



---

# **Toledo Correctional Institution**

---

**August 1, 2017  
August 3, 2017**

---

**Margaret Ogonek,  
Report Coordinator**

---

**TABLE OF CONTENTS**

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

**SAFETY AND SECURITY** ..... 13

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

**HEALTH AND WELLBEING** ..... 21

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

**FAIR TREATMENT** ..... 29

- A. Staff/Inmate Interactions
- B. Inmate Grievance Procedure
- C. Transitional Programming Unit
- D. Limited Privilege Housing

**REHABILITATION AND REENTRY** ..... 36

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

**FISCAL ACCOUNTABILITY** ..... 44

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

**APPENDIX** ..... 53

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

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

**Dates of Inspection:** August 1, 2017  
August 3, 2017

**Type of Inspection:** Unannounced Inspection

**Legislators/CIIC Staff Present:** Senator Edna Brown  
Representative Michael Sheehy  
Nathan Cotton, Aide to Rep. Sheehy  
Adam Jackson, Sr. Corrections Analyst  
Charlie Adams, Corrections Analyst II  
Darin Furderer, Corrections Analyst II  
Margaret Ogonek, Corrections Analyst I

**Facility Staff Present:** Warden John Coleman

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

**Institution Overview**

The Toledo Correctional Institution (TOCI) is a close security male prison that houses both Level 3 (close) and Level 4 (maximum) security inmates. The facility opened in 2000 and is located on 45.2 acres in Toledo, Ohio.<sup>i</sup> The institution’s FY 2018 GRF budget is \$35,284,323.99.<sup>ii</sup>

The rated capacity for TOCI is 1,541.<sup>iii</sup> As of August 1, 2017, the institution housed 976 inmates<sup>iv</sup> (63.3 percent of capacity). Demographically, 50.5 percent of the inmates are classified as black, 46.8 percent as white and 2.6 percent as “other” race. The average inmate age was 35.8 years.<sup>v</sup> As of August 1, 2017, TOCI employed 429 total staff, of which 305 are security staff.<sup>vi</sup>

The institution scored 100 percent compliance on the most recent ACA audit for mandatory standards,<sup>2</sup> and 99.0 percent on non-mandatory standards.<sup>3,4vii</sup> In its most recent full internal management audit,<sup>5</sup> TOCI was 94.8 percent compliant on mandatory

---

<sup>1</sup> The youngest inmate was listed as 20.1 years of age and the oldest inmate was listed as 87.3 years of age.  
<sup>2</sup> TOCI was compliant on each of the 56 applicable mandatory standards.  
<sup>3</sup> TOCI was compliant on 417 of 421 applicable non-mandatory standards. The standards in which TOCI was not in compliance were pertaining to covered/enclosed outdoor exercise area for the inmate population.  
<sup>4</sup> The most recent audit by the Commission on Accreditation for Corrections was conducted on June 5-7, 2017.  
<sup>5</sup> The full internal management audit was conducted on April 18-20, 2017.

standards<sup>6</sup> and 98.6 percent compliant on non-mandatory standards.<sup>7viii</sup> Of the Ohio Standards, the facility was only 83.3 percent compliant on the applicable standards.<sup>8ix</sup>

---

<sup>6</sup> TOCI was compliant in 55 of the 58 applicable mandatory standards.

<sup>7</sup> Six of the non-mandatory standards were found in non-compliance. The standards in which TOCI was found not in compliance were related to training, unencumbered cell space, and natural light in the dayrooms.

<sup>8</sup> TOCI was compliant on 90 of 108 applicable Ohio Standards. The standards in which TOCI was not in compliance with were pertaining to medical records, responses to informal complaints in appropriate timeframe, proper documentation of MARs, HIV caseload protocols being followed, chronic care caseload protocols, completion of case plans, proper documentation of purchases, proper procedure for ORAS being followed, background checks for contractors, PREA training for medical and mental health contractors, inmate handbooks available in Spanish and English, PREA risk assessment, proper documentation of system access forms.

**I. INSPECTION SUMMARY**

**SAFETY AND SECURITY: GOOD<sup>9</sup>**

INDICATORS	RATING	FINDINGS
<b>Violence Outcome Measures</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Inmate-on-inmate assaults increased by 6.9 percent and inmate-on-staff assaults increased by 12 assaults in CY 2016. The rate of inmate disciplinary convictions for assaults increased by 30.2 percent, was more than the comparator prisons, and significantly more than the DRC average. However, current numbers for CY 2017 indicate assaults are trending down.</li> <li>• Fight disciplinary convictions increased 29.0 percent. The rate was less than the comparator prisons, but more than the DRC average.</li> <li>• There has been one homicide during the period evaluated.</li> <li>• In CY 2016, TOCI reported nine disturbances, which was an increase of five from CY 2015. However, none have occurred thus far in CY 2017.</li> </ul>
<b>Use of Force</b>	<b>Exceptional</b>	<ul style="list-style-type: none"> <li>• Total incidents increased by 34.2 percent in CY 2016.</li> <li>• A review indicated great procedural accountability and officer responses were reasonable.</li> </ul>
<b>Control of Illegal Substances</b>	<b>Exceptional</b>	<ul style="list-style-type: none"> <li>• 0.5 percent of inmates tested positive during random drug screenings in CY 2016, which was less compared to CY 2015 and significantly less than the comparator prisons as well as the DRC average.</li> </ul>
<b>Inmate Perception of Safety</b>	<b>Exceptional</b>	<ul style="list-style-type: none"> <li>• 86.8 percent of survey respondents selected safe or neutral regarding their safety, which was significantly higher than the previous inspection.</li> </ul>

<sup>9</sup> CIIC ratings are based on a four point scale: Exceptional, Good, Acceptable, and In Need of Improvement. Ratings for the overall area are based on the balance of the indicator ratings for that area. A rating of “Exceptional” for an indicator means that there is no room for improvement and, generally, that the facility performs above other prisons. A rating of “Good” for an indicator means that the prison more than meets the standard, but is not significantly better than other prisons or there is still room for improvement. A rating of “Acceptable” for an indicator means that the prison just meets the standard or meets the standard with minor exceptions. A rating of “In Need of Improvement” for an indicator means that the prison does not meet standards, is significantly different from other prisons in a negative manner, or that CIIC staff had serious concerns.

		<ul style="list-style-type: none"> <li>• A few open-ended inmate survey responses indicated safety as a positive aspect of the institution.</li> </ul>
<b>Unit Security Management</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Officers were consistent in documenting rounds in the requisite 30 minute, staggered intervals.</li> <li>• Documentation of shakedowns was split between paper and electronic logs. However, it appears as though the officers are conducting the required shakedowns.</li> <li>• Cell and bunk security checks indicated good security.</li> <li>• There were no overdue security classification reviews unaccounted for on the day of the inspection.</li> </ul>
<b>Institutional Security Management</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Executive staff members are somewhat inconsistent in making the required rounds in housing units based on a review of employee sign-in logs.</li> <li>• The large majority of correctional officers believe they are adequately informed of incidents between shifts.</li> <li>• A review of STG committee meetings for the past six months indicates meetings are being held, and includes staff who are required to attend. There were no overdue security threat group classification reviews without cause.</li> <li>• There have been no escapes or attempts during the period evaluated.</li> </ul>
<b>Prison Rape Elimination Act (PREA)</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• The 2017 Internal Management Audit found five Ohio PREA standards in non-compliance and noted an additional two observations to remedy.</li> <li>• The facility exceeded nine standards and met the remaining 33 standards in their 2017 PREA audit.</li> <li>• A large majority of inmates indicated they knew how to report sexual harassment or abuse.</li> <li>• Of the seven PREA cases in CY 2106, one was substantiated.</li> </ul>

**HEALTH AND WELLBEING: GOOD**

INDICATORS	RATING	FINDINGS
<b>Unit Conditions</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Each of the cells appeared to be clean and were rated as good based on their overall appearance.</li> <li>• Most of the cleaning materials were stocked with the appropriate quantities; however, CIIC staff did have concern with the dilution levels.</li> <li>• Each cell is equipped with a sink and a toilet. During the inspection, only one sink and one toilet were inoperable.</li> <li>• The overall conditions of the showers were rated as good.</li> <li>• Evacuation plans were located on each of the pods.</li> </ul>
<b>Medical Services</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Medical facilities were observed to be in good condition.</li> <li>• Staffing levels appear to be adequate to meet the medical needs of the inmate population.</li> <li>• Inmate focus groups were mainly positive regarding medical care at TOCI.</li> <li>• The IMA noted four concerns related to medical.</li> </ul>
<b>Mental Health Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Staffing levels appear to be adequate given the size of the mental health caseload.</li> <li>• The institution reported one completed suicide and one suicide attempt since July 2016.</li> <li>• The number of mental health programs offered to inmates is good.</li> <li>• The IMA noted zero concerns related to mental health.</li> </ul>
<b>Recovery Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• The recovery service facilities were noted to be clean and orderly with sufficient space for staff to perform clinical duties.</li> <li>• TOCI does not currently have a designated recovery services housing unit.</li> <li>• TOCI facilitates one of the state's treatment transfer programs at the camp.</li> <li>• TOCI reported an adequate number inmates are currently participating in recovery service programming.</li> </ul>

<b>Food Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• The meal sampled by CIIC was rated as acceptable.</li> <li>• TOCI has an incentive plan for their inmate food service staff which enables them to earn up to \$ 21 per month in addition to their normal state pay (\$17 to \$24).</li> <li>• In their two most recent evaluations from the DRC Contract Monitor, TOCI received compliance scores of 89 percent (main compound) and 87 percent (camp). In their most recent health inspection, TOCI had one violation regarding a maintenance concern that corrected during the health inspection.</li> <li>• Negatively, 84.2 percent of inmate survey respondents indicated that they were unsatisfied with the quality of the food served. The responses were slightly more negative than the responses that CIIC received during the 2015 inspection.</li> </ul>
<b>Recreation</b>	<b>In Need of Improvement</b>	<ul style="list-style-type: none"> <li>• Physical facilities appeared clean and were in use during the inspection. However, participation was observed to be extremely low on all days of the inspection.</li> <li>• The recreation department did not have any recreational staff during the time of the inspection.</li> <li>• The selection of activities for recreation was very low to non-existent.</li> <li>• Survey respondents reported moderately low satisfaction with recreation.</li> </ul>

**FAIR TREATMENT: ACCEPTABLE**

<b>INDICATORS</b>	<b>RATING</b>	<b>FINDINGS</b>
<b>Staff/Inmate Interactions</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Over half of inmate survey respondents reported that housing unit officers are professional. Slightly under half of inmate survey respondents reported that housing unit officers were helpful.</li> <li>• A little over half of inmate survey respondents reported that they had been harassed and/or threatened by staff, with the two most common reasons noted as insulting remarks and multiple shakedowns.</li> </ul>



		<ul style="list-style-type: none"> <li>• Staff/inmate relations concerns were one of the three top complaints filed by inmates utilizing the grievance procedure. These complaints included: Staff failure to perform job duties, staff failure to follow policies, unprofessional conduct, and harassment by staff.</li> </ul>
<b>Inmate Grievance Procedure</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• A high number of inmate survey respondents reporting having access to kites.</li> <li>• Many inmate survey responses indicated that they normally have access to informal complaints.</li> <li>• A low number of inmates reported knowing who the Inspector was.</li> <li>• Negatively, inmate survey respondents who relayed that the top two reasons they had utilized the grievance procedure was “Grievance procedure does not work.” Followed by “Staff retaliation”.</li> </ul>
<b>Transitional Programming Unit</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Overall, the conditions of the TPU appeared to be clean and well maintained. Most of the cells also appeared to be clean.</li> <li>• According to the TPU roster, there were 89 inmates assigned to the TPU (9.2 percent of the institution population), which is more than the restrictive housing population during the 2015 inspection.</li> <li>• The use of a disciplinary meal (“food loaf”) seems to frequently occur. Since June 2017, there have been six occasions when then disciplinary meal was served.</li> </ul>
<b>Limited Privilege Housing</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• There were no cell security issues.</li> <li>• According to the LPH roster, there were 52 inmates assigned to limited privilege housing (nearly 5.3 percent of the institution population).</li> <li>• The LPH is located D 1/2. Overall, the conditions of the unit appeared to be in good condition. There were no visible issues regarding the condition of the floor, cell doors, or the walls.</li> <li>• There were a significantly higher number of white inmates assigned to limited privilege housing.</li> </ul>

**REHABILITATION AND REENTRY: ACCEPTABLE**

INDICATORS	RATING	FINDINGS
<b>Reentry Planning</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Staff reported the unit staff consists of: 4 unit managers, 7 case managers, 6 correctional counselors/sergeants, and 3 Administrative professional 1's. There are currently no vacancies noted.</li> <li>• There were no security reviews past due.</li> <li>• Under half of survey respondents reported that their Case Manager and even less reported the Unit Manager to be helpful.</li> </ul>
<b>Rehabilitative Programming</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• TOCI has multiple inmate facilitated programs and meaningful activities</li> <li>• TOCI offers an acceptable number of inmate groups.</li> <li>• TOCI offers four reentry approved programs.</li> </ul>
<b>Family Engagement and Community Connections</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• TOCI promotes offender communications with family, friends, and community through mail, email, phones, free envelopes, visitation, video visitation, graduation of programs and family events such as Back to School with Dad.</li> <li>• Under half of inmate survey respondents reported having problems with visitation.</li> <li>• TOCI reported 86,369 community service hours for 2016 YTD.</li> <li>• TOCI has approximately 135 active community volunteers.</li> </ul>
<b>Academic Programming</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• TOCI education department consists of one principal, one assistant principal, three academic teachers, one career technical teacher, one guidance counselor, one intervention specialist, one Title 1 teacher, one special education teacher, and one librarian. There is currently one job vacancy in the education department: the assistant librarian position.</li> <li>• TOCI education department offers Pre-GED, GED, ABLE, Special Education, Career technical education/career enhancement program, Title 1, and apprenticeship programs.</li> </ul>

		<ul style="list-style-type: none"> <li>The TOCI education department does have a CALab that is equipped with fifteen computers that are all currently operable.</li> </ul>
<b>Library Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>There was a library advisory committee meeting held on June 13, 2017 and the library improvement plan was updated as well as the library procedural manual.</li> <li>The staff reported that rounds are conducted on a weekly basis to the TPU (transitional program unit) and the LPH (limited privilege housing unit), which is in compliance with DRC 57-EDU-02.</li> <li>The library Reentry Resource Center has two reentry computers but both are not operable and the reentry information with reentry materials and two reentry computers for reentry and job training.</li> <li>The staff relayed that they do have an inter-loan library service.</li> </ul>
<b>Vocational and Work Skill Development</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>TOCI currently offers five apprenticeship programs for the inmate population.</li> <li>A low number of inmate survey respondents indicated it is easy or were neutral to get into vocational training.</li> <li>TOCI does offer one vocational program.</li> <li>TOCI does not offer advanced job training.</li> </ul>
<b>Ohio Penal Industries</b>	<b>N/A</b>	<ul style="list-style-type: none"> <li>There is no OPI shop at the Toledo Correctional Institution.</li> </ul>

**FISCAL ACCOUNTABILITY: ACCEPTABLE**

INDICATORS	RATING	FINDINGS
<b>Fiscal Wellness</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• According to their FY 2017 budget overview, TOCI used nearly 100 percent of their allocated budget.</li> <li>• In FY 2017, TOCI increased their total overtime. However, they reduced their correctional officer overtime costs.</li> <li>• In CY 2016, TOCI decreased their property costs by 89.8 percent.</li> <li>• In their most recent internal audit, TOCI was compliant in seven of their nine applicable mandatory standards.</li> <li>• In their most recent external fiscal audit, the External Auditor found five observations.</li> </ul>
<b>Environmental Sustainability</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• In FY 2017, 26 of 29 (89.7 percent) inmates that participated in the TOCI Roots of Success program successfully completed the program.</li> <li>• TOCI inmate re-claimers earn \$30 (main compound inmates) and \$39 (camp inmates) per month with incentive pay.</li> <li>• TOCI decreased the use their water and natural gas utilities.</li> <li>• However, TOCI increased their total utility costs in FY 2017.</li> </ul>
<b>Staff Management</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• TOCI completed 100 percent of their training.</li> <li>• On the day of the inspection, TOCI staff had completed all their evaluations within the required time period for CY 2017 year-to date.</li> <li>• In FY 2017, TOCI had a 5.7 percent total staff turnover ratio, which was a significant improvement from the previous inspection.</li> <li>• Supervisor survey results were positive.</li> <li>• Correctional officer interviews and survey results indicate that officers have some concerns regarding their workplace environment.</li> </ul>

**II. SAFETY AND SECURITY**

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

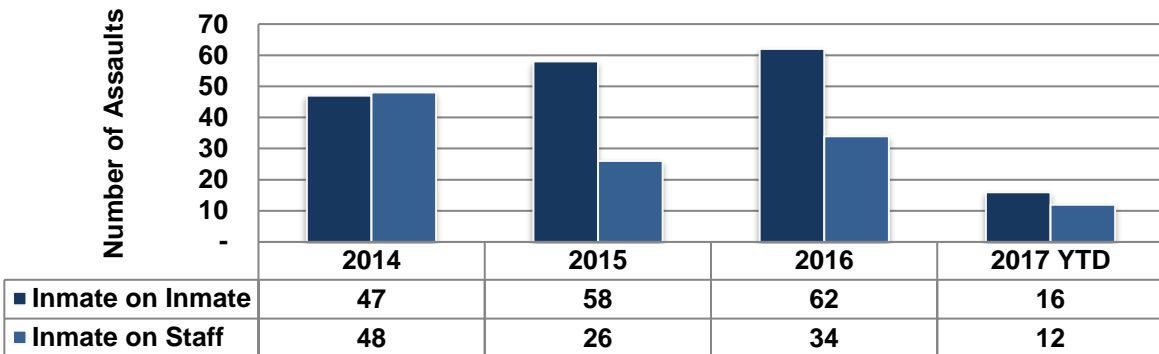
**A. VIOLENCE OUTCOME MEASURES**

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

**Assaults**

- During CY 2016, there were 62 reported inmate-on-inmate assaults.<sup>x</sup> Total inmate-on-inmate assaults increased by 6.9 percent in comparison to CY 2015.<sup>xi</sup>
- The institution reported 34 inmate-on-staff assaults during CY 2016.<sup>xii</sup> Total inmate-on-staff assaults increased by 12 assaults in comparison to CY 2015.<sup>xiii</sup>
- The rate of inmate disciplinary convictions for assaults increased by 30.2 percent during CY 2016 in comparison to CY 2015.<sup>xiv</sup> The rate of inmate disciplinary convictions for assaults for CY 2016 at TOCI was more than the comparator prisons and significantly more than the DRC average.<sup>xv</sup>
- However, current numbers for CY 2017 indicate assaults are trending down.

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



<sup>10</sup> The rate of inmate disciplinary convictions for assaults in CY 2015 was 91.2 per 1,000 inmates. The rate in CY 2016 was 118.7.

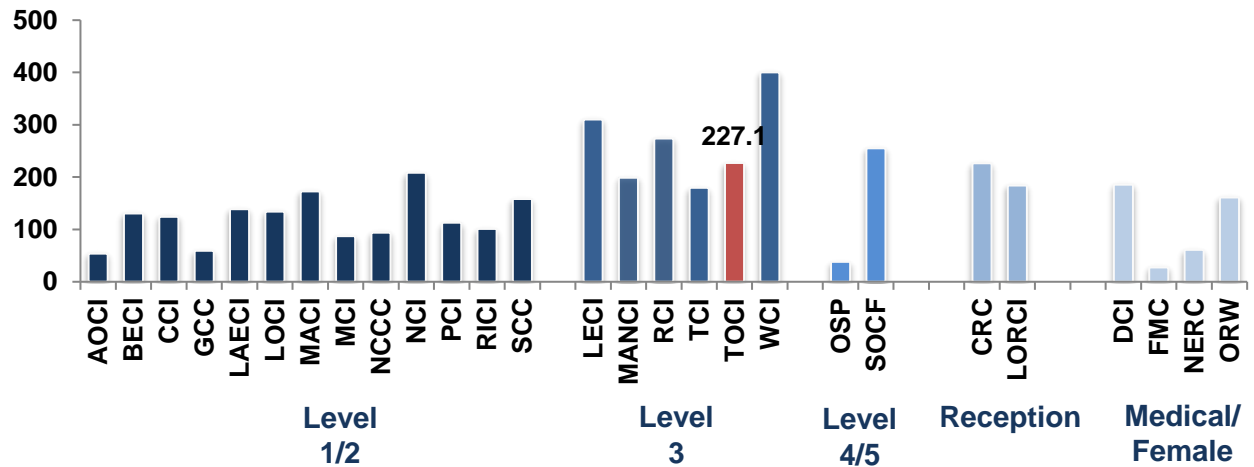
<sup>11</sup> The rate of inmate disciplinary convictions for assaults in CY 2016 was 118.7 per 1,000 inmates. The rate of the comparator prisons was 104.9 and the DRC average rate was 62.0.

## Fights

- Fights<sup>12</sup> are documented via RIB convictions for rule 19 (fight) violations. The rate<sup>13</sup> of rule 19 convictions for CY 2016 increased by 29.0 percent compared to CY 2015.<sup>14xvi</sup>
- The rate of rule 19 convictions for CY 2016 at TOCI was less than the comparator prisons, but more than the DRC average.<sup>15xvii</sup>

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

**Chart 2**  
**Rule 19 Violation (Fights) Rates<sup>16</sup>**  
**CY 2016**



## Homicides

- There was one homicide during the period evaluated (2015 to date).<sup>17</sup>

<sup>12</sup> The total number of RIB convictions for rule 19 violations does not correlate to a total number of fights. For example, seven inmates might have been involved in one fight – all seven inmates would have been found guilty by the RIB for a rule 19 violation and would therefore be included in the total number.

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

<sup>14</sup> In CY 2015, the facility reported 191 (176.0 per 1,000 inmates) rule 19 convictions; during CY 2016, the facility reported 262 (227.1 per 1,000 inmates) rule 19 violations.

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

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

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

## Disturbances<sup>18</sup>

- In CY 2016, TOCI reported nine disturbances,<sup>xviii</sup> which was an increase of five in comparison to CY 2015.<sup>xix</sup> However, the facility has not had any disturbances in CY 2017.

## B. USE OF FORCE

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

## Incident Caseload

- During CY 2016, the facility reported 208 use of force incidents. Compared to CY 2015, in which 155 uses of force were reported, total uses of forces increased by 34.2 percent.<sup>xx</sup>

## Procedural Accountability

- Video documentation was available for almost all incidents reviewed.
- Staff appropriately referred use of force incidents to a use of force committee for investigation when necessary.
- Officer statements reviewed were generally thorough and clearly stated directives given prior to force.
- The required documentation was completed and included in the packets.
- Most inmates refused to provide a use of force statement. However, the statements generally had a supervisor signature and/or the inmate was offered another opportunity at a later time.
- Inmates were generally seen by medical within an hour following the use of force incident.
- A review of one planned use of force incident indicated staff followed proper procedure.

## Application of Force

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

---

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

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

### C. CONTROL OF ILLEGAL SUBSTANCES

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

- 0.5 percent of inmates tested positive for the presence of an illegal substance during random drug testing in CY 2016,<sup>20xxi</sup> which was less in comparison to CY 2015.<sup>21xxii</sup>
- The percentage of inmates who tested positive in CY 2016 at TOCI was significantly less than the comparator prisons as well as the DRC average.<sup>22xxiii</sup>
- During CY 2016, the institution drug tested 254 inmates for programs<sup>23,24</sup> and 461 for cause,<sup>25,26</sup> which is more than the DRC average<sup>27</sup> indicating the institution is working to identify inmates who are participating in the use of illegal substances.
- In response to CIIC's survey question pertaining to prohibited substances, the majority of inmates indicated prohibited substances are not available or refused to answer.<sup>28</sup> (Please refer to the DRC Inmate Survey results in the Appendix for more information.)

### D. INMATE PERCEPTION OF SAFETY

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

---

<sup>20</sup> Each DRC institution conducts monthly urinalysis tests of a random sample of its population. The urinalysis tests for the presence of a broad range of substances. The institution randomly tested 864 inmates of which four tested positive. Three tested positive for THC (marijuana) and one tested positive for positive for buprenorphine (Suboxone®).

<sup>21</sup> In CY 2015, 2.0 percent of inmates tested positive during random drug tests.

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

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

<sup>24</sup> 15 inmates tested positive during program drug screenings in CY 2016.

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

<sup>26</sup> 25 (5.4 percent) inmates tested positive during for cause drug screenings in CY 2016.

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

<sup>28</sup> 112 inmates refused to answer and 49 inmates indicated that prohibited substances are not available.



- 86.8 percent of survey respondents (n=219) reported they are safe or were neutral regarding their safety. This is significantly higher in comparison to the 2015 inspection.<sup>29</sup>
- A few open-ended inmate survey responses indicated safety as a positive aspect of the institution.
- The institution had 11 inmates in restrictive housing for refusal to lock on the day of the inspection.

## **E. UNIT SECURITY MANAGEMENT**

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

### **Officer Rounds**

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

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

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

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

- Cell and bunk security checks indicated good security.

### **Security Classification**

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

---

<sup>29</sup> 69.6 percent of survey respondents (n=148) reported they were very safe, safe, or neutral (in terms of safety) during the 2015 inspection.

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

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

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

## F. INSTITUTIONAL SECURITY MANAGEMENT

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

### Executive Staff Rounds

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

### Violent Incident Management

- The majority of correctional officers<sup>35</sup> believe they are adequately informed of incidents between shifts.<sup>xxiv</sup> Further, most officers receive their information during roll call.
- Most officers relayed that if a violent or critical incident would occur, it would also most likely occur in the B 3/4 housing units because of the level 4 inmates that occupy the unit. Some officers believe a violent or critical incident could also occur during recreation because of the number of inmates that occupy that area.<sup>xxv</sup>

### STG Management

- As of March 2017, there were 460 STG-affiliated inmates,<sup>36</sup> which was 42.6 percent of the institutional population. The number of STG-affiliated inmates was slightly less in comparison to the number in May 2016.<sup>37</sup>
- The institutional percentage of STG-affiliated inmates was more than the comparator prisons and significantly more than the DRC average.<sup>38</sup>

---

<sup>33</sup> In reference to rounds, executive staff includes the Warden, the Deputy Wardens, the Inspector, and the Unit Management Chief. Per DRC policy 50-PAM-02, "Each housing unit, including the Transitional Program Unit (TPU), shall be visited by the managing officer or deputy warden weekly." In addition, "The unit management chief (UMC) shall visit all inmate living areas, at a minimum, on a bi-weekly basis, including the Transitional Program Unit/s." Visibility of leadership is important in the correctional environment. It indicates they are aware of the conditions within their facility, and it also serves to boost the morale of staff and inmates.

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

<sup>35</sup> Results are based on individual interviews (n=14) and survey responses from Toledo Correctional Institution officers (n=104). The majority of the correctional officers survey responses (72.8 percent) indicate that they are adequately informed when they come on shift.

<sup>36</sup> 338 were listed as passive, 51 were listed as active, and 70 were disruptive. One affiliation was unknown.

<sup>37</sup> The institution had an STG population of 482 as of May 2016.

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

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

## Escapes

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

## G. PRISON RAPE ELIMINATION ACT (PREA)

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

### PREA Management

- The 2017 Internal Management Audit found five Ohio PREA related standards in non-compliance<sup>42</sup> and noted an additional two observations to remedy.<sup>43</sup>
- The facility exceeded nine standards and met the remaining 33 standards in their 2017 PREA audit.<sup>44xxvii</sup>

### Inmate Education and Awareness

- PREA posters, with information for inmates on reporting of sexual assaults, were posted in all housing units.

---

<sup>39</sup> RIB convictions for rule 17 (unauthorized group activity) violations do not capture total gang activity in an institution, as gang activity likely occurs that is not captured by staff supervision and/or documented via a conduct report and RIB conviction.

<sup>40</sup> In CY 2016 the facility reported a rate of 78.0 (90) rule 17 violations. The comparator prisons rate was 50.5 and the DRC average was 25.6.

<sup>41</sup> 47 inmates refused to answer and 96 indicated that gang activity is not frequent at this institution.

<sup>42</sup> Standards in non-compliance related to contractor background check records; PREA training for contractors; inmate orientation handbooks in housing units; risk assessments; and accommodation strategies.

<sup>43</sup> Observations included posting posters for rape crisis organizations in all living areas and eliminating the potential for cross gender viewing of inmates in restroom/shower, dorm, and strip search areas.

<sup>44</sup> The audit was conducted June 6-8, 2017. One standard was not applicable.

- A large majority of inmates indicated they knew how to report sexual harassment or abuse.<sup>45</sup>

### Investigations/Allegations

- Staff reported seven PREA cases in CY 2016, of which four were allegations against a staff member and three were allegations against another inmate. Of the seven cases, five were unsubstantiated and one was unfounded.
- One PREA case was substantiated.<sup>46</sup>
- 25 inmate survey respondents reported experiencing sexual harassment and 13 reported sexual abuse from a staff member at the facility.
- 20 inmate survey respondents reported experiencing sexual harassment and eight reported sexual abuse from another inmate at the facility.

### SAFETY AND SECURITY RECOMMENDATIONS

- Ensure documentation of shakedowns is consistent between units.
- Ensure compliance of PREA related Ohio standards.

---

<sup>45</sup> 79.3 percent (n=222).

<sup>46</sup> The case involved sexual abuse between a contract employee and an inmate.

### III. HEALTH AND WELLBEING

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

#### A. UNIT CONDITIONS

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

- The housing units at TOCI consisted of four units (A, B, C, and D) with 20 celled pods. A central control station is located in the center of each housing unit. Most individuals were single celled; however, not all pods had all single cells. TOCI also has a limited privilege and transitional programming housing unit (discussed in the Fair Treatment section of the report).
- Each of the inspected pods consisted of a TV, laundry facilities, drinking fountains, an ice machine, and microwaves.<sup>47</sup> All were noted to be working condition, with the exception of one dryer.<sup>48</sup> Additionally, all of the common areas were rated as good or exceptional.
- Each of the cells appeared to be clean and were rated as good based on their overall appearance.<sup>49</sup>
- Each cell is equipped with a sink and a toilet. During the inspection, one sink and one toilet were inoperable.<sup>50</sup>
- Staff relayed that maintenance concerns are usually handled within one to two days.
- Shower conditions were all rated as good, with only a few water stains noted.
- Most of the cleaning materials were stocked with the appropriate quantities; however, CIIC staff had concern about the dilution levels.<sup>51</sup>
- Evacuation plans were all located on each of the pods.

#### B. MEDICAL SERVICES

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

<sup>47</sup> The number of microwaves and drinking fountains in the housing pods varied. Some housing pods had two microwaves while others pods had one. Also, some pods had two drinking fountains while other pods had three.

<sup>48</sup> The dryer on B1/2N was not operational.

<sup>49</sup> 67.6 percent of inmate survey respondents (n=219) believe their unit is clean on most days.

<sup>50</sup> The sink was on A3/4N and the toilet on B1E.

<sup>51</sup> CIIC provided TOCI staff with an OPI informational packet regarding percent of dilution per cleaning chemicals.

## Facilities

- The medical facilities were observed to be good condition.
- Space was being used efficiently.
- The infirmary crisis cells were noted to be in good condition with fine visibility.

## Staffing

- The facility appears to have a sufficient number of medical staff.
- The facility has had consistent advanced level providers over the past year.
- There were five vacancies at the time of the inspection.<sup>52</sup>
- Overall, inmate focus groups were positive regarding medical staff and noted the positive changes over the course of the past few years.

## Access to Medical Services

- Health Service Request forms were available in every housing unit.
- A formal kite log is kept and CIIC did not see any responses responded to outside of the DRC policy timeframe.
- Inmate survey participants reported moderate satisfaction with the quality of care provided by the nurses and doctors and high satisfaction with the quality of care provided by the dentist.<sup>53</sup>
- Focus group participants relayed that care is timely and chronic care appointments are timely. Additionally, participants relayed that they have noticed an improvement (mostly regarding staff communication) in the medical department over the past three years.

## Quality

- A full internal management audit was conducted on April 18-20, 2017. The auditors relayed four concerns related to medical services.<sup>54</sup>
- Staff relayed that they participate in quarterly interdisciplinary meetings, which is in compliance with DRC policy.
- Staff relayed that patient satisfaction meetings occur quarterly, which is in compliance with DRC policy.
- There were two deaths in the time period reported to CIIC.<sup>55</sup>

<sup>52</sup> The vacancies included two registered nurse, one phlebotomist, and two licensed practical nurses.

<sup>53</sup> Of survey respondents at TOCI, 64.1 percent (n=198) reported that they are very satisfied, satisfied, or neutral with the quality of care provided by nurses; 60.3 percent (n=184) reported they are very satisfied, satisfied or neutral with the care provided by the doctor; and 87.5 percent (n=184) reported that they are very satisfied, satisfied or neutral with their dental care.

<sup>54</sup> The concerns were related to MAR documentation, chronic care appointments being timely, HIV protocols being followed correctly and proper CQI program implementation.

<sup>55</sup> The period of time evaluated by CIIC was from January 2014 to present.

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

### **C. MENTAL HEALTH SERVICES**

CIIC's inspection of mental health services in a correctional facility focuses on cleanliness of facilities, staffing, access to mental health staff, programming, and critical incident data in addition to quality of services. Overall, the CIIC inspection team rated mental health services as **GOOD**.

#### **Caseload**

- There were 151 inmates on the mental health caseload, or 15.5 percent of the total inmate population. Of the total, 48 inmates were classified as seriously mentally ill (SMI).

#### **Facilities**

- The mental health facilities were observed to be clean and orderly. Staff relayed space is not an issue.
- TOCI has a total of four crisis cells. CIIC only inspected the crisis cells in the infirmary on the day of the inspection. The other two crisis cells are located in the Transitional Programming Unit.

#### **Staffing**

- Staffing levels appear to be sufficient to meet the clinical needs of the institution population.
- There was one vacancy at the time of the inspection.<sup>56</sup>

#### **Access to Mental Health<sup>57</sup>**

- A moderate percentage of survey respondents reported adequate access to mental health services and programs.<sup>58</sup>
- The kite log was observed and a number of kites did not have documented responses.

---

<sup>56</sup> This position is for a psychologist.

<sup>57</sup> 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.

<sup>58</sup> Of survey respondents at TOCI, 65.9 percent (n=135) feel that they have adequate access to mental health services.

## Programming

- TOCI offers a good range of mental health programming for inmates. At the time of the inspection, four programs based in evidence and eight psycho-educational groups were facilitated by staff.
- Staff provides programming to protective custody inmates, inmates in limited privilege and transitional programming housing units.

## Critical Incidents

- There was one completed suicide in 2016 and additionally one suicide attempt.

## Quality

- A full internal management audit was conducted on April 18-20, 2017. The auditors relayed zero concerns related to mental health services.
- A moderately high percentage reported satisfaction with the quality of services and programs.<sup>59</sup>

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

## D. RECOVERY SERVICES

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

### Facilities

- The recovery service facilities were noted to be clean and organized.
- The facility appears to have sufficient space for staff to conduct clinical duties.
- TOCI did not have a designated recovery services housing unit at the time of the inspection.

### Staffing

- Staffing levels appear sufficient to provide adequate recovery service programming.<sup>60</sup>
- There were no staff vacancies at the time of the inspection.
- TOCI has approximately three community volunteers that facilitate AA/NA programming and are at the facility on a weekly basis.

<sup>59</sup> 71.9 percent (n=146) of inmates reported that are very satisfied, satisfied, or neutral with the quality of mental health services.

<sup>60</sup> Staff consists of seven counselors and one supervisor.



## Participation and Outreach<sup>61</sup>

- TOCI's recovery service department has an active presence in the institution and staff have strong clinical skills.
- TOCI houses and facilitates one of the treatment transfer programs in the state, at their camp.
- TOCI reported an adequate number inmates are currently participating in recovery service programming, but relayed that additional programming would be starting soon.
- A good number of inmates participate in Alcoholics Anonymous and Narcotics Anonymous.

## Access

- Survey participants reported moderate satisfaction with access to recovery services in comparison to other institutions recently inspected.<sup>62</sup>
- 77.9 percent of scheduled recovery service programming in the last 90 days were held, which is very low.<sup>63</sup>
- Staff relayed interdisciplinary meetings occur quarterly, which is within policy.

## E. FOOD SERVICE

CIIC's inspection of food services included eating the inmate meal, and observation of the dining hall, food preparation area, the loading dock, and a documentation review for the main compound and the camp. CIIC also interviews the Food Service Manager. Overall, food service was rated as **GOOD**.

## Meal

- The meal sampled by CIIC was rated as good.<sup>64</sup> The portion sizes were sufficient and the side items and main entree were very tasteful.
- The most recent staff evaluation of an inmate meal was rated as fair.<sup>65xxviii</sup>

---

<sup>61</sup> Each inmate is screened using an assessment tool for the need for addiction services, and is assigned a number associated with a recovery services level. This number indicates the degree to which inmates are in need of addiction services. Inmates are scored from zero to three; zero indicating no need of services, to three indicating chronic need for addiction services. This number is determined through completion of a need for services assessment that gives an overall score resulting in the assignment to one of the recovery services levels. Inmates who score either two or three are most in need of treatment; thus, they should be prioritized for programming.

<sup>62</sup> 64.9 percent of survey participants (n=185) reported that they have adequate access to recovery services programming.

<sup>63</sup> 53 of the scheduled 68 groups were held.

<sup>64</sup> The inmate meals were sampled on August 1, 2017. The meal consisted of a garden salad with turkey hotdogs; Boston Baked beans; green beans; orange; white bread; and cake.

<sup>65</sup> Each DRC institution assigns one staff member, the Administrative Duty Officer (ADO), to taste and evaluate the quality of the inmate meal. The most recent evaluation provided by staff was the August 1 meal.

- Negatively, 84.2 percent of inmate survey respondents (n=222) indicated that they were unsatisfied with the quality of the food served. The responses were slightly more negative than the responses that CIIC received during the 2015 inspection.<sup>66</sup> The most common reasons for inmate dissatisfaction with the food were the quality of the meal.<sup>xxix</sup> Inmate survey respondents also stated that their primary concern is the sanitation in the food service operations.<sup>xxx</sup>

### Dining Hall

- The tables of the main dining hall were clean and clear of debris.
- Porters had recently cleaned the main dining hall floor.
- CIIC observed an excessive amount of water near the serving line as inmates cleared the serving trays after the lunch meal was served. The food service staff instructed an inmate porter to clean the area during the inspection.

### Kitchen and Food Preparation Area

- The kitchen floor were clear of any excess food particles and debris.
- However, CIIC observed small puddles of water on the floor near some of the food preparation tables.
- The freezers and coolers appeared to be in good condition and there was no maintenance concerns.

### Inmate Work Programs

- All inmates earn \$17 to \$24 per month.<sup>xxxi</sup> TOCI also has an incentive plan for their inmate food service staff which enables them to earn up to \$ 21 per month additionally.
- On the day of the inspection, there were 15-17 inmates enrolled in their IN-2-WORK program.<sup>67xxxii</sup> Staff relayed that the class was scheduled to graduate in August 2017.

### Food Service Contract Staff

- The food service contract staff consisted of 12 employees including one director, one assistant directors, and 10 hourly contract workers. The length of service of the contract staff ranged from one to seven years of service. The Director had been at TOCI for five months. The Assistant Director had been at TOCI for only one month.<sup>xxxiii</sup>

<sup>66</sup> During the 2015 inspection, 81.3 percent of TOCI inmates interviewed were not satisfied with the food.

<sup>67</sup> IN-2-WORK is provided by Aramark and includes both a classroom component and an on-the-job training. The curriculum is tailored to the special needs of inmates including classroom instruction and “on-the-job” training (where appropriate) for offenders to deepen their learning.

- According to the contract staff, they have had turnover concerns. Staff further relayed that most of the turnover concerns were due to contract staff being removed for inappropriate behavior or establishing a relationship with inmates.<sup>xxxiv</sup>

### Food Service Management and Oversight

- A review of the employee sign-in log found that the administrative staff had made recent visits to the food service operations.<sup>xxxv</sup>
- In their most recent health inspection, TOCI had one violation regarding a maintenance concern that corrected during the health inspection.<sup>xxxvi</sup>
- In their two most recent evaluations from the DRC Contract Monitor, TOCI received compliance scores of 89 percent (main compound) and 87 percent (camp).<sup>68xxxvii</sup>
- A review of the food service kite log<sup>69</sup> found that most inmate kites were regarding inmate requests for job assignments.

### Loading Dock

- The loading dock was clean and clear of debris.
- Staff relayed that the exterminator makes frequent visits to the facility. However, staff relayed that they have a concern regarding gnats.<sup>xxxviii</sup>

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

## F. RECREATION

Engagement in recreational activities promotes positive physical and mental health. CIIC's evaluation of recreational facilities is based on three factors: facilities, activities, and access. Overall, recreation was rated as **IN NEED OF IMPROVEMENT**.

### Facilities

- Physical facilities appeared clean and were observed in use. However, each day participation was observed to be extremely low.
- Staff relayed that there were no known maintenance concerns.

### Activities

- At the time of the inspection, the recreation department had no recreational staff working at TOCI.

---

<sup>68</sup> The contract monitor found that the institution staff did not consistently evaluate the inmate meals at the main compound or the camp.

<sup>69</sup> Per DRC Policy 50-PAM-02 ("Inmate Communication/Weekly Rounds"), the inmate kite system is a means of two-way communication between all levels of staff and inmates. All kites are required to be answered within seven calendar days and logged on the Kite Log.

- Inmates are offered a very limited variety of activities for recreation. It was relayed to CIIC staff that activities are not run in the department but inmates are welcome to facilitate their own basketball games and use the equipment in the department.
- It was relayed that the music program has not been running in over six months.
- Movies are shown on a daily basis.

### Access

- Inmate survey respondents reported moderately low satisfaction with access to recreation, in comparison to other institutions.<sup>70</sup>
- Correctional staff reported that recreation and the yard run on a schedule and close infrequently.

### HEALTH AND WELLBEING RECOMMENDATIONS

- Ensure cleaning chemicals are being diluted properly.
- Ensure all mental health kits have a documented response and that it is within DRC policy timeframe.
- Consider strategies to increase the number of scheduled programs versus the number of programs held in recovery services department.
- Ensure inmate porters are keeping the kitchen floors clear of excess water and debris.
- Consider strategies to reinstate music program in recreation.
- Develop ways to increase recreational programming.

---

<sup>70</sup> CIIC's survey of TOCI inmates (n=223) found that 43.9 percent of respondents were unsatisfied regarding their access to recreation.

## IV. FAIR TREATMENT

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

### A. STAFF/INMATE INTERACTIONS

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

- Over half of inmate survey respondents reported that housing unit officers are professional. Slightly under half of inmate survey respondents reported that housing unit officers were helpful.<sup>71</sup>
- A little over half of inmate survey respondents reported that they had been harassed and/or threatened by staff,<sup>72</sup> with the two most common reasons noted as insulting remarks and multiple shakedowns.
- Staff/inmate relations concerns were one of the three top complaints filed by inmates utilizing the grievance procedure. These complaints included: Staff failure to perform job duties, staff failure to follow policies, unprofessional conduct, and harassment by staff.
- Inmate open-ended survey responses for "one positive" relayed comments about the single celled environment, feeling safe, good programs and activities, the recreation time, and some inmate programs to include recovery services. Inmate open-ended survey responses regarding "one change" relayed some concerns regarding staff professionalism, racism, a need for more diversity among staff, staff following rules and being more accessible and helpful, more phone time and working pin numbers, medical, food, retaliation for use of grievance procedure, recreational activities, a need for more inmate jobs and programming.
- 30 to 60 day to release inmate focus group participants relayed that most unit staff are not visible or approachable. Inmate focus group relayed signs are posted on the unit staff doors saying "Don't want to see you," "Do not disturb," and "Do not Knock."

### B. INMATE GRIEVANCE PROCEDURE (IGP)

CIIC's evaluation of the inmate grievance procedure<sup>73</sup> includes a review of a random sample of informal complaints and grievances, inmate survey responses, and data analysis. Overall, CIIC rates the inmate grievance procedure as **ACCEPTABLE**.

<sup>71</sup> 59.6 percent (n=218) inmate survey respondents reported housing unit officers were professional and 47.5 (n=219) percent of inmate survey respondents reported housing unit officers were helpful.

<sup>72</sup> 56.2 percent (n=219) survey respondents relayed they had been harassed, threatened, or abused by staff.

<sup>73</sup> Pursuant to Section 103.73 of the Ohio Revised Code, the CIIC is required to evaluate the inmate grievance procedure at each state correctional institution. The inmate grievance procedure is a three-step process by which inmates can document and report concerns to multiple levels of DRC staff. For more information on the inmate grievance procedure, please see the Glossary at the back of the report.

## Access

- A high number of inmate survey respondents reporting having access to kites.<sup>74</sup>
- Many inmate survey responses indicated that they normally have access to informal complaints.<sup>75</sup>
- A high number of inmate survey respondents reported that they had felt prevented from using the grievance procedure at some point.<sup>76</sup>
- The inspector relayed that he does orientation with new staff and inmates to educate on the grievance procedure.
- The inspector relayed that he does not hold office hours but he does make rounds in the units and the facility and talks with inmates during his rounds.
- The inspector relayed that there are currently no inmates on grievance restriction at this time, as he just had one come off.
- The inspector relayed that he does attend executive staff meetings, department head meetings, operations meetings, and QIC medical meetings and is able to discuss inmate concerns during these meeting to ensure supervisors are aware of the inmates' issues and concerns.
- For CY 2016, the inspector relayed that he has had two reported grievances for retaliation for the use of the grievance procedure, both of which there was no substantial evidence to support the complaints.
- The Inspector relayed that one area and concern that he has worked with staff on improving within the past 90 days has been inmate property issues.
- A low number of inmates reported knowing who the Inspector was.<sup>77</sup>
- Inmate survey respondents who had not utilized the grievance procedure relayed that the top two reasons were "Grievance procedure does not work." Followed by "Staff retaliation," The Inspector offered suggestions to improving the grievance procedure to include providing staff in-service training and continued monitoring and oversight of reported information.

## Informal Complaints

- Of the total informal complaints for CY 2016, only 3 percent of the responses received were outside of the seven day timeframe mandated by DRC administrative rule, which is good in comparison to the 12 percent average allowed.
- There were 1,827 informal complaints filed for CY 2016.

<sup>74</sup> 92.6 percent (n=215) inmate survey respondents reported having access to kites.

<sup>75</sup> 81.9 percent (n=210) of inmate respondents reported having access to informal complaints.

<sup>76</sup> 49.1 percent (n=216) inmate survey respondents felt that they had been prevented from using the grievance procedure at TOCI.

<sup>77</sup> 26.5 percent of inmate respondents (n=219) inmate survey respondents reported knowing who the inspector was at TOCI.

- Negatively, a low percentage of inmates reported feeling that informal complaints are dealt with fairly at the institution.<sup>78</sup>

## Grievances

- In CY 2016, there were a total of 161 grievances filed and there have already been 248 grievances filed for 2017.
- The top three grievances that have been filed for CY 2017 are inmate/staff relations (supervision), medical, and property.<sup>79</sup>
- The highest number of grievances filed by a single inmate was fifteen in CY 2016.
- The top three grievances filed for CY 2016 were in reference to property, medical, and inmate/staff concerns (supervision).<sup>80</sup>
- CIIC's review of a random sample of ten grievance dispositions indicated that the Inspector at TOCI does a thorough job in interviewing all relevant staff, reviewing relevant evidence, and providing a thorough response to inmates, to include providing the relevant policy in the response.
- The Inspector relayed that he ensures the inmates understand grievance responses by discussing the concern and response with the inmate.
- A low number of inmate survey respondents reported they felt that grievances were handled fairly.<sup>81</sup>

## C. TRANSITIONAL PLACEMENT UNIT

CIIC's evaluation of the transitional placement unit (TPU) and the limited privilege housing unit (LPH) consists of an observation of the unit and evaluation of the population. TOCI houses their TPU and LPH inmates in the same unit. CIIC rates the TPU as **ACCEPTABLE**.

### TPU Population

- Staff provided a TPU tracking mechanism (TPU roster) that provides a good amount of information.<sup>82</sup>
- According to the TPU roster, there were 89 inmates assigned to the TPU (9.1 percent of the institution population), which is more than the restrictive housing

<sup>78</sup> 11.5 percent of survey respondents (n=156) inmate survey respondents relayed they felt that informal complaints were dealt with fairly.

<sup>79</sup> For CY 2017 there have been 50 grievances filed for inmate/staff relations (supervision), 45 medical grievances filed, and 36 property grievances filed.

<sup>80</sup> For CY 2016 there were 47 grievances filed regarding medical, 23 grievances filed regarding property, and 16 grievances filed regarding staff/inmate relations.

<sup>81</sup> 10.7 percent of survey respondents (n=140) reported that they felt the grievances were handled fairly at TOCI.

<sup>82</sup> The roster tracks inmates by disciplinary status, rule violation, the date that the inmate came into the TPU unit, mental health status, and STG status. All of this is important information for ensuring the orderly management the population.

population during the 2015 inspection.<sup>83xxxix</sup> There were 11 inmates classified as extended restrictive housing inmates.<sup>84xl</sup>

- There were 11 TPU (12.4 percent of the TPU population) were classified as refusal to lock.
- Of the total TPU population, 59.6 percent were classified as black and 40.4 percent were classified as white. This was in line with the institutional demographics.<sup>85</sup>
- Also, 13 inmates or 14.6 percent of the TPU population, were on the mental health caseload which is similar to the institutional mental health population.<sup>xii</sup>

## Conditions

- The TPU is separated in two pods (housing units D 3 and 4). Restrictive housing inmates are located in separate pods (B 1 and 2).
- Overall, the conditions of the TPU appeared to be clean and well maintained. Most of the cells also appeared to be clean.
- Each TPU cell has its own sink and toilet. A shower at the end of each of pod.
- Cleaning chemicals were stored in a locked cabinet near the officer's desk.
- The crisis cells appeared clean and in good condition.
- Staff relayed that there were four inoperable toilets on the day of the inspection.
- The TPU inmate did not relay any food-related concerns in the TPU unit.
- Recreation consisted of six indoor cages and eight outdoor cages. Each of the recreation cages consisted of a pull-up/dip workout station.<sup>xlii</sup> The recreation areas appeared to be clean.

## Staff Accountability

- CIIC observed some cells with towels on the floor under their cell doors. However, there were no cell security issues.<sup>86</sup>
- The review of the TPU log sheet indicated that officer rounds are being fully completed.
- A review of the TPU sign-in log indicated that most administrative staff consistently made their rounds while other staff had not.

---

<sup>83</sup> During the 2015 inspection, TOCI had 62 inmates in restrictive housing. However, restrictive housing inmates were not classified as TPU inmates in 2015. The 62 inmates were classified as TPU inmates and would have included inmates that are now considered limited privilege housing inmates.

<sup>84</sup> In the case of an inmate placed in a short-term restrictive housing assignment, the inmate may be placed for a time period no longer than seven business days for an RIB hearing unless prevented by exceptional circumstances, unavoidable delays or reasonable postponements. Extensions beyond business calendar days shall be documented in the record of the RIB along with the reason for the delay. No extension shall exceed twenty-nine calendar days.

<sup>85</sup> As of August 1, 2017, 50.5 percent of the total inmate population were classified as black, 46.8 percent as white and 2.7 percent were classified as of another race.

<sup>86</sup> Cell security issues would include inmates attempting to block cell windows or cell door windows, STG related graffiti, attempting to jam the locks or place material in the cuff-ports, or excessive clotheslines or towels on the floor.



## Critical Incidents

- According to staff, there had been one use of force incident in the past six months (need additional information).<sup>xliii</sup>
- Staff relayed that inmates also rarely flood the range.<sup>xliv</sup>
- The use of a disciplinary meal (“food loaf”) seems to frequently occur. Since June 2017, there have been six occasions when then disciplinary meal was served. The most recent incident involving the disciplinary meal occurred one week before the inspection.<sup>87xlv</sup>

## Programming/Activities

- Mental Health staff conducts weekly rounds and evaluations of inmates. The evaluations are conducted in a separate room that is located on the unit.<sup>xlvi</sup>
- There was one phone on the unit. The phone is available to the inmates on weekend days.
- According to the employee sign-in log, the medical staff are a consistent presence on the unit and conducts rounds every shift.
- Inmates have access to a bookcase for reading material.
- Educational staff logged weekly rounds to the TPU unit in the past 30 days.
- The Chaplain documented weekly rounds through the unit.

### D. LIMITED PRIVILEGE HOUSING (LPH)

The evaluation of the limited privilege housing unit (LPH) consists of an observation of the unit and evaluation of the population. CIIC rates the LPH as **GOOD**.

## Population

- According to the LPH roster, there were 52 inmates assigned to limited privilege housing (nearly 5.3 percent of the institution population).<sup>xlvii</sup>
- Of the LPH population, 59.6 percent were classified as white, 38.5 percent were classified as black, and 1.9 percent was classified as being of another race. This was not in line with the institutional demographics.<sup>88xlviii</sup> There were a significantly higher number of white inmates assigned to limited privilege housing.
- Also, eight inmates or 27.6 percent of the LPH population, were on the mental health caseload.<sup>xlix</sup>

---

<sup>87</sup> The disciplinary meal was served to an inmate on July 21, 2017 after the inmate reportedly urinated in an empty bag of chips and poured it onto the range.

<sup>88</sup> As of August 1, 2017, 50.5 percent of the total inmate population were classified as black, 46.8 percent as white and 2.7 percent were classified as of another race.

**Conditions**

- The LPH is located in D 1/2. Overall, the conditions of the unit appeared to be in good condition. There were no visible issues regarding the condition of the floor, cell doors, or the walls.
- The dayroom which consisted of three benches and two tables with four attached seats, appeared to be very clean and well maintained. An inmate porter was moping the dayroom floor during the inspection.
- The cells also appeared to be clean and orderly.
- There were no maintenance concerns regarding the showers, sinks, and toilets.
- Although the showers appeared to be in good condition, they were rated as acceptable due some signs of soap scum.

**Staff Accountability**

- There were no cell security issues.
- A review of the employee sign-in logbook indicated that executive staff are doing an acceptable job conducting necessary rounds.
- More information can be found in the Appendix.

**FAIR TREATMENT RECOMMENDATIONS**

- Consider evaluating inmate concerns regarding staff/inmate interactions and develop strategies to address.
- Consider reviewing the three noted highest grievance issues for patterns and any communication deficiencies.
- Consider reviewing staff enforcement of policies to ensure consistency in the operations of the facility.
- Consider evaluating inmate concerns regarding their perception of the grievance procedure.
- Consider putting the inspector's picture in the units to increase inmate awareness of who the inspector is at TOCI.
- Consider holding regular office hours for the Inspector to improve visibility and communication with the inmate population.
- Consider tracking and analyzing the staff names that most frequently appear in inmate complaints.
- Consider conducting a review of the property grievances to identify opportunities to address and reduce the number.
- Consider methods to reduce the use of meal of loaf in the TPU.

## V. REHABILITATION AND REENTRY

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

### A. REENTRY PLANNING

CIIC's evaluation of reentry planning<sup>89</sup> includes interviews of staff,<sup>90</sup> focus groups of inmates,<sup>91</sup> a document review of Offender Transitional Release Plans,<sup>92</sup> and inmate survey responses. Overall, CIIC rates the reentry provisions as **GOOD**.

#### Staff Accountability

- Staff reported the unit staff consists of: 4 unit managers, 7 case managers, 6 correctional counselors/sergeants, and 3 Administrative professional 1's. There are currently no vacancies noted.
- There were no security reviews past due.
- Under half of survey respondents reported that their Case Manager and even less reported the Unit Manager to be helpful.<sup>93</sup>
- The unit management chief relayed that case managers are expected to facilitate two reentry approved programs a year.
- TOCI did facilitate a Reentry Fair Day on April 25, 2017.
- Staff relayed that the availability the availability of reentry resources is communicated to the inmate population by posting information in the units and also by posting information on the inmates' JPay system.
- A low number of inmate survey respondents reported that staff talked with them about what programs to take while incarcerated.<sup>94</sup>

<sup>89</sup> Reentry planning requires pervasive attention to individualized details from the first day of incarceration through the post-release period. Effective reentry planning is crucial for a successful reintegration into society. The inspection considers the amount and types of offender access to unit programs and purposeful activities, inmate contact with local community representatives, and staff accountability related to reentry processes and unit life.

<sup>90</sup> CIIC inspection process includes interviews of the Reentry Coordinator (RC), the Unit Management Chief (UMC), and available Case Managers (CM).

<sup>91</sup> CIIC conducts focus groups of offenders who are within approximately 30 days of their release date.

<sup>92</sup> An offender transitional release plan is a checklist identifying an offender has housing, transportation, community linkage, an ID card and other resources necessary for preparing the offender to be released back in to the community.

<sup>93</sup> 41.7 percent (n=206) inmate survey respondents reported the case manager was helpful and 37.5 percent (n=200) reported the unit manager to be helpful.

<sup>94</sup> 34.5 percent (n=220) inmate survey respondents reported staff had talked with them about what programs to take while incarcerated.

**B. REHABILITATIVE PROGRAMMING**

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

**Unit-Based Programs**

- TOCI currently offers four reentry programs being facilitated by unit staff at the time of this site visit.<sup>95</sup>
- Over half of the offender survey respondents relayed that it is easy or neutral to get in to unit programs.<sup>96</sup>
- Offender open ended survey responses reported that programming at TOCI was one of the positives of TOCI.
- TOCI waitlist numbers for reentry programs are:

Program	Waitlist total	Program	Waitlist total
Thinking for a Change	472	Inside Out Dads	89
Money Smart	261	Victim Awareness	580

**Additional Purposeful Activities**

- TOCI has multiple inmate facilitated programs and meaningful activities<sup>97</sup>
- TOCI offers an acceptable number of inmate groups.<sup>98</sup>

<sup>95</sup> Reentry Approved Programs offered at TOCI are Thinking for a Change, Inside Out Dads, Money Smart, and Victim Awareness.

<sup>96</sup> 61.6 percent (n=185) offender survey respondents reported it being easy or were neutral about being able to access unit programs.

<sup>97</sup> Inmate facilitated programs and meaningful activities include: Roots of Success, Psychology of Incarceration, TOPUCU, AA-12 steps, Recovery services, Accepting Responsibility, Fatherhood, Anger Management, Creating New Choices, APA workshop, Art Workshop, Assistance Dogs of America Dog Program, Bridges, Business Success, Cerebral conditioning, commitment to change, Communication Essentials, Crime Free Living, Drawing, Ex-offenders Job Hunting skills, Expand your mind, Fantasy Football, Gamblers Anonymous, Good Intentions/Bad Choices, Goose Hill Bridge Club, Goose Hill Chess Club, Goose Hill Community Builders, Greyt Start Greyhounds, Healthy Living, Legit Path to Success, Life without a Crutch, Man-up, Meditation group, music program Psychology of incarceration, Rage/Recidivism and Recovery, Resources for Change, Saving our Youth, Surrender to Win, Talent Supreme, The Gift of Gab, Movie Committee, TOCI RPGA/Role Playing Game, Transitional Skills/Passport, and You Are Who You Think You Are.

<sup>98</sup> Inmate groups offered, but not limited to: Jaycees, Arts, Ridge Project, Veterans Group, and Toastmasters.

## C. FAMILY ENGAGEMENT AND COMMUNITY CONNECTIONS

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

### Family Connections

- TOCI promotes offender communications with family, friends, and community through mail, email, phones, free envelopes, visitation, video visitation, graduation of programs and family events such as Back to School with Dad.
- Over half of TOCI inmate survey respondents relayed that they have had problems with the mail process.<sup>99</sup>
- A high number of survey respondents relayed having problems with the phones.<sup>100</sup> The top two noted reasons for having problems with the telephones were: "not enough phones" and "phones are broken."
- Inmate open-ended survey respondents reported needing more phone time and the voice recognition system to function properly.
- Under half of inmate survey respondents reported having problems with visitation.<sup>101</sup> The top noted reasons for inmates that did note having problems with visitation were: "Distance for visitors" and "Visitor is turned away."
- There were no hours noted on the Ohio Central School System Monthly Enrollment Report for the tracking of children that were served in the reading room in the visitation area in accordance with DRC 76-VIS-04.<sup>102</sup> The principal did inform me that this is currently being handled and once the position of the assistant librarian is filled, the librarian will be assuming duties as the reading room coordinator.
- TOCI reported 86,369 community service hours for 2016.
- TOCI currently has eight community service projects.<sup>103</sup> TOCI has approximately 135 active community volunteers.<sup>104</sup> Areas of the facility where community volunteers are utilized are religious services, recovery services, mental health, and units.
- Staff relayed that having visitation seven days a week for the inmate population enables the inmates to have better family access at TOCI.

<sup>99</sup> 55.5 percent (n=218) offender survey respondents reported having problems with mail.

<sup>100</sup> 69.7 percent (n=218) offender survey respondents reported having problems with phones.

<sup>101</sup> 45.9 percent (n=218) of inmate survey respondents reported having problems with visitation.

<sup>102</sup> DRC 76-VIS-04 states that coordinators shall submit a monthly report to the school administrator/assistant principle/principal to include the number of children served/visited the hours of daily operation, number of books read, and the number of Inmate Narrator's hours working in the Reading Room.

<sup>103</sup> TOCI community service projects include: ADAI Animal Trainer, Greyhounds Animal Trainer, card making, separating milkweed seeds, collecting pop tabs, garden, Heartbeat of Toledo, and Baby Burp clothes.

<sup>104</sup> Active community volunteers are defined as volunteers who enter the facility more than three times per year.

**B. ACADEMIC PROGRAMMING**

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

- TOCI education department offers Pre-GED, GED, ABLE, Special Education, career technical education/career enhancement program, Title 1, and apprenticeship programs.
- TOCI education department consists of one principal, one assistant principal, three academic teachers, one career technical teacher, one guidance counselor, one intervention specialist, one Title 1 teacher, one special education teacher, and one librarian. There is currently one job vacancy in the education department: the assistant librarian position.
- The TOCI education department does have a CAILab that is equipped with fifteen computers that are all operable during the time of this inspection.
- FY 2015, The rate of academic enrollment for TOCI was less than the DRC comparator rate and the DRC average rate:

Year	TOCI Academic Enrollment	Comparator Prisons	DRC Average
FY 2015	249.1	266.5	381.6

- For FY 2015, TOCI waitlist was higher than the comparator prison rate and DRC average rate:

Year	TOCI Waitlist	Comparator Prisons	DRC Average
FY 2015	52.1	57.6	29.5

- A little under half of inmate survey respondents relayed that it is easy or were neutral regarding accessibility of getting into academic programming.<sup>105</sup>
- The average ratio of student to teacher for GED classes is 20 to 1, for Pre-GED classes is 20 to 1, and for ABLE is 15 to 1.
- TOCI education department reported having 6 academic tutors to assist other offenders develop better learning skills and 2 program aides for the career/tech class.
- Staff relayed that initiatives implemented to increase access to educational programs and increase GED attainment are regular inmate graduations with family participation, initiatives to increase GED readiness to prepare inmates to take the GED test, and getting short-time inmates on the GED fast track to increase their

<sup>105</sup> 47.8 percent of survey respondents (n=180) relayed it was easy or were neutral about the ease to get into academic programming.

opportunity to get their GED before they are released from prison. The TOCI principal shared that staff interaction with the students and helping the students obtain their education and GED is what she is particularly proud of in terms of the education department.

- A review of the Educational Needs Assessment completed in 2017 reflected that staff, offenders, and community members were surveyed to assess the educational services provided to the offender population.
- Staff reported that the biggest challenges confronting academic instruction is the officer being pulled from education to work another post. Staff did relay that this matter is being addressed.
- Inmate open-ended survey respondents reported a need for more educational programs to include more vocational programs, inmate jobs, and college courses.

### On-Site Observation

- CIIC staff observed an educational program. The Pre-GED class observed was positive and interactive. Students were studying and prepping to take their GED test and were engaged in the learning activities and discussion. In addition, the instructor did a great job with encouraging student feedback and the students' understanding of the material. The teacher did relay that resources such as a projector was needed to enhance the learning experience for the students.

### C. LIBRARY SERVICES

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

#### Library Facilities

- The library appeared clean and well maintained, but there were some cardboard boxes that needed to be disposed of in areas. Staff relayed that the library had a seating capacity of approximately 100 inmates.
- There are currently one inmate worker, one volunteer, and one legal clerk assigned to the library
- There are twelve total computers to include three Lexis Nexis, three computers for circulation, four computers for general use and two reentry computers set up in the library. The two reentry computers are not operable at this time and staff relayed they have not been operable for approximately a month.
- There is a library located separately at the Camp at Toledo Correctional and have one reentry computer, one Lexis Nexus, and one computer for general uses.
- The Reentry Resource Center located in the library was not clearly marked and did not contain all resource equipment, materials and references regarding any activity vital to the offender's reentry needs in accordance with DRC 78-REL-05.



- The library Reentry Resource Center has two reentry computers that were not operable at the time of this site visit, as well as not having readily available reentry resource materials for the inmates to access.<sup>106</sup>
- The librarian relayed that it is very labor intensive to continue to load inmate copy cards and it would be more feasible for the copy cards to be sold in the commissary for the inmates to purchase.
- The library is in need of more inmate workers.

**Library Access**

- The number of population visits for FY 2015 was 862 with 1700 hours of usage.
- The library schedule reflects two evening library sessions and weekend hours which is in compliance with departmental policy.<sup>107</sup>
- There was a library advisory committee meeting held on June 13, 2017 and the library improvement plan was updated as well as the library procedural manual.
- The staff reported that rounds are conducted on a weekly basis to the TPU (transitional program unit) and the LPH (limited privilege housing unit), which is in compliance with DRC 57-EDU-02.<sup>108</sup>
- For FY 2015, the rate of library materials per capita at TOCI were higher than the DRC comparator prison rate and the DRC average:

Year	TOCI Rate per Capita	Comparator Prisons	DRC Average
FY 2015	11.0	9.2	8.2

- The librarian reported that rounds are conducted on a weekly basis to the transitional programming unit, which is in compliance with DRC 57-EDU-02.<sup>109</sup>
- The staff relayed that they do have an inter-loan library service.<sup>110</sup>
- The library did have secondary educational and ethnic section materials available.
- Inmate open-ended survey respondents requested more access to the law library.

**Library Special Programs**

- There are no special library programs at this time.

---

<sup>106</sup> All DRC libraries are required, per DRC 78-REL-05, to have a reentry resource center.  
<sup>107</sup> DRC 58-LIB-01 states that library services shall be available to the inmate population daily to include evenings and weekends, which includes all satellite library locations.  
<sup>108</sup> DRC 57-EDU-02 states to ensure the accessibility of education staff and continuity of services, a library staff member shall visit each special population housing unit at least weekly with the area’s logbook signed for accountability.  
<sup>109</sup> DRC 57-EDU-02 states that to ensure the accessibility of education staff and continuity of services, a library staff member shall visit each special population housing unit at least weekly with the area’s logbook signed for accountability.  
<sup>110</sup> All DRC libraries participate in interlibrary loan services with public libraries to supplement the interlibrary loan provisions per DRC 78-REL-05.

## D. VOCATIONAL AND WORK SKILL DEVELOPMENT

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

### Apprenticeship Programming

- TOCI currently offers five apprenticeship programs for the inmate population.<sup>111</sup>
- A low number of inmate survey respondents indicated it is easy or were neutral to get into vocational training.<sup>112</sup>
- TOCI does offer one vocational program.<sup>113</sup>
- TOCI does not offer advanced job training.
- Many inmate open-ended survey respondents stated that they would like to see more vocational and college courses offered at TOCI.

## G. OHIO PENAL INDUSTRIES<sup>114</sup>

CIIC's evaluation of OPI includes an interview with the Shop Manager and a review of financial and employment data.

- There are currently no OPI shops at the Toledo Correctional Institution.

---

<sup>111</sup> TOCI offers the following apprenticeship programs: Janitorial, animal trainer, stitcher, maintenance repair worker, and plumber.

<sup>112</sup> 32.6 percent of inmate survey respondents (n=172) relayed it was easy or were neutral to get into vocational training.

<sup>113</sup> TOCI offers the vocational program for APS (Administrative Professional Service).

<sup>114</sup> Penal industries are found within state and federal correctional institutions across the United States as opportunities for inmates to acquire job-related skills that will give them meaningful activity, increase their marketability for employment at release, and provide a product or service that may be used or needed by the prison system, other state agencies or governmental entities, or by firms within the private sector.

## **REHABILITATION AND REENTRY RECOMMENDATIONS**

- Consider standardized tracking method for inmate program completions of reentry programs.
- Suggest looking at concerns about the phone voice recognition system and need for more phone time.
- Consider offering copy cards for purchase in the inmate commissary.
- Review inmate table of organization for more job opportunities for inmate population and more library workers.
- Consider more vocational programming and opportunities for advanced job training.
- Consider reviewing TOCI for an inmate OPI shop.

