the entire DRC had a 0.63 passage rate at the end of FY 2012. Thus, NCCC was slightly lower, but still acceptable.

*Completers:* February 2012 monthly data showed the following program completions: 156 academic, seven career-technical, 226 career-enhancement educational programs, 102 Education Intensive Program Prison (EIPP), and 98 Transitional Education Program (TEP) completions. Since July 2012 is the first month of the fiscal period and no programs can be completed within four weeks, there were no completers logged at the end of July 2012.

*On-Site Observation:* During the inspection, a member of the CIIC inspection team observed a GED math class and an automotive career-technical program. The key findings revealed staff that worked well collaboratively, including a vocational teacher-mentor partnership under the guidance of The Ohio State University. Student Education Goal Agreements for each student reflect the goals associated with individualized education plans (IEP), for those students who have an IEP. Instructors showed evidence of a variety of teaching strategies that were student-centered. Instruction in the observed GED lesson was predominantly preparation for the upcoming exam, which the students were preparing to take within a few days. Instruction in the automotive detailing program was observably individualized, with each student paired with an inmate mentor. Students were observed to be actively engaged in skill development within the detailing course.

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

CIIC's evaluation of the library focuses on three primary areas: Cleanliness of Facilities, Materials, and Access to the Library and Law Library. Overall, the CIIC inspection team rated the library at the facility as **ACCEPTABLE**, with no issues noted.

### **Facilities**

The North Central Correctional Complex library facilities were inspected by CIIC staff. There are two separate libraries, one within the main compound and one within the camp. The main library was visibly inspected and found to be clean and well-organized. The library staff consists of one Librarian and one Assistant Librarian. Reportedly, there are currently 47 inmates who are assigned to work in the two libraries as aides. There are three computers equipped with Lexus Nexus for legal use; and there are four typewriters for legal use.

## Materials

The North Central Correctional Complex main library's monthly report for August 2012 shows a total collection of 12,529 items.<sup>15</sup> The per capita use of library materials was reported at 0.77 items per inmate for August 2012.<sup>16</sup> A collection of African American items are maintained and scheduled for display in a dedicated area in the fall 2012, so that inmates are able to readily locate these ethnic-based materials. The North Central Correctional Complex monthly reports show monthly use of the interlibrary loan system, with 324 items requested during August 2012.<sup>17</sup>

## Access to the Library and Law Library

Access to both general and law libraries remains a primary issue of concern for CIIC, as numerous letters have indicated inmates' dissatisfaction with the number of hours allowed, particularly when inmates wish to perform legal research.

According to the Library Monthly Report, the North Central Correctional Complex was available for a total of 152 hours in August 2012.<sup>18</sup> Approximately 7,038 inmates used the library during August 2012.<sup>19</sup> Monthly reports indicate that a cumulative total of 31,695 inmates came to the library for the six month period from March 2012 through August 2012.<sup>20</sup> Further information regarding the inspection of the library and the main library schedule can be found in the Appendix.

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<sup>15</sup> Library Monthly Report. North Central Correctional Complex.

<sup>16</sup> Ibid.

<sup>17</sup> Ibid.

<sup>18</sup> Ibid.

<sup>19</sup> Ibid.

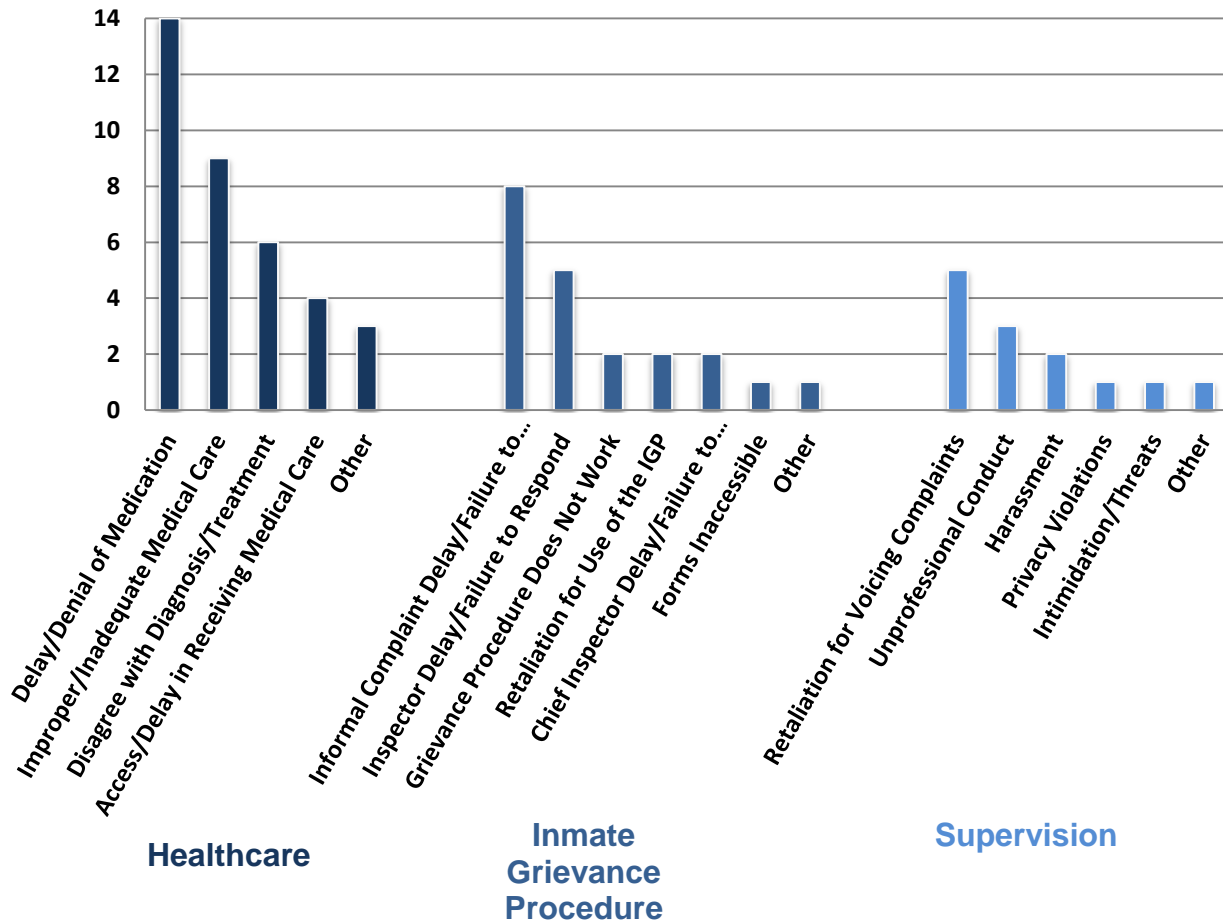
<sup>20</sup> Ibid.

**SECTION VI. INMATE COMMUNICATION**

Inmates interviewed during the inspection were asked what they felt was inmates’ biggest concern at the institution. Of the 85 inmates interviewed, the top three concerns relayed by inmates fell into the following categories: (1) negative staff/inmate interactions and reported lack of staff accountability (17 inmates); (2) safety/theft (13 inmates); and (3) medical (10 inmates). In addition, at least eight inmates relayed a specific concern regarding the chow hall operation (reportedly, only one side is used, which increases accountability, but also increases the time needed to run chow).

From January 1 through September 4, 2012, CIIC received 68 contacts regarding North Central Correctional Complex, relaying 144 concerns. The top three concerns received by CIIC in this time period were in regard to Healthcare (36 concerns), Inmate Grievance Procedure (21 concerns), and Supervision (13 concerns).

**Chart 3  
Breakdown of Top Three Reported Concerns (North Central Correctional Complex)<sup>21</sup>  
January 1 – September 4, 2012**



<sup>21</sup> CIIC database, North Central Correctional Institution, January 1 – September 4, 2012.

SECTION VII. APPENDIX

Inspector: GTG

Facility: NCCC

Date: 9-5-12

**INMATE HEALTH SERVICES**

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	10	Yes No	Yes No	
Exam Rooms	1	Yes No	Yes No	
Infirmiry Beds	8	Yes No	Yes No	
Records Areas	1	Yes No	Yes No	
Bathrooms	9	Yes No	Yes No	
Waiting Area	1	Yes No	Yes No	
Is the space available sufficient to perform duties?		Yes No		Comments: For the number of (2) being seen, its doable, but could use a larger waiting room
Do other government agencies inspect your facility?		Yes No		Which agencies and how frequently? BAMS, ACPA (INITIAL ACCREDITATION)
SAFETY and SANITATION				
Review documentation of cleaning schedule. <i>EXCELLENT - (2) DEVELOPED EXCELLENT CLEANING SCHEDULE - TRAINING MAINTENANCE OF FACILITIES (IE. FLOORS, LIGHTS, ETC)</i>				
Observed <input checked="" type="checkbox"/>				
Overall appearance of infirmiry.		Excellent <input checked="" type="checkbox"/>	Acceptable <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
Are inmate porters trained to clean/dispose of biohazards per 10-SAF-13? Documentation <input checked="" type="checkbox"/>		Yes No		Comments: Only two (2) in institutions
Are clearly marked sharps/ biohazard containers present in all exam rooms? Observed <input checked="" type="checkbox"/>		Yes No		Comments:
Are employees employing universal precautions per 68-MED-18? Observe (if possible) <input checked="" type="checkbox"/>		Yes No		Comments:

- 5oz CABBAGE CASSEROLE  
- "Bologna" w/ BEAN  
SOUP, POTATOES, PUDDING

Inspector: GTG

Facility: NCC

Date: 9-5-12

STAFFING and ADMINISTRATION		
Table of Organization:		
MD/ALP 1	NP/PA 2	RN 12 LPN 34.6 Pharmacist 8
Pharm Tech 8	DDS 2 (2)	DDS Asst. 2 Hygienist 1
X-RayTech 1	Lab Tech 1	Diet Tech 8 HIT 4 Secretary 1
Scheduler	Other	
Do you have consistent physician/ALPs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Comments:	
List any vacancies: (include length of time vacant)	Comments: DDS ASST. (HIRING - NOT COMPLETED ACADEMY)	
List any contract staff	Comments: EVERYONE IS "CONTRACT" ALL DR/NP	
Are there any current concerns related to their performance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Comments: BUT THERE IS A CULTURAL/LANGUAGE BARRIER, NEEDS EDUCATION ON CORRECTIONS AND WHAT IS MEDICALLY NECESSARY - STA-O BY STANDARDS OF CARE	
What is the annual average turnover of nursing staff?	Comments: 17.99 % RESIGNATIONS	
What are some of the reasons nurses leave?	Comments: LEFT DIFFERENT EXPERIENCES, OTHER FOR PERSONNEL REASONS - HEALTH	
Nursing Overtime	Average OT hours per month: HR DID NOT RESPOND	Usually mandatory or- voluntary?
Do supervisors work late shifts to monitor operations?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	How often? VARIOUS SHIFTS, ADD SHIFTS - EARLY REPORTING
Do interdisciplinary meetings occur with departments?	Comments	
Mental Health	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	- QUARTERLY
Security	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	- MONTHLY
Education	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Inspector: GTN

Facility: NCCC  
Date: 9-5-12

ACCESS		
Is information provided to new inmates regarding how and when to seek medical care?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? <u>HANDBOOK, TUESDAY ORIENTATION</u>
Do nurses notify medical providers of non-compliance with medication?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Comments
Are inmates educated when changes to their treatment plan made?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? <u>50% of time, by Doctor/np working to improve this w/ Dr.</u>
Are inmates with special needs or infectious diseases provided with education/counseling?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Types? <u>ID RN MEETS w/ them FACE TO FACE</u>
How many inmates are in Chronic Care? <u>1,048</u>	Total all clinics? <u><del>1,078</del> <del>1,118</del> / 1,706</u>	
In any clinic?		
HIV: <u>18</u> Liver(HepC): <u>303</u> Cardiac: <u>435</u> Oncology: <u>21</u> PPd(TB): <u>37</u> Pulmonary: <u>208</u> Diabetes: <u>134</u> Lipid: <u>355</u> Pain: <u>13</u> Gen Med: <u>109</u> Seizures: <u>66</u>		
Each inmate on the Chronic Care caseload has a plan of care that specifically addresses their condition.	<input checked="" type="radio"/> Yes <input type="radio"/> No	How developed? <u>VIA APPT w/ NP w/ O/R Doctor</u>
Is there a backlog among Chronic Care clinics?	Yes <input checked="" type="radio"/> No	How many? <u>74</u> <u>THAT NEED TO BE SEEN BEFORE 9/7/12 (B.L. = &gt;14 DAYS)</u>
Chronic Care inmates who are no-show/AMA	Percentage <u>2%</u>	Comments: <u>BY POLICY - CANT REVERSE - MUST BE SEEN W/IN 14 DAYS - IMPLEMENTING NEW SYSTEM TO ENSURE COMPLIANCE</u>
What measures are taken to ensure compliance?	Comments: <u>↙</u>	
Are Patient satisfaction surveys conducted?	Yes <input checked="" type="radio"/> No	Comments: <u>NEVER REPORT ABOUT IT - CONDUCT 2 INDEPENDENT STUDIES/YR THEN ANALYZE ICRS AND INCIDENT REPORTS</u>





Inspector: BTL

Facility: NCCC  
Date: 9-5-12

How are staff trained on departmental policies and procedures?	Comments: ANNUAL IN SERVICE AND PRE-SERVICE DURING IT STAFF NEED TO LIST AND BYPASS KASIN IF THEY NEED MORE TIME	
How routinely are nurses required to demonstrate competence for routine procedures?	Comments: YEARLY - COMPETENCIES FOR LIPSCOTT, NCC HAS THEIR OWN COMPETENCY LIST	
What opportunities for continuing education are available?	Comments: IF STAFF MEMBER WANTS TO GO BACK TO SCHOOL - HAS EDUCATIONAL ASSISTANCE - INTERNAL TRAINING	
Does staff receive training in emergency response and equipment? Are drills conducted?	Yes <input checked="" type="radio"/> No <input type="radio"/>	How Often? <u>1X MONTH</u>
What is the response time to emergencies?	<u>4 MIN OR LESS</u>	
<b>Statistics since January 2011</b>		
<u>ONLY IN PLACE SINCE JAN 2012</u>	Expected Deaths	<u>0</u>
	Unexpected Deaths	<u>3</u>
	Suicides	<u>0</u>
	Homicides	<u>0</u>
	MRSA Cases	<u>14</u>

Inspector: BTJ

Facility: NCCC

Date: 9-5-10

**MENTAL HEALTH SERVICES**

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	5	(Yes) No	(Yes) No	
Conference Rms	1	(Yes) No	(Yes) No	
Classrooms	1	(Yes) No	(Yes) No	
Records Areas	1	(Yes) No	(Yes) No	
Crisis Cells				
Describe number of crisis cells and location: <u>14/5 (K2) (K2) SMH</u> <del>28</del> <i>ALL IN GOOD CONDITION, CLEAN, TOILETS-SINKS WORKING</i>				
How clean are the crisis cells?	Excellent <input checked="" type="checkbox"/>		Acceptable <input type="checkbox"/>	
	Needs Improvement <input type="checkbox"/>			
Do crisis cells have clear visibility?	(YES) NO			
Do cells have protective secure screening on the windows and are they intact?	(YES) (NO)			
STAFFING				
Independently Licensed Non-Psychiatry	<u>YES - 2 LSW</u>			
Psychiatrists/Advanced Level Providers	<u>x1 psychiatrist / x1 psychologists</u>			
Other staff (non-clerical)	<u>1 RN</u>			
List any vacancies	<u>1 LSW 2010</u>			
List any contract staff	<u>NA</u>			

Inspector: GTU

Facility: NCC

Date: 9-5-17

**MENTAL HEALTH SERVICES CONT.**

CASELOAD			
Total Caseload	# 399	Non-Psychiatry Backlog? none	
Psychiatric Caseload	# 393	Backlog? none	
Any inmates on mandated medications?	# 3	Types? AXIS I and Axis II P & Schizo-affected, <del>PT</del> & haloperidol	
Suicide Attempts (since January 2011) <u>JAN-MARCH</u>	# 1	Razor blades & allowed	
Self-Injurious Behavior (past year)	# 1	cut self superficial	
Inmates Transferred to RTU (past year)	# 0	Average wait time per inmate?	
ACCESS			
	# (last six mos.)	Response Time?	Backlog?
Kites	779	within 1-5 days <sup>avg</sup>	—
Referrals	93	1-4 days avg. 1 wk to be seen	—
Informal Complaints	0	pt to HCA	
Mental Health Requests	number included w/ kites available	2 wks, 10 business days	
Segregation Rounds	Frequency? weekly	Issues reported? reported no issues	Assessment post-seg placement? no <sup>grants</sup> but if caseload/40 conducted
Time period for initial psychiatry appointment?		14 days if transferred in if request 2 wks - 2 SW referral 2 wks	
What information is provided to new inmates re MH care?		provided during orientation - all 0 Sgn orientation attachment - 0 received copy	
CRISIS PREVENTION			
What strategies do you employ for crisis intervention?		oncall worker 24 hrs/day - ca staff is oncall 1x wk	
What measures are taken to prevent suicide?		attention assessment and crisis precaution, property disposition	

Inspector: GTG

Facility: NCC  
Date: 4-5-10

**MENTAL HEALTH SERVICES CONT.**

RESTRAINTS				
Have restraints been used on any inmates in the past six months?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Total #? 1	# on MH caseload? 0	Type of restraint? 4 pt.
If yes to above, how long were inmates in the restraints?	< 2 hrs (1.5 hrs)	How often are inmates in restraints checked by staff? min 2hrs.		
What type of training do staff receive in regard to restraints?	Describe: Training for med/mt staff, power-point staff			
Have any injuries resulted from restraints in the past six months?	Yes <input checked="" type="radio"/> No	Example? —		
ACCOUNTABILITY				
What is the system for maintaining patient and record confidentiality?	locked records room, all charts go into locked vault at end of day			
How do you ensure that mental health information is kept current on DOTS?	Secretary and mtHA update spreadsheets active pt seen - DOTS updated			
Is the MH caseload list distributed weekly?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Who receives? each dept - med/mt, DWSS, WALKER, SEC, RLB chair, DDV, REC-JEN, Chap, UAA		
Do interdisciplinary meetings occur with the following departments?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Describe: whenever med issue arises CQI		
	<input checked="" type="radio"/> Yes <input type="radio"/> No	SPART, upon request - at least 1x/mo		
	<input checked="" type="radio"/> Yes <input type="radio"/> No	upon request, not regular - MAP		
Outside of the QIC process, how frequently are patient records audited?	1x/mo	Describe: MH EVAL, TMT PLANS ETC. UP-TO-DATE		

Inspector: GTG

Facility: NCC

Date: 9-5-12

**MENTAL HEALTH SERVICES CONT.**

<p><b>What actions are taken if errors are revealed through the audit?</b></p>	<p>ACTION PLAN - MEET W/ CLINICIAN TO DISCUSS ACTION PLAN</p>	
<p><b>Are targets for improving patient care set for staff to achieve?</b></p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Example? THAT PLAN UPDATES - NOT SEEN IN AUDIT - UPDATE PLANS - INCREASE SESSIONS w/ PT.</p>
<p><b>PROGRAMS</b></p>		
<p><b>What evidence-based MH programs are currently offered to inmates?</b></p>	<p>CAGE YOUR RAGE ANGER MGT YOGA - EXERCISE PLAN</p>	
<p><b>Any additional programs offered?</b></p>	<p>BI POLAR GROUP UNDERSTANDING MH DX - 1</p>	
<p><b>How many inmates participate in the programs?</b></p>	<p>8/class w/ total -</p>	

Inspector: Crawford AB Saul

Facility: NCCC  
Date: 9/9

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Crawford AB Inmate Count: 108-A  
112-B

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers -	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 1 Urinals - 0 Sinks - 0 Showers - 6	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<del>NA</del>
10. How quickly are maintenance work orders completed?		maintenance fixes same day
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	campaign to take off soap scum
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	lack of shower curtains no smell minimal soap scum
13. How often are shower/toilet facilities cleaned?	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> at least Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	→ can't keep up when it's warm

Inspector: Saul

Facility: NCCC  
Date: 9/4

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES		NO									
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
19. How many officers are on duty per shift?	1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2							
20. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		NO									
21. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3 per shift											
ACCESS TO CIIC, PROGRAMS, STAFF												
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule	Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>									
	Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>									
	Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>									
23. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>							
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	8/3	2:40	2:50	8/24	10:10	10:20	8/29	1:40	1:49			
DWO	8/3	2:40	2:50	8/22	10:05	10:15	8/24	10:10	10:20	8/29	1:40	1:49
DWSS	8/16	3:40	4:10	8/29	1:40	1:49						
IIS	8/15	10:20	10:25									
UMA	8/22	10:05	10:15	8/29	1:40	1:49	8/30	12:05	12:15	9/3	9:00	9:07
ADDITIONAL COMMENTS (including inmate communication): - want cleaner for laundry machines												

8/3  
9/3

9/4

Inspector: Furderer

Facility: NCCC  
Date: 9-4-12

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Crawford C/D

Inmate Count: <sup>112</sup> 109 **(221)**

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- inmates reported issues with roaches
4. Are views of beds in dorms obstructed?	YES NO	- cubicle style dorms
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input type="checkbox"/> Too hot/cold <input checked="" type="checkbox"/>	- hot
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 18	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 1 Urinals - 0 Sinks - 0 Showers - 0	- Porter said toilet works, but covered it up because it won't stop flushing
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <b>(NO)</b>	
10. How quickly are maintenance work orders completed?	Some day	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- general sanitary issues
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- curtains dirty - minor soap/scum residue
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	



Inspector: Furderer

Facility: NCCC  
Date: 9-4-12

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
19. How many officers are on duty per shift?	1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2							
20. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
21. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3											
ACCESS TO CIIC, PROGRAMS, STAFF												
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule	Y <input type="checkbox"/>		N <input checked="" type="checkbox"/>									
	Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>									
	Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>									
23. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>							
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	8/24	10:00	10:10									
DWO	8/24	10:00	10:10									
DWSS												
IIS	8/23	10:45	10:55									
UMA	8/30	11:45	11:59									
ADDITIONAL COMMENTS (including inmate communication):												

8/19  
through  
9/2

Inspector: JH

Facility: NCCC  
Date: 7/4/12

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Hardin AB

Inmate Count: 105 + 111

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	<input checked="" type="radio"/> YES <input type="radio"/> NO	- No clear view from officer station
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 8 - 2 handicap	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> N/A <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	w/in day	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- debris on floors of a few
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- curtains in bad shape - buildup behind plexiglass
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Inspector: JFH

Facility: NCCC  
Date: \_\_\_\_\_

STAFF ACCOUNTABILITY													
15. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES		<input type="radio"/> NO										
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO										
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO										
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO										
19. How many officers are on duty per shift?	1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2								
20. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO										
21. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3 per shift/per officer		✓ good										
ACCESS TO CIIC, PROGRAMS, STAFF													
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>								
23. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>								
STAFF ROUNDS													
	Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Dates 8/4/12- 9/3/12	Ward	8/3	2 <sup>00</sup>	2 <sup>10</sup>	8/24	10 <sup>30</sup>	10 <sup>35</sup>						
	DWO	8/3	2 <sup>00</sup>	2 <sup>10</sup>	8/24	10 <sup>30</sup>	10 <sup>38</sup>						
	DWSS												
	IIS	8/24	10 <sup>30</sup>	10 <sup>38</sup>	8/31	12 <sup>00</sup>	12 <sup>45</sup>						
	UMA	8/29	4 <sup>30</sup>	4 <sup>40</sup>									
ADDITIONAL COMMENTS (including inmate communication):													

Inspector: Saul

Facility: NCC  
Date: 9/4

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Hardin C/D

Inmate Count: D-99  
2-94

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 10 + 2 handic	
8. How many are inoperative? - Inmate porter asked <input type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 1 does not work	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A
10. How quickly are maintenance work orders completed?		w/in week
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	some debris slight urine smell
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	mildew smell
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	3-4 times per day
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	one machine does not work

Inspector: Saul

Facility: NCCC  
Date: 9/4

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?		<input checked="" type="radio"/> YES		NO								
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
19. How many officers are on duty per shift?		1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2						
20. Are officers performing regular security checks? -Log observed for 1 week <input type="checkbox"/>		YES		NO								
21. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>		at least 3 per shift		HUGE number of shakedowns		65 approx on 8/31						
ACCESS TO CIIC, PROGRAMS, STAFF												
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule		Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>						
23. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>		Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>						
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	8/3	2:13	2:20	8/24	10:30	10:36						
DWO	8/3	2:13	2:20	8/8	2:10	2:20	8/22	9:55	10:02	8/24	10:30	10:36
DWSS												
IIS	8/24	10:20	10:30									
UMA	8/22	9:55	10:02	8/29	4:45	4:52						
ADDITIONAL COMMENTS (including inmate communication): leaking roof												

8/3  
9/3

Inspector: Saul

Facility: NCCC  
Date: 9/9

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Marion A/B

Inmate Count: A-101  
B-167

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

Inspector: Saul

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

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

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?		<input checked="" type="radio"/> YES		NO								
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
19. How many officers are on duty per shift?		1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2						
20. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
21. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>		3 per shift										
ACCESS TO CIIC, PROGRAMS, STAFF												
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule		Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>		Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>		Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>
23. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>		Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>						
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	8/3	12:30	12:50	8/24	10:50	11:00						
DWO	8/3	12:30	12:50	8/24	10:50	11:00						
DWSS												
IIS	8/23	7:40	7:50	8/24	10:50	11:00	ADD	8/31	11:35	11:59		
UMA	8/29	4:12	4:17	\$								
ADDITIONAL COMMENTS (including inmate communication):												

Inspector: Furderer

Facility: NCCC  
Date: 9-4-12

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Marion C/D

Inmate Count: 110 117

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES NO	- cubicle style walls
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 18	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO N/A	
10. How quickly are maintenance work orders completed?	within a day or two	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- minor rust stains
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- minor residue and stains
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	



Inspector: Furderer

Facility: NCCC  
Date: 9-4-12

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
19. How many officers are on duty per shift?	1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2							
20. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
21. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3		- few days with less than required Shakedowns									
ACCESS TO CIIC, PROGRAMS, STAFF												
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule	Y <input type="checkbox"/>		N <input checked="" type="checkbox"/>									
	Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>									
	Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>									
23. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>							
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	9/4	2:05										
DWO	9/4	2:05										
DWSS												
IIS	8/31	11:55	12:00									
UMA	9/4	2:05										
ADDITIONAL COMMENTS (including inmate communication):												

8/29  
through  
9/4

Inspector: JTH

Facility: NCCC  
Date: 9/4

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: MORNING A/B

Inmate Count: <sup>A</sup> <sup>B</sup>  
111 + 93

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input checked="" type="checkbox"/> Active <input type="checkbox"/> Disruptive <input type="checkbox"/>	- count
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Central officer station
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 12	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> N/A <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	<u>w/ 24 hrs</u>	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- smelled of urine - a few urinals/toilets had staining
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- some buildup
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Inspector: JH

Facility: NCC  
Date: 9/4

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?				YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>						
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>				YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>						
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>				YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>						
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>				YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>						
19. How many officers are on duty per shift?				1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2				
20. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>				YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>		- good on staggering				
21. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>				3 per officer per shift				12.4 per day of random checks reviewed				
ACCESS TO CIIC, PROGRAMS, STAFF												
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule				Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
23. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>				Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>				
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	8/3	3:00	3:12	8/24	9:50	10:02						
DWO	8/3	3:05	3:10	8/24	9:50	10:02						
DWSS												
IIS	8/7	11:50	12:07	8/15	9:32	9:40	8/23	10:27	10:40	8/31	12:05	12:10
UMA	8/29	3:00	3:10	8/20	1:55	11:45						
ADDITIONAL COMMENTS (including inmate communication):												

Dates  
8/3/12  
9/2/12

Inspector: Saul

Facility: NCCC  
Date: 9/4

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Morrow CID

Inmate Count: 90-D  
106-C

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 16 + 2 handic	
8. How many are inoperative? - Inmate porter asked <input type="checkbox"/> COUNT	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	within 24 hrs.	
11. How clean are toilets/urinals? - Inmate porter asked <input type="checkbox"/> COUNT	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	some debris, slight smell
12. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	pressure wash once per week
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	2x per shift
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	→ doesn't get cold

Inspector: Saul

Facility: NCCC  
Date: 9/4

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
19. How many officers are on duty per shift?	1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2							
20. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES		<input type="radio"/> NO									
21. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3 per shift											
ACCESS TO CIIC, PROGRAMS, STAFF												
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule	Y <input type="checkbox"/>		N <input checked="" type="checkbox"/>									
	Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>									
	Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>									
23. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>							
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	8/3	3:15	3:30	8/24	9:45	9:55						
DWO	8/3	3:15	3:30	8/8	1:40	2:00	8/24	9:45	9:55			
DWSS												
IIS	8/10	1:43	1:55	8/10	9:20	9:25	8/23	10:15	10:25	ADD 8/31	12:20	12:30
UMA	8/30	11:25	11:35									
ADDITIONAL COMMENTS (including inmate communication):												

8/3  
-  
9/3

Inspector: Furderer

Facility: NCCC  
Date: 9-4-17

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Wyandot A/B

Inmate Count: <sup>105</sup><sub>101</sub> 206

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES NO	- Cubicle style walls
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 15 Showers - 18	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO N/A	
10. How quickly are maintenance work orders completed?	Very quickly	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- rust stains on a few
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Inspector: Furderer

Facility: NCCC  
Date: 9-4-12

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?		<input checked="" type="radio"/> YES		NO								
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
19. How many officers are on duty per shift?		1 <sup>st</sup> - 2		2 <sup>nd</sup> - 2		3 <sup>rd</sup> - 2						
20. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>		<input checked="" type="radio"/> YES		NO								
21. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>				3								
ACCESS TO CIIC, PROGRAMS, STAFF												
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule		Y <input type="checkbox"/>		N <input checked="" type="checkbox"/>		Y <input checked="" type="checkbox"/>		N <input type="checkbox"/>				
23. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>		Kites <input checked="" type="checkbox"/>		ICRs <input checked="" type="checkbox"/>		HSRs <input checked="" type="checkbox"/>						
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	8/3	2:15	2:25	8/24	10:20	10:30						
DWO	8/3	2:15	2:25	8/24	10:20	10:30						
DWSS												
IIS	8/24	10:20	10:30									
UMA	8/29	10:25	?									
ADDITIONAL COMMENTS (including inmate communication):												

8/3  
Through  
9/3

Inspector: JH

Facility: NCCC  
Date: 9/4/12

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Wyandot CID

Inmate Count: <sup>C</sup> <sup>D</sup> 18 + 97

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	- minimal clutter - no cleanliness issues noted
4. Are views of beds in dorms obstructed?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	(borderline very hot)
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 14 - one removed Showers - 16	
8. How many are inoperative? - Inmate porter asked <input type="checkbox"/> <i>not avail.</i>	Toilets - 1 Urinals - 0 Sinks - 1 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	- placed a week ago	
11. How clean are toilets/urinals? - Inmate porter asked <input type="checkbox"/> <i>N/Avail.</i>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	clean, but bad smell
12. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/> <i>Not avail.</i>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- some wear/tear
13. How often are shower/toilet facilities cleaned?	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	° 2 washers ° 1 dryer

*Handwritten note:* 1/20/12



Inspector: JH

Facility: NCCC  
Date: 9/4

STAFF ACCOUNTABILITY												
15. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES <input type="radio"/> NO											
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO		- 2 bottle not half									
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
19. How many officers are on duty per shift?	1 <sup>st</sup> - 2 2 <sup>nd</sup> - 2 3 <sup>rd</sup> - 2											
20. Are officers performing regular security checks? -Log observed for 1 week <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
21. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3 per officer, per shift		- very good									
ACCESS TO CIIC, PROGRAMS, STAFF												
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>											
23. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>											
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	8/24	10 <sup>10</sup>	10 <sup>20</sup>									
DWO	8/24	10 <sup>10</sup>	10 <sup>20</sup>									
DWSS												
IIS	8/15	10 <sup>35</sup>	10 <sup>40</sup>									
UMA	8/29 8/29	9 <sup>00</sup> 10 <sup>40</sup>	10 <sup>58</sup>									
ADDITIONAL COMMENTS (including inmate communication):  * a few inapprop. pictures												

Dates  
8/4/12-  
9/3/12

Inspector: Soult

Facility: NCCC  
Date: 9/4

AREA INSPECTED: SEGREGATION

		COMMENTS
1. Inmate Count	SC 23 DC 39 LC 47	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
3. How clean are cells?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many cell door windows are obstructed?	○	
5. How clean are hallways/rec areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. How often are inmates allowed to clean their cells/sanitize toilets, sinks, etc?	2x per week	
7. How many of the following are inoperative?	Toilets - ○ Sinks - ○ Showers - ○	
8. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	N/A
9. How quickly are maintenance work orders completed?	quickly	
10. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	in each cell
11. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	2x per walk
12. How clean are crisis cells? # of crisis cells <u>2</u>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	in use - inmate property clutter
13. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
<b>STAFF ACCOUNTABILITY</b>		
15. Are cleaning materials kept secure?	YES NO	

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

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

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

**SEGREGATION CONT.**

16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES    NO	
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES    NO	
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES    NO	
19. How many officers are on duty per shift?	1 <sup>st</sup> - 2 CO + 1 Sgt 2 <sup>nd</sup> - 2 CO + 1 Sgt 3 <sup>rd</sup> -	
20. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES    NO	
21. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>	3 per shift	
22. Are individual log sheets maintained and up to date? • Meals • Recreation in/out • Linen/towel exchange • Razor issue • Cell cleaning -Log observed <input checked="" type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	different system daily log required meals
23. How often are medical rounds conducted? -Log observed <input checked="" type="checkbox"/>	daily	
24. How often are mental health rounds conducted? -Log observed <input checked="" type="checkbox"/>	several times per week	8/20 8/27 8/23 etc 8/24
<b>ACCESS TO CIIC, PROGRAMS, STAFF</b>		
25. Is the current CIIC memo posted?	YES    NO	
26. Do inmates have access to the library?	<input checked="" type="radio"/> YES    NO	Describe: Books on seg unit
27. Do inmates have access to religious services personnel?	<input checked="" type="radio"/> YES    NO	Describe: Write the Chaplain to be seen
28. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>	

Inspector: JH

Facility: NCCC  
Date: 9/4/12

**SEGREGATION CONT.**

Dates  
8/20/12  
9/3/12  
~  
AND  
8/3/12  
8/20/12

STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	8/17	12 <sup>10</sup>	12 <sup>25</sup>									
DWO	8/2	10 <sup>50</sup>	11 <sup>07</sup>	8/27	7 <sup>20</sup>	7 <sup>35</sup>	8/28	7 <sup>00</sup>	7 <sup>20</sup>	9/4	8 <sup>20</sup>	8 <sup>35</sup>
DWSS												
IIS	<sup>ADD</sup> 8/31	9 <sup>50</sup>	9 <sup>55</sup>	*8/6	10 <sup>05</sup>	10 <sup>30</sup>						
Major	8/27	7 <sup>20</sup>	7 <sup>35</sup>	8/28	7 <sup>00</sup>	7 <sup>20</sup>	9/4	8 <sup>20</sup>	8 <sup>35</sup>	*8/17	6 <sup>05</sup>	6 <sup>35</sup>
ADDITIONAL COMMENTS (including inmate communication):												

8/17 12<sup>10</sup>-12<sup>25</sup>

**SECTION VIII. GLOSSARY OF TERMS****A**

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

**B**

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

**C**

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

which the item is obtained was improper; or an allowable item is possessed by an inmate in an altered form or condition.

## D

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

## F

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

## G

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

## H

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

**I**

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

**K**

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

**L**

- Local Control (LC) – The status of an inmate who was referred to the Local Control Committee by the Rules Infraction Board. The committee will decide if the inmate has demonstrated a chronic inability to adjust to the general population or if the inmate's presence in the general population is likely to seriously disrupt the orderly operation of the institution. A committee reviews the inmate's status every 30 days for release consideration. The inmate may serve up to 180 days in LC.

- Local Separation – An order wherein two or more inmates are not permitted to be assigned to the same living and/or work area, and are not permitted simultaneous involvement in the same recreational or leisure time activities to ensure they are not in close proximity with one another.

## N

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

## M

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

## O

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

## P

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

## R

- Reentry Accountability Plan (RAP) – Plan for inmates, which includes the static risk assessment, dynamic needs assessment, and program recommendations and participation.
- Residential Treatment Unit (RTU) – The Residential Treatment Unit is a secure, treatment environment that has a structured clinical program. All offenders enter at the Crisis and Assessment Level (Level 1). This level is designed to assess conditions and provide structure for the purpose of gaining clinical information or containing a crisis. The disposition of the assessment can be admission to the treatment levels of the RTU, referral to OCF, or referral back to the parent institution.



- Rules Infraction Board (RIB) – A panel of two staff members who determine guilt or innocence when an inmate receives a conduct report or ticket for disciplinary reasons.

## S

- Security Control (SC) – The status of an inmate who is pending a hearing by the Rules Infraction Board for a rule violation, under investigation or pending institutional transfer and needs to be separated from the general population. Inmates may be placed in SC for up to seven days. The seven day period can be extended if additional time is needed.
- Security Level/Classification – System by which inmates are classified based on the following: current age; seriousness of the crime; prior offenses; most recent violence (not including the current offense); gang activity before going to prison; and present and past escape attempts.
  - Level 1A Security (Minimum) – The lowest security level in the classification system. Inmates classed as Level 1 have the most privileges allowed. Inmates in Level 1 who meet criteria specified in DRC Policy 53-CLS-03, Community Release Approval Process, may be eligible to work off the grounds of a correctional institution. Level 1A inmates may be housed at a correctional camp with or without a perimeter fence and may work outside the fence under periodic supervision. Level 1A replaces the classification previously known as “Minimum 1 Security.”
  - Level 1B Security (Minimum) – The second lowest level in the classification system. Level 1B inmates may be housed at a correctional camp with a perimeter fence and may work outside of the fence under intermittent supervision. However, Level 1B inmates who are sex offenders are not permitted to work or house outside of a perimeter fence. Level 1B inmates may not work off the grounds of the correctional institution. Level 1B replaces the classification previously known as “Minimum 2 Security.”
  - Level 2 Security (Medium) – A security level for inmates who are deemed in need of more supervision than Level 1 inmates, but less than Level 3 inmates. Level 2 replaces the classification previously known as “Medium Security.”
  - Level 3 Security (Close) – This is the security level that is the next degree higher than Level 2, and requires more security/supervision than Level 2, but less than Level 4. Level 3 replaces the classification previously known as “Close Security.”
  - Level 4 Security (Maximum) – This is the security level that is the next degree higher than Level 3, and requires more security/supervision than Level 3, but less than Level 5. It is the security level for inmates whose security classification score at the time of placement indicates a need for very high security. It is also a classification for those who are involved in, but not leading others to commit violent, disruptive, predatory or riotous actions, and/or a threat to the security of the. Level 4 replaces the classification previously known as “Maximum Security.”

- Level 4A Security (Maximum) – A less restrictive privilege level, which inmates may be placed into by the privilege level review committee with the Warden/Designee’s approval, after a review of the inmate’s status in level 4.
- Level 4B Security (Maximum) – The most restrictive privilege level assigned to an inmate classified into level 4.
- Level 5 Security (Supermax) – A security level for inmates who commit or lead others to commit violent, disruptive, predatory, riotous actions, or who otherwise pose a serious threat to the security of the institution as set forth in the established Level 5 criteria. Level 5 replaces the classification previously known as “High Maximum Security.”
- Level 5A Security (Supermax) – A less restrictive privilege level, which inmates may be placed into by the privilege level review committee with the Warden/Designee’s approval, after a review of the inmate’s status in level 5.
- Level 5B Security (Supermax) – The most restrictive privilege level assigned to an inmate classified into level 5.
- Security Threat Group (STG) – Groups of inmates such as gangs that pose a threat to the security of the institution.
- Separation – See Institutional Separation and Local Separation
- Seriously Mentally Ill (SMI) – Inmates who require extensive mental health treatment.
- Shank – Sharp object manufactured to be used as a weapon.
- Special Management Housing Unit (SMHU)/Segregation – Housing unit for those assigned to Security Control, Disciplinary Control, Protective Control, and Local Control.
- Supermax Security – See Level 5

## T

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

## U

- Unit Management Administrator (UMA) – Staff member responsible for overseeing the roles, responsibilities and processes of unit management staff in a decentralized or centralized social services management format. The UMA may develop

centralized processes within unit management, while maintaining the unit based caseload management system for managing offender needs. The UMA shall ensure that at least one unit staff member visits the special management areas at least once per week and visits will not exceed seven days in between visits.

- Unit Manager (UM) – Staff member responsible for providing direct supervision to assigned unit management staff and serving as the chairperson of designated committees. Unit Managers will conduct rounds of all housing areas occupied by inmates under their supervision.
- Use of Force – Staff is authorized to utilize force per DRC Policy 63-UOF-01 and Administrative Rule 5120-9-01, which lists six general circumstances when a staff member may use less than deadly force against an inmate or third person as follows:
  1. Self-defense from physical attack or threat of physical harm.
  2. Defense of another from physical attack or threat of physical attack.
  3. When necessary to control or subdue an inmate who refuses to obey prison rules, regulations, or orders.
  4. When necessary to stop an inmate from destroying property or engaging in a riot or other disturbance.
  5. Prevention of an escape or apprehension of an escapee.
  6. Controlling or subduing an inmate in order to stop or prevent self-inflicted harm.

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

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

**W**

- Warden – Top administrator at each correctional institution.

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

Allen Oakwood Correctional Institution.....	AOCI
Belmont Correctional Institution .....	BeCI
Chillicothe Correctional Institution .....	CCI
Correctional Reception Center .....	CRC
Dayton Correctional Institution .....	DCI
Franklin Medical Center .....	FMC

Grafton Correctional Institution.....	GCI
Hocking Correctional Facility.....	HCF
Lake Erie Correctional Institution .....	LaeCI
Lebanon Correctional Institution.....	LeCI
London Correctional Institution.....	LoCI
Lorain Correctional Institution.....	LorCI
Madison Correctional Institution .....	MaCI
Mansfield Correctional Institution .....	ManCI
Marion Correctional Institution.....	MCI
Noble Correctional Institution .....	NCI
North Central Correctional Complex.....	NCCC
Northeast Pre-Release Center .....	NEPRC
Ohio Reformatory for Women .....	ORW
Ohio State Penitentiary .....	OSP
Pickaway Correctional Institution .....	PCI
Richland Correctional Institution.....	RiCI
Ross Correctional Institution .....	RCI
Southeastern Correctional Institution .....	SCI
Southern Ohio Correctional Facility.....	SOCF
Toledo Correctional Institution.....	ToCI
Trumbull Correctional Institution.....	TCI
Warren Correctional Institution.....	WCI