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# Grafton Correctional Institution

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**September 19, 2011  
September 20, 2011  
September 26, 2011**

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**Carol Robison,  
Report Coordinator**

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

**SECTION I. INSPECTION PROFILE, INSTITUTIONAL OVERVIEW, AND FISCAL  
REVIEW**

**A. INSPECTION PROFILE**

**Date of Inspection:** September 19, 2011  
September 20, 2011  
September 26, 2011

**Type of Inspection:** Unannounced

**CIIC Member and Staff Present:** Joanna Saul, CIIC Director  
Carol Robison, Inspector  
Darin Funderer, Inspector  
Adam Jackson, Inspector  
Molly Yeager, Inspector

**Facility Staff Present:** Warden, Deputy Warden of Operations,  
Deputy Warden of Special Services,  
Institutional Inspector, Business Manager

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

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

Inmate Dining Hall	Residential Treatment Program
Kitchen	Library
Housing Units	Commissary
Segregation	Ohio Penal Industries – Braille Shop
Recreation	Medical and Mental Health
Staff Focus Group	

**B. INSTITUTION OVERVIEW**

Grafton Correctional Institution is a 1,782 acre facility, which opened in 1988.<sup>1</sup> The facility is a Level 1 and 2 security (minimum to medium security) male institution. The institution's FY 2012 GRF budget is \$29,832,258 and the daily cost per inmate is \$54.57.<sup>2</sup> The date of the most

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<sup>1</sup> DRC Website. Updated August 5, 2011. <http://www.drc.state.oh.us/Public/gci.htm>.

<sup>2</sup> Ibid.

recent ACA accreditation was January 12, 2009.<sup>3</sup> Grafton Correctional Institution underwent its most recent full Internal Management Audit on April 20-22, 2010. The institution had an overall favorable audit, yet there were four areas that were determined to be non-compliant with mandatory ACA standards. The following four areas of operations were determined to be non-compliant with an ACA *mandatory* standard and subjected to a plan of action:<sup>4</sup>

- Written policy, procedure, and practice governing the control and use of all flammable, toxic, and caustic materials. (Chemical containers had non-compliant labeling.)
- Maintaining a designated health authority with specifically defined responsibilities for ongoing health care services pursuant to a written agreement, contract, or job description. (Monthly meetings were not held for a period of approximately three months, and no physician was in attendance for any meetings.)
- Maintaining designated correctional staff as well as all health care staff who are trained to respond to health-related situations within a four-minute response time, including annual training on specific skills and procedures. (CPR training had lapsed for eight direct care staff.)
- Implementing and maintaining a system of documented internal review applicable to health services, to include internal medical audit procedures and record-keeping practices. (Monthly meetings were not held for a period of approximately three months and no physician was in attendance for any meetings.)

The rated capacity for Grafton Correctional Institution is 939 as of September 2011. The actual inmate count as of September 19, 2011 was 1,516.<sup>5</sup> The average age of the inmate population was 42.78 years as of September 2011. Table 1 in the Appendix provides information about the DRC population and prison rated capacity per institution as of September 6, 2011.

Of the 333 total staff at Grafton Correctional Institution as of September 1, 2011, 67.3 percent were male and 32.7 percent were female. Of the total staff, 79.9 percent were classified as white, 14.4 percent as black, and 5.7 percent other.<sup>6</sup> Table 2 of the Appendix provides more information about the staff population.

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

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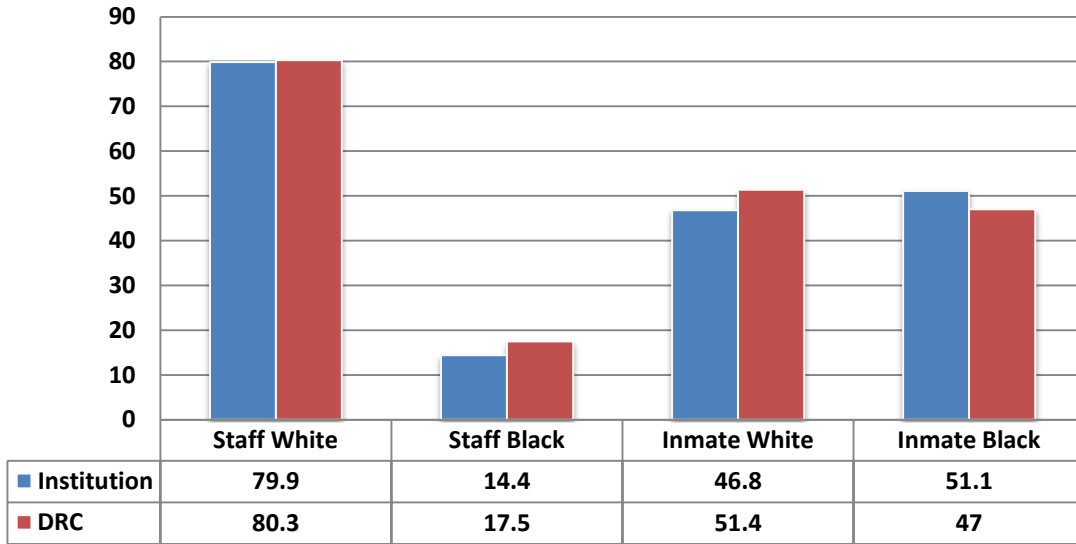
<sup>3</sup> Accreditation Report, 2009. American Correctional Association, Commission on Accreditation for Corrections.

<sup>4</sup> Ohio Department of Rehabilitation and Correction, 2010 Full Internal Management Audit Report.

<sup>5</sup> Institution Counts. September 19, 2011. Grafton Correctional Institution.

<sup>6</sup> Monthly Fact Sheets, September 2011. Department of Rehabilitation and Correction.

**Chart 1**  
**Staff and Inmate Comparison by Percentage of Race<sup>7</sup>**  
**September 1, 2011**



**C. FISCAL REVIEW**

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

**Review of Fiscal Audit**

Grafton Correctional Institution provided the most recent fiscal audit performed by an external auditor, dated November 12, 2010. The audit covered the period of October 2008 through January 2010. No major concerns were noted in the fiscal audit, with the exception of an excessive number of commissary adjustments due to variances and damaged items, as well as ongoing improper bank charges on the inmate trust fund by the holding bank. At the time of audit, the improper bank charges had been a problem of several months, with total improper charges totaling \$5,000. Staff were working to address the issue with the bank.

**Staffing**

Adequate staffing has a direct effect on the safety and security of an institution. Of the total number of allotted positions, 43 are vacant, including 25 corrections officers and two captains.<sup>8</sup> Staff relayed concerns regarding the number of vacancies, which increase overtime hours for all other staff in that position, resulting in higher rates of fatigue and burnout.

<sup>7</sup> Ibid.

<sup>8</sup> Administrative Documentation. September 2011. Grafton Correctional Institution.

In addition, six staff were on extended leave on the date of the inspection. The six employees on extended leave were one due to occupational injury leave, one due to Workers Compensation, and four due to disability leaves.

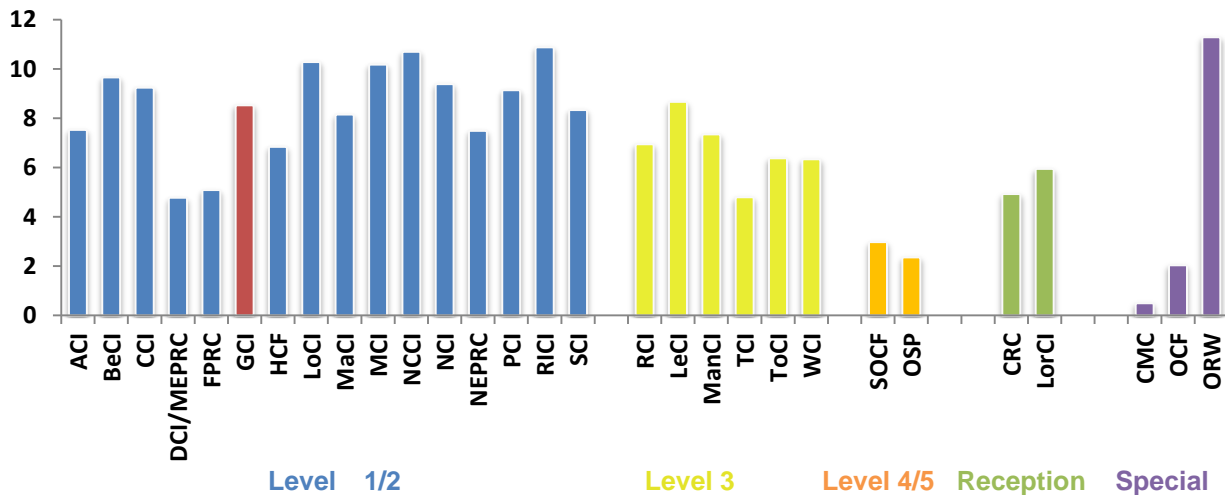
Vacancies and employees on leave result in staff being mandated to work extra shifts; however mandated shifts may vary from day to day and week to week. Overtime is calculated by hours. For example, during the week preceding the inspection, there were 631.93 hours worked as overtime hours.<sup>9</sup> The number of overtime hours indicated was reportedly due to the amount of vacancies, which is larger than customary. The volume of overtime hours should reportedly reduce once staffing levels have increased. The breakdown of overtime hours includes the following positions:

- Correction Officers 611.36 hours
- Sergeants 14.87 hours
- Food Service 5.52 hours
- Medical 0.18 hours

Staff relayed that the number of overtime hours is very high. The Warden reportedly took the initiative to hire a handful of temporary workers to fill positions and recently received approval to hire 13 corrections officers.

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

**Chart 2**  
**DRC Institutional Staffing: Number of Inmates per Corrections Officer**  
**September 6, 2011**



<sup>9</sup> Personal communication. September 20, 2011. Administration at Grafton Correctional Institution.

### **Cost Savings Initiatives**

In the 129th General Assembly biennium, one of CIIC's goals is to identify cost savings across the DRC. Staff relayed the following cost savings measures implemented at the Grafton Correctional Institution:<sup>10</sup>

- The institution stopped issuing office supplies and now only issues supplies on an 'as needed' basis. Estimated savings for the past year and a half was \$20,000.
- The institution limited paper towels and toilet paper, for an estimated savings of \$15,000.
- The institution switched to Velcro tennis shoes for all inmates. It was estimated that this step will save at least \$10,000 per year.
- The institution switched to purchasing mattresses and pillows as one unit. This initiative recently started, but administrators estimate the savings will be at least \$6,000 for FY 2012.
- The institution started providing inmates with hooded sweatshirts and light coats instead of large parkas, unless the inmate works outside.

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<sup>10</sup> Ibid.

**SECTION II. INSPECTION SUMMARY**

Overall, the inspection was very positive. The following is a summary of the inspection. Further information can be found in the respective sections. The DRC response to the inspection summary is provided in Appendix A.