## VI. FISCAL ACCOUNTABILITY

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

### A. FISCAL WELLNESS

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

#### Budget Overview

- According to their FY 2017 budget overview, TOCI used nearly 100 percent of their allocated budget.<sup>115</sup> Institutional operational payroll accounted for 78.9 percent of their expenses, followed by medical payroll (6.3 percent), and utilities (3.5 percent).<sup>ii</sup>
- The FY 2018 TOCI allocated budget decreased by nearly 2.0 percent from their FY 2017 allocated budget.<sup>116</sup>

#### Fiscal Audits

- In their most recent internal audit, TOCI was compliant in seven of their nine applicable mandatory standards for an overall score of 77.8 percent.<sup>117iii</sup>
- In their most recent external fiscal audit, the External Auditor found five observations. The concerns were related to inaccuracies with to the commissary fund, cashier's office, inmate trust fund, and the industrial and entertainment fund.<sup>118</sup> TOCI submitted an action plan regarding the concerns to the DRC Operational Support Center.<sup>liii</sup>

---

<sup>115</sup> Based on the TOCI Budget Overview, TOCI spent \$36,009,702.18 of their FY 2017 allocated budget (\$36,016,538.70).

<sup>116</sup> The FY 2018 allocated budget for TOCI is \$35,284,323.99 compared to \$36,016,538.70 for FY 2017.

<sup>117</sup> The two Ohio standards that TOCI did not pass were regarding 13-02 (general vouchers) and 13-10 (forms). It should be noted that TOCI received a score of 89 percent which is close to the passing grade (90 percent).

<sup>118</sup> The auditor found that the commissary sales were not always cleared as of October 2016; regarding the cashier's office, the auditor found two accounts that had negative cash-on-hand balances as of October 2016; the auditor found that bank reconciliations contained stale-date checks that were outstanding for more than 120 days; the auditor found that two external debt accounts were not cleared for 77 released inmates; the auditor found that the barber ticket sales in the I & E fund were not always properly accounted for.

**Overtime Management**

- In FY 2017, TOCI paid \$3,306,545.87 in total staff overtime costs, which was a 6.8 percent increase from FY 2016.<sup>119liv</sup>
- Correctional Officer overtime costs accounted for 42.5 percent of the total cost. Additionally, the FY 2017 correctional overtime costs slightly decreased by nearly 1.0 percent from FY 2016.

**Inmate Property Loss Reimbursement**

- In CY 2016, TOCI paid \$88.12 in property loss payouts which was an 89.8 percent decrease from the \$867.17 paid in CY 2015.<sup>lv</sup>

**Infrastructure**

- The following capital improvement requests were submitted for future consideration:<sup>120</sup>

○ HVAC Renovation	\$1,260,000.00
○ Main compound entry header	\$635,000.00
○ HVAC control upgrade	\$385,000.00
○ Admin transformer /200 AMP boxes	\$385,000.00
○ Warehouse/main dock levelers	\$258,000.00
○ Fire damper control inspection/repair	\$154,800.00
○ Convert cameras from analog to digital	<u>\$129,000.00</u>
	<u>\$3,206,800.00</u>

**B. ENVIRONMENTAL SUSTAINABILITY**

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

**Utility Conservation<sup>121</sup>**

- Overall, TOCI increased their total utility costs by \$88,470.50 (7.8 percent) in FY 2017. The most significant increase was regarding their gas costs which increased by 53.7 percent.<sup>lvi</sup> Additionally, their water costs increased by 7.0 percent. However, their electrical costs decreased by 3.0 percent.

<sup>119</sup> In FY 2016, TOCI paid \$3,096,460.96 in total staff overtime.

<sup>120</sup> The capital improvement requests were submitted for FY 2019 through FY 2024.

<sup>121</sup> The DRC established a goal for each institution to reduce its annual utility costs by five percent. Natural gas, water and electricity are the primary utilities targeted for reduction of use. The costs and usage totals provided by TOCI staff does not include the most recent gas and water bill.

- TOCI decreased the use their water and natural gas utilities. Water was the largest decrease with 6.1 percent followed by gas usage with a 1.9 percent decrease. The only utility increase was regarding their electrical usage with a 6.1 percent increase.<sup>lvii</sup>
- The FY 2016-17 utility consumption and costs comparisons are illustrated in the following chart:<sup>lviii</sup>

Energy Type	FY 2016	FY 2017	Percentage of Change
Water (gal)	50,881,000.94 gal	47,753,395.5 gal	-6.1%
	\$374,532.50	\$400,571.46	7.0%
Natural Gas (ccf)	354,070 ccf	347,371 ccf	-1.9%
	\$150,104.38	\$230,717.14	53.7%
Electric (kwh)	6,725,472.00 kwh	7,139,012.00 kwh	6.1%
	\$604,492.18	\$586,310.96	-3.0%
<b>Total Costs</b>	\$1,129,129.06	\$1,217,599.56	7.8%

**Recycling**

- Data not provided.

**Sustainability Audit**

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

**Sustainability Cost Avoidance**

- Data not provided.

**Sustainability Programs**

- In FY 2017, 26 of 29 (89.7 percent) inmates that participated in the TOCI Roots of Success program successfully completed the program. The TOCI sustainability programs are illustrated below:

Program Name	Graduates	Participants	Graduation Rate
Roots of Success	26	29	89.7%

- TOCI does not currently have a class for their Roots of Success program. However, TOCI also has 16 re-claimers that earn \$30 (main compound inmates) and \$39 (camp inmates) per month with incentive pay.

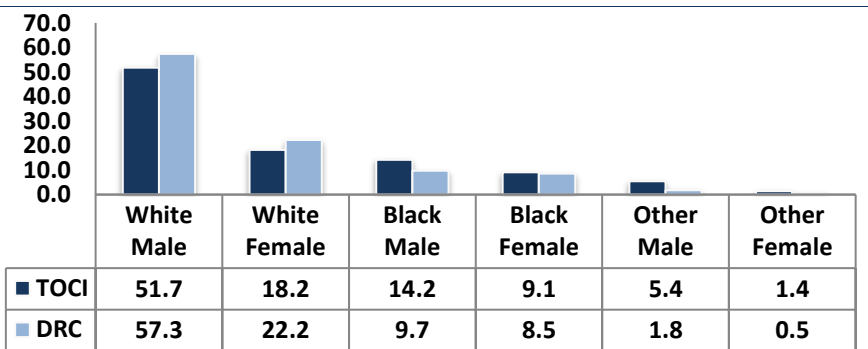
**C. STAFF MANAGEMENT**

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

**Staff Demographics**

- As of August 2017, TOCI had 429 total staff including 305 correctional officers (71.1 percent). Of the total staff, 71.3 percent were male and 28.7 percent were female. Additionally, 69.9 percent were classified as white, 23.3 were classified as black, and 6.8 were classified as individuals of another race. The following chart compares the TOCI staff breakdown to the DRC total staff breakdown as of June 2017:

**Chart 5  
Staff Breakdown Comparison<sup>122</sup>  
As of August 2017**



- Also as of May 2017, the TOCI inmate-to-officer ratio was 3.2-to-1 which is higher than the DRC ratio of 6.8- to- 1.<sup>ix</sup>

**Workplace Environment**

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

- Nearly all of the officers interviewed feel supported by their immediate supervisor.

<sup>122</sup> According to their staff demographics, TOCI has a lower percentage of white male and white female staff in comparison to the DRC average. Conversely, TOCI also has a significantly higher percentage of black male and black female staff in comparison to the DRC average.

- Most officers also feel supported by their administration in regard to addressing any issues and concerns at the institution.
- Negatively, most of the officers do not believe the institution is well-run. Officers relayed concern regarding their ability to manage the Level 4 inmates. Many officers stated that they feel unsafe because of the Level 4 inmate population. Officers also believe that inmate-on-staff assaults have increased because of the Level 4 inmates. Officers also believe that favoritism among staff is an area of concern.
- Also negatively, most of the officers believe morale is low. Officers relayed that their personal safety concerns as it relates to managing the Level 4 inmate population is the main reason for low morale. While other officers believe it is hard to have high morale in a prison environment.

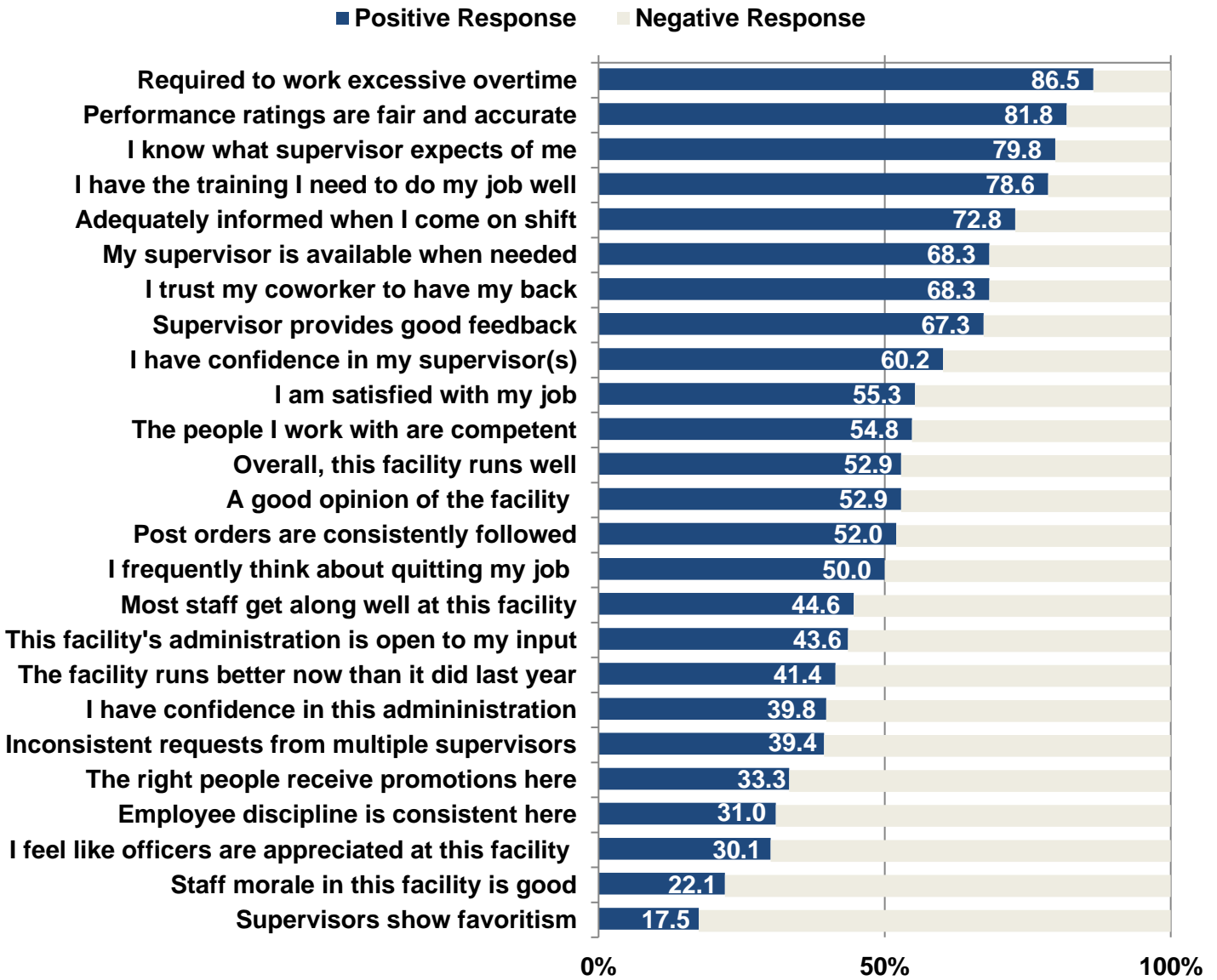
CIIC received 104 responses (34.1 percent) back from TOCI officers which only represents a small sample size of their staff.<sup>123</sup> The survey responses indicate that officers have some concerns regarding their work environment.<sup>lxii</sup>

---

<sup>123</sup> According to the August 2017 DRC staffing report, TOCI has 305 correctional officers.



**TOCI Correctional Officer Survey Results:<sup>124</sup>**



Officers were also provided two open-ended questions regarding “one positive aspect” and “one change that you would make.”<sup>lxiii</sup> More information regarding the results of the correctional officer surveys can be found in the Appendix.

CIIC received 22 survey responses from TOCI Supervisors. Overall, the supervisor survey responses were mostly positive.

<sup>124</sup> Results are ranked in order most positive response.

**TOCI Supervisor Survey Results:**



Supervisors were given four open-ended survey questions to provide additional feedback related to their institution and managing their staff. More information regarding the results of the supervisor surveys can be found in the Appendix.

**Evaluations**

- On the day of the inspection, TOCI staff had completed all 148 evaluations within the required time period for CY 2017 year-to date.<sup>lxiv/lxv</sup>

## Training<sup>125</sup>

- The FY 2017 TOCI mandated training completion rates consisted of the following:<sup>lxvi</sup>
  - CPR/First Aid: 100 percent<sup>126</sup>
  - Defense Tactics: 100 percent<sup>127</sup>
  - E-Learning: 100 percent<sup>128</sup>
  - Firearms Training: 100 percent<sup>129</sup>
  - OC-Spray: 100 percent<sup>130</sup>

## Turnover Ratio

- In FY 2017, TOCI had a 5.7 percent total staff turnover ratio, which was a significant improvement from the previous inspection.<sup>131lxvii</sup> Most of the turnover was due to staff resignations.

## Vacancies

- On the day of the inspection, TOCI reported 23 total vacancies which is more than the number of reported vacancies from the 2015 inspection.<sup>132</sup> Of the 23 vacancies, 12 were correctional officer positions.<sup>lxviii</sup> However, staff relayed that five officers were scheduled to start in September 2017.

## Recruiting and Retention Initiatives

- Recruiting initiatives includes attending local job fairs and recruiting events.<sup>133lxix</sup>

---

<sup>125</sup> DRC required 40 hours of in-service training for custody staff (all non-clerical/support designated staff) and 16 hours in-service training for non-custody (clerical/support staff). According to DRC policy, 39-TRN-02 ("In-Service Training"), the prisons are mandated by the CTA to ensure custody staff receives annual re-certification training on the following topics: firearms, unarmed self-defense, CPR/First Aid, and in-service training. Institutions are only mandated to take CPR every other year. These topics are derived from Administrative Regulations, Legislative/Judicial Requirements, ACA Standards, DRC policies, and/or other Department Training Advisory Council recommendations. The goal of each institution is for all required staff to complete 100 percent of their required training by the end of each fiscal year.

<sup>126</sup> 354 of 354 successfully completed their training.

<sup>127</sup> 421 of 421 staff successfully completed their training. Four staff did not complete due to disability or military leave.

<sup>128</sup> 421 of 421 successfully completed their training. One staff did not complete due to disability or military leave.

<sup>129</sup> 346 of 346 staff successfully completed their training. Two staff did not complete due to disability or military leave.

<sup>130</sup> 342 of 342 successfully completed their training. Five staff did not complete due to disability or military leave.

<sup>131</sup> During the 2015 inspection, TOCI had a turnover ratio of 15.3. percent turnover ratio.

<sup>132</sup> During the 2015 inspection, TOCI reported 16 vacancies.

<sup>133</sup> TOCI staff attended career fairs at Bowling Green State University, Tiffin University, and the University of Toledo.

### **FISCAL ACCOUNTABILITY RECOMMENDATIONS**

- Ensure all standards of the fiscal audit are met.
- Consider methods to reduce total staff overtime costs.
- Consider cost savings methods to reduce gas and water costs.
- Consider implementing additional cost savings/cost avoidance initiatives.
- Consider methods to address concerns relayed by officers regarding inconsistent communication, favoritism, feeling unappreciated, and low morale.

## **VII. APPENDIX**

### **A. INMATE SURVEY**

A voluntary, confidential and anonymous survey of a representative sample of the prisoner population was carried out during this inspection on August 1, 2017.

The survey was administered using a systematic sampling method of inmates stratified by housing unit. A sample of 439 was selected from 976, the institutional population. The sample size was chosen so we would have a five percent margin of error.

At the beginning of the inspection, institutional staff provided a printout of inmates by housing unit to CIIC staff. CIIC staff selected every other inmate on each housing list printout. CIIC staff attempted to speak to each selected inmate in their respective housing unit. Staff explained the purpose of the survey, providing each inmate with the survey and an empty envelope. Inmates were directed not to write their name or number on the survey or envelope. After completion, inmates were instructed to place the survey in the envelope and place it in manila envelope provided by CIIC staff on the corrections officer's desk. CIIC staff conducted sweeps of each housing unit in the afternoon to pick up the surveys from the housing unit officers. Additionally, inmates had the opportunity to return the surveys by mail, at the expense of the inmate.

In the sample, 414 surveys were given out. 74 inmates were not present in their housing unit during the distribution of surveys, seven blank surveys and 266 completed surveys were returned. The number of returned surveys represents 28.0 percentage of the population.

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

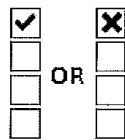
The results from the survey form part of the evidence base for our inspection.

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

The Correctional Institution Inspection Committee is a legislative committee that inspects the prisons of Ohio and evaluates programs, operations, conditions, and the grievance procedure. We ask you to complete this survey to help us evaluate this prison. Your participation in this survey is voluntary and anonymous. Please take a few minutes to complete the survey. Thank you.

Please mark within the boxes.

**Right Way**



**Wrong Way**



**Q1 Is your housing unit clean on most days?**  
 Yes..... 148  
 No ..... 71

**Q2 On average, when do you see the nurse after filing a health service request (sick call slip)?**  
 Next day..... 26  
 Within 2 days ..... 80  
 More than 2 days ..... 87  
 Never filed..... 31

**Q3 If you are on the chronic care caseload, do you see medical regularly?**  
 Not on chronic care caseload ..... 119  
 Yes..... 47  
 No ..... 53

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

	Very Satisfied	Satisfied	Neutral	Unsatisfied	Very Unsatisfied	Never Used
Nurses	22	41	64	39	32	20
Doctor	21	34	56	33	40	34
Dentist	44	70	47	9	14	32
Mental Health	26	38	41	13	28	67

**Q5 How could medical services be better?**  
 138

**Q6 Do you feel you are able to use mental health services?**  
 I do not need mental health services..... 90  
 Yes..... 89  
 No ..... 46

**Q7 Do you feel you are able to get into recovery services programs?**  
 I do not need recovery services..... 37  
 Yes..... 120  
 No ..... 65

**Q8 How satisfied are you with recreation? (Choose ONE answer)**  
 Satisfied..... 51  
 Neutral ..... 74  
 Unsatisfied..... 98

**Q9 If you have a concern about recreation, what is it? (Choose all that apply)**  
 Do not have a concern with recreation ..... 61  
 Not enough time ..... 72  
 Number of activities ..... 119  
 Schedule not followed..... 49  
 Access denied by other inmates..... 16

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

Satisfied ..... 9  
 Neutral ..... 26  
 Unsatisfied ..... 187

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

Do not have concerns with the food ..... 8  
 Quality of the meal ..... 184  
 Lack of variety ..... 135  
 Portion sizes ..... 158

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

Do not have concerns with the operations ..... 31  
 Sanitation ..... 110  
 Inadequate substitutes ..... 108  
 Enough time to eat ..... 44  
 Running out of food ..... 104  
 Delays in service ..... 107

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

Yes ..... 58  
 No ..... 161

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

	Yes	No
Kites	199	16
Informal Complaints	172	38
Health Service Request Forms (sick call slips)	203	11

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

	Yes	No	Never filed
Informal Complaints	18	138	63
Grievances	15	125	74

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

Yes ..... 106  
 No ..... 110

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

No problems / reason to use ..... 55  
 Grievance procedure does not work ..... 94  
 Staff retaliation ..... 73  
 Form not available ..... 26  
 Do not want to be a snitch ..... 17  
 Do not know how to use ..... 10

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

Safe ..... 114  
 Neutral ..... 76  
 Unsafe ..... 29

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

Yes ..... 61  
 No ..... 158

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

I have never been harassed or threatened here... 131  
 Insulting remarks ..... 49  
 Sexual harassment ..... 20  
 Racial or ethnic origin ..... 26  
 Religion / religious beliefs ..... 18  
 Age ..... 21  
 Disability / medical condition ..... 16  
 Having commissary / property taken ..... 30  
 Debt / extortion ..... 24  
 Offense / crime ..... 19  
 You were new here ..... 15

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

Yes ..... 38  
 No ..... 183

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

I have not been abused here ..... 160  
 Sexual ..... 8  
 Physical ..... 39

**Q23 Have you been harassed or threatened by staff here?**

Yes..... 123  
 No ..... 96

**Q24 If you have been harassed or threatened by staff here, what was it? (Check all that apply)**

*I have never been harassed or threatened here...* 75  
*Insulting remarks* ..... 113  
*Sexual harassment* ..... 25  
*Multiple shakedowns* ..... 101  
*Racial or ethnic origin* ..... 49  
*Religion / religious beliefs* ..... 27  
*Age* ..... 18  
*Disability / medical condition*..... 22  
*Offense / crime* ..... 36

**Q25 Have you ever been abused by staff here?**

Yes..... 58  
 No ..... 163

**Q26 If you have been abused by staff here, what was type of abuse was it?**

*I have not been abused here* ..... 153  
*Sexual*..... 13  
*Physical* ..... 48

**Q27 Do you know how to report sexual harassment or abuse?**

Yes..... 176  
 No ..... 46

**Q28 On most days, are your housing unit officers professional?**

Yes..... 130  
 No ..... 88

**Q29 On most days, are your housing unit officers helpful?**

Yes..... 104  
 No ..... 115

**Q30 Overall, is your Case Manager helpful?**

Yes..... 86  
 No ..... 120  
 Do not know who this is ..... 12

**Q31 Overall, is your Unit Manager helpful?**

Yes..... 75  
 No ..... 125  
 Do not know who this is ..... 16

**Q32 What type of prohibited substances are available at this institution? (Choose all that apply)**

*Prohibited substances are NOT available here* .... 112  
*Tobacco* ..... 38  
*Marijuana* ..... 36  
*Heroin* ..... 31  
*Cocaine*..... 26  
*Suboxone (strips)*..... 37  
*Prescription pills*..... 30  
*Alcohol / hooch* ..... 40  
*Refuse to answer*..... 49

**Q33 What type of gang activity mostly occurs at this institution? (Choose all that apply)**

*Gang activity is NOT frequent at this institution*.... 96  
*Assaults* ..... 53  
*Theft*..... 60  
*Extortion*..... 51  
*Gambling* ..... 42  
*Sex Trade* ..... 18  
*Drug Trade* ..... 40  
*Refuse to answer* ..... 47

**Q34 Have staff talked with you about what programs to take while incarcerated?**

Yes..... 76  
 No ..... 144

**Q35 Do you know where you can find reentry information?**

Yes..... 90  
 No ..... 130



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

	Yes	No	N/A
Housing	77	121	20
Job	96	101	17
State ID	116	84	12
Food	100	100	13
Health Care	88	112	13
Recovery Services	86	104	21
Education	94	95	21
County agency information	75	113	24

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

	Easy	Neutral	Difficult	N/A
Prison Job	59	52	97	8
Vocational Training	19	37	116	36
Academic Programming	31	55	94	28
Unit Programs	51	63	71	25

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

Yes.....	121
No .....	97

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

Yes.....	152
No .....	66

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

<i>I have not had problems with the phones .....</i>	51
<i>Phones are broken .....</i>	113
<i>Not enough phones .....</i>	119
<i>Denied use by other inmates.....</i>	32
<i>Currently do not have phone privileges .....</i>	7

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

Yes.....	100
No .....	118

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

<i>I have not had any problems with visitation .....</i>	85
<i>Distance for visitors .....</i>	63
<i>Visiting hours / schedule.....</i>	43
<i>Visit scheduling process .....</i>	50
<i>Visitor turned away .....</i>	52
<i>Visitor not approved.....</i>	26
<i>Visitation room officers are unprofessional.....</i>	48
<i>I do not have people who want to visit.....</i>	5
<i>Currently do not have visitation privileges .....</i>	3

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

	199
--	-----

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

	206
--	-----

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

**TOCI Inmate Survey Open-Ended Responses**

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

- Safe
- The central air and cell to self
- Single cell
- One man cells
- Single man cells
- It has some good programs and staff overall is not disrespectful
- Single man cells
- Single man cells
- It's too far from where I live. I'm trying to get closer to my home
- Single cells
- It has single cell availability
- Single man cells
- Single cell
- Single cell
- Relaxing not much violence
- Single man cell
- Single man cells
- Single man cells. Living with another man is not always a good idea- it is most likely a bad idea
- Single cells
- Being close to home
- Air conditioning
- It's close to where I'm from
- It's not as violent as most
- Single man cells and air conditioning
- There are none, no one follows the rules....even the Warden
- Not overly violent
- Single man cells
- Air conditioning
- Not much violence
- Single cells
- One man cell- not over crowded clean
- The single man cells are great. It makes it easier to use the phone, jpay, showers, microwave because there's less people but also there's no celly drama and when you need to get away you can go to your cell and relax
- A single man cell so you can sleep with your eyes closed
- The staff does try to help with reentry and offer us programs
- A/C and single man cells
- Close to home
- All the cells are single
- Single cells
- Nothing good about this place
- A/C and single cells
- The program is very helpful for me
- Programs
- One man cells
- Over all this is a good prison. I like the single man cells I can get peace of mind
- Single cells
- Single cells
- People do want the best for me and say that they want me to out when I'm released
- CO 90% good, 10% bad
- This isn't a positive but a negative. Not enough programs to help us want to change so we don't come back to prison
- Staff is pretty good!
- We are not lock down all the time
- Single cells, dog programs
- Single man cells
- Clean
- Single man cells
- We are not locked down all day- it's clean
- You can turn your cell into a university
- Very personal one on one contact with staff

- A/C and single man cell
- Single cell which is quality alone time
- Clean, single man cells
- Single cells
- Respectful
- Single cells
- Single cells
- Single cells
- It's mostly single man cells
- Single man cells
- One man cells
- Single cells
- Single man cells
- One man cells, classes
- Single man cells
- We have our own cell
- You get have your own cell
- AC in housing units
- Single man cells
- Single man cells
- One man cells
- Single cells
- Single cells
- Single man cells
- One man cell
- 4 walls and a cot
- The staff are very helpful. They keep everyone separated.
- Programs to help better people
- One man cell and a lot of people help each other with problems
- Single cells
- That 15% of the staff that work here don't look nor treat us like we're animals. And the fact that we all are in single man cells that's it
- A lot of activities to keep you busy and help time move more easily
- Clean
- Helps you stay focused
- Cells
- In my hometown
- The leadership
- Get to wear shorts and t-shirts
- TT program
- Level 1
- You can get thoughts together
- Small camp- little to no drug use
- Drug program
- Everything inside- single cells
- Single cells
- Central air, single cells
- The staff make sure you are safe
- People do there job here
- The rec time and freedom to do things here and food
- It's a chill spot
- Not overcrowded and clean
- Very little lockdown time
- Recovery services workers actually care to help you
- Helping others substance abuse
- Cable TV
- Staff programs
- Program
- We have a good amount of freedom here
- TRP program is good- lots of rec time
- If you want the help it will help you
- Small
- No violence
- Recovery service
- Small
- Drug counseling
- Got TRP programming
- Rec yard always open
- You get to go home early
- I'm close to home
- Visit
- Recovery services
- It's a very calm and active place
- TRP
- I feel safe- its non-violent
- The time I've spent here has been a very positive step in improving my

- life for the better the programs and all the staff
- Single cell
  - Showing people respect that comes to this institution
  - You are in a cell by yourself
  - Not as dangerous as other prisons
  - Single man cells
  - The dental
  - I've been here 10 years-none of the above
  - It's clean
  - Single cells make times easier to do
  - Every other day we get 3 hours of rec
  - Single cell
  - We all as inmates have single cells
- Single man cells. There are no positives- they fake all day and I wish I had a camera to prove it
  - Single man cells are good because you can be left alone and get away from others when you wanna get your thoughts together
  - Single cells
  - Toastmasters
  - Air conditioning
  - Single man cell
  - The guards and staffs attitude towards the inmates is the best I have seen at any prison. I have been transferred around a lot
  - C block single cells
  - For the most part I feel safe here in PC

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

- To see CO get off my back.
  - The way JPay is handled.
  - COs.
  - To be able to receive our JPay on time instead of 7 [days] after it was sent.
  - Everything that can change because they make it hard here every way possible.
  - For the staff to actually do their job instead of giving you the run around.
  - Staff be more respectful to inmates.
  - Fairness.
  - Better TV (cable).
  - Get rid of the gangs heartless felons.
  - For medical to use other treatment and/or testing options.
  - Better TV (cable channels).
  - Get a new Warden who cares.
  - Educational system can be much better and more accessible.
  - Prisoners getting released by parole board back into society and freed from prison.
- Food, cable.
  - I would like to see the case manager and unit managers stop being tyrannical with the inmates, I thought they were here to help our situation better.
  - Unit staff more productive and helpful.
  - More help from staff.
  - Visits – I can't see the one person that's in my life. She is my next of kin but she is an ex CO from another institution and it's been 18 months.
  - More things to do.
  - Better food.
  - The doctor is unprofessional. Better Healthcare. More things to do on the unit.
  - Movement and activities.
  - More educational programs and classes. College classes and credits. Programs that earn you a license or certification.
  - If an inmate has not had an RIB infraction in six months or longer he

should be able to work in food service or commissary. Inmates who can't follow a recipe or have no experience should not be cooks, but can be taught to cook. Experienced cooks are needed in the kitchen.

- Better program/education.
- Fairness amongst the inmates from administration.
- COs follow the rules and staff support them. \*\*\* needs fired.
- Fairness.
- Programs.
- The investigator not being able to just make stuff up and tell RIB what to do concerning the outcome.
- Away with racism.
- More phone time all around the board.
- Phones. The phones don't recognize my voice; I have not been able to use phone in 3 months!
- Just the rules being followed.
- More programs geared toward entrepreneurship and access to limited computer information to complete a business plan/proposal.
- Give us the required amount rec.
- [Receive] full rights at all times not just when the COs or staff thinks it's for them.
- Phone availability not enough phones.
- Get better understandings between staff and inmates and offer more programs that connect the two.
- Better law library.
- Change the discipline policies for inmates who receive rule 39 violations for rule 14s.
- New Warden.
- More opportunities.
- The food more of it. More meat.
- Get rid of all the COs in A3/4 and \*\*\* racism. Take appeals and informals

serious. Council with the staff and inmates so that we have more input. That would have to be an elected inmate council.

- Unit staff be more available to inmates.
- Put more phones in the block and time limit of the phone.
- Food service the food is terrible and portions are small. All Aramark cares about is saving money.
- Visitation certain officers who work the visitation pick and chose who the let in. My family made a visitation reservation and when they got here, long distance were not let in.
- Better commissary, working phones.
- New staff that is professional and more programs and college courses for us. There are no programs that get us ready for jobs on the street. All we're going to know is go back to the street life and come back to prison leaving this institution.
- More fairness as far as being able to have the ARs being followed correctly when it comes to us defending our cases.
- To see culinary arts program here.
- That staff follow procedure just as they do inmates and food quantities.
- Better COs that really want to help.
- Not enough time outside. No rec activities. Not enough TV channels. No positive stuff to get into here. We are treated like supermax inmates without the cuff and shackles.
- The phones.
- More programs.
- \*\*\*\*\* (A3/4 east, he's extremely assaultive).
- More programming to me once I'm released.

- More programs that prisoners with time can get in instead of having 5 years or less.
- More programs.
- That higher up staff see the problem that COs cause here and stand in to stop it, not just turn and look the other way. This is the problem that cause more problems in running this place.
- I would like to see Aramark or the food people leave. They just don't know how to cook, so wasteful.
- More programs that will help up and the food here it needs to change. They don't give enough fresh food and when they do give enough food it's because people are here doing inspections. Please help us.
- Staff at a level 3 only.
- Better talking to people.
- Limited movement.
- Stop moving us from cell to cell block to block.
- Food.
- Better food.
- Doctors need to take medical problems more serious like inmates with seizures, heart pain.
- More real life job readiness training/programs.
- For the staff to be up front about questions you ask and stop spinning and playing favoritism with inmates.
- More job training in skilled trades.
- People who have a chance to get out of prison, who have a life tail, who's doing the right things to better themselves let them out not give them more time. I would like to see staff do their jobs. Everyone wants to be the boss and make up their own rules.
- Staff stop stereotyping the inmates here at TOCI.
- Favoritism.
- We need trades and education, so as soon as we get out. We can get paid. If we don't have money, we come right back.
- Better food.
- Food service.
- More programs.
- Movement issues.
- The childish move selection.
- More jobs cable TV.
- Cable, more jobs.
- Staff attitudes toward inmates.
- Some COs need to leave.
- Better food through chow hall and commissary.
- COs and other staff more understanding about our needs and safety.
- Better food.
- Adequate healthcare for chronic care – pain management and orthopedics neuropathy and spondylolysis.
- Treat us like respectful people.
- Start letting people have second chance at life.
- Staff.
- Better chow hall food.
- Get rid of two man cells. All female staff making an announcement before making rounds or using PREA button.
- More to do like TV.
- More paroles.
- Cable/cct.
- Turn prison back to all Level 3.
- TV for something to do.
- To be able to get our rec. the 1.5 by law.
- Keep level 3s here, keep single cells.
- Less violence.
- Come down hard on people who [display sexual acts] in front of COs.
- Positive living.
- Single cells; more recreation time; less abuse from the COs and the

taking of inmate personal property by COs; better food by Aramark instead of processed food and better medical care and staff.

- More programs, more opportunities to work at jobs without being judged and to be looked at as a human being.
- Older inmates separated away from these young gang members-The grievance procedure here is a joke.
- A quicker process to start a recovery program.
- Air conditioning.
- Giving us better food and better commissary.
- To get rid of Aramark. They don't know how to run the chow hall.
- More sanitary food services.
- COs are lazy, too lazy to walk to rack and get an inmate instead of standing at the front and yelling names.
- Inmates being put through the TT program faster.
- Air conditioning.
- Getting air conditioning and tobacco.
- Ventilation/air conditioning.
- No more locked doors.
- Respect.
- I would like to see the unit staff focus on helping instead of punishing.
- Commissary, rec.
- Staff to be held accountable when they do something wrong.
- I would like for (TOCI) staff/officials to treat and give better consideration to inmates needs for protection, and medical/and or mental health treatment.
- More halfway houses.
- To have air conditioning put into the building.
- The staff, an unit staff.
- Outside visitation when weather permits.
- Some level of privacy.
- Air conditioning in camp.
- More diversity.
- Shelf in restroom near sinks.
- More mandatory programming for TRP residents.
- Air conditioning in the summer.
- New guitar strings, more workout equipment, new sports equipment, air conditioning or at least more fans.
- New ice machines.
- Air conditioning.
- Start program faster.
- Air conditioning.
- The unit manager and case manager be removed because of inappropriate relations with inmates.
- Air conditioning in here.
- Classes start right away.
- The COs to act like real COs.
- For the COs to treat people equal.
- For it to be kept cleaner.
- Air conditioning.
- Consistency.
- Possibly more programs concerning how and where to get needs for when [we get] out.
- CO disrespecting people.
- CO disrespecting people.
- Offer programs.
- I would like a pin number to use the phone.
- For the inmates to take the programs more seriously.
- Cable TV.
- No time lapse on the phone meaning I would like to not have to wait 30 minutes to be able to place a call once I got off.
- Staff showing less contempt towards. Stop STG from gang profiling everyone for no reason.
- Staff respect. Sometime the disrespect and talk to you like you're less than them not human.
- The chow hall.

- Need more respectful staff.
- Make the food healthy we get to much soy in our food it can cause cancer.
- COs attitudes towards inmates and each other.
- The investigating committee to be fair when an informal is filed and the recreation activities.
- Better food.
- Make it easier for prisoners to be involved in productive things like jobs besides chow hall.
- More real program that we can do. Bigger television in dayroom. Better showers. Cost of television cheaper.
- I would like staff to respect inmates and stop faking when important people show up. They put on a show but after they leave it goes back to normal and that's scary.
- Better food to buy from commissary. Other level three prisons have more and better selections than we have.
- More programs.
- I feel that there should be some type of college education provided. We should still be able to obtain Associates, Bachelors, Masters even PhDs.
- Food and rec.
- Cable.
- The quality of meat.
- Too many to list the food and the quality of.
- Being able to get transfers closer to your home residence within a couple hours at least.
- \*\*\* transferred from B unit. Put PC units lunch to after 12:00 or at 12 noon and moved from the 10:15 a.m. time in order to allow our food to digest. 2 hours is not enough time between meals and we're starving by the time supper gets here.
- Staff being more helpful.
- Not accept people here who are from other regions. I am from Northeast Ohio and this is 3½ hour from my house.
- Staff to not abuse inmates.
- The staff take PC for real.
- Separate STG inmates from non-affiliated inmates.
- Access to the music room. That's been off limits for 14 months. Access to guitar pedals (not an amplifier) so I can practice in my cell



**B. OFFICER SURVEY RESULTS**

Institution: TOC 1

DRC Staff Survey

Regular Shift: \_\_\_\_\_

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

		Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Q1	Overall, this facility runs well.	12	21	16	40	14	1
Q2	This facility runs better now than it did one year ago.	17	28	13	30	10	1
Q3	Post orders are consistently followed.	10	15	24	26	26	1
Q4	I am adequately informed when I come on shift.	4	9	15	31	40	4
Q5	I have the training I need to do my job well.	5	7	10	27	47	7
Q6	I am required to work an excessive amount of overtime.	33	44	13	6	5	3
Q7	Staff morale in this facility is good.	36	29	16	17	5	1
Q8	I have a good opinion of this facility most of the time.	11	21	17	34	18	3
Q9	Considering everything, I am satisfied with my job.	10	11	25	29	24	4
Q10	I feel like officers are appreciated at this facility.	35	16	21	23	7	1
Q11	I frequently think about quitting my job at this facility.	18	17	17	20	19	13
Q12	Most staff get along well at this facility.	12	19	25	34	11	0
Q13	I trust my coworker to have my back.	6	12	15	34	28	9
Q14	The people I work with are competent.	9	12	26	38	16	3
Q15	I have confidence in my supervisor(s).	14	12	15	31	26	5
Q16	My supervisor is available when needed.	8	7	18	28	35	8
Q17	I know what my supervisor expects of me.	4	6	11	31	40	12
Q18	I receive inconsistent requests from two or more supervisors.	2	14	25	32	18	13
Q19	My last annual performance rating presented a fair and accurate picture of my actual job performance.	3	9	6	35	41	5
Q20	My supervisor gives me good feedback on my job performance.	6	15	13	35	29	6
Q21	Supervisors show favoritism.	2	4	12	25	23	37
Q22	The right people receive promotions at this facility.	25	23	18	23	7	3
Q23	Employee discipline is consistent here.	35	18	16	17	11	3
Q24	This facility's administration is open to my input.	18	22	17	25	17	2
Q25	I have confidence in this facility's administration.	22	16	24	27	12	2

Q26 What is one positive aspect of this facility?

70

Q27 What is one change that you would make?

81

## TOCI Staff Survey Open-Ended Responses

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

- Leaving at the end of my shift.
- They pay me on time.
- I have a job.
- Somewhat new.
- My pay and the insurance.
- My insurance and pay.
- Location
- No comment.
- The pay!!
- The facility is clean.
- That they employ me.
- Overtime available.
- Third Shift.
- Going home.
- It has AC to keep cool.
- They pay me well for my job.
- Training
- The CO's.
- Response time to any emergency.
- Officers have each other's back.
- Working with a partner.
- Teamwork
- Finally fully staffed.
- A small group of second shifters want to do the job and support each other. We have AC.
- Open communication is welcome.
- There are none.
- It's close to home.
- When bad things happen, everyone comes together.
- Almost fully staffed.
- The First Shift Captain and Lieutenants care about their staff.
- AC/Paycheck.
- Paycheck
- I finally have weekends off and do not have to deal with the stress of working 16 hours.
- Meeting the co-workers that you make into longtime friends.
- A lot of people who have a permanent post get along very well with each other.
- The people in power.
- It is clean.
- Job security.
- My work hours.
- The sealed doors on cells.
- Some supervisors.
- They are always hiring.
- It's a living.
- Management is willing to listen.
- Scheduling
- With the amount of change. This facility is running pretty good compared to the past.
- I get to go home.
- A paycheck.
- Officers more often than not stand by each other with decisions made.
- Though employees do not get along when something happens you can count on them to respond.
- That everyone is friendly around here and willing to help.
- The people on Third Shift are good people. Most of them.
- A job with paycheck that is never late and OT is available when needed.
- Fellow staff support.
- Close to home.
- Ability to change schedule as needed.
- They try sometimes and you can tell sometimes!
- Cannot think of any right now.
- Good support on Second Shift.
- Potential

- Officers back each other and try to keep each other safe.
- Good relationship with unit and security staff.
- Consistent paycheck.
- The layout of the facility.
- The physical design of the building.
- Security
- No tights.
- Runs well, even with different personality of officers.

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

- Qualified people being promoted instead of the shuffle of the same people from job to job.
- More officers on the floor and recreation.
- Discipline
- Put air conditioning at camp.
- This institution needs one mission and stay with it. Not to change it every year.
- Allow officers to do their jobs and hold inmates accountable.
- Administration
- Remove all administration from top to bottom.
- Administration
- Fair and consistent promotion and recognition. Employees who are passed up are sometimes more qualified than others.
- No comment.
- The good ole' boy system. Nepotism is bad.
- Make inmates accountable for their actions. Management doesn't back up staff a lot of times. Very frustrating.
- Not promote someone after TOCI lost a gun.
- Unfair treatment of CO's.
- Morale
- General idea of how to run this place.
- Better morale.
- Supervisors on second and third shift. Accountability of all.
- I have no clue.
- Supervisors
- Consistent schedules in pods.
- Less favoritism/ no more fraternizing with supervisors will stop it.
- I would like my supervisors and administration to back the officers.
- Better management decisions.
- Actual discipline of inmates.
- Let the administration deal with issues and let security deal with security issues.
- How inmates are disciplined.
- Whole new supervisors and management staff. Stop threatening staff. Support your officers. Stop supporting the inmates when they are wrong.
- TOCI caters to inmates.
- Administration.
- Upper administration.
- Change in the way we favor inmates here.
- Discontinue being multi-security level institution.
- Stop disciplining for minor things that do not threaten security.
- Treat everyone the same and make morale better.
- Create more opportunity to grow within the department.
- All staff should get the same amount of training, not just the same people.
- Change some staff from the top.
- The culture.

- The institution needs to stop treating people like numbers. We need to improve morale, show employees that they are valued, and take more interest in the health and wellness of our people. Take charge, live well is useless if people in your own workplace aren't promoting your well-being.
- This is not a rehabilitative facility. Pick either (rehabilitation or corrections) but not both.
- Hire from outside the institution.
- Security measures in 4B.
- New supervisors.
- How we treat inmates.
- A set mission for the institution.
- Transportation needs more coverage on Friday. Some utility posts shouldn't be utility posts.
- More consistent from supervisors.
- Some supervisors.
- Increase pay.
- Administration
- Morale is low.
- Increased hand to hand combat training.
- When hiring custody supervisors. Look to bring in some people from outside this facility.
- Administration
- Too many to list.
- Supervisors sticking to what officers are told to enforce.
- The TPU/LPH set up.
- More training available. Job training and self-defense training.
- Promote people who apply for promotions, TWL with time and experience and education that is deserved. Not favoritism.
- Higher pay.
- Consistency with expectations.
- Racist administration.
- Supervisors should do some of the housing unit training opposed to only officers.
- Too liberal with inmates frequent anti-co sentiment with many administration.
- They micro-manage. I have post orders for a reason.
- How inmates are treated better than staff.
- More consistency, more direction.
- I think the management team needs some serious "team building" training if fact training in this area would help everyone.
- One level.
- I would like to be backed by supervisors when I make a choice even if it causes more work for them.
- Better communication between security staff and administration.
- Staff morale.
- Quit cuddling inmates.
- Quit catering to the inmates.
- Upkeep of paperwork.
- How we treat inmates like royalty.
- People
- Supervisors have different opinions on daily routing for example, one supervisors says do not pass items to inmates but other supervisors say pass all the time to keep them quiet

**C. SUPERVISOR SURVEY**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Total Respondents</b>
<b>Overall, this facility runs well. 81.8</b>	18.18% 4	50.00% 11	13.64% 3	4.55% 1	13.64% 3	0.00% 0	22
<b>I have the training I need to do my job well. 90.9</b>	22.73% 5	54.55% 12	13.64% 3	4.55% 1	4.55% 1	0.00% 0	22
<b>Necessary information is communicated well between staff. 81.0</b>	14.29% 3	28.57% 6	38.10% 8	9.52% 2	9.52% 2	0.00% 0	21
<b>Staff morale in this facility is good. 54.5</b>	0.00% 0	27.27% 6	27.27% 6	9.09% 2	13.64% 3	22.73% 5	22
<b>I feel appreciated at this facility. 72.7</b>	13.64% 3	31.82% 7	27.27% 6	4.55% 1	13.64% 3	9.09% 2	22
<b>I frequently think about changing jobs or leaving employment at this facility. 50.0</b>	9.09% 2	9.09% 2	31.82% 7	0.00% 0	27.27% 6	22.73% 5	22
<b>The people I work with are competent. 86.4</b>	9.09% 2	31.82% 7	45.45% 10	13.64% 3	0.00% 0	0.00% 0	22
<b>My subordinates follow my direction. 100</b>	13.64% 3	63.64% 14	22.73% 5	0.00% 0	0.00% 0	0.00% 0	22
<b>Favoritism of employees is a problem at this facility. 54.5</b>	22.73% 5	13.64% 3	9.09% 2	0.00% 0	45.45% 10	9.09% 2	22
<b>The right people receive promotions at this facility. 68.2</b>	9.09% 2	45.45% 10	13.64% 3	9.09% 2	9.09% 2	13.64% 3	22
<b>Employee discipline is consistent here. 68.2</b>	0.00% 0	45.45% 10	22.73% 5	13.64% 3	9.09% 2	9.09% 2	22
<b>This facility's administration is open to my input. 81.8</b>	22.73% 5	36.36% 8	22.73% 5	9.09% 2	4.55% 1	4.55% 1	22
<b>I have confidence in this facility's administration. 72.7</b>	27.27% 6	27.27% 6	18.18% 4	9.09% 2	13.64% 3	4.55% 1	22

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

- The warden.
- Upper administration is open to suggestion about how to implement new missions.
- Small, under one roof.
- There are a few staff members that are about the "right thing".
- The training.
- Able to adapt to the ever changing mission.
- The administration is knowledgeable and very open to all comment or recommendations.
- Newer facility. Facility is clean. The people I work with do care about doing a good job.
- We provide treatment for those affected by drug use.
- Warden Coleman listens to all of his staff's ideas when solving issues or changing procedures.
- I think that the movement of the different levels of inmates is handled very well.
- All indoors.
- Security staff.
- The facility itself is a positive.
- Everyone works together to get the job done.
- Pays well to work here. Good benefits, some good people.
- Security remains priority.
- Staff is generally pleasant to work with.
- I think a positive aspect of this facility is the diverse group of staff that we have. staff isn't afraid to try new things.
- Some really good people whom work hard at their job.

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

- More time available for recruitment and position specific training.
- Go all Level 4.
- Reduction of so many different missions. Managing multiple security levels under one roof is sometimes difficult and dangerous. Give us one job and let us do it well!
- Top administration staff caring about everyone not just the favorite few.
- Some Administration Staff.
- Less changing of the mission.
- Select officers to be more professional and take pride in their position or strive to change it if they are unhappy.
- For ODRC to decide what the mission for TOCI is going to be and implement it. I understand corrections is always changing, but there is so much talk about what our mission may or may not be. Death Row for example. It was written in the newspaper and 7 months later it is up in the air. Staff have anxiety about the work that they do, and the discussion about what might be bothers a lot of staff. I'm sure it affects the offenders too. It would be nice for OSC to update us on what is happening or what is likely to happen so we can prepare for that.

- Add a full time Sergeant position.
- Level 1.
- Staff that is better trained.
- Staff morale.
- Administration
- I would like to see more consistency with the administration when it comes schedules, job duties and overall respect for the front-line supervisors.
- More supervisor to cover shift responsibilities.
- We need better leadership. Our current leadership does not understand level 4 inmates. We do not manage inmates as well as other facilities. We cater to inmates and we are too quick to discipline staff. We need better leadership. We are a laughing stock across the state.
- Focus on staff that would and can be stable in employment or promotion to keep good communication and security.
- More consistency. Our mission changes to frequently.
- I would like to not have so many security levels. I would also like to see staff come together more.
- Fairness in job promotions, rendering discipline and overall treatment of staff

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

- Recruiter
- Support from Administration to let us teach employees to learn from mistakes, rather than make them scared to act in fear of discipline for making a mistake.
- Need more staff in support services areas.
- More shift supervisors.
- More supervisors.
- None
- This facility needs a Sergeant for the Toledo Correctional Camp. This shortage creates a lot of issues for managers that trickles down to the line staff. This one position would do a lot of good for this prison. One Sergeant.
- None
- Staff to meet demands.
- None.
- Adequate training to new staff.
- Competent staff.
- Additional supervisors, this would give us time to work with staff to increase efficiency and reduce violence.
- More supervisor.
- New leadership trained to deal with Level 4 instead.
- Increased training and aptitude or retention classes before staff are placed.
- Management needs to be able to place certain staff into certain posts that require more training.
- I would like to spend more one on one time with my staff, but I'm usually too busy.
- Training on staff morale improvement.

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

- None at this time.
- None
- None
- Toledo Correctional is a great facility. We just want the direction of where we are going so we can prepare and be prepared.
- None
- We have rock solid people in management at this facility. OSC ties our hands and places unreasonable demands on our management team and line staff by not providing sufficient support services staffing levels.
- I need more staff.
- Promotions given to individuals who need experience . Morale building is needed
- I feel that this institution administration does not support its front-line supervisors. Simply take a look at all of the supervisors that are not coming to work. We do not feel supported, we are micro-managed, We are afraid to make any decisions. Supervisors are leaving this institution as quickly as they can.
- Interview questions should be more comprehensive for all stages, but improvement can always be made.
- Overall TOCI is an enjoyable place to work.
- I truly feel the institution is running good. There is always room for improvement though.
- A lot of people have good intentions but feeling unappreciated and being treated unfairly cause low morale that seems to permeate throughout the facility. Staff over all feel unappreciated and disgruntled about every aspect of working for the facility and department. Staff see on a regular basis pressure mounting on a few hard at work while others seem to be enjoying the lack of being held accountable and little pressure as expectations on them are very low and others extremely high.



**D. INSTITUTIONAL CHECKLIST**

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A 1/2

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

		COMMENTS								
1. What is the security classification and privilege level of the unit population?	3									
2. Is there a specific unit mission/focus?	<input type="checkbox"/> Merit <input type="checkbox"/> Sanction <input type="checkbox"/> Faith-Based <input checked="" type="checkbox"/> GP <input type="checkbox"/> Other _____									
3. Did staff make PREA announcement if necessary?	<input checked="" type="radio"/> YES <input type="radio"/> NO									
<b>FACILITIES</b>										
4. How clean are common areas?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve									
5. What is the room temperature?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Too hot/cold									
6. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0									
7. Are there any pending maintenance work orders?	<input type="radio"/> YES <input checked="" type="radio"/> NO									
8. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve									
9. Are any of the following inoperative? -Phones -Laundry Facilities -Drinking Fountains -Ice machines -Microwaves	# 0 # 0 # 0 # 0 # 0									
<b>CELL SECURITY CHECK</b>										
10. How clean are cells?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve									
11. Are appropriate cleaning materials in locked container? -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="radio"/> YES <input type="radio"/> NO									
12. How many of the following: <table style="width: 100%; border: none;"> <tr> <td>Cell wall window obstructed _____</td> <td>Cell door window obstructed _____</td> </tr> <tr> <td>Towel on floor _____</td> <td>Material in lock _____</td> </tr> <tr> <td>Inappropriate pictures _____</td> <td>Material in cuff port _____</td> </tr> <tr> <td>Clotheslines _____</td> <td>Graffiti _____</td> </tr> </table>			Cell wall window obstructed _____	Cell door window obstructed _____	Towel on floor _____	Material in lock _____	Inappropriate pictures _____	Material in cuff port _____	Clotheslines _____	Graffiti _____
Cell wall window obstructed _____	Cell door window obstructed _____									
Towel on floor _____	Material in lock _____									
Inappropriate pictures _____	Material in cuff port _____									
Clotheslines _____	Graffiti _____									

ACCESS TO CIIC, PROGRAMS, STAFF													
<b>13. Are the following posted?</b> -CIIC Memo -Prison Rape Elimination Act -Program Information -Staff Photos -Inmate Grievance Procedure -Evacuation Plan				<input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> Y <input checked="" type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> N <input type="checkbox"/> N <input checked="" type="checkbox"/> N <input type="checkbox"/> N <input type="checkbox"/> N	<i>Outdated on A1/2 E</i>							
<b>14. Are the following forms in stock on the unit?</b>				<input checked="" type="checkbox"/> Kites <input checked="" type="checkbox"/> ICRs <input type="checkbox"/> HSRs									
STAFF ROUNDS													
Date: 7/11 - 8/11													
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out	
Ward	7/11	140	147	7/19	157	200	7/23	140	125				
DWO	7/19	250	258	7/27	849	856							
DWSS	7/19	250	258										
IIS													
UMC	7/24	1010	1019										
Major	7/10	1549	1552	7/21	1429	1432							
<b>ADDITIONAL COMMENTS (including inmate communication):</b>  A1/2 E → hand sanitizer not on inventory 1/17 - flush toilet in one cell A1/2 N - sink continuously running - toilet → continuously on  A1/2 W -          - orange powder													

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A3/4

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

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>WEL 3</u>	
2. Is there a specific unit mission/focus?	<input type="checkbox"/> Merit <input type="checkbox"/> Sanction <input checked="" type="checkbox"/> GP <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other _____	
3. Did staff make PREA announcement if necessary?	<input checked="" type="radio"/> YES      NO	
<b>FACILITIES</b>		
4. How clean are common areas?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
5. What is the room temperature?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Too hot/cold	
6. How many are inoperative?	Toilets - 0 Sinks - 0      → 1 waiting A3/4 N Showers - 0	
7. Are there any pending maintenance work orders?	YES <input checked="" type="radio"/> NO	
8. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
9. Are any of the following inoperative? -Phones -Laundry Facilities -Drinking Fountains -Ice machines -Microwaves	# <u>0</u> # <u>0</u> # <u>0</u> # <u>0</u> # <u>0</u>	
<b>CELL SECURITY CHECK</b>		
10. How clean are cells?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
11. Are appropriate cleaning materials in locked container? -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="radio"/> YES      NO	
12. How many of the following:		
Cell wall window obstructed _____	Cell door window obstructed _____	
Towel on floor _____	Material in lock _____	
Inappropriate pictures _____	Material in cuff port _____	
Clotheslines _____	Graffiti _____	

ACCESS TO CIIC, PROGRAMS, STAFF												
13. Are the following posted?				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
-CIIC Memo				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
-Prison Rape Elimination Act				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
-Program Information				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
-Staff Photos				<input type="checkbox"/> Y	<input type="checkbox"/> N							
-Inmate Grievance Procedure				<input type="checkbox"/> Y	<input type="checkbox"/> N							
-Evacuation Plan				<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N							
14. Are the following forms in stock on the unit?				<input checked="" type="checkbox"/> Kites								
				<input checked="" type="checkbox"/> ICRs	→ A34 OK							
				<input checked="" type="checkbox"/> HSRs								
STAFF ROUNDS												
Date: 7/1 - 8/1												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	7/19	223	229	7/25	155	210						
DWO	7/29	916	922									
DWSS	7/20	1595	1615	7/27	925	930						
IIS												
UMC	7/21	1402	1405	7/24	1019	1022						
Major	7/10	1595	1605	7/21	1402	1405						
<b>ADDITIONAL COMMENTS (including inmate communication):</b> A34 N → sink reasons												

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: B 1/2

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

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>Level 1</u> <u>3-4</u>	
2. Is there a specific unit mission/focus?	<input type="checkbox"/> Merit <input type="checkbox"/> Sanction <input type="checkbox"/> GP <input type="checkbox"/> Faith-Based <input checked="" type="checkbox"/> Other <u>PC + BRCMI's</u>	
3. Did staff make PREA announcement if necessary?	YES      NO	<u>N/A</u>
FACILITIES		
4. How clean are common areas?	<input checked="" type="checkbox"/> Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
5. What is the room temperature?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Too hot/cold	
6. How many are inoperative?	Toilets - <u>1</u> Sinks - Showers -	<u>1 = B1 EAST</u>
7. Are there any pending maintenance work orders?	YES <input checked="" type="radio"/> NO	
8. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
9. Are any of the following inoperative? -Phones -Laundry Facilities -Drinking Fountains -Ice machines -Microwaves	# <u>0</u> # <u>1</u> # <u>0</u> # <u>0</u> # <u>0</u>	<u>1 drinking fountain → B1 East</u> <u>1 Druger in B1/2 North</u> <u>Food Service brings Ice</u> <u>No ice machine - B1 East (Bags of Ice)</u>
CELL SECURITY CHECK		
10. How clean are cells?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
11. Are appropriate cleaning materials in locked container? -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="radio"/> YES      NO	<u>Re-filled once per day → Low concentration</u>
12. How many of the following:		
Cell wall window obstructed <u>few</u>	Cell door window obstructed <u>one none</u>	
Towel on floor <u>few</u>	Material in lock _____	
Inappropriate pictures <u>few</u>	Material in cuff port _____	
Clotheslines <u>none</u>	Graffiti <u>none</u>	

ACCESS TO CIIC, PROGRAMS, STAFF		
13. Are the following posted?		
-CIIC Memo	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N
-Prison Rape Elimination Act	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N
-Program Information	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N
-Staff Photos	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N
-Inmate Grievance Procedure	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N
-Evacuation Plan	<input type="checkbox"/> Y	<input type="checkbox"/> N
14. Are the following forms in stock on the unit?	<input checked="" type="checkbox"/> Kites	
	<input checked="" type="checkbox"/> ICRs	
	<input checked="" type="checkbox"/> HSRs	

→ No CIIC memo in B1 North  
 → No Schedule in ~~B1-2~~ B1-2 North

**STAFF ROUNDS**  
 Date: 6-29-17 - 7-29-17 →

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	6-29	7:14	7:30	7-11	7:47	7:59	7-17	12:14	12:22	7-23	6:12	6:22
DWO	7-20	11:40	11:48	7-21	9:25	9:31						
DWSS	6-27	2:12	2:20	7-27	9:25	9:31						
IIS												
UMC	7-14	2:42	2:50	7-21	8:07	8:13	7-26	1:15	1:25			
Major	6-24	6:50	6:53	6-27	2:12	2:20	6-30	11:28	11:30	7-14	11:21	11:23

**ADDITIONAL COMMENTS (including inmate communication):**

Some double bunking in ~~B1-2~~ B 1/2 East

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: B 3/4 N, E, W

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

		COMMENTS
1. What is the security classification and privilege level of the unit population?		
2. Is there a specific unit mission/focus?	<input type="checkbox"/> Merit <input type="checkbox"/> Sanction <input type="checkbox"/> GP <input type="checkbox"/> Faith-Based <input checked="" type="checkbox"/> Other <u>LPH-overplan</u>	
3. Did staff make PREA announcement if necessary?	YES      NO	N/A
FACILITIES		
4. How clean are common areas?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
5. What is the room temperature?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Too hot/cold	
6. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
7. Are there any pending maintenance work orders?	YES <input checked="" type="checkbox"/> NO	
8. How clean are shower facilities?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
9. Are any of the following inoperative?	-Phones # 0 -Laundry Facilities # 0 -Drinking Fountains # 0 -Ice machines # 0 -Microwaves # 0	
CELL SECURITY CHECK		
10. How clean are cells?	<input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
11. Are appropriate cleaning materials in locked container?	<input checked="" type="checkbox"/> YES      NO -Bottles match inventory <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
12. How many of the following:		
Cell wall window obstructed	_____	Cell door window obstructed _____
Towel on floor	_____	Material in lock _____
Inappropriate pictures	_____	Material in cuff port _____
Clotheslines	_____	Graffiti _____

ACCESS TO CIIC, PROGRAMS, STAFF		
13. Are the following posted? -CIIC Memo -Prison Rape Elimination Act -Program Information -Staff Photos -Inmate Grievance Procedure -Evacuation Plan	<input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> N <input type="checkbox"/> N <input type="checkbox"/> N <input type="checkbox"/> N <input type="checkbox"/> N
14. Are the following forms in stock on the unit?	<input checked="" type="checkbox"/> Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs	B3/4W  → <del>normal</del>

STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	7/11	1120	1134	7/24	1200	1210						
DWO	7/7	1130	1135	7/14	310	314	7/27	1010	1016			
DWSS	7/7	1130	1135	7/25	1010	1014						
IIS												
UMC	7/14	357	403	7/21	715	730						
Major	7/14	1131	1136	7/28	1217	1222						

**ADDITIONAL COMMENTS (including inmate communication):**

B3S8 → ~~toilet~~ toilet  
 B3S4                      sink

B3E → shower no hot water  
 4                      cante sink/drain (plugged up)

\* rec schedule  
 hasn't changed  
 back since  
 election

computer →

A 64 → law library  
 outdated  
 (from 2014)

- no paralegals



AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: C 1/2 (S, E, W)

E-0  
S-47  
Inmate Count: W-46

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



AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: C 3/4 (S, E, W)

Inmate Count: E=0  
S=45  
W=46

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

ACCESS TO CIIC, PROGRAMS, STAFF		
13. Are the following posted?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	-CIIC Memo -Prison Rape Elimination Act -Program Information -Staff Photos -Inmate Grievance Procedure -Evacuation Plan
14. Are the following forms in stock on the unit?	<input checked="" type="checkbox"/> Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs	-in hallway

STAFF ROUNDS												
Date: 6/30 - 7/31												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	7/28	10:29	10:37									
DWO	7/25	8:00	8:06									
DWSS	7/20	3:30	3:37									
IIS												
UMC	Acqing 7/28	2:33	2:38									
Major												

C3/45

ADDITIONAL COMMENTS (including inmate communication):

ACCESS TO CIIC, PROGRAMS, STAFF		
<b>14. Are the following posted?</b> -CIIC Memo -Prison Rape Elimination Act -Program Information -Staff Photos -Inmate Grievance Procedure -Evacuation Plan	<input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> N <input type="checkbox"/> N <input type="checkbox"/> N <input type="checkbox"/> N <input type="checkbox"/> N
<b>15. Are the following forms in stock on the unit?</b>	<input checked="" type="checkbox"/> Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs	

STAFF ROUNDS												
Date: 6/30 - 7/31												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	7/14	8:00	8:12	7/25	8:10	8:20						
DWO	7/14	8:00	8:12	7/19	8:08	8:17	7/26	8:11	8:17			
DWSS	7/18	12:59	1:06									
IIS												
UMC	7/14	5:10	5:17	7/18	12:59	1:06	7/20	6:47	6:55	Acting 7/27	12:57	1:15
Major	Acting 7/20	6:47	6:55	Acting 7/29	5:53	6:58						

new book  
7/12

ADDITIONAL COMMENTS (including inmate communication):

3

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Camp

Inmate Count: 148

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

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

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

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

**AREA INSPECTED: INMATE HEALTH SERVICES**

FACILITIES				
	#	Clean?	Organized?	Comments:
Offices	4	Yes No	Yes No	
Nurses Station	1	Yes No	Yes No	
Exam Rooms	9	Yes No	Yes No	some out of unit, camp
Infirmary Beds	6	Yes No	Yes No	6 CUIIS
X-ray	1	Yes No	Yes No	
Pharmacy	1	Yes No	Yes No	
Lab Area	1	Yes No	Yes No	
Crisis Cells	2	Yes No	Yes No	2 RH
Records Area	1	Yes No	Yes No	
Waiting Area	1	Yes No	Yes No	
		Clean?	Soap Available?	
Inmate bathrooms	1	Yes No	Yes No	
Staff bathrooms	3	Yes No	Yes No	
Is the pharmacy: Secured?	Yes No	Comments:		
Is the overall space available, sufficient to perform duties?	Yes No	Comments: adequate space		
Are staff in comprising positions in relation to safety?	Yes No	Comments:		
SANITATION				
Documentation of cleaning schedule observed <input type="checkbox"/> N/A				
Overall appearance of infirmary.	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/>		Comments:	
Are clearly marked sharps/ biohazard containers present in all exam rooms?	Yes No	Comments:		
	Observed <input checked="" type="checkbox"/>			

Inspector: Ogund

Facility: TOCI  
Date: 013

EQUIPMENT					
Is all medical and dental equipment operational?		What is in need of repair:		How long does it take to get repaired:	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
The EMT bag is accessible and sealed? Observed <input checked="" type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Comments:	
Any specialized or additional equipment needed? Yes <input type="checkbox"/> No <input type="checkbox"/>		Comments: <u>bludan scanner</u>			
STAFFING and ADMINISTRATION					
MD/ALP <u>1 FTE</u>	NP <u>1 FTE</u>	RN <u>15 TD</u> <u>13</u>	LPN <u>4 TD</u> <u>2</u>	DDS <u>1</u>	
DDS Asst <u>2 TD</u> <u>1 pt</u>	Hygienist <u>pt</u> <u>1</u>	Radiology <u>mobile</u> <u>2 X per week as needed</u>	Phlebotomy <u>1</u>	HIT <u>1</u>	PT phle PT HIT
Diet Tech <u>share w/</u>	QIC <u>share</u>	HCA <u>1</u>	Assistant HCA <u>1</u>	Optometrist	Podiatrist <u>8 hrs per month</u>
Do you have consistent physician/ALPs? (ALPs > 1 year) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Comments:			
List any vacancies: (include length of time vacant)		<u>1 LPN → pending CTA</u> <u>1 LPN → posting</u> <u>1 RN → haven't gone to training</u> <u>1 RN →</u> <u>QIC → currently filled HCA/ both until fill</u> <u>1 phleb.</u>			
List any contract staff:		<u>dental, radio. HT, diet tech sp. pod.</u> <u>1 RN → 2 days</u>			
Are there any current concerns related to ALP performance? Yes <input type="checkbox"/> No <input type="checkbox"/>		Comments:			
In the past six months what has been the turnover? <u>3 RN } been vacant for awhile</u> <u>2 LPN }</u>					
What are some of the reasons nurses leave? How do you recruit nursing staff? - student - quality employees - diff. opportunities - grps → potential applicants - outside					

more if necessary



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

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

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

Do supervisors work late shifts to monitor operations?	Yes No occasionally	How often? 5/530
Do interdisciplinary meetings occur with departments? Explain communication with each.		
Mental Health	(Yes) No quarterly	
Security	(Yes) No quarterly/weekly	
Recovery Services	(Yes) No quarterly/monthly	
ACCESS		
Kites	#	Response Time? responded to in pain
Log observed <input type="checkbox"/>		Any unanswered? no
Nurse Sick Call	JUL 2017 # 345	
Doctor Sick Call	JUL 2017 # 295	
How many inmates are in Chronic Care? 3015M	Total all clinics? 620	
Cardiac: 135	Liver(HepC): 128	Lipid: 71
Diabetes: 32	Gen Med: 109	Pulmonary: 81
PPD(TB): 5	HIV: 5	Oncology: 6
Seizure: 23	Pain: 25	Other: -
How many MRSA cases have you cultured since January 2014? 0/15	17 / 34 total	
Are Patient satisfaction surveys conducted?	(Yes) No	How are you conducting these and how often? every quarter
How many informal complaints have you received in the past 6 months? 117	Tracking method observed <input type="checkbox"/>	
Most common complaints received? accum/ delay in medical care		
Deaths since January 2014	#	2

Inspector: Agnew

Facility: TOU1  
Date: 8/13

**AREA INSPECTED: MENTAL HEALTH SERVICES**

*at window?  
if enough  
space  
stayed  
  
1 waiting  
room*

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	7	Yes No	Yes No	
Conference Rms		Yes No	Yes No	<i>supplies spa</i>
Classrooms	1	Yes No	Yes No	
Records Areas	1	Yes No	Yes No	
Crisis Cells				
Number of crisis cells: <i>2 → inlr 2 → RH D314 TPM</i>		Describe location:		Cells observed in use:  YES NO
How clean are the crisis cells? Excellent <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/>		Comments: <i>only observed in inlr. line visibility</i>		
Do crisis cells have clear visibility?  YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		Comments:		
Do cells have protective secure screening on the windows and are they intact?  YES <input type="checkbox"/> NO <input type="checkbox"/>		Comments: <i>NA</i>		
STAFFING				
Psychiatrist	Psychologist	APN-MH state	RN	Psych Asst.
	<i>1</i>	<i>1 FTE</i>	<i>2</i>	<i>0</i>
LSW	LISW	SW	PC	MHA
<i>2</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>1 mha is also counted as LISW</i>
QIC: <i>share</i>	HIT: <i>2</i>	Other: <i>AT-0</i>		Comments:

*- WAI run → MHA  
policy - wmt  
→ provisions  
→ correctly, fair 1*

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

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

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

List any vacancies:	psychologist → possibly suicidal to Benjamin Health pr
List any contract staff:	HIT

CASELOAD			
Total Caseload:	# 151	Backlog?	0
Number of C1/SMI:	# 48		
Number of C2	# 103		
How many inmates are on the MH Caseload are in RH?	# 7	How many of those are C1/SMI?	# 5
Completed Suicides since January 2014	# 1	saved, died @ hospital	
Suicide Attempts (past year)	# 1		
ACCESS			
Review kite log	Response Time? Several didn't have response w/in 7 day per		

8/2

longest 49  
most less than 14

Inspector: Ogonek

Facility: T001  
Date: 8/3

Do you utilize volunteers? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	How many? 3	For what? AA/NA	
		How often? Weekly	
<b>INMATE OUTREACH AND PARTICIPATION</b>			
Describe the presence of the recovery service department at this institution?  - continuing care → coming	- active (pro-active, reactive) - restart AA -		
Are there any designated recovery services housing units?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	How many beds?	
		Comments? not currently	
What efforts are made to retain inmates who stop participating in formal programming?	encourage w/ AA/NA avail servs to help free literature meet w/ 1-1 if we have time		
Do you reach out to individuals who are found guilty of Rule #39?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	How? rule 39 grp here → positive result - Writing report	
Do interdisciplinary meetings occur with the following departments?  Not Annualized meetings but good communication → clarity on policy legal requirements	Medical quarterly	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> minimum	Frequency? inter-annual
	Mental Health quarterly	Yes <input type="checkbox"/> No <input type="checkbox"/>	Frequency? to team meeting
	Security not as often	Yes <input type="checkbox"/> No <input type="checkbox"/>	Frequency?
	Are you involved in discussions about how to manage Rule #39 with security and administration?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you offer any SAMI groups? no-discussed w/ regional potentially starting in fall later in 2017			

5502 forms w/ returns  
Rule #39 tickets  
but not testing for wine  
no-one communicates over  
miss point

limited movement

Inspector: Ogonek

Facility: TOC1  
Date: 0/3

**AREA INSPECTED: RECOVERY SERVICES PROGRAM AREA**

FACILITIES				
	#	Clean? Yes No	Organized? Yes No	Comments
Offices		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Class Rooms		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<i>Additional space according to</i>
Records		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are all records stored in a locked filing cabinet? Yes <input type="checkbox"/> No <input type="checkbox"/>  <input type="checkbox"/> Observed		How often are records audited ensure they have all information required by 70-RCV-02?  <i>electr</i>		
Is the space available sufficient to perform duties?  <input checked="" type="radio"/> Yes <input type="radio"/> No		Comments:		
STAFFING and ADMINISTRATION				
List all staff working in recovery services and length of employment:				
RSA: 1	Counselors: 7	3 counsors @ camp		HIT: 0
Are there any current vacancies: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		How many? -	Length of vacancy? -	
Are contract staff utilized? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		How many? -		
Do you feel you have enough staff to meet inmate needs of service?  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Comments:		
Are inmate graduates used to facilitate programming?  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>NOT CURRENTLY</i>		How many? <i>eventually currently working @ camp too</i>	How?	
Are there any current concerns related to their performance?  Yes <input type="checkbox"/> No <input type="checkbox"/>		Comments:		

1 counselor → on PC TRD, 10P

1 mentors → 4

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

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

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

PROGRAMMING		
How many evidence-based MH programs are currently offered to inmates?	# 4	What programs? seeking safety LMR depression anger mgmt
How many additional programs offered?	# 8	What programs? 3 med -  GAB → best you 3 meditation grp
How many treatment programs have been scheduled in the past 90 days?		
How many treatment programs have been conducted in the past 90 days?		

TPM → workbooks  
LPH → gauging what needs  
} 2 or 3 can have up to 6

everyone

40 ↖  
PC → meditation in-cell  
\* seeking safety  
\* depression  
\* ACT  
  
Level 4 →  
once a wk → 8 we

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

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

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

<p>Check all formal recovery programs offered.</p>	<p><input checked="" type="checkbox"/> Treatment Readiness Program  <input checked="" type="checkbox"/> Intensive Outpatient Program  <input checked="" type="checkbox"/> Recovery Maintenance Program  <input type="checkbox"/> AOD Education Groups → 12 step study grp.  <input type="checkbox"/> Intensive Program Prison  <input type="checkbox"/> Brief Intervention Program → if had enough ppl to start cohort  <input checked="" type="checkbox"/> Continuing Care</p>				
<p>How many inmates are currently enrolled in formal treatment programming?   <i>Stagnated starting again 2 wks.</i></p>	<p>R0:  R1:  R2: 1                    9  R3: 27                    20                                    main            camp  Total Enrolled = 28   29</p>				
<p>[REDACTED]</p>	<p>Is this an Increase or Decrease since your last cohort  Is this on track to be an increase or decrease for FY 2014</p>				
<p>In FY 2016, how many inmates were enrolled in programming.</p>	<p><b>PULLED FROM FY 2016 ANNUAL REPORT</b></p>				
<p>Number of treatment groups scheduled in the past 90 days?</p>	<table border="1"> <thead> <tr> <th>main</th> <th>camp</th> </tr> </thead> <tbody> <tr> <td>7</td> <td><del>338</del> 338</td> </tr> </tbody> </table>	main	camp	7	<del>338</del> 338
main	camp				
7	<del>338</del> 338				
<p>Number of groups held in the past 90 days?</p>	<table border="1"> <tbody> <tr> <td>7</td> <td><del>338</del> 338</td> </tr> </tbody> </table>	7	<del>338</del> 338		
7	<del>338</del> 338				

May-July  
doing assessments

June/July

Inspector: ogunick

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

How many inmates in the entire institution population are assessed as:	R0: 197 R1: 65 R2: 135 R3: 439 Total # Assessed @ institution <u>837</u>		
How many inmates are on the waitlist?	R0: R1: R2: 9 R3: 28 Total Waitlisted = <u>37</u>		
How do you engage individuals on the waitlist in services, as they wait to enroll in formal programming?	AA/NA PC → provide in-cell prior		
Average monthly participation in the following ancillary programs	AA 19	NA 25	Other:
How frequently are they offered?	unt time. main 2AA/2NA @ camp		
Do you have any additional recovery services programming offered?  Yes <input type="checkbox"/> No <input type="checkbox"/>  Camp → 12 step study	How many?	How often?	Names of Programs?

RE-ENTRY PREPARATION	
How does your staff conduct outreach to family or incorporate them into recovery? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	How? as needed or requested, dont typically do wtr nurse

- family day @ camp

4 - piece of puzzle we dont address  
↳ education of family



Inspector: Jackson

Facility: TOU  
Date: \_\_\_\_\_

AREA INSPECTED: FOOD SERVICES

DINING HALL		COMMENTS			
1. What is the atmosphere of the dining hall upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>				
2. How many staff are assigned to supervise inmates in the dining hall?	1 <sup>st</sup> - <u>3-5 officers</u> 2 <sup>nd</sup> -				
3. How clean is the dining area?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	Acceptable <input type="checkbox"/>			
4. What is the temperature of the food in the serving line?	Item	Before	During	After	
KITCHEN PREP AREA (including tools and equipment)		COMMENTS			
5. How clean is kitchen area?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	Acceptable <input checked="" type="checkbox"/>	<u>Water, debris</u>		
6. Does the equipment appear to be clean?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
7. Is the quantity of the food served according to the menu?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
8. Is soap available in the inmate/staff bathroom?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
9. What is the date of last fire equipment inspection? -Extinguisher checked <input checked="" type="checkbox"/>	DATE: <u>July 2017</u>				
10. What is the date of the last two county health inspections? Did the facility pass?	DATE 1: DATE 2: Main Issues/Concerns:	PASS PASS	FAIL FAIL		
11. What are the dates of the two most recent visits from the DRC Food Service Contract Monitor?	DATE 1: DATE 2: Main Issues/Concerns:	Compliance Score: Compliance Score:			
12. How often is the cooking equipment sanitized?	<u>after each use</u>				
13. Are all chemicals secured? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
14. Are the surrounding walls, floors, and the receiving racks that hold washed meal trays clean and sanitized on a regular basis?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
15. Are there open trash containers near food preparation or dish wash areas?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				

Inspector: Jackson

Facility: JOC  
Date: \_\_\_\_\_

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

CONTRACT STAFF		COMMENTS
26. Number of contract staff on-site:	Number of staff:	Length of time at facility:
Director	1	5 months
Assistant Director	1	1 month
Manager/Coordinator	3 Leads	1 year - 2 years
Contract Workers	7	New (Average)
Total contract staff	12	
27. Reason(s) for contract staff turnover?	40-45 contract workers before recent hires some for inappropriate / establishing relationships	

Inspector: Jachoo

Facility: TOC1  
Date: \_\_\_\_\_

INMATE WORKERS and INCENTIVE PROGRAM(S)		COMMENTS
28. How many inmate workers are assigned to the food services department	87	
29. Are incentive programs offered to increase inmate participation?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
30. How are inmates selected to work in food service?		
31. What is the monthly wage? <del>\$21</del> (Incentive is available)		
32. Do inmates receive performance evaluations?	YES <input checked="" type="radio"/> NO <input type="radio"/>	→ Every 6 months
Are raises available for good performance?	YES <input type="radio"/> NO <input type="radio"/>	
33. Are all inmate workers trained regarding proper hygiene? -Forms observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
34. Are all inmate workers trained on proper handling of equipment? -Forms observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
35. Are all inmate workers and staff wearing hair nets and gloves?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
36. How many inmates participate in the program(s)?		
37. How many inmates do you currently have in the IN-2-Work program?		
38. Number of recent graduates from the IN-2-Work program? <sup>7</sup> Graduation in August 2017 15-17 inmates		

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

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

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

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

STAFF AND INMATE CONCERNS	YES	NO	COMMENTS
42. Have there been any recent concerns regarding inmate health issues due to food? Are 72-hour test trays used?	YES	<input checked="" type="radio"/> NO	
43. Is a kite log maintained?	<input checked="" type="radio"/> YES	NO	
Inmates' biggest concern(s)? -Log observed <input checked="" type="checkbox"/>			Asking for a job
44. Contract staff biggest concerns?			None
45. Number of delayed servings in last 12 months?			N/A
46. Number of inadequate substitutions made in last 12 months?			N/A

EXECUTIVE STAFF ROUNDS												
STAFF	DATE	IN	OUT	DATE	IN	OUT	DATE	IN	OUT	DATE	IN	OUT
Warden	6-29	5:40	5:55									
DWO	6-5	11:45	—	6-7	9:13	2						
DWSS	6-2	10:40	11:37	6-4	4:41	5:33	6-5	11:38	11:40	6-6	2:14	—
BM												
IIS	6-14	11:01	11:17									

ADDITIONAL COMMENTS:

June 1-30 2017

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

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

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

**AREA INSPECTED: RECREATION**

ACCESS TO RECREATION	COMMENTS
<p>1. Example of typical recreation/yard schedule: (request copy of schedule**)</p> <p><i>recreation staff — ∅ no one available</i></p> <p>Morning hours: ____:____ - ____:____</p> <p>Afternoon hours: ____:____ - ____:____</p> <p>Evening hours: ____:____ - ____:____</p>	
<p>2. How many hours per day are inmates permitted to recreate?</p>	
<p>3. How many inmates/housing units are permitted to recreate at any one time?</p>	<p><i>PC → <del>all</del> 2 time periods down by block</i>  <i>Wet → down by side A, <del>B</del> C</i>  <i>B → down by range</i></p>
<p>4. How frequently is recreation shut down due to staffing/unexpected issues?</p>	<p>Rarely <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Sometimes (2-3 times per week) <input type="checkbox"/></p> <p>Frequently (3+ times per week) <input type="checkbox"/></p>
<p>5. Was recreation shut-down last week?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No      How many times? <i>hospital trip</i></p>
<p>6. Check shift captain's report- how many times was recreation shut-down in prior month?</p>	
<p>7. Describe any obstacles to inmate access to recreation:</p>	
<p>8. What activities do you provide for inmates when recreation is shut-down?</p>	
<p>9. Where are activities posted for inmate information?</p>	
<p>10. What types of music programs are available?</p>	<p>Describe:  <i>not open (guitar strings came up missing)</i>  <i>at least 6 months</i></p>
<p>11. What types of art programs are available?</p>	<p>Describe:</p>

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

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

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

12. Are activities available to all inmates, including those with disabilities?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Types: no + games
<b>FACILITIES</b>		<b>COMMENTS</b>
13. Does recreation equipment appear to be clean and in good working order?	YES NO	
14. What equipment is in need of maintenance?		
15. How many staff are assigned to supervise inmates?	2 → 1 for institution 1 for death row (if they ever come)	
16. How many non-correctional officers work in the recreation department?	2 officers - occasionally extras	
17. How many inmate program assistants are assigned to the recreation department?		
<b>VARIETY/SELECTION OF ACTIVITIES</b>		<b>COMMENTS</b>
18. How often are new activities introduced?	no activities currently going only thru run by in-	
19. What are examples of unique/innovative recreational opportunities provided at this institution?	N/A	
20. What inmate-led recreation programs are available at this institution (ex. aerobics, Zumba, Yoga)?	N/A → all activities run	
21. What incentive-based health/wellness programs are provided at this institution (ex. Biggest Loser competition)?		
22. How often is the selection of movies rotated? _____	Number of movies in rotation: ____	

*no recreation staff @ 1 year*

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

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

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

Physical Activities	Level 3
Aerobics	
Basketball Outside Team	
Basketball Intramural	
Bocciball	
Bowling (Rubberized Balls)	
Bean Bag Toss	
**Dodgeball	
Exercise Bicycles	
*Fast/Slow Pitch Softball	
Football Flag	
Frisbee	
Handball	
Horse Shoes	
Jogging	
Kickball	
Pickleball	
Racquetball	
Soccer Intramural	
Softball Intramural	
Softball Outside Teams	
Track and Field	
Track & Field Outside Teams	
Volleyball	
Volleyball Outside Teams	
Wellness Programs	
Yoga	

*- no programming*  
*- ~~no~~ no*  
*rec equipment not*  
*- activity non-existent*

Cultural/Arts	Level 3	Frequency	Not by Rec. Dept.
Cultural Ethnic Events			
Crafts			
Dance Performance			
Holiday Shows			
Institutional Bands			
Sign Language			
Talent Shows			
Theater			

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

AREA INSPECTED: INMATE GRIEVANCE PROCEDURE

Mr. Burkhead

ACCESS		
1. How often do you perform rounds of the housing units? <input type="checkbox"/> Employee sign-in logs rev'd		What issues have been noted recently? yes
2. Do you target any specific areas for rounds?		Which? Units / Food Service @ commissary, JRD, Maintenance Units, Medical, MH
3. Do you hold open office hours? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Frequency? Make rounds	How do inmates access?
4. What methods are used to educate inmates on the IGP at this facility? How do you educate inmates fluent in other languages besides English?	Verbally Orientation	
5. What methods are used to educate staff on the IGP?	Orientation	
6. Do you provide the grievance procedure in the inmate handbook?	Request a copy of the inmate handbook. Are they printed through the OPI shop? yes	
7. Are any inmates on grievance restriction? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Cause? Just had one come off	
RESPONSE TIMELINESS		
8. What percentage of informal complaint responses were untimely last year?	390	Reasons for untimely responses? →
9. What steps do you take to reduce untimely informal complaints?	working w/ staff	
10. Do you report staff who frequently fail to respond timely? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	How?	Recently wrote an Incident Report
11. Are there lock boxes for kites and other inmate communication?	Who has access for entry of the lock boxes?	How many and where are they located? yes - Meilrou



<p>12. Do you keep a kite log?  <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Interview, RIB                  Appeals                  KLOGS</p>	<p>What issues relayed?                  Int. Claims, Account                  Property, Legal Kit</p>
<p>13. Top three grievances filed for 2016? Copy of report 2016.</p>	<p>Mail</p>	<p>Area(s) of concern?                  Property, Medical, Support</p>
<p>14. How many grievances resulted in a report to the Warden?</p>		<p>Area(s) of concern?</p>
<p><b>OVERSIGHT AND ACCOUNTABILITY</b></p>		
<p>15. What is the area of most frequent complaint by inmates?</p>	<p>Property</p>	<p>Steps to reduce?                  working to reduce claims</p>
<p>16. How frequently do executive staff discuss areas of concern? (ie. Meetings, trainings, etc.)</p>	<p>DEPT level                  exec. staff mtg / meetings</p>	<p>How?                  Qc - meetings</p>
<p>17. What specific actions, if any, have been taken as a result of the executive staff meetings?</p>	<p>will be doing</p>	<p>IA-service</p>
<p>18. What areas have you specifically inspected within the past 90 days?  <input checked="" type="checkbox"/> IIS Activity Report Rev'd</p>	<p>Reviewed</p>	<p>Discrepancies in policy/practice?</p>
<p>19. What areas of the institution have you worked with staff to improve?</p>		<p>How?                  Food Service &gt; Answering Complaints</p>
<p>20. How many complaints regarding staff retaliation for use of the IGP have you received in the past year?</p>	<p>see info.</p>	<p>Substantiated?</p>
<p>21. How do you ensure that inmates are not retaliated against for using the IGP?</p>	<p>Reports, &amp; remaining efforts w/ staff</p>	
<p>22. Do you track the staff who are the most frequent subjects of inmate complaints?                  Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p>	<p>Frequency?</p>	<p>What do you do with the information?                  better Monitor                  Report w/ evidence</p>

23. Explain how complaints of Inappropriate Supervision are addressed?	Monitor Process
24. What oversight, if any, do you provide regarding the quality of responses to ICRs?	Discuss w/ staff & Supervisors
25. What suggestions do you have for how to improve the grievance procedure?	Oversight / IPAY / training In Service with: →
26. What suggestions do you have for how to improve/enhance the Inspector's role in a prison?	IPAY / oversight
27. What methods do you utilize to enhance Inmate's perception of the grievance procedure and their use of the grievance procedure?	open mind
28. How would you describe inmate's comfort level with voicing complaints and the use of the grievance procedure?	Disenfranchised Responses
29. How do you ensure inmates understand the responses provided on grievances filed?	

- ① Property
- ② Medical
- ③ Supervision

248 grievances 2017  
Medical

AREA INSPECTED: TPU

		COMMENTS
1. Inmate Count Tracking Mechanism/Roster	<input checked="" type="checkbox"/>	
2. How many cells have more than two inmates?		
3. How many inmates are in segregation for refusal to lock due to safety concerns?		
4. What is the atmosphere of the unit upon entrance?		Noisy, loud
<b>FACILITIES</b>		
5. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. How clean are hallways/rec areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
7. How often are inmates allowed to clean their cells/ toilets, sinks?		Saturday + Sunday
8. How many of the following are inoperative?	Toilets - 4 Sinks - 0 Showers - 0	Work order? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
9. How quickly are maintenance work orders completed?		Not sure
10. How clean are shower facilities?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
11. How often are shower facilities cleaned?	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
12. How clean are crisis cells? # of crisis cells <u>2</u>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
14. What recreation equipment or space is available?  Sanitation issues? Y <input type="checkbox"/> N <input type="checkbox"/>		Indoor Rec Cages - 6 ↳ South, West, East Outdoor Rec Cages - (800) Pull-up / Dips Look like Bird Cages

CELL SECURITY CHECK		
15. How many of the following: - Cell window obstructed <u>none</u> Cell door window obstructed <u>none</u> - Towel on floor <u>very few</u> Material in lock _____ - Inappropriate pictures _____      Material in cuff port _____ - Clotheslines <u>none</u> Graffiti <u>none</u>		
STAFF ACCOUNTABILITY		
16. Are appropriate cleaning materials in locked container and at least half full? - Match inventory <input checked="" type="checkbox"/> - Container checked <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
17. How many officers are on duty per shift?	1 <sup>st</sup> - 3 + 1 2 <sup>nd</sup> - 3 3 <sup>rd</sup> - 2	
18. Are officers performing security checks at staggered 30 min intervals? -Log observed <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	
19. Are individual log sheets maintained and up to date? -Log observed <input type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
20. How often are medical rounds conducted? -Log observed <input checked="" type="checkbox"/>		
21. How often are mental health rounds conducted? -Log observed <input type="checkbox"/>		Dates in log book:
22. How frequently do uses of force occur in the segregation unit?	What were the circumstances of the last use of force?	
23. How frequently is meal/food loaf used in the segregation unit?	What were the circumstances of the last time that meal/food loaf was given?	
24. How frequently do inmates flood the range or otherwise cause a disturbance?	What were the circumstances of the last time?	
ACCESS TO CIIC, PROGRAMS, STAFF		
25. Is the current CIIC memo posted?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
26. Describe inmates' access to the library: <u>Book Cart</u>	Bookcase? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Dates in log book:



AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: LPH D142

Inmate Count: 25

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

ACCESS TO CIIC, PROGRAMS, STAFF												
13. Are the following posted?				<input checked="" type="checkbox"/> Y		<input type="checkbox"/> N						
-CIIC Memo				<input checked="" type="checkbox"/> Y		<input type="checkbox"/> N						
-Prison Rape Elimination Act				<input checked="" type="checkbox"/> Y		<input type="checkbox"/> N						
-Program Information				<input checked="" type="checkbox"/> Y		<input type="checkbox"/> N						
-Staff Photos				<input checked="" type="checkbox"/> Y		<input checked="" type="checkbox"/> N						
-Inmate Grievance Procedure				<input type="checkbox"/> Y		<input checked="" type="checkbox"/> N						
-Evacuation Plan				<input checked="" type="checkbox"/> Y		<input type="checkbox"/> N						
14. Are the following forms in stock on the unit?				<input checked="" type="checkbox"/> Kites								
				<input checked="" type="checkbox"/> ICRs								
				<input checked="" type="checkbox"/> HSRs								
STAFF ROUNDS												
Date: 5-17 - 5-30-17												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	5-3	12:21	10:30	5-3	6:02	6:09	5-16	11:50	11:56			
DWO	5-2	10:45	10:50	5-9	6:09	6:14	5-16	11:50	11:56			
DWSS	5-9	3:00	3:20	5-16	11:50	11:56						
IIS												
UMC	5-2	7:25	7:34	5-16	11:50	11:56	5-31	4:30	4:39			
Major	5-16	11:50	11:56	5-24	3:00	—						
<p>ADDITIONAL COMMENTS (including inmate communication):</p> <p>3 Benches</p> <p>2 tables w/ attached seats (4)</p> <p>Book Shelf</p> <p>Iron / Dinning Board</p>												

Facility: TOCI

Date: 8/1/17

**AREA INSPECTED: LIBRARY/LAW LIBRARY**

FACILITIES	
1. Does the area appear to be clean and well-maintained? <input checked="" type="radio"/> YES <input type="radio"/> NO	Describe library facilities: (books) <u>50/50</u> <u>clean/organized</u>
2. What is the seating capacity in the library? <u>100</u>	<u>50/50</u> chairs <u>50</u> tables
3. Is there a limit on the number of inmates who may use the library at one time? <input checked="" type="radio"/> YES <input type="radio"/> NO	Cap/limit #: <u>Seating Capacity</u> Rationale:
4. Total number of materials in library: *request copy of most recent monthly report <u>See Report</u>	Date: _____ What types of materials does this include?
5. How many subscriptions are maintained for magazines <u>415</u> newspapers <u>Periodicals</u>	How are they selected? <u>Usage</u> <u>Kites, Request</u>
6. Are there any other media alternatives? <u>Yes - CDs</u>	
7. How often are new materials added to the library? <u>6 mths</u>	What are your sources for new library materials? <u>As needed</u> <u>Internet</u> <u>Buy</u>
8. How many computers/typewriters are available for inmates' use? total # of PCs <u>12</u> # LexisNexus # Word Processor # Reentry typewriters	How many are inoperable currently? <u>2</u> Have work orders been submitted? <u>Yes</u> <u>2 Reentry Computers - both not working</u>
9. How many inmate workers are assigned to the library/law library? <u>1 worker (AAs)</u> <u>1 volunteer</u>	total # of workers # of law clerks # of volunteers <u>3 circulation, 4 typing, 3 ethics, 2 reentry</u> <u>200 legal books</u>
10. Do you have any post-secondary educational materials? <input checked="" type="radio"/> YES <input type="radio"/> NO	Describe: <u>Legal</u>
11. Do you have a specific ethnic/urban section within your library? <input checked="" type="radio"/> YES <input type="radio"/> NO	Describe: <u>Fiction / Africa America</u> <u>Hispanic</u>
12. Do you have a specific foreign language section within your library? <input checked="" type="radio"/> YES <input type="radio"/> NO	Describe: <u>French</u> <u>Italian</u> <u>Spanish</u>
ACCESS	
*Request copy of library schedule	13. What is the average amount of time that an inmate has to use the library per week?
14. How do you ensure new inmates are aware of how to use the library?	

Easy Reader  
Large Print

Just hired Asst. Librarian



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

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

<p>15. When was your last library advisory committee meeting held and who attended? Review copy of minutes.</p>	<p><i>None</i></p>
<p>16. What is the most frequent use of the library by the inmates?</p>	<p>17. What complaints have inmates relayed regarding access to library?</p>
<p>18. How often do you go to TPU units?</p>	<p>19. How do you ensure all inmates in segregation have their desired library materials?</p>
<p>20. How are policies maintained in the segregation unit for inmates to review?</p>	<p>21. Who maintains the policies in segregation?</p>
<p>22. Do you offer any special programs or unique initiatives for the inmate population? - i.e.: book clubs, literature circles, tracking inmate interests, specialty programs</p>	<p>None <i>(illegible)</i></p>
<p><b>LEGAL/LAW LIBRARY AREA</b></p>	
<p>23. What complaints have inmates relayed regarding access to legal materials?</p>	<p>24. How are inmate workers trained to work in the law library?</p>
<p><b>REENTRY</b></p>	
<p>25. Do you have a specific section of the library dedicated to reentry? YES NO</p>	<p>What materials are located there?  <input type="checkbox"/> : Resume, cover letter prep  <input type="checkbox"/> : Employment, job searches  <input type="checkbox"/> : Vocational education (apprenticeships)  <input type="checkbox"/> : Other, _____</p>
<p>26. Does your institution have satellite libraries?</p>	<p>27. Where are the satellite libraries located?</p>
<p>28. What improvements would you like to make to the library's Reentry Resource Center?</p>	<p>29. How are inmates able to access resumes before leaving?</p>
<p>30. Ask Inmates: One positive aspect of library?</p>	<p>31. Ask Inmates: One negative aspect of library? How can services be improved?</p>
<p>32. Do you have the most recent CIIC inspection report? Where is it?</p>	

*Intertodid / Buy Materials - Newspapers Magazines*

Facility: (Toledo)

Date: 8/3/17

PRINCIPAL INTERVIEW (Angele)

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

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

*ms. Meeks*

EDUCATIONAL ADMINISTRATOR INTERVIEW

STUDENT POPULATION and ACCESS	
5. Current educational staff	1 Principal; 1 Assistant Principal Teachers <u>3</u> Academic, <u>1</u> C-T, ___ AJT, ___ etc.) 1 Guidance Counselor 1 Educational Specialist 1 Intervention Specialists 1 Other: <u>Title 1</u> 1 Other: <u>Spec. Ed.</u>
6. Current vacancies ( <u>1</u> total)	Positions: <u>Area Tech - Computer Repairs (pc → 10 to 1)</u>
7. What is the average or approximate student/teacher ratio?	Academic ___ Career/Tech ___ Other ___ GED: <u>25 to 1</u> PUGED: <u>20 to 1</u> ABLE: <u>15 to 1</u>
8. Number certified inmate tutors?	Academic <u>4</u> Career/Tech ___ Other ___
9. Are there plans to expand the training/use of certified inmate tutors in delivering education?	<u>2 more</u>
10. What initiatives have been implemented to increase access to educational programs and/or increase GED attainment?	<u>tutor training quarterly - off jobs</u> <u>GED readiness Graduation &amp; (families come in), GED in increments</u> <u>GED increase success</u> <u>Test 2 couple times a month / Short-time Tutorials</u>
11. Describe education delivery to segregation (to assure delivery no later than 60 days after segregation placements, per Policy 57-EDU-02.)	11a. What tracking system do you use to assure that segregation inmates are receiving educational programming? <u>Weekly</u> <u>Title 1</u> <u>Ms. Meeks Sig Students</u> <u>Post track</u> <u>work to them</u>

*(GED GED Readiness)*

STAFF PROFESSIONAL DEVELOPMENT

12. Describe opportunities and support for staff professional development:	<ul style="list-style-type: none"> <li>Membership in association, trade, or professional group</li> <li>Attendance at association, trade, professional conferences</li> <li>Tuition support for continuing education or development</li> </ul>
13. Describe opportunities for internal evaluation and improvement:	<ul style="list-style-type: none"> <li>Principal evaluation of teachers</li> <li>Informal peer teacher feedback</li> </ul>

*Conferences / Evaluations*

*Formal Observations*  
*Informal " "*

Facility: Steno

Date: 8/3/17

INSTITUTIONAL NEEDS ASSESSMENT	
14. Date of last annual institutional needs assessment: <u>12/2016</u> <small>*Request copy</small>	15. What positives, negatives, or other 'take away' findings emerged? <u>High rates surveys / good teachers</u>
SPECIALIZED EDUCATIONAL PROGRAMMING	
16. What educational programming does your institution offer? <input checked="" type="checkbox"/> Pre-GED <input checked="" type="checkbox"/> GED <input checked="" type="checkbox"/> ABE <input type="checkbox"/> Literacy <input checked="" type="checkbox"/> Special Education Does your institution offer any of the following specialized educational programs: <input checked="" type="checkbox"/> Vocational Programs (career-tech, career enhancement): <u>APS</u> <input type="checkbox"/> Advanced Job Training (college courses): _____ <input checked="" type="checkbox"/> Apprenticeship Programs: <u>Stitching, Mint Repair, Animal Trainer, Plumber, Dentist</u> <input checked="" type="checkbox"/> Title 1 (for educationally disadvantaged under 21 years) <input checked="" type="checkbox"/> Transitional Education Program (TEP) <u>(need instructor)</u> <input checked="" type="checkbox"/> Education Intensive Prison Program (EIPP) Are there any additional specialized educational programs available? _____	
INSTRUCTIONAL MATERIALS and TECHNOLOGY	
17. Overall, are instructional materials provided to every student?	<input checked="" type="radio"/> YES <input type="radio"/> NO
18. Describe inmate student use of technology, if any. <u>Call Lab, Library, Handout</u>	Academic - <u>Algebra, New Math</u> Career / Tech - <u>Hill</u> Other - <u>new</u>
19. To what degree is all technology currently working? <u>Rec'd - computers</u>	Are repairs pending? <u>All 15 in Pil/ab</u>
20. What additional technology is planned? <u>Projectors, whiteboards</u>	<u>working</u>
<b>OVERALL</b>	
21. Who maintains the children's reading room in visitation? <u>Looking for offender</u>	22. How many documented hours are reported for reading room utilization? <input type="checkbox"/> Review report <u>Revising the Sept</u>
23. Overall, how well is the institution providing inmates with academic instruction and preparing them to take the GED? <u>great</u>	
24. What are you particularly proud of in terms of education at your facility? <u>STAFF care</u> <u>How skill</u> <u>work well w/ students in helping the</u>	
25. What are the biggest challenges confronting academic instruction? <u>?</u>	<u>Pulling Educator off line</u> <u>4K-PE</u>

Additional Comments: Trying to get Ms. Mearns projects  
Deputy Warden & Warden Support

Unit Management Chief (UMC) Reentry Interview Questions

Facility: Toledo  
Date: 8/3/17

CLASSIFICATION REVIEWS	
1. Regarding inmate <b>classification reviews</b> : What <i>percent of the total inmate population</i> is shown on the <u>Due/Past Due Reports</u> (for classification reviews)?  [DOTS ... GRMEN... <u>print</u> full report (several pages) and <u>print</u> past due report (one page)]	Number inmates on Past Due Report: <u>2</u> # More than one month Past Due: <u>1</u> #  Reasons for overdue reviews: <u>It's Done</u> <u>But won't change in Spain</u>
PURPOSEFUL ACTIVITIES	
2. How would you rate the level of inmate access to purposeful activities at this institution?  <input type="checkbox"/> Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve	
3. What types of purposeful activities are available at this institution? <input type="checkbox"/> Education/Academic/Vocational/College <input checked="" type="checkbox"/> Unit programs <input checked="" type="checkbox"/> Community service <input checked="" type="checkbox"/> Inmate-led groups <input type="checkbox"/> Mental health/recovery programs <input checked="" type="checkbox"/> Religious programs <input type="checkbox"/> Other (please list): <u>Library</u> <u>Recreation</u> <u>Fantasy Prize Arts Program</u> <u>Handball Tournament</u> <u>Tournaments</u>	
4. Collectively, what are the <b>barriers to access</b> to purposeful activities and reentry programming at your institution?	<u>Various security levels</u>
5. Have you completed your most recent (January 20, YEAR) <b>Needs Assessment Survey</b> ? <u>Yes</u> <input checked="" type="checkbox"/> <u>No</u> <input type="checkbox"/>	Please print and provide a copy of your most recent <b>Needs and Staffing Assessment for Social Services Programs</b> (per DRC Policy 71-SOC-10)
CONTACT WITH COMMUNITY	
6. What does the institution do to promote inmate communication with family, friends and the community? <u>Back to School w/ Dad, Inmate</u>	<u>Conductions, email JPAs, video visits</u> <u>Visitation - 7 days a week, Mail, Allow</u>
7. What <b>barriers</b> exist to inmates <b>communicating</b> with family, friends, or the <b>community</b> at this institution?	<u>M/A - Visitation - 7 days helps</u>
8. Do you have a reentry coalition and how active is your local reentry coalition? <u>Board</u> <u>every other month</u> <u>Very Active</u>	11a. When was the last meeting? <u>1st Wednesday of every month</u> <u>11/01 - offsite in Prison</u>
9. What other county reentry coalition meetings do you attend? <u>Area Mgrs</u> <u>Unit Mgrs</u> <u>Citizen Circle - Lucas County, Wood County</u>	What information do you take away from these meetings and what do you do with the information? <u>Information</u>
10. Describe the level of in-reach from local community service providers or agencies. <u>Great</u>	Request number of current active volunteers (report from DOTS) <u>135</u>  What areas do the volunteers work in? <ul style="list-style-type: none"> <li>• Religious services</li> <li>• Bait</li> <li>• Reentry</li> <li>• MH</li> </ul>

<p>11b. How many community service projects do you have going at this time? Get a list.</p>	<p>• How many community service hours for 2016?</p> <p>See attached (86,309)</p>
<p>12. When was your last job fair?</p> <p>(NAME of Greater Ohio) (Ohio MH Services) 4-25-17</p> <p>Social Security, APAA</p>	<p>13a. What groups/agencies/providers attended? <i>etc</i></p> <p>JPSK/Reentry (JFS), Religious Support</p> <p>Get a list of all agencies) UMACOP, Goodwill BMH, Recovery</p> <p>13b. how many inmate participants did you have? <i>Ridge Project</i></p> <p>Empowered for Excellence, Approx 200</p>
<p>14. Do you have any suggestions for how to increase community contact and/or in-reach?</p>	<p>Community Activities</p> <p>What Communities Are Doing</p>
<p><b>REENTRY</b></p>	
<p>15. What are positive activities/actions that this institution has implemented to prepare inmates for a successful reentry?</p>	<p>Hand</p> <p>Restructured the way they do Case Mgt. (UME Areas) Review's Case Areas before Inmate Release</p> <p>• Release Checklist</p> <p>• Case Area</p> <p>Baldwin</p>
<p>16. Do you have any unique opportunities or programs for familial engagement?</p>	<p>Dad &amp; I</p> <p>Production</p> <p>Family groups</p> <p>Reentry program - Inmate at Deb</p>
<p>17. Does every inmate have the opportunity to be involved in a reentry program (unit programs, education, etc) prior to release?</p>	<p>Please describe your tracking system and documentation used for monitoring inmates placed into recommended programs.</p> <p>yes → Monthly Report</p>
<p>18. What reentry programs are offered for inmates at this facility?</p>	<p>(see attached table for Program requested documentation)</p>
<p>19. Who facilitates these programs?</p>	<p>How many reentry programs are ran in a year?</p> <p>twice/year</p> <p>Reentry essential - 1/year</p>
<p>20. What channels of communication or distribution of information are used to make reentry resources known to inmates?</p>	<p>What new and additional programs, information, or resources do you feel are needed to provide reentry assistance to inmates?</p> <p>POST &amp; Put on IP&amp;S</p>
<p>21. <b>TRANSITIONAL RELEASE PLAN (TR PLAN):</b> What percentage of all inmates within 60 days of their release date</p>	<p>22. What accountability system is in place to oversee the completion of each item or service on the RPLAN per inmate?</p>

Case Source (NAME of Greater Ohio) STAFF they have to go through TRAINING

<p>have all documents received or provided per their individual OTRP (F4443) form? [RPLAN screen in DOTS portal]</p> <hr/> <p>Documents or services include:</p> <ul style="list-style-type: none"> <li>• Copy of DD214</li> <li>• Social Security Card</li> <li>• Birth Certificate</li> <li>• Driver's License</li> <li>• Other:</li> <li>• Transportation</li> <li>• Reentry Resource Guide</li> <li>• Institution Job History</li> <li>• Housing Plan</li> <li>• S.T.R.I.V.E.</li> <li>• A.P.A. Workshop</li> <li>• SSA Screening</li> <li>• Community Linkage Package</li> <li>• Medicaid Application</li> <li>• PASRR Nursing Home</li> <li>• Career Passport to Forwarding Address</li> <li>• Recovery Service Discharge &amp; Prognosis</li> <li>• Ohio Benefit Bank Registration</li> </ul>	<p><b>For example:</b></p> <p>* UMC <b>filtering a list</b> of 60-day, 30-day inmates <b>on the 1<sup>st</sup> of each month</b> and distributing to each Case Mgr for interaction/completion.</p> <p>* Required <b>date-driven checkpoint meetings</b> at 120, 90, 60, or 30 days between Case Mgr and inmates)?</p> <p>* Unit Management <b>"tracking board"</b> that is updated weekly for remaining tasks per inmate w/ less than one week.</p> <p>*Other:</p> <p>*Other:</p> <p style="font-size: 2em; font-family: cursive;">Checked</p>
--	--

**SUMMARY AND RECOMMENDATIONS**

<p>23. Overall, how well do you feel that the institution has prepared inmates for post-release reentry?</p>	<p><input type="checkbox"/> Exceptional If exceptional, why?</p> <p><input checked="" type="checkbox"/> Good</p> <p><input type="checkbox"/> Acceptable</p> <p><input type="checkbox"/> In need of improvement If in need, why?</p>
<p>24. How could this institution better prepare all inmates for reentry?</p>	<p style="font-size: 1.5em; font-family: cursive;">Checks &amp; before US Checklist - Asst. w/ that process Reentry Bandwidth helps</p>
<p>25. Current Staffing:</p> <p><u>17</u> CM (1 PM Admin helper)</p> <p><u>4</u> UM</p> <p><u>6</u> Sgt.s (correctional counselors)</p> <p><u>3</u> Professional Administrative 1's</p> <p>Describe communication between security staff and unit staff.</p>	<p>How many vacancies?</p> <p>• (1) Case Mgr will be <del>retiring</del> <sup>Retiring</sup> on the 31<sup>st</sup></p> <p>• (1) Admin one out here</p> <p style="font-size: 1.5em; font-family: cursive;">Great Communicated</p>
<p>26. Request list of additional unit-based activities or purposeful activities available to the inmate population?</p>	<p style="font-size: 1.5em; font-family: cursive;">JFS Benefits received</p> <p>• Help: them to fill out paperwork before leaving</p> <p>• Have ALSO Agencies come in</p> <p>• Active/Valid Information</p>

27. Who is your reentry coordinator?	
Additional comments: <i>Resume</i>	

Current Programs

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

FY 2016 Completions

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

- Review tracking method for the programs.

*o Franklin County Commissioner B...*  
*o TEP Program*  
*o Library*

## E. ENDNOTES

- <sup>i</sup> Ohio Department of Rehabilitation and Correction, Toledo Correctional Institution website. Accessed at <http://www.drc.ohio.gov/toci>
- <sup>ii</sup> Toledo Correctional Institution Fiscal Year 2017 Budget Status Reports. Provided August 3, 2017
- <sup>iii</sup> Commission on Accreditation for Corrections. Standards Compliance Accreditation Audit. June 5-7, 2017. p.3.
- <sup>iv</sup> Ohio Department of Rehabilitation and Correction, "Institution Counts: TOCI," provided on August 1, 2017.
- <sup>v</sup> Ibid.
- <sup>vi</sup> Ohio Department of Rehabilitation and Correction. Accessed at <http://www.drc.ohio.gov/reports/staffing>
- <sup>vii</sup> Commission on Accreditation for Corrections. p.19.
- <sup>viii</sup> Bureau of Internal Audits and Standards Compliance, Full Internal Management Audit for Toledo Correctional Institution, April 18-20, 2017.
- <sup>ix</sup> Ibid.
- <sup>x</sup> Significant Incident Summary reports provided by the Toledo Correctional Institution for the following period: January 2016 – December 2016.
- <sup>xi</sup> Significant Incident Summary reports provided by the Toledo Correctional Institution for the following period: January 2015 – December 2015.
- <sup>xii</sup> Significant Incident Summary reports provided by the Toledo Correctional Institution for the following period: January 2016 – December 2016.
- <sup>xiii</sup> Significant Incident Summary reports provided by the Toledo Correctional Institution for the following period: January 2015 – December 2015.
- <sup>xiv</sup> Serious Misconduct in DRC Prisons, 2017 Annual Report, Ohio Department of Rehabilitation and Correction, received August 1, 2017.
- <sup>xv</sup> Ibid.
- <sup>xvi</sup> Ibid.
- <sup>xvii</sup> Ibid.
- <sup>xviii</sup> Significant Incident Summary reports provided by the Toledo Correctional Institution for the following period: January 2016 – December 2016.
- <sup>xix</sup> Significant Incident Summary reports provided by the Toledo Correctional Institution for the following period: January 2015 – December 2015.
- <sup>xx</sup> Information provided by the Toledo Correctional Institution during inspection.
- <sup>xxi</sup> Information provided by the Department of Rehabilitation and Correction, February 21, 2017.
- <sup>xxii</sup> Ibid.
- <sup>xxiii</sup> Ibid.
- <sup>xxiv</sup> Toledo Correctional Institution, staff interviews and survey results, August 1-2, 2017.
- <sup>xxv</sup> Ibid.
- <sup>xxvi</sup> Serious Misconduct in DRC Prisons, 2017 Annual Report, Ohio Department of Rehabilitation and Correction, received August 1, 2017.
- <sup>xxvii</sup> PREA Audit: Auditor's Summary Report Adult Prisons and Jails. Accessed at [http://www.drc.ohio.gov/Portals/0/PREA/2017%20Reports/PRISON%20%20JAILS%20AUDITORFINAL%20Report\\_ToledoCI%202017F.pdf?ver=2017-07-27-083601-040](http://www.drc.ohio.gov/Portals/0/PREA/2017%20Reports/PRISON%20%20JAILS%20AUDITORFINAL%20Report_ToledoCI%202017F.pdf?ver=2017-07-27-083601-040).
- <sup>xxviii</sup> Daily Food Service Evaluation, Toledo Correctional Institution, August 1, 2017.
- <sup>xxix</sup> Toledo Correctional Institution, staff communication, August 1, 2017.
- <sup>xxx</sup> Ibid.
- <sup>xxxi</sup> Ibid.
- <sup>xxxii</sup> Ibid.
- <sup>xxxiii</sup> Ibid.
- <sup>xxxiv</sup> Toledo Correctional Institution Aramark Contract Staff, August 1, 2017.
- <sup>xxxv</sup> Toledo Correctional Institution Correctional Employee Sign-in log, June 2017. Reviewed on August 1, 2017.
- <sup>xxxvi</sup> State of Ohio Standard Inspection Report, Toledo Correctional Institution. Conducted on February 10, 2017.
- <sup>xxxvii</sup> Toledo Correctional Institution Inspection Overview by the DRC Food Service Contract Monitor, conducted on July 11, 2017.



- 
- xxxviii Ibid.
  - xxxix Toledo Correctional Institution, TPU Bed Roster, provided on July 18, 2017.
  - xl Ibid.
  - xli Ibid.
  - xlii Ibid.
  - xliii Toledo Correctional Institution, staff communication, August 1 and 3, 2017.
  - xliv Toledo Correctional Institution, staff communication, August 1 and 3, 2017.
  - xlv Toledo Restrictive Housing Data, Toledo Correctional Institution, August 1, 2017.
  - xlvi Ibid.
  - xlvii Toledo Correctional Institution, Limited privilege unit tracking system, August 1, 2017.
  - xlviii Ibid.
  - xlix Ibid.
  - l Toledo Correctional Institution Fiscal Year 2016, 2017, and 2018 Budget Status Reports. Provided August 3, 2017.
  - li Ibid.
  - lii Department of Rehabilitation and Correction Office of Acquisition and Contract Compliance Fiscal Audits Section, Toledo Correctional Institution Report of Audit, All funds: May 1, 2015 through October 31, 2016. Audit conducted November 14, 2016 through November 16, 2016. Report Finalized on April 28, 2017.
  - liii Ibid.
  - liiv Toledo Correctional Institution, staff communication, August 1 and 3, 2017.
  - liv Toledo Correctional Institution Property Reimbursements CY 2016 and CY 2017, provided by staff, June 2017.
  - lvi Ibid.
  - lvii Toledo Correctional Institution Correctional Institution, staff communication, August 1 and 3, 2017.
  - lviii Ibid.
  - lix Toledo Correctional Institution Correctional Institution, staff communication, August 1 and 3, 2017.
  - lx DRC Monthly Fact Sheet, August 2017, retrieved from: <http://www.drc.ohio.gov/reports/staffing>.
  - lxi Toledo Correctional Institution Correctional Institution, staff interviews conducted August 3, 2017, 2017.
  - lxii Toledo Correctional Institution Correctional Institution, staff survey results, August 1 and 3, 2017.
  - lxiii Ibid.
  - lxiv CY 2016 DRC Performance Evaluations, Toledo Correctional Institution Correctional Institution, provided by staff on August 1 and 3, 2017.
  - lxv Ibid.
  - lxvi Toledo Correctional Institution Correctional Institution, FY 2016 Training Data provided on August 1 and 3, 2017.
  - lxvii Toledo Correctional Institution Correctional Institution, staff communication, August 1 and 3, 2017.
  - lxviii Toledo Correctional Institution Correctional Institution Vacancy information provided by staff, provided August 1 and 3, 2017.
  - lxix Toledo Correctional Institution Personnel Data, provide by staff on August 1 and 3, 2017.