<b>AREA</b>	<b>EXCELLENT</b>	<b>ACCEPTABLE</b>	<b>IN NEED OF IMPROVEMENT</b>	<b>COMMENTS</b>
<b>Fiscal Review: Staffing</b>			X	The institution reported a large number of vacancies and resulting overtime hours.
<b>Inmate Grievance Procedure</b>		X		The institution needs to improve the number of inmates who report that the grievance procedure was explained to them and that they know how to use it, as well as inmates' perception of fairness of the grievance procedure.
<b>Inmate Safety</b>	X			Of the total 72 inmates interviewed, the average of the safety ratings reported was 8.3, which is high. The most commonly selected rating was 10. There were only three medical referrals due to incidents and zero disturbances from 2009 – 2011.
<b>Medical Services</b>	X			
<b>Mental Health Services</b>	X			
<b>Food Services</b>		X		The rating is based on the understanding that the Grafton Correctional Camp will be closing. If this changes, attention needs to be given to inoperable kitchen equipment.
<b>Housing Units</b>	X			The well-maintained and clean living unit environment included an absence of odors and pervasive mold. Even though the bathroom fixtures and floor show some age and wear, there was no sign of neglect or filth. Walls looked as if freshly painted, smooth surfaces were free of grime, and even older floors had a shine. Only the steel commodes and sinks in cells looked dull, which was attributed to the prohibition of appropriately strong chemicals to cut through the rust and residue of hard water. For the most part, bed frames



				were not rusted; however, some of the shelf units were in need of sand blasting and re-painting. Inmate property was uniformly stored, with the majority of inmates maintaining a neat and organized personal space.
<b>Commissary</b>		X		
<b>Ohio Penal Industries</b>		X		
<b>Program Evaluation</b>	X			An Art Therapy program and a Music Therapy program were identified as programming strengths at Grafton Correctional Institution. Although art and music exist in other institutions, the Art Therapy and Music Therapy programs at Grafton Correctional Institution were described as unique among the DRC prisons. The observed Art Therapy session included the use of background music, to enhance the therapeutic environment and encourage ease of communication among inmates. The class offers a range of art mediums for inmates to explore, and the music component adds value by cultivating an overall positive and friendly dimension to the program.
<b>Library</b>		X		
<b>Recreation</b>		X		
<b>AREA</b>	<b>DECREASED &gt;10%</b>	<b>NO CHANGE (WITHIN 10%)</b>	<b>INCREASED &gt;10%</b>	<b>COMMENTS</b>
<b>Use of Force</b>	X			Total uses of force decreased by 38.6 percent from 2009 to 2010 at the institution. This is commendable, as inmate violence has increased across the DRC.
<b>Assaults</b>	X			Inmate-on-inmate assaults decreased from nine (2009) to two (2010). Inmate-on-staff assaults decreased from ten (2009) to six (2010). Similar to the above, this is also commendable.
<b>Suicide Attempts</b>		X		One in 2010; one in 2011 YTD.

<b>ADDITIONAL COMMENTS</b>	
<b>AREA</b>	<b>COMMENTS</b>
<b>Incorporation of North Coast Correctional Treatment Facility</b>	On September 1, 2011, the DRC announced that Grafton Correctional Institution would absorb the North Coast Correctional Treatment Facility, currently operated by a private corporation, and run it as a camp. This announcement came as a surprise to staff, who had expected news of the sale of both Grafton and North Coast. Given staff turmoil due to the sales announcement and the subsequent non-sale announcement, high staff vacancies, lack of staff experience with a disruptive inmate population, and operational challenges of running two separate facilities, Grafton administration has a true test on its hands.
<b>Bunk Beds on Unit Floor</b>	Several units had bunk beds on the dayroom floor, creating safety and security concerns due to the decreased visibility of officers. Staff relayed that the bunk beds have been on the floors for years; nevertheless, it remains an issue of concern.
<b>Staff/Inmate Interaction</b>	Many inmates reported a lack of respectful communication from officers. While this issue is not unique to Grafton Correctional Institution, the fact that it is so pervasive across the DRC means that it should be proactively addressed.
<b>Inmate Communication</b>	Multiple inmates across the compound relayed complaints regarding the institutional requirement that televisions be turned off at midnight.

### **SECTION III. INMATE GRIEVANCE PROCEDURE EVALUATION**

Pursuant to Section 103.73 of the Ohio Revised Code, the CIIC is required to evaluate the inmate grievance procedure<sup>11</sup> at each state correctional institution. This evaluation generally includes a review of grievance data, individual inmate interviews conducted by the CIIC inspection team on-site during the inspection process, and shadowing the Institutional Inspector by a member of the CIIC inspection team.

In 2010, there were 235 grievances filed and 1,124 informal complaints received by the Inspector at the facility.<sup>12</sup> Of the 240 grievances completed, 83.3 percent were denied, 16.3 percent were granted, and 0.4 percent were withdrawn by the inmate. The top three categories with the most grievances were Health Care with 87, Staff/Inmate Supervision with 36, and Personal Property with 28.<sup>13</sup> The Inspector's Activity Report for January 1, 2010 through December 31, 2010 is provided in Table 3 of the Appendix.

Timely staff responses to informal complaints have a large impact on inmates' perception of the effectiveness of the grievance procedure. While the DRC only requires an action plan for untimely response rates above 15 percent, CIIC believes that an untimely response rate above 10 percent is unacceptable and 5 percent is both achievable and preferred. Of the total number of informal complaints received during the 12-month period January through December 2010, 9.3 percent were answered untimely at Grafton Correctional Institution.

During the inspection, the CIIC inspection team interviewed 72 inmates. The following responses were collected:

- 37.5 percent of inmates said they knew who the Inspector was.
- 66.7 percent of inmates said that the grievance procedure was explained to them
- 80.6 percent of inmates said that they know how to use the grievance procedure
- 81.9 percent of inmates said that they try to resolve issues by first speaking with staff
- 10 percent of the inmates who said that they had filed an informal complaint at the institution also reported that the informal complaint was resolved fairly.
- 11.1 percent of the inmates who said that they had filed a grievance at the institution also reported that the grievance was resolved fairly
- None of the inmates who said that they had filed an appeal with the Chief Inspector also reported that the appeal was resolved fairly

The low number of inmates who reported that informal complaints, grievances, and appeals were answered fairly is concerning. Further study should be conducted by the Institutional Inspector to determine the primary cause for inmates' lack of belief in the fairness of the grievance procedure and what actions could be taken to improve it.

Further information regarding inmates' perception of the inmate grievance procedure, obtained during a 2007 CIIC survey of inmates across the DRC, can be found in the CIIC Biennial Report

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<sup>11</sup> Please see the Glossary for an explanation of the inmate grievance procedure.

<sup>12</sup> Institution Grievance Statistics. 2010. Administration at Grafton Correctional Institution.

<sup>13</sup> Ibid.

to the 129<sup>th</sup> General Assembly: Inmate Grievance Procedure, which is available on the CIIC website ([www.ciic.state.oh.us](http://www.ciic.state.oh.us)).

**SECTION IV. KEY STATISTICS**

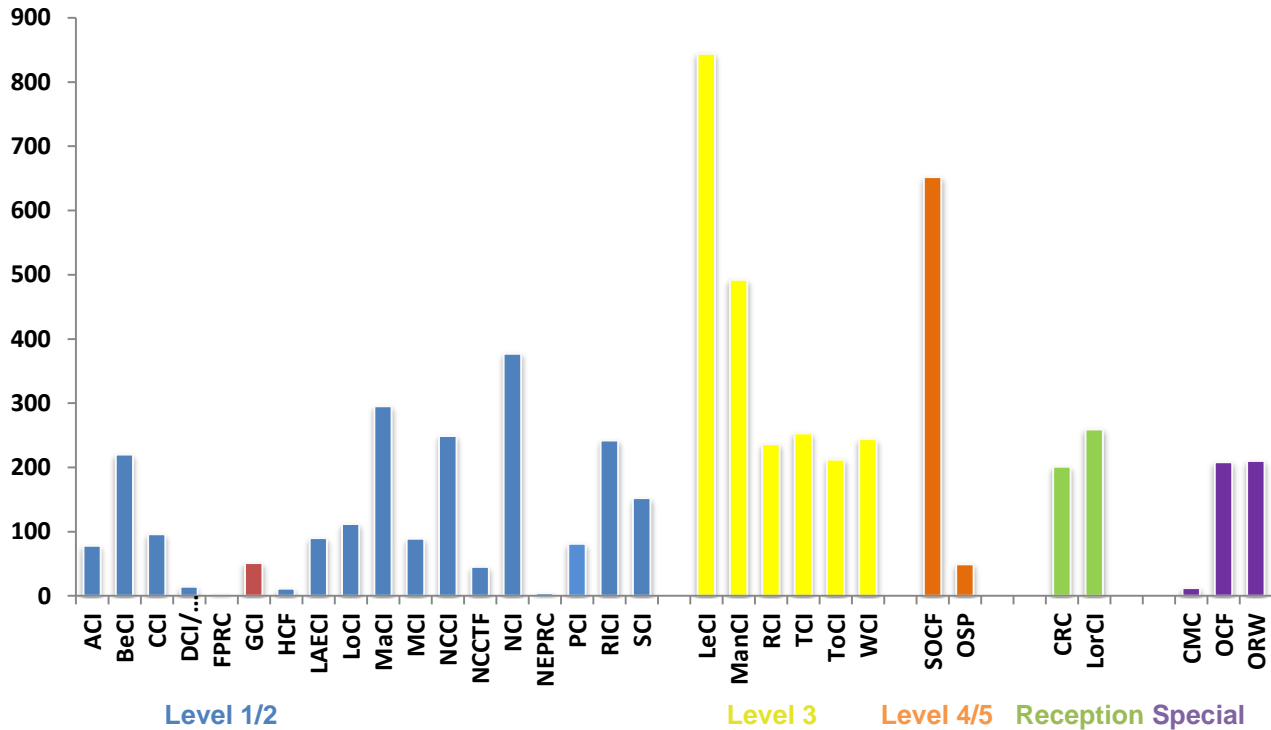
**A. USE OF FORCE**

In 2010, the facility reported 51 use of force<sup>14</sup> incidents.<sup>15</sup> Of the total, 51 percent of the incidents involved black inmates, 49 percent involved white inmates, and zero percent involved inmates of another race. In 2009, there were 83 total uses of force reported at Grafton Correctional Institution. Total uses of force decreased by 38.6 percent from 2009 to 2010 at the institution.

In the six months prior to the inspection date, March through August 2011, the institution reported 27 uses of force. Tables 4 and 5 of the Appendix provide an explanation of use of force and a breakdown of the use of force incidents during the six month period, March through August 2011, prior to the inspection.

In 2010, chemical agents (mace) were used only four times. In the six months prior to the inspection date, chemical agents were used one time.

**Chart 4**  
**Use of Force by Institution**  
**CY 2010**



<sup>14</sup> Further information regarding use of force incidents can be found in the Glossary.

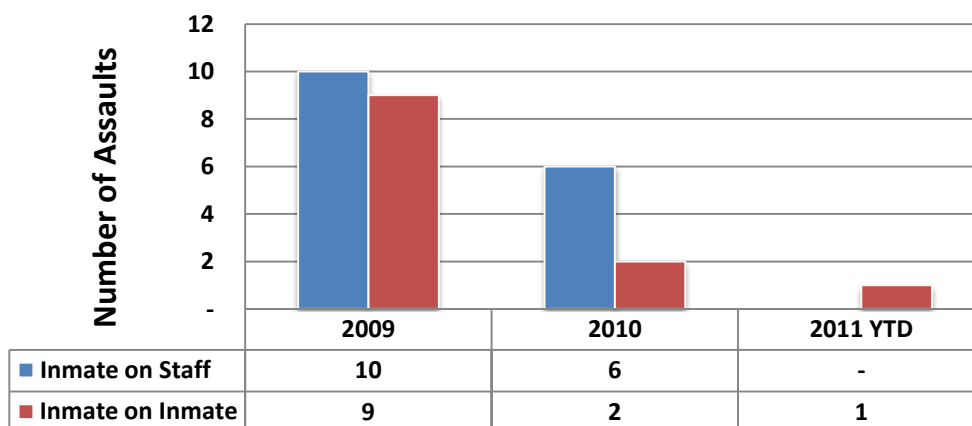
<sup>15</sup> Use of Force Monthly Reports, Grafton Correctional Institution, January – December 2010.

## B. ASSAULTS

In 2010, there were only two reported inmate-on-inmate assaults,<sup>16</sup> which is a remarkably low number across the DRC. One assault was a harassment assault, and one was a sexual assault.<sup>17</sup> In comparison, there were nine inmate-on-inmate assaults in 2009, which is still very low compared to the majority of the DRC facilities.

In 2010, the institution also reported six inmate-on-staff assaults,<sup>18</sup> which is also very low in comparison to the majority of DRC facilities. Of the total, two were harassment assaults and four were physical assaults.<sup>19</sup> Total inmate-on-staff assaults decreased from ten in 2009 to six in 2010. Tables 6 and 7 provide a snapshot of the assault data at Grafton Correctional Institution from 2009 to the date of inspection. The following chart provides a comparison of the number of assaults at the institution over time.

**Chart 5**  
**Total Assaults**  
**CY 2009, 2010, and 2011 YTD**



## C. INMATE DEATHS

The institution experienced the following deaths in CY 2010 and 2011, as of the date of the inspection:<sup>20</sup>

- zero homicides
- zero suicides
- one unexpected death
- three expected deaths (generally due to natural causes or terminal illnesses)

<sup>16</sup> Ibid.

<sup>17</sup> Ibid.

<sup>18</sup> Ibid.

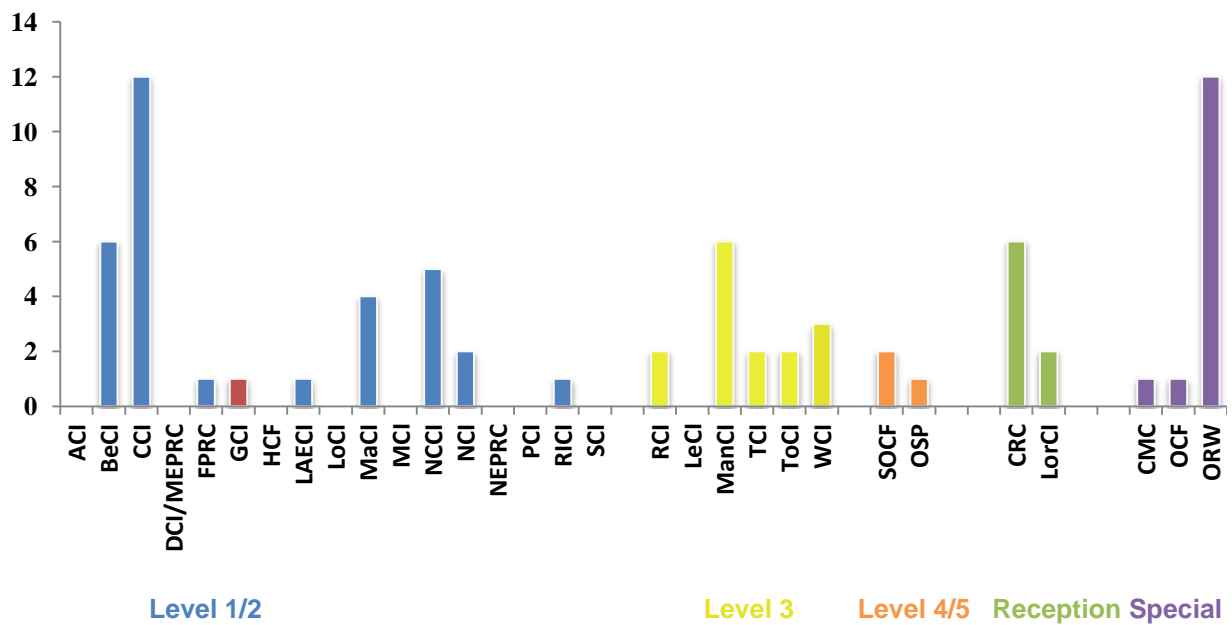
<sup>19</sup> Ibid.

<sup>20</sup> Personal Communication with Staff, Grafton Correctional Institution, September 26, 2011.

The unexpected death occurred in September, 2010, and involved an inmate who was found bleeding in his cell. The inmate was transported to a local hospital where he was later pronounced dead.

The DRC shares data on suicide attempts with CIIC. In 2010, the DRC reported 73 attempted suicides.<sup>21</sup> Grafton Correctional Institution reported one suicide attempt in 2010 and one suicide attempt for the year-to-date period 2011. The following chart provides a breakdown of the 73 suicide attempts by institution for calendar year 2010.

**Chart 6**  
**Total Number of Suicide Attempts by Institution**  
**CY 2010**



**D. INVESTIGATOR DATA**

The role of the Institutional Investigator is an essential component to ensuring the safety and security of the institution. Investigators are generally focused on investigating illegal substances, assaults, or issues regarding the professional misconduct of staff members. Investigator-initiated investigations do not constitute the total number of investigations conducted regarding contraband or any other matter in the institution, which may be initiated by other staff persons. In the 12-month period (September 2010 through August 2011) prior to the September 2011 inspection, the Investigator initiated 109 investigations.<sup>22</sup> The majority of the activity involved drug related issues, including inmates testing positive for drugs in urinalyses and conveyance of drugs into the institution.

<sup>21</sup> Monthly Reports on attempted suicides. DRC Institutions.

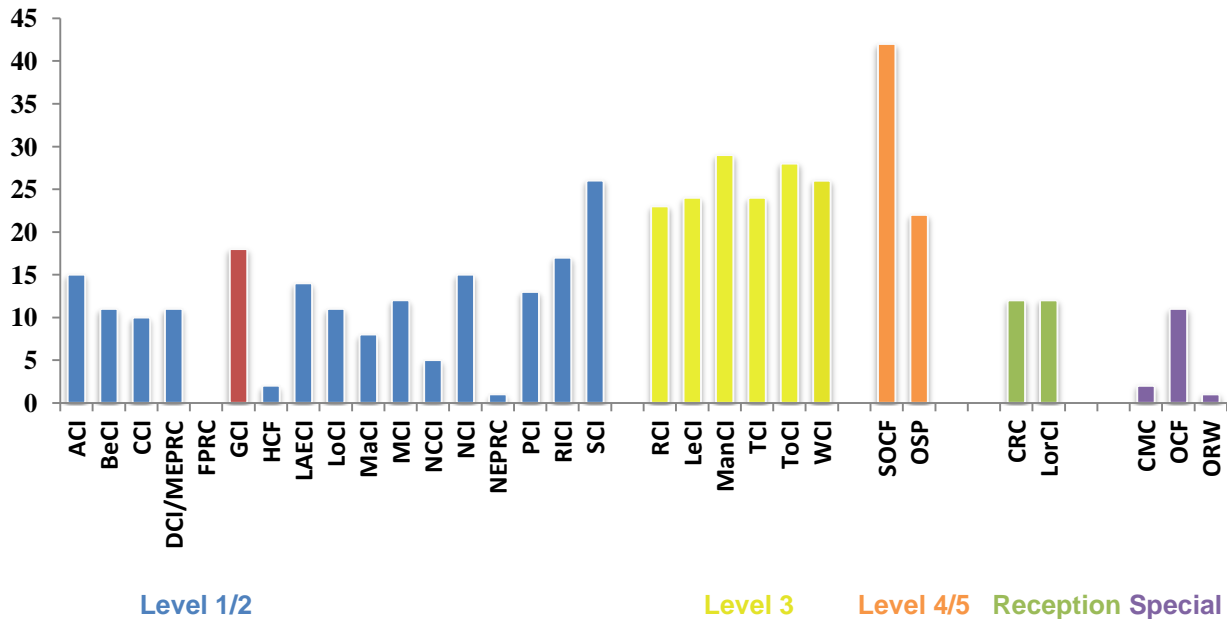
<sup>22</sup> Investigator’s Monthly Caseload . September 2010 through August 2011. Grafton Correctional Institution

Table 8 in the Appendix provides a breakdown of cases by type.

**E. SECURITY THREAT GROUPS (STGs)**

There are 129 identified STGs at the institution and 276 STG-affiliated inmates, which is approximately 18.2 percent of the institutional population.<sup>23</sup> In comparison, 16 percent of the total DRC population was identified as having some form of STG affiliation in 2010.<sup>24</sup> The following chart provides a breakdown of DRC institutions by percentage of the inmate population identified as having STG affiliation.

**Chart 7  
STG Members by Percent of Institution Population  
CY 2010**



STG-affiliated inmates are broken up into three groups based on their participation level.<sup>25</sup> Data for September 2011 for Grafton Correctional Institution, show 7 inmates listed as disruptive (level 3), 31 inmates listed as active (level 2), and 238 inmates listed as passive (level 1).

<sup>23</sup> Correctional Institution Inspection Committee, Security Threat Group Brief, December 21, 2010.

<sup>24</sup> Ibid.

<sup>25</sup> Participation in Security Threat Groups is determined by inmate activity. Passive participation (level 1) includes STG-related tattoos, materials, self-admission, or is based on information from outside law enforcement agencies. Active participation (level 2) includes staff documented activity, leadership roles in known STGs, recruitment, or participation in STG-related confrontations. Disruptive participation (level 3) includes STG-related threats, assaults, extortion or criminal activity.



## F. INMATE SAFETY

CIIC uses three factors to determine inmate safety: (1) inmate safety ratings, collected by the CIIC inspection team as part of inspection procedures; (2) the number of medical referrals as a result of injuries sustained by inmates based on an assault, forced move, disturbance, or other incident; and (3) the number of reported disturbances. Overall, inmate safety at Grafton Correctional Institution is rated by the CIIC inspection team as high.

**Inmate Safety Ratings.** Inmates were asked to rate their level of safety from other inmates on a scale from one to ten, with one meaning the inmate felt very unsafe and ten meaning the inmate felt very safe. Of the total 72 inmates interviewed, the average of the safety ratings reported was 8.3, which is high. The most commonly selected rating was 10. The '10' rating was given by 22 inmates.

**Medical Referrals.**<sup>26</sup> The institution reported three medical referrals for inmate injuries sustained as a result of an incident at the institution from January 2009 through August 2011 (as of September 19, 2011).<sup>27</sup>

**Disturbances.**<sup>28</sup> The institution reported zero disturbances from January 2009 through August 2011 (September 19, 2011).<sup>29</sup>

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<sup>26</sup> A medical referral is defined as an inmate receiving treatment at an outside medical facility due to an incident that occurred at the institution, including assaults, forced cell moves, restraints, officer use of OC spray, and disturbances.

<sup>27</sup> Significant Incident Summary. September 2011. Grafton Correctional Institution.

<sup>28</sup> A disturbance is defined as a violent incident involving four or more inmates.

<sup>29</sup> Significant Incident Summary. September 2011. Grafton Correctional Institution.

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

### **A. MEDICAL SERVICES**

CIIC's inspection of medical services in a correctional facility focuses on four primary areas: cleanliness of facilities, staffing, access to medical staff, and inmate communication. The inspection includes information collected from interviewing the health care administrator, observations of the facilities and focus group discussions (one of inmates and one of staff). Overall, the CIIC inspection team rated medical services as excellent, with zero areas in need of improvement.

#### **Facilities**

Medical facilities at Grafton Correctional Institution include three exam rooms, three beds for medical, and two crisis cells. Overall, the CIIC inspection team rated the facilities as excellent, due to the clean exam rooms and lack of clutter in the medical bed cells.

#### **Staffing**

Adequate staffing has a clear and direct connection to patient care. At the time of the inspection, the facility had 25 positions, of which four (16%) were vacant.<sup>30</sup> Two of these were filled by agency staff at the time of the inspection.

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

Access to medical staff is evaluated based on several factors: (1) time period between inmate submission of a health service request form and appointment with medical staff; (2) time period between referral to the doctor and appointment with the doctor; (3) response times to kites and informal complaint forms; and (4) current backlogs for nurse sick call, doctor sick call, and chronic care clinic. Based on a review of data provided by institutional staff, the average time period between submission of a health service request form and appointment with medical staff was within 48 hours. The average time period between referral to the doctor and appointment with the doctor was five to seven days, but could be immediate if necessary. The average response time to kites was within 24-48 hours. The average response time to informal complaints was usually within 24 hours. The current backlogs for nurse sick call, doctor sick call, and chronic care clinics are zero.

A focus group of staff was conducted and no problems were presented.

#### **Inmate Communication**

Many inmates write to CIIC in regards to their healthcare needs. From April through September 2011, there were eight inmate concerns regarding healthcare needs. Three were in regards to improper or inadequate medical care, two disagreed with their diagnosis or treatment, one was in regards to access or delay in receiving medical care, one was in regards to the delay or denial of

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<sup>30</sup> Personal Communication with Staff, Grafton Correctional Institution, September 26, 2011.

medication and one was requesting a medical transfer. During the inspection, the CIIC inspection team conducted a focus group of inmates (both chronic care and general medicine patients) and there were two problems presented: inmates do not like the \$2 copay and they are having problems receiving glasses.

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

## **B. MENTAL HEALTH SERVICES**

CIIC's inspection of mental health services in a correctional facility focuses on three primary areas: cleanliness of facilities, staffing, and access to mental health staff. Mental health services at Grafton Correctional Institution includes outpatient services as well as a Residential Treatment Unit (RTU). The inspection includes information gathered from interviewing the mental health supervisor and observations of both outpatient services facilities and the RTU. Overall, the CIIC inspection team rated mental health services as excellent, with zero areas in need of improvement.

### **Facilities**

Mental health facilities at Grafton Correctional Institution for outpatient services include nine offices for seeing patients, two conference rooms, and thirteen crisis cells (two in medical, two in segregation, and nine in the RTU). Overall, the CIIC inspection team rated the outpatient services facilities as excellent in terms of overall cleanliness and orderly appearance due to the extreme cleanliness, newly painted walls, and lack of clutter or trash.

The RTU has capacity for 73 patients, but is currently housing 54. There is a nurses' station, psychiatrist's office, and two activity therapists' offices on the unit. Each of the two floors has two sets of showers, which are accessible to inmates whenever they need them. There are three dayrooms (one on the upper level and two on the lower level) with televisions. On the main floor, there are also books, puzzles, a ping pong table, an air hockey table, and two stationary bikes for inmate usage. A large art and music therapy room is also on the unit, with daily activities listed on the board outside the door. The overall cleanliness of the RTU was excellent due to clean dayrooms and cells with little clutter or trash. It should be noted that as of January 1, 2012, this RTU will be closed.

### **Staffing**

Adequate staffing has a clear and direct connection to patient care. At the time of the inspection, the facility had 28 positions in both the outpatient services and the RTU, of which only one was vacant.<sup>31</sup>

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<sup>31</sup> Personal Communication with Staff, Grafton Correctional Institution, September 26, 2011.

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

Access to mental health staff (for outpatient services) is evaluated based on several factors: (1) time period between inmate submission of a mental health service request form and appointment with mental health staff; (2) time period between referral and appointment with the psychologist or psychiatrist; (3) response times to kites and informal complaint forms; and (4) current backlogs. Based on a review of data provided by institutional staff, the average time period between submission of a mental health service request form and appointment with mental health staff was usually the same day, but always within 48 hours. Inmates oftentimes will “drop in” and request to be seen by a staff member. The average time period between referral to the psychologist or psychiatrist and the appointment was 24 hours to four days, but can be immediate if necessary. The average response time to kites was within the required five days. The average response time to informal complaints was not an issue, given that they have only received two in the last nine months. The current backlogs are zero.

In the RTU, there is a nurse on the unit 24 hours each day. Given that the psychiatrist and activity therapists’ offices are all located on the unit, they are readily accessible to the inmates as well.

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

### **C. FOOD SERVICES**

Pursuant to Section 103.73 of the Ohio Revised Code, a general meal period was attended on the day of the inspection. The menu consisted of meatloaf patty and gravy, noodles, spinach, pears, white bread, and chocolate cake. The vegetarian meal consisted of a veggie burger and green beans. CIIC rates this meal as average due to taste and texture. Inmates rated this meal as average. As of 2010, the cost per inmate meal at Grafton Correctional Institution was \$0.95.<sup>32</sup> In comparison, the average DRC cost per inmate meal was \$1.00.<sup>33</sup>

#### **Dining Hall**

On the day of the inspection, the atmosphere in the dining hall was calm. There are two officers assigned to the dining hall during each meal period. Inmates were racially segregated at most tables. The cleanliness of the dining hall was rated an 8 on a 10-point rating scale. The rating was based on the overall cleanliness of the area. The area was clear of debris with the exception of a few tables where inmates had just finished their meal. The floor had a few food particles on the floor, which prevented the dining hall from receiving a higher rating.

#### **Kitchen Prep Area**

The conditions of the kitchen prep area were rated an 8. There were no open containers of garbage or debris on the floor as inmates continued to clean the counters and the equipment after

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<sup>32</sup> Ohio Department of Rehabilitation and Correction, personal communication, January 7, 2011.

<sup>33</sup> Ibid.

preparing the lunch meal. According to staff, Grafton Correctional Institution passed its most recent health inspection in June 2011.<sup>34</sup>

The kitchen consisted of six ovens, four coolers, three kettles, and two freezers. One kettle was inoperable. According to staff, the kettle had been out-of-service for more than two months. There was no scheduled date for repairs to be made.

### **Inmate Workers**

There were 153 inmates assigned to food service. The inmates are selected by their unit staff and earn a monthly wage of \$18 per month.<sup>35</sup> Inmates receive performance evaluations after 90 days and before they are scheduled to be seen by the Parole Board. When are classified as a Food Service Workers when they start. Inmates who are promoted to a Cook Helper position will continue to earn the same wage. Inmates can receive wage increases if promoted to a Cook's Assistant (\$21 per month), Cook (\$22 per month), or a Cook 7 (\$24 per month).<sup>36</sup>

### **Incentive Program**

During inspections and in separate correspondence to CIIC, inmates have relayed that working in food service is considered a punishment.<sup>37</sup> As a result, some institutions have developed incentive programs to make food service more attractive to inmates. On the day of the inspection, Grafton Correctional Institution did not have an incentive program. However, staff relayed they are working on an incentive program that will make food service more attractive to inmates.

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

### **Loading Dock**

The area was clean and clear of any debris. CIIC observed the trash compactor placed next to the loading dock. In previous inspections, CIIC has relayed concerns regarding the placement of the trash compactors at the institutions. CIIC has found that institutions with pests and vermin concerns often have their trash compactors next to or on top of their loading dock. Staff relayed that the institution has not experienced any concerns regarding pests, mice, or any vermin. Reportedly, the facility is exterminated once a month.<sup>38</sup>

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<sup>34</sup> Grafton Correctional Institution staff, personal communication, September 19, 2011

<sup>35</sup> Ibid.

<sup>36</sup> Ibid.

<sup>37</sup> "Evaluation of Correctional Food Services." <http://www.ciic.state.oh.us/food-services/view-category.html>.  
February 14, 2011

<sup>38</sup> Grafton Correctional Institution staff, personal communication, September 19, 2011.

## **Grafton Correctional Camp**

The Grafton Correctional Camp has its own food service that consists of two coordinators and 37 inmate workers. The area consisted of two kettles, two ovens, two coolers and one freezer.

According to staff, the freezer had been inoperable for two months. Staff also relayed that several appliances and equipment were in need of constant repair including both of the coolers, an oven, and the sink. As stated in a separate section, the maintenance staff was informed of these issues six months ago.

There were no concerns regarding mice, rats, or other vermin at the camp, except for roaches, which were reportedly an issue of concern. It should be noted that the Grafton Correctional Camp will be closed in the beginning of 2012.

### **D. HOUSING UNITS**

The housing units at Grafton Correctional Institution were observed as clean and in relatively good repair. The wall paint appeared fresh and clean, with no chipping or dirt stains. Floors were clean with only minor 'dust' in remote corners and near bedposts. Units were free of odors and evidence of mildew. Air flow was reasonably good. Dorms were acceptably lighted from natural light and electrical lighting. Officer visibility of bunks was typical of a dorm; thus, officers had to walk the aisles to see each bunk. The temperature on the day of the inspection was in the low 70 degrees Fahrenheit. The average temperature inside the housing units was also in the low 70 degree range.

#### **Housing Unit Conditions**

Of the ten general population housing units inspected, including the camp, the average level of cleanliness for bunk areas and cells was 8.4 on a 10-point scale, based on some disorderliness of personal property on the floor in some of the bed areas. The average level of cleanliness for dayrooms was 8.8 on a 10-point scale, based on having beds in the dayrooms and cobwebs in some windows.

Each dormitory contains 7 to 11 showers and 7 to 16 toilets/urinals for common use by an average of 156 inmates in each of the four dorm areas. On the date of the inspection, there were zero inoperable showers, one inoperable toilet, and zero inoperable urinals. The average level of overall restroom cleanliness was 7.5, due to age and use, plus some debris on the floor and some dirt on the tiles.

There are individual showers in each celled housing unit, which serve approximately 133 inmates per unit. There were zero inoperable showers reported in the celled units during the inspection. The average level of shower cleanliness was 7.3, due to residue on tiles, chipped and missing tiles, and a missing vent. Every cell is outfitted with a toilet and on the date of the inspection there were reportedly zero inoperable toilets.

## **Segregation Unit**

The segregation count on the day of the inspection was 41 inmates, with 12 inmates under Security Control (SC) status, 4 inmates in Disciplinary Control (DC) and 25 inmates under Local Control (LC). The cleanliness of the segregation unit was rated as 8, based on an absence of clutter, dirt, and odors.

### **E. COMMISSARY**

The commissary area was also included during the inspection. To order commissary items, the inmates must turn in their commissary sheet, which is a form indicating items they wish to purchase. From there an inmate worker will fill the order, staff will charge the inmate account, and items will be given to the inmate. Inmates are permitted to spend \$100 per week<sup>39</sup> at the commissary and the profits are placed in the institution's Industrial and Entertainment (I and E) funds, which are reinvested back into the institution. All inmate property must fit within a 2.4 cubic foot storage box.

The commissary was very clean, well maintained, and inventory was neatly organized. There are currently 13 inmates and three staff members.<sup>40</sup> The size of the commissary is relatively small and it is believed that expanding the area would increase the efficiency as well as the profitability. The commissary averages \$80,000 to \$100,000 of gross revenue per month and has an average profit margin of 22 to 23 percent per month.<sup>41</sup>

### **F. OHIO PENAL INDUSTRIES (OPI)**

The CIIC inspection team inspected the OPI operations at Grafton Correctional Institution, which include a Braille shop and a fragrances (oils/lotions) industry. No problems were observed.

There are currently 17 inmates assigned to work in the Braille shop and two inmates assigned to the fragrances shop. The Braille shop translates various types of books such as literary books, math books, and other text books into Braille. Inmates are trained and certified in one or more of the following areas: Nemeth (math), Literary, Proofreading, and Formatting.

The Braille shop operates solely on contract work and staff believe that one way to increase the shop's efficiency and profitability would be to increase space and update equipment. The Braille and fragrance shop had a net income of \$3,465 in FY10, but had a net loss of -\$24,093 in FY11.<sup>42</sup>

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<sup>39</sup> Personal communication with Grafton Correctional Institution staff on September 19, 2011.

<sup>40</sup> Ibid.

<sup>41</sup> Ibid.

<sup>42</sup> Ohio Penal Industries FY 2010 – FY 2011 Shop Financials.

## SECTION VI. EVALUATION OF PROGRAMS

### A. PROGRAM EVALUATION

Ohio Revised Code Section 103.73 requires CIIC to evaluate an educational or rehabilitative program as part of each inspection. CIIC's evaluation of educational programs in a correctional facility focuses on four primary areas: Cleanliness of Facilities, Staffing, Access to Programs, and Quality of Programs. The date of the inspection fell during one of the school system's quarterly breaks; thus, there was no direct access to an educational program. An observation of a rehabilitative/therapeutic group was completed instead.

#### **Facilities**

Educational facilities at Grafton Correctional Institution are reportedly clean and well maintained; however, the CIIC inspection team did not inspect the facility due to the break in educational programming at the time of the inspection.

#### **Staffing**

At the time of the inspection, the facility had 12 positions approved for education personnel, with eight of those filled positions being teachers in academic and vocational programming and one teacher vacancy. The current staffing levels were considered to be adequate.

#### **Access to Programming**

Access to programming is evaluated based on the current waitlist. As of the August 2011, there were 179 inmates enrolled in academic and vocational programming and 396 inmates on the waitlist,<sup>43</sup> a ratio of 1 inmate enrolled to 2.2 inmates on the waitlist.

#### **Quality of Programming**

The quality of programming is evaluated based on three factors: (1) outcome measures, including GED passage rates and program completion rates and (2) an on-site observation of an academic or vocational program during the inspection. Due to the interim break in educational programming, the evaluation of the Grafton Correctional Institution's educational services is based only on outcome measures.

*Outcome Measures:* Educational programming data is captured in the correctional system on a fiscal year cycle, rather than a calendar year. At the close of the most recent fiscal year, FY2011, which ended on June 30, 2011, records show that 41 inmates received a GED at the Grafton Correctional Institution.<sup>44</sup> In comparison, an average of 66 inmates received a GED at institutions of similar security levels during the same FY2011 time period. Data representing the number of inmates enrolled in academic and career/technical education for FY2011, show there

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<sup>43</sup> Ohio Central School System Report, Grafton Correctional Institution, August 2011.

<sup>44</sup> Ohio Central School System Report, Grafton Correctional Institution, June 2011.



were 385 inmates enrolled at Grafton Correctional Institution, while the average among same-level prisons in the DRC system was 542 inmates. It must be noted that a frequent concern relayed by inmates on-site was the lack of educational programming for inmates. Inmate access to programming in numerous DRC prisons has reportedly been reduced in recent months due to the loss of teacher positions.

*On-Site Observation:* Due to the quarterly education break, the inspection did not include the traditional educational program observation. In lieu of an academic or career-technical program, an Art Therapy program was observed. The art therapy program offered inmates in the Residential Treatment Unit an opportunity to make choices and explore artistic mediums.

A list of Academic/Vocational, Recovery Service, Mental Health, Recreation, and Religious Services programs and related schedules, as available, can be found in Appendix A. Further information regarding the program observation and file review can be found in the program checklist in the Appendix.

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

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

### **Facilities**

The Grafton Correctional Institution library facilities were inspected by CIIC staff. The library was clean and orderly, with inmates quietly engaged with the variety of materials. The library staff was easily accessible to inmates from the centrally located office. There are approximately 17 inmates assigned to work in the library, with 13 assigned to the main library and four assigned to the law library. There are four computers (Westlaw equipped) and two typewriters available for use. Two computers are available for inmates in the main library, a third computer is reportedly reserved for library clerk use, and the fourth computer is located at the institution's farm.

### **Materials**

The Grafton Correctional Institution library maintains a collection of approximately 17,809 total items.<sup>45</sup> The per capita use of library materials was 2.49 items per inmate for August 2011.<sup>46</sup> The main library maintains a collection of ethnic literature, which includes African-American and Hispanic ethnicities. There are reportedly approximately 50 African-American books and approximately 50 Hispanic books. Reportedly the Hispanic group is in greatest demand by inmates. In August 2011, inmates made more than 240 requests through the inter-library loan program.<sup>47</sup>

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<sup>45</sup> Library Monthly Report, Grafton Correctional Institution for August 2011

<sup>46</sup> Ibid. This calculation was based on a population of 1,545 inmates.

<sup>47</sup> Ibid.

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

According to the Library Monthly Report, the Grafton Correctional Institution library was open for a total of approximately 125.75 hours during the month of August 2011.<sup>48</sup> More than 1,014 inmates used the library during August 2011. Over 7,285 inmates were served by the library for the YTD period from January 2011 through August 2011. Further information regarding the inspection of the library and the library schedules can be found in the Appendix.

### **C. RECREATION**

The conditions of the recreational facilities were acceptable. Observations revealed some areas in need of additional cleaning. Two bottles of cleaning fluid were available, but all of the bottles in the stored chemical area needed to be refilled. Mats in the gym are cleaned hourly. Approximately 55 inmate workers complete the work associated with the operation and maintenance of the recreation department and equipment. Recreation opportunities are made available to inmates with disabilities, who reportedly use the weights on Sunday mornings. Recreation activities include the use of a music room that includes approximately \$14,000 in new equipment.

The hours of recreation begin at 6:30 am and end at 8:30 pm. There are 20 different recreational activities at the facility, ranging from indoor to outdoor and from seasonal sports to ping pong and music. A list of recreation options and monthly schedule is provided in Appendix.

### **D. VOLUNTEERS**

Per House Bill 113 of the 127<sup>th</sup> General Assembly, CIIC monitors the DRC's use of volunteers. According to institutional staff, Grafton Correctional Institution has 981 volunteers<sup>49</sup> that come into the institution on a monthly basis to provide activities for the inmates. The institution provided the following breakdown of volunteers by area:

- Unit 123
- Education 4
- Religious 419
- Recovery Services 189
- Recreation 16
- Other 230

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<sup>48</sup> Ibid.

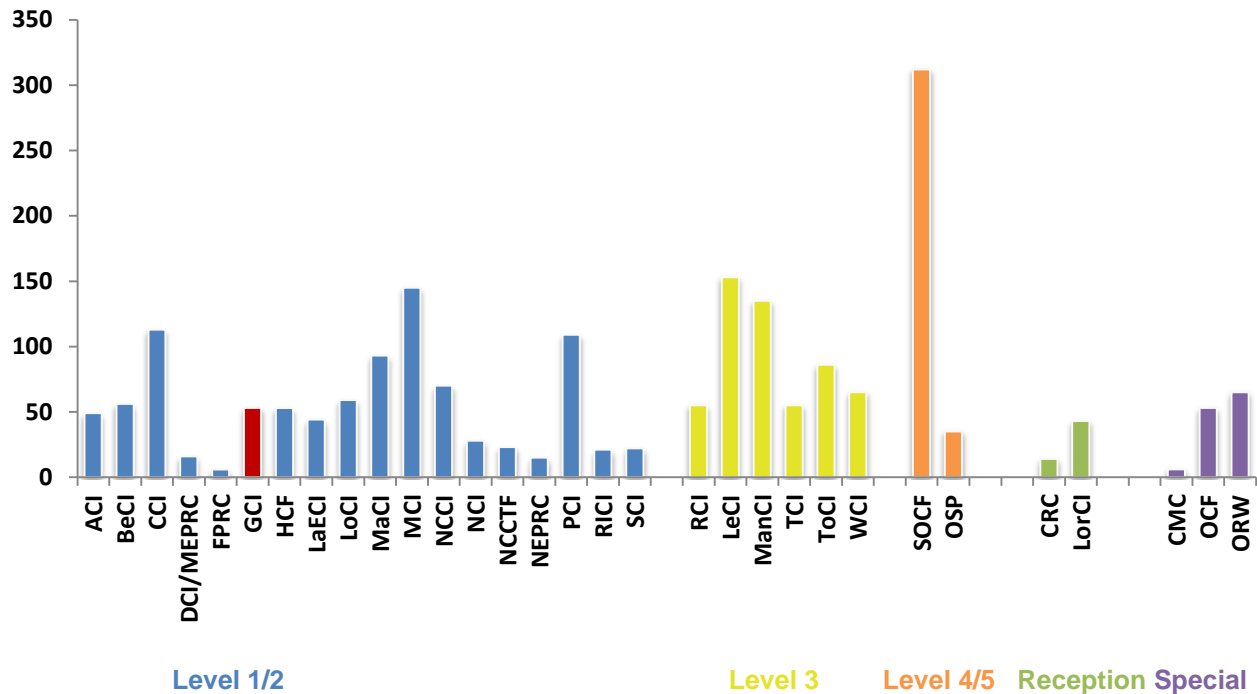
<sup>49</sup> Active Volunteer Counts by Service Type. September 19, 2011. Grafton Correctional Institution

**SECTION VII. INMATE COMMUNICATION**

Inmates interviewed during the inspection were asked what changes they would make at the Institution. Of the 72 inmates interviewed, the top three suggestions made by inmates fall into the following categories: (1) *staff supervision and communication*, including the treatment of inmates and respectful interpersonal communications (23); (2) *programs*, including the need for additional programs of a variety of types (14); and (3) *food*, including the need for improved quality and increased quantity (11).

From January 1, 2010 through December 31, 2010, CIIC received 53 contacts from or regarding inmates at Grafton Correctional Institution, of which 124 concerns were reported. The institution ranked 16<sup>th</sup> among all DRC institutions for total number of contacts.<sup>50</sup>

**Chart 8**  
**2010 CIIC Contacts with Institutional Breakdown (DRC)<sup>51</sup>**



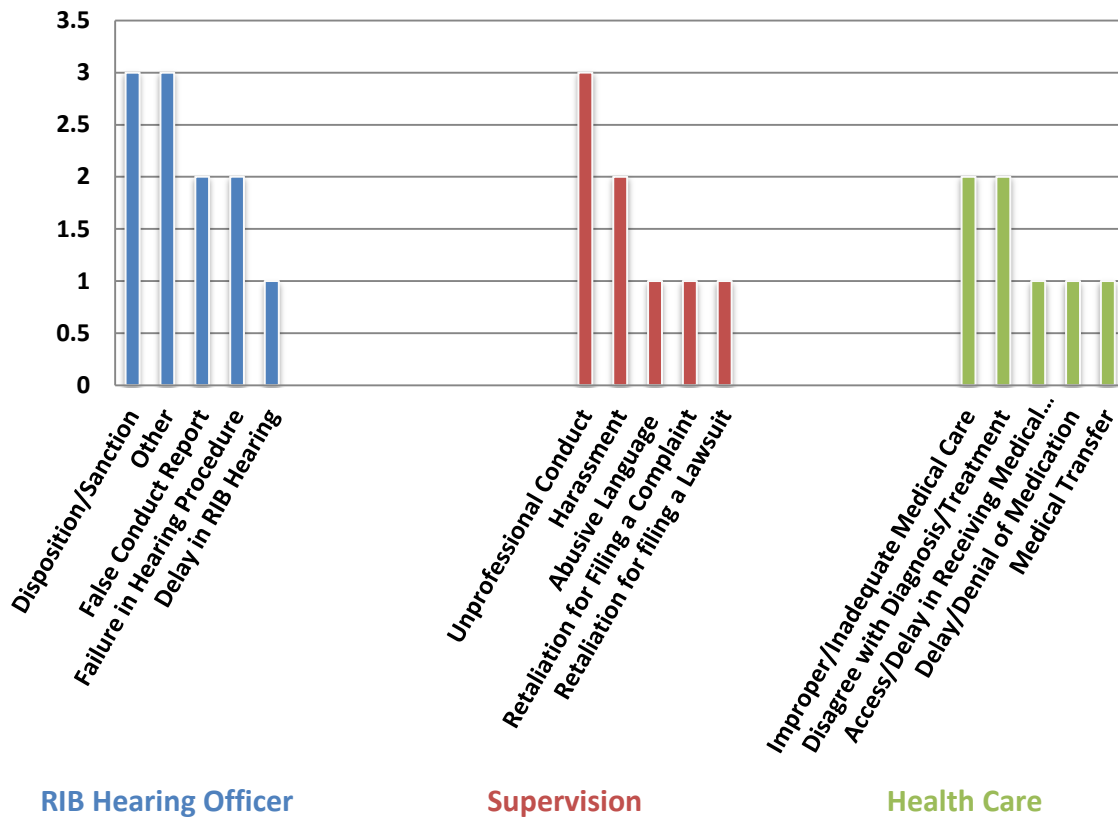
The top five concerns reported to CIIC regarding Grafton Correctional Institution were: Staff Accountability, Non-Grievable Matters, Health Care, Supervision, and Inmate Grievance Procedure. Table 10 of the Appendix provides information about the concerns relayed to CIIC regarding Grafton Correctional Institution.

<sup>50</sup> Institutional Contacts and Concerns. 2010. Correctional Institution Inspection Committee

<sup>51</sup> Ibid.

In comparison, during the six-month period immediately preceding the inspection, March through August 2011, there were 18 contacts, relaying 62 concerns regarding the Grafton Correctional Institution.

**Chart 8**  
**Breakdown of Top Three Reported Concerns**  
**March 1, 2011 through August 31, 2011**



**A. INQUIRIES**

Written inquiries are conducted for the most serious concerns communicated to CIIC such as personal safety, medical, and use of force. In 2011 YTD, January through August 2011, the CIIC conducted zero written inquiries regarding inmates at Grafton Correctional Institution.

SECTION VIII. APPENDIX

A. GCI RESPONSE TO CIIC 2011 INSPECTION SUMMARY

Area of 2011 Inspection	CIIC Rating	Comments/Responses
<p style="text-align: center;">FISCAL REVIEW</p> <p style="text-align: center;"><b>STAFFING</b></p>	<p style="text-align: center;"><b>In Need of Improvement</b></p>	<p><b><u>CIIC Comments/Observations:</u></b></p> <p>The institution reported a large number of vacancies and resulting overtime hours. There were 43 vacancies and 6 other staff on extended leave.</p> <p><b><u>GCI Response:</u></b></p> <p>The large number vacancies at this time is directly related to the March 2011 announcement that GCI would be sold to a private prison. Several staff sought additional employment to avoid certain unknowns. Immediately upon the change of plans, all positions that were vacant were requested to be filled. Please note the following. Currently: Of the 25 vacant Correctional Officer positions, eight (8) are filled with intermittent employees, soon to be permanent employees. Some of the positions will be filled with people affected by layoffs and we will soon be conducting interviews to fill the remaining officer positions. 13 officer positions have been approved to fill and 12 more have been sent to the Operations Support Center for approval to fill.</p> <p>The two Captain positions are currently posted.</p> <p>The Correctional Food Service Mgr is currently posted.</p> <p>The Correctional Food Service Coordinator, Training Officer, Lieutenant, and Account Clerk 2 are all waiting on approval from Operations Support Center to post.</p>

Area of 2011 Inspection	CIIC Rating	Comments/Responses
<p style="text-align: center;"><b>INMATE GRIEVANCE PROCEDURE</b></p>	<p style="text-align: center;">Acceptable</p>	<p><b><u>CIIC Comments/Observations:</u></b></p> <p>The institution needs to improve the number (66.7%) of inmates who report that the grievance procedure was explained to them and also increase the number (80.6%) of inmates who reported that they know how to use the grievance procedure.</p> <p><b><u>GCI Response:</u></b></p> <p>A few years ago the Inspector developed a short script for the receiving officers to inform inmates about the grievance procedure immediately upon their arrival at the institution. The Inspector will re-do the script and re-train special duty staff and ensure to elaborate on the grievance procedure during Inmate Orientation.</p> <p>The Inspector will evaluate the current orientation program vs DRC policy to see if changes are necessary.</p> <p>The Inspector will increase the number of grievance procedure informational postings for inmates in the living units.</p> <p>The Inspector will change the focus of institutional rounds to include more grievance procedure education.</p>

Area of 2011 Inspection	CIIC Rating	Comments/Responses
<p style="text-align: center;"><b>Inmate Grievance Procedure</b> <i>cont.</i></p>	<p style="text-align: center;">Acceptable</p>	<p><b><u>CIIC Comments/Observations:</u></b></p> <p>Further study should be conducted by the Inspector to determine the primary cause of inmates' lack of belief in the fairness of the grievance procedure and what actions could be taken to improve it.</p> <p><b><u>GCI Response:</u></b></p> <p>The Inspector will develop and complete a study to see what steps are necessary to increase the inmates' perception of a fair grievance procedure within the next 60 days. Study results will be submitted to GCI Warden when complete.</p>

Area of 2011 Inspection	CIIC Rating	Comments/Responses
<b>INMATE SAFETY</b>	<b>Excellent</b>	Overall, inmate safety at Grafton Correctional Institution is rated by CIIC Inspection Team as high.
<b>MEDICAL</b>	<b>Excellent</b>	Overall, the CIIC Inspection Team rated medical services as excellent, with zero areas in need of improvement.
<b>MENTAL HEALTH SERVICES</b>	<b>Excellent</b>	Overall, the CIIC Inspection Team rated mental health services as excellent, with zero areas in need of improvement



Area of 2011 Inspection	CIIC Rating	Comments/Responses
<p><b>FOOD SERVICE</b></p>	<p>Acceptable</p>	<p><u>CIIC Comments/Observations:</u></p> <p>In the GCI Kitchen, a kettle has been out of service for more than two months and there is no scheduled date for repairs.</p> <p><u>GCI Response:</u></p> <p>The kettle is very old and they no longer make parts for it. When GCC closes soon, the GCC Combi-Oven will be brought inside GCI Food Service in place of the out-of-service kettle.</p> <p><u>CIIC Comments/Observations:</u></p> <p>GCI does not have an incentive program in place that will make food service a more attractive job for inmates.</p> <p><u>GCI RESPONSE:</u></p> <p>A GCI Incentive Program proposal has been submitted to the Operational Support Center for review. GCI has not received approval for the incentive program.</p>

Area of 2011 Inspection	CIIC Rating	Comments/Responses
<p><b>FOOD SERVICE</b> cont</p>	<p>Acceptable</p>	<p><u>CIIC Comment/Observation</u></p> <p>At GCC, the freezer has been inoperable for two months. Also several appliances and equipment are in need of constant repair, including both of the coolers, an oven and the sink.</p> <p><u>GCI Response:</u></p> <p>Maintenance staff has been working to maintain the aged equipment at GCC Food Service. Specifically, the freezer has been worked on frequently during the time indicated as well as numerous parts purchased and replaced in efforts to maintain the equipment. Staff members have worked hard to keep the equipment in working condition so it can service the camp inmates until GCC closes within the next few months. The current Grafton Correctional Camp is slated to close by the end of 2011 so this issue should be moot by then.</p>

Area of 2011 Inspection	CIIC Rating	Comments/Responses
<p><b>HOUSING UNITS</b></p>	<p>Excellent</p>	<p><b><u>CIIC Comment/Observations:</u></b></p> <p>Some of the shelf units are in need of sand blasting and repainting.</p> <p><b><u>GCI Response:</u></b></p> <p>The Deputy Warden of Special Services is having his unit staff evaluate the condition of the shelving units to identify any in need of maintenance.</p> <p><b><u>CIIC Comment/Observations:</u></b></p> <p>Some disorderliness of personal property on the floor in some of the bed areas.</p> <p><b><u>GCI Response:</u></b></p> <p>A staff committee is revisiting the unit floor plan rules in a Back to Basics review to see if any changes are necessary to the bunk/property set up rules.</p> <p>GCI just re-started a Pod of the Month Cleanliness Competition to assist with clutter, sanitation and cleanliness of the living units.</p>

Area of 2011 Inspection	CIIC Rating	Comments/Responses
<p><b>HOUSING UNIT</b> cont.</p>	<p>Excellent</p>	<p><u>CIIC Comments/Observations:</u></p> <p>Some residue on shower tiles was noted in B5, B6, and B7.</p> <p>Chipped shower tile was noted in B6.</p> <p>Missing shower tile was noted in B5.</p> <p>Missing shower vent was noted in B7.</p> <p><u>GCI Response:</u></p> <p>The Unit Management Administrator is assuring work orders for repairs have been completed and the Maintenance Department was notified.</p> <p>Unit Managers will assure that showers are as clean as expected.</p>

Area of 2011 Inspection	CIIC Rating	Comments/Responses
<p><b>COMMISSARY</b></p>	<p>Acceptable</p>	<p><u>CIIC Comments/Observations:</u></p> <p>The commissary is relatively small and it is believed that expanding the area would increase the efficiency as well as the profitability.</p> <p><u>GCI Response:</u></p> <p>The institution has studied this issue and agrees the commissary would benefit from more space. Multiple ideas have been and continue to be explored. The institution will re-evaluate commissary space and staff needs as we take on the responsibility of the additional space and inmates from the facility next door in the new year.</p>
<p><b>OPI</b></p>	<p>Acceptable</p>	<p>No problems were noted</p>

<b>Area of 2011 Inspection</b>	<b>CIIC Rating</b>	<b>Comments/Responses</b>
<p style="text-align: center;"><b>PROGRAM EVALUATION</b></p>          <p style="text-align: center;"><b>LIBRARY</b></p>	<p style="text-align: center;">Excellent</p>          <p style="text-align: center;">Acceptable</p>	<p style="text-align: center;">No response or action requested</p>          <p><u>CIIC Comments/Observations:</u></p> <p>CIIC receives numerous letters from inmates indicating their dissatisfaction with the number of hours allowed in the library/law library facilities.</p> <p><u>GCI Response:</u></p> <p>Current DRC policy requires libraries to be open and available to inmates 24 hours per week. At GCI, the regular library is open 30 ¼ hours per week to include 2 evenings and weekend hours and the law library is open 36 hours per week.</p>

Area of 2011 Inspection	CIIC Rating	Comments/Responses
<p style="text-align: center;"><b>RECREATION</b></p>	<p style="text-align: center;">Acceptable</p>	<p><b><u>CIIC Comments/Observations:</u></b></p> <p>Observation revealed some areas in need of additional cleaning. “Recreation equipment appeared in good working order. Acceptable, but not clean.”</p> <p><b><u>GCI Response:</u></b></p> <p>Recreation Supervisor took immediate corrective action when the problem was noted.</p> <p>Also, Recreation Supervisor states that new covers for benches have been ordered and will be installed soon.</p>

Area of 2011 Inspection	CIIC Rating	Comments/Responses
<p><b>ADDITIONAL COMMENT SECTION</b></p> <p><b>BUNK BEDS ON UNIT FLOORS</b></p>	<p>N/A</p>	<p><u><b>CIIC Comments/Observations:</b></u></p> <p>Several units had bunk beds on the dayroom floor. This remains an issue of concern.</p> <p><u><b>GCI Response:</b></u></p> <p>GCI's rated bed capacity and designated population numbers are determined by the Operation Support Center in Central Office. GCI does not have the authority to remove the beds from the dayroom areas at this time.</p>
<p><b>STAFF/INMATE INTERACTION</b></p>	<p>N/A</p>	<p><u><b>CIIC Comments/Observations:</b></u></p> <p>Many inmates reported a lack of respectful communication from officers. It should be proactively addressed.</p> <p><u><b>GCI Response:</b></u></p> <p>GCI's 2012 Training Schedule includes "Communication and Reduction of Prison Violence." This class will include a section on Interpersonal Communications and utilizing proper IPC skills.</p>



Area of 2011 Inspection	CIIC Rating	Comments/Responses
<p style="text-align: center;"><b>ADDITIONAL COMMENT SECTION cont.</b></p> <p style="text-align: center;"><b>INMATE COMMUNICATION</b></p>	<p>N/A</p>	<p><b><u>CIIC Comments/Observations:</u></b></p> <p>CIIC indicates they've heard multiple complaints regarding the institutional requirement that televisions be turned off at midnight.</p> <p><b><u>GCI Response:</u></b></p> <p>The inmates have complained about this issue at the institutional and Central Office level. The Warden has considered their complaints and concluded that turning off the televisions at midnight makes the best operational and fiscal sense for GCI at this time.</p> <p>It is noted in this report that Use of Force is down by 38.6%, assaults, according to CIIC, are "remarkably low," and our overall safety rating is "high." No changes will be made to the television schedules at this time. We will continue to monitor and re-evaluate this issue periodically.</p>

**B. SCHEDULES**

RTU  
AT Schedule

	Sunday RS	Monday JW	Tuesday RS	Tuesday JW	Tuesday RS	Tuesday RB	Wednesday JW	Wednesday RS	Wednesday RB	Thursday JW	Thursday RS	Thursday RB	Friday JW	Friday RB	Saturday RB
7:00															
7:30															
8:00	Morning Stretch	TX Team	Morning Stretch		Morning Stretch		TX Team		TX Team		Morning Stretch		Comm. Service Projects	Current Events	Reward Video
9:00	Music Listening		TX Team	L2 Art Therapy	Games on Unit						L2 Leisure Games			L2 Music Therapy	
10:00	clean rooms														
10:30		AM report	AM report	AM report	AM report	AM report	AM report		AM report	AM report	AM report	AM report	AM report	AM report	clean rooms
12:30	Stretching & Exercise	Comm. Service Projects	Leisure Games	1:1 Art Therapy	Leisure Education	1:1 Music Therapy	Coping Skills		Music Therapy a	Artistic Journal		Music Therapy b		Music Improvisation	Music Studio
1:20	Level 2		Level 2		Level 2			Level 2			Level 2			Level 2	Level 2
1:30	Outdoor Ex.		Outdoor Ex.	1:1 Art Therapy	Outdoor Ex.		Outpatient Art Therapy	Outdoor Ex.		Art Therapy	Outdoor Ex.	Relaxation		Outdoor Ex.	Outdoor Ex.
2:00	L3 Library	Art Studio	Level 3 Outdoor Exercise at Gym		Walking Program			Level 3 Outdoor Exercise at Gym		Music Studio		Level 3 Outdoor Exercise at Gym			
2:30									1:1 Music Therapy			1:1 Music Therapy			
3:00												1:1 Music Therapy			
3:30															
4:00															
4:30															
5:00															
5:15								Sports Talk				Dog Program			
6:15															
6:30								Weight Training							
7:00															

# SEPTEMBER 2011

## GCI COMMISSARY MONTHLY SCHEDULE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 GCC D1 B5	2 A4 D2	3
4	5  <b>HOLIDAY</b>	6 B6 B7 B8	7 A1 A2 A3	8 D1 GCC B5	9 A4 D2	10
11  <b>STATE WEEK</b>	12 B6 B7	13 A1 A2 B8	14 GCC A3	15 D1 B5	16 A4 D2	17
18	19 B6 B7	20 A1 A2 B8	21 GCC A3	22 D1 B5	23 A4 D2	24
25	26 B6 B7 A1	27 A2 B8 A3	28 GCC D1 B5	29 A4 D2	30  <b><u>INVENTORY</u></b>	

COMMISSARY PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. IF YOU EXCEED YOUR SPENDING LIMIT, ITEMS WILL BE TAKEN OFF YOUR ORDER AT THE DISCRETION OF OUR STAFF. ALL PROBLEMS WITH YOUR BALANCE MUST BE ADDRESSED TO THE CASHIERS OFFICE THROUGH A KITE. YOU MUST SHOP WITH YOUR GROUP, UNLESS PRIOR APPROVAL IS GRANTED.

**REVISED**

January 10, 2011

RECREATION ACTIVITIES AVAILABLE TO INMATES

**INDOOR ACTIVITIES**

PINGPONG - DAILY

BASKETBALL- SEASONAL OR DURING INCLEMENT WEATHER

VOLLEYBALL- SEASONAL OR DURING INCLEMENT WEATHER

VIDEOS - DAILY

TABLE GAMES – DAILY

MUSIC

ARTS & CRAFTS

**OUTDOOR ACIVITIES**

HANDBALL – SEASONAL

BOCCEBALL -SEASONAL

SOFTBALL – SEASONAL

BASKETBALL – SEASONAL

HORSESHOES – SEASONAL

JOGGING/WALKING/WORKOUT STATIONS – DAILY

PICKLE BALL

**ALTERNATIVE ACTIVITIES**

JUMP ROPE

CHESS, CHECKERS, CARDS

50 AND OVER RECREATION

40 AND OVER BASKETBALL, SOFTBALL AND VOLLEYBALL

FLAG FOOTBALL

WORKOUT ROOM FITNESS STATIONS

JANUARY 19, 2011  
SUBJECT MONTHLY / YEARLY SCHEDULE

JANUARY BASKETBALL,, VOLLEYBALL,

FEBRUARY BASKETBALL, VOLLEYBALL,

MARCH BASKETBALL, VOLLEYBALL

APRIL BASKETBALL (PLAYOFFS),

MAY BASKETBALL (PLAYOFFS), SOFTBALL, HORSESHOES,

JUNE SOFTBALL, HORSESHOES,

JULY SOFTBALL, HORSESHOES,

AUGUST SOFTBALL, HORSESHOES,

SEPTEMBER SOFTBALL (PLAYOFFS) FLAGFOOTBALL, HORSESHOES,

OCTOBER FLAG FOOTBALL, VOLLEYBALL,

NOVEMBER FLAG FOOTBALL (PLAYOFFS) VOLLEYBALL,

DECEMBER BASKETBALL, VOLLEYBALL,

ALL YEAR LONG, WORKOUTS, CORN HOLE, TABLE & CARD GAMES

PROGRAM SCHEDULE - Unit Management  
September 2011

Sun Mon Tue Wed Thu Fri Sat

				1 Inside Out Dads 1-3	2	3
4	5 PROVE 1-3 T4C 1-3	6 Victim Awareness-GCC 1-3	7 SAFENET Heart to Heart Dope is for Dopes Victim Awareness-GCI 1-3 T4C 5-7	8 Inside Out Dads 1-3	9 Dope is for Dopes	10
11	12 PROVE 1-3 T4C 1-3	13 Victim Awareness-GCC 1-3	14 Heart to Heart Victim Awareness-GCI 1-3 SAFENET T4C - 5-7	15 Inside Out Dads 1-3	16	17
18	19 PROVE 1-3 T4C 1-3	20 Victim Awareness-GCC 1-3  Friend to Friend- Evening	21 Heart to Heart SAFENET Victim Awareness-GCI 1-3 T4C - 5-7	22 Inside Out Dads 1-3	23	24
25	26 PROVE 1-3 T4C 1-3	27 Victim Awareness-GCC-1-3	28 Heart to Heart SAFENET Victim Awareness-GCI 1-3 T4C 5-7	29 Inside Out Dads 1-3	30	

**RECOVERY SERVICES EDUCATIONAL PROGRAMS**

	<i>MON.</i>	<i>TUES.</i>	<i>WED.</i>	<i>THURS.</i>	<i>FRI.</i>
8:00AM					
9:00AM			"Beyond Anger" II Anger Mgmt. class at GCI	Fr. Martin video and discussion class at GCI	
10:00AM					
11:00AM					
12 NOON					
1:00PM			"12 and 12"		
1:30PM	IOP Education Make-Up class	"Addiction Cycle" Class at GCI	Discussion Group at GCI	"Beyond Anger" I Anger Mgmt. class at GCI	
2:00PM					
2:30PM					
3:00PM					
4:00PM					
5:00PM					
5:30PM		AA Meeting at GCI 5:30-7:00pm		NA Meeting at GCI 5:30-7:00pm and AA/NA Meeting at GCC 7:00-8:15pm	
6:00PM					
6:30PM					
7:00PM					
7:30PM					
8:00PM					

**RECOVERY SERVICES TREATMENT PROGRAMS**

	<b>MON.</b>	<b>TUES.</b>	<b>WED.</b>	<b>THURS.</b>	<b>FRI.</b>
8:00AM	"Higher Ground" Intensive Outpt. Program at GCI	"Higher Ground" IOP at GCI (8:00-10:00am) and IOP at GCC (8:00-10:30am)	"Higher Ground" IOP at GCI (8:00-10:00am) and IOP at GCC (8:00-10:30am)	"Higher Ground" Intensive Outpt. Program at GCI	"Higher Ground" Intensive Outpt. Program (8:00-10:00am) and
9:00AM					"Pass It On" Cont. Care Grp. at GCI (8:00-10:00am)
10:00AM					
11:00AM					
12 NOON					
12:30PM			GCC IOP Homework Grp.		GCC IOP Homework Grp.
1:00PM		"Higher Ground" IOP at GCC (1:00-3:30pm)	"High. Ground" IOP at GCC (1:00-3:30pm)	"High. Ground" Int. Outpt. Program at GCI	"Pass It On' Continuing Care Group at GCC
1:30PM					
2:00PM					
2:30PM					
3:00PM					
3:30PM					
4:00PM					
5:00PM					
5:30PM					
6:00PM					
6:30PM					
7:00PM					
7:30PM					
8:00PM					



## C. DATA TABLES

**Table 1.****Prison Rated Capacity with Population and Percent of Capacity  
September 6, 2011**

<b>Institution</b>	<b>Rated Capacity</b>	<b>Count as of September 6, 2011</b>	<b>Percent of Capacity</b>
LorCI	756	1,469	194
LeCI	1,481	2,784	188
CCI	1,673	2,930	175
RCI	1,293	2,253	174
WCI	807	1,394	173
ManCI	1,536	2,534	165
HCF	298	486	163
CRC	900	1,455	162
GCI	939	1,510	161
ORW	1,641	2,642	161
ACI	844	1,340	159
BeCI	1,855	2,657	143
RiCI	1,855	2,502	135
MCI	2,006	2,617	130
NCI	1,855	2,403	130
NCCI	1,855	2,290	123
TCI	902	1,051	117
ToCI	1,306	1,518	116
SCI	1,358	1,567	115
LoCI	1,993	2,234	112
MaCI	2,167	2,366	109
PCI	2,149	2,148	100
LaECI	1,498	1,489	99
NCCTF	700	686	98
OCF	191	188	98
MePRC	352	340	97
NEPRC	590	555	94
SOCF	1,540	1,423	92
DCI	482	439	91
OSP	684	609	89
FPRC	480	336	70
CMC	210	132	63
<b>Total</b>	<b>38,196</b>	<b>50,347</b>	<b>132%</b>

<b>Table 2. Staff Population Breakdown September 1, 2011</b>	
<b>Total Staff</b>	<b>333</b>
<b>Total Male Staff</b>	<b>224</b>
White	183
Black	25
Other	16
Male Unknown Race	0
<b>Total Female Staff</b>	<b>109</b>
White	83
Black	23
Other	3
Female Unknown Race	0
<b>Total CO</b>	<b>177</b>
<b>Total Male CO</b>	<b>135</b>
White	111
Black	12
Other	12
Male CO Unknown Race	0
<b>Total Female CO</b>	<b>42</b>
White	27
Black	12
Other	3
Female CO Unknown Race	0

<b>Table 3. Inspector's Report January 1, 2010 through December 31, 2010</b>	
<b>Grievance Numbers</b>	
<b>Total Number of Grievances Filed During Year</b>	<b>235</b>
<b>Total Number of Inmates Who Filed Grievances During Year</b>	<b>143</b>
<b>Highest Number of Grievances Filed by Single Inmate</b>	<b>11</b>
Grievances on Hand at Beginning of This Period	10
<b>Grievances Received during this period</b>	<b>235</b>
Total	245
Grievances Completed During This Period	240
Grievances on Hand at End of This Period	5
Total	245

<b>ICR Summary</b>				
Number of Informal Complaints Received	1,124			
Number of Informal Complaint Responses Received	1,112			
Number of Informal Complaint Responses Untimely	105			
<b>Granted</b>				
	<b>W</b>	<b>B</b>	<b>O</b>	<b>Total</b>
Granted – Problem Corrected	4	7	0	11
Granted – Problem Noted, Correction Pending	15	12	0	27
Granted – Problem Noted, Report/Recommendation to the Warden	1	0	0	1
<b>Subtotal Granted</b>	<b>20</b>	<b>19</b>	<b>0</b>	<b>39</b>
<b>Denied</b>				
Denied – Insufficient Evidence to Support Claim	21	28	1	50
Denied – Staff Action Was Valid Exercise of Discretion	1	4	0	5
Denied – No Violation of Rule, Policy, or Law	75	37	0	112
Denied – Not within the Scope of the Grievance Procedure	4	7	0	11
Denied – False Claim	0	1	0	1
Denied – Failure to Use Informal Complaint Procedure	6	9	0	15
Denied – Not within Time Limits	3	3	0	6
<b>Subtotal Denied</b>	<b>110</b>	<b>89</b>	<b>1</b>	<b>200</b>
Withdrawn at Inmate’s Request	0	0	1	1
Pending Disposition	2	3	0	5
<b>TOTALS</b>	<b>132</b>	<b>111</b>	<b>2</b>	<b>245</b>
<b>Percent</b>	<b>53.9%</b>	<b>45.3%</b>	<b>0.8%</b>	<b>100%</b>
<b>Extensions</b>				
14-Day Extensions	134			
28-Day Extensions	10			
Total	144			

<b>Table 4. Use of Force with Racial Breakdown March 2011 through August 2011</b>				
	<b>Black</b>	<b>White</b>	<b>Other</b>	<b>Total</b>
<b>Use of Force Incidents</b>	<b>19</b>	<b>8</b>	<b>0</b>	<b>27</b>
<b>Percentage</b>	<b>70.4%</b>	<b>29.6</b>	<b>0%</b>	<b>100%</b>
<b>Action Taken on Use of Force Incidents:</b>				
Assigned to Use of Force Committee for Investigation	3	1	0	4
Logged as “No Further Action Required”	14	9	0	23
Referred to the employee disciplinary process	0	0	0	0
Referred to the Chief Inspector	0	0	0	0

<b>Number of investigations not completed within 30 days and extended</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Number of extended investigations from previous month that were:</b>				
<b>Completed</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Not Completed</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Table 5. Use of Force with Racial and Monthly Breakdown March 2011 through August 2011</b>				
	<b>Black</b>	<b>White</b>	<b>Other</b>	<b>Total</b>
<b>March 2011</b>	4	1	0	<b>5</b>
<b>April 2011</b>	2	1	0	<b>3</b>
<b>May 2011</b>	4	1	0	<b>5</b>
<b>June 2011</b>	4	1	0	<b>5</b>
<b>July 2011</b>	3	2	0	<b>5</b>
<b>August 2011</b>	2	2	0	<b>4</b>
<b>Total</b>	<b>19</b>	<b>8</b>	<b>0</b>	<b>27</b>

Staff is authorized to utilize force per DRC Policy 63-UOF-01 and Administrative Rule 5120-9-01, which lists six general circumstances when a staff member may use less than deadly force against an inmate or third person as follows:

1. Self-defense from physical attack or threat of physical harm.
2. Defense of another from physical attack or threat of physical attack.
3. When necessary to control or subdue an inmate who refuses to obey prison rules, regulations, or orders.
4. When necessary to stop an inmate from destroying property or engaging in a riot or other disturbance.
5. Prevention of an escape or apprehension of an escapee.
6. Controlling or subduing an inmate in order to stop or prevent self-inflicted harm.

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

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

<b>Table 6.</b>			
<b>Assaults: Inmate on Inmate – Grafton Correctional Institution</b>			
<b>January 2009 to August 2011</b>			
<b>Category of Assault</b>	<b>2009</b>	<b>2010</b>	<b>2011 YTD</b>
Physical Assault	6	0	1
Harassment Assault	1	1	0
Sexual Assault	2	1	0
<b>Total</b>	<b>9</b>	<b>2</b>	<b>1</b>

<b>Table 7.</b>			
<b>Assaults: Inmate on Staff – Grafton Correctional Institution</b>			
<b>January 2009 to August 2011</b>			
<b>Category of Assault</b>	<b>2009</b>	<b>2010</b>	<b>2011 YTD</b>
Physical Assault	6	4	0
Harassment Assault	1	2	0
Sexual Assault	2	0	0
Inappropriate Contact	1	0	0
<b>Total</b>	<b>10</b>	<b>6</b>	<b>0</b>

<b>Table 8.</b>	
<b>Investigator Monthly Report Summary by Type of Investigation</b>	
<b>September 2010 through August 2011</b>	
<b>Investigations</b>	<b>Cases Initiated</b>
A. Drugs (Staff/Inmate)	2
B. Drugs (Inmate/Visitor)	6
C. Drugs (Mail/Package)	1
D. Drugs (Staff)	0
E. Drugs (other)	9
F. Positive Urinalysis	38
G. Staff/Inmate Relationship	4
H. Staff Misconduct	10
I. Assault-(Inmate on Staff)	5
J. Assault (Inmate on Inmate)	3
K. Sexual Assault (Inmate on Inmate)	1
L. Other	0
M. Background Investigations	30
<b>Total</b>	<b>109</b>

<b>Table 9. Inmate Enrollment in Educational Programs August 2011</b>								
Program	For Month	< 22	YTD	Waiting List	# of Certificates		% Attained Goals	
					Month	YTD	QTR	YTD
Literacy	15	0	18	15	0	0		
ABLE (Adult Basic and Literacy Education)	7	0	12	0	0	0		
Pre-GED	27	1	30	25	0	0		
GED	42	0	42	35	2	2		
GED Evening	40	0	44	10	5	7		
HS/HS Options								
<b>Academic Total</b>	<b>131</b>	<b>1</b>	<b>146</b>	<b>85</b>	<b>7</b>	<b>9</b>		
Career-Tech (by program)	For Month	< 22	YTD	Waiting List	# of Certificates		% Attained Goals	
					Month	YTD	QTR	YTD
Auto Mechanics	15	0	16	97	0	0		
Welding	17	0	17	134	0	0		
Horticulture	16	0	16	80	0	0		
<b>Career-Tech Total</b>	<b>48</b>	<b>0</b>	<b>49</b>	<b>311</b>	<b>0</b>	<b>0</b>		
Special Education	0	0	0	0	0	0		
Title One								
EIPP (Education Intensive Prison Program)								
TEP (Transitional Education Program)	17	0	18	86	0	0		

YTP										
ESL (English as Second Language)										
Career Enhancement	0	0	0	0	0	0	0	0		
					<b>50%</b>	<b>100%</b>	<b>50%</b>	<b>100%</b>	–	–
Apprenticeship	2	0	2	0	0	0	0	0		
	<b>For Month</b>	<b>&lt; 22</b>	<b>YTD</b>	<b>Waiting List</b>	<b>Program Cert.</b>		<b>1-Year Cert.</b>		<b>2-Year Cert.</b>	
					<b>Term</b>	<b>YTD</b>	<b>Term</b>	<b>YTD</b>	<b>Term</b>	<b>YTD</b>
Advanced Job Training	187	5	187	68	22	22	11	11	14	14
	<b>For Month</b>	<b>&lt; 22</b>	<b>YTD</b>	<b>Waiting List</b>	<b># of Certificates</b>		<b>% Attained Goals</b>			
					<b>Month</b>	<b>YTD</b>	<b>QTR</b>	<b>YTD</b>		
Total GEDs given	18		18							
Total GEDs passed	8		10							
Literacy Tutors	19		20							
Other Tutors	14		14							
Tutors Trained	0		0							
Tutor Hours	1,428		2,551							
Children served in Reading Room	248		553							
Narrator Hours	122		258							
Work Keys	0		0							

<b>Table 10.</b>	
<b>Breakdown of top five reported concerns to CIIC regarding GCI from January 1, 2010 through December 31, 2010</b>	
<b>Category of Complaint: Staff Accountability</b>	<b>Number of Contacts</b>
Failure to Perform Job Duties	8
Access to Staff	5
Failure to Follow Policies	4
Failure to Respond to Communication	4
Other	0
<b>Total</b>	<b>21</b>

Category of Complaint: <b>Non-Grievable</b>		<b>Number of Contacts</b>
Other		5
Court		4
APA		3
Legislative Action		3
Transitional Control		1
Separate Appeal Process		0
<b>Total</b>		<b>16</b>
Category of Complaint: <b>Health Care</b>		<b>Number of Concerns</b>
Access/Delay Receiving Medical Care		7
Medical Records		2
Improper/Inadequate Medical Care		1
Medical Transfer		1
Eye Glasses		1
Delay/Denial of Medical Care		0
Disagree with Diagnosis/Treatment		0
Medical Restriction		0
Medical Co-pay		0
Medical Aide/Device		0
Other		0
Forced Medical Testing		0
Prosthetic Device		0
<b>Total</b>		<b>12</b>
Category of Complaint: <b>Supervision</b>		<b>Number of Contacts</b>
Unprofessional Conduct		5
Conduct Report for No Reason		2
Retaliation for Filing Grievance		2
Privacy Violations		1
Intimidation/Threats		0
Abusive Language		0
Retaliation for Voicing Complaints		0
Harassment		0
Racial or Ethnic Slurs		0
Other		0
Retaliation for Filing Lawsuit		0
<b>Total</b>		<b>10</b>
Category of Complaints: <b>Inmate Grievance Procedure</b>		<b>Number of Contacts</b>
Informal Complaint Delay/Failure to Respond		4
Inspector Delay/Failure to Investigate		3
Chief Inspector Delay/Failure to Investigate		3
Inmate Grievance Procedure Does Not Work		0
Forms Inaccessible		0
Retaliation for Using the Inmate Grievance Procedure		0
Other		0
<b>Total</b>		<b>10</b>



**D. INSPECTION CHECKLISTS**

Inspector: Yeager

Facility: GCI  
Date: 9/26/11

**INFIRMARY:**

	FACILITY		
1	Overall appearance: Excellent, Acceptable, In Need of Improvement	Excellent	
1a	Ask to see documentation of cleaning schedule for all functional areas.	✓	
1b	Work areas of the infirmary appear organized? (Observe for cluttered exam rooms etc.)	<input checked="" type="radio"/> YES NO	
1c	Document the number of exam rooms, beds for medical, and crisis cells.	Exam Rooms: 3 Beds for Medical: 3 Crisis Cells: 2	
1d	Staff uses personal protective equipment (gloves, masks, etc) to control risks for acquiring and transmitting infections. 68-MED-18	<input checked="" type="radio"/> YES NO	
1e	Clearly marked sharps containers and other bio-medical waste containers are present in all exam rooms (68-MED-18, 10-SAF-13). (Look in all exam rooms. If possible, observe where waste is stored prior to disposal.)	<input checked="" type="radio"/> YES NO	Locked shed - only pick up on Tuesdays
1f	Are inmate porters trained to use personal protective equipment to clean up and dispose of infectious waste? (10-SAF-13)	<input checked="" type="radio"/> YES NO	2 on day shift 2 on night shift
2	Is all medical and dental equipment operational? (Are there any broken pieces?)	<input checked="" type="radio"/> YES NO	Loaner's offered - usually fixed w/in 48 hours
2a	Do you have any special equipment needs?	overhead light in exam room	
	<b>STAFFING</b>		
3	Review the Table of Organization: vacancies. How many positions are outsourced? How is the agency performing?	4 vacancies use APEX agency - satisfactory work	
	How long have these positions been vacant?	1 QIC - months - been reposted 3 times billing Nurse - with w/agency staff 1 EPN - waiting to be filled	

Inspector: Yeager

Facility: GCI  
Date: 9/26/11

Infirmary

3a	Do the Health Care supervisors work late shifts periodically to monitor infirmary operations? (How often)	<input checked="" type="radio"/> YES NO	5am - 8pm some days some weekends
3b	Is overtime of RNs most often mandated or voluntary? What is the average number of hours each month?	mostly voluntary	Hours: less than 13 hours on average
3c	What steps are taken to address staff burnout? (Peer support groups, counseling, etc.)	- open door policy - celebrate monthly birthdays - cohesive environment	
3d	What is the annual average turnover of nurses at the institution?	∅	
ACCESS TO MEDICAL STAFF			
5	How many inmates are enrolled in chronic care clinics at the institution? (68-MED-19)	Inmates: 762 Clinics: 1,401	
5a	What is the backlog of inmates enrolled in chronic care clinics?	∅	
5b	What percentage of CC inmates have been no-shows/AMAs?	none from June 28, 2011 - present	
5c	How much time between submitting a health services request form and actually being seen?	w/in 48 hours	
5d	How much time between being referred by a nurse to being seen at DSC?	fringed by nurses - immediately or 5-7 days	
5e	What is the back log of Nurse/Doctor Sick Call?	NSC: ∅ DSC: ∅	
5f	Review kite log (6 months): how many answered? How many pending? How long between submission and response?	answered w/in 24-48 hours HEA or Nurse 2 answers all not very many	
5g	Review ICR log (6 months): how many answered? How many pending? How long between submission and response?	mostly immediate - always within 7 days but usually w/in 24 hours. Keeps files of ICRs + responses + documents used for each response.	
6b	What are the most common outside referrals made? What is most commonly offered an alternate treatment plan?	Outside ref: <u>Barclio</u> + Colonoscopy Offered alternate treatment plan: Scan, p/r	

Inspector: Yeager

Facility: GCI  
Date: 9/26/11

*Infirmary*

7	Verify these numbers (since January 2010)	1. # Expected Deaths: 3 2. # Unexpected Deaths: 1 3. # Suicides: 0 4. # Homicides: 0 5. # Deaths at Local Hospital: 2 6. # Deaths at OSU: 1 7. # Deaths at CMC: 1 8. # of MRSA cases: 9. # of broken jaws: 10. # of HIV cases: 9-11 each monthly	
8	Is information provided to inmates on how and when to seek health care services during orientation? (68-MED-01)	<input checked="" type="radio"/> YES	NO
8a	Is an ongoing teaching program to promote health and hygiene practices provided to inmates by staff? (If not, why not?) (68-MED-01)	<input checked="" type="radio"/> YES	NO Hand washing posters open wound education Health fair - annual will begin! each month, educate via TVs
8b	Are inmates with special needs, infectious diseases, and other health needs provided counseling and education as needed? (Describe type.)	<input checked="" type="radio"/> YES	NO
9	Is there an emergency management plan in place to deal with either emergencies or disasters to address larger than normal amounts of inmate/staff injuries? (Individual medical emergency, tornado, fire, or mass disturbances.)	<input checked="" type="radio"/> YES	NO Cim plan; <sup>MEM</sup> part of team
9a	How often is medical staff trained on the emergency management plan?	monthly drills	
<b>DOCUMENTATION</b>			
10	Medical records are kept in a secure location and handled to ensure confidentiality. (Observe for records that are kept in open areas that could be picked up by anyone).	Yes	
10a	Does each inmate have an individual medical record and health risk assessment completed? (If not what is the timeline to complete this? How many have not been completed?)	Yes	

CIIC Report: Grafton Correctional Institution 60

Inspector: Yeager  
*shj/jimany*

Facility: GCI  
 Date: 9/26/11

10b	How frequently are patient records audited for accuracy and errors or missing data? (Ask to see an example of an audit. How many deficiencies were identified in the last audit?)	Each month - <del>at least 10%</del>	10% NSE, 10% DSC, 10% CC
10c	How frequently is staff training conducted related to patterns of errors identified by records audits? (What is the process?)	Monthly meetings; emails individual - HCA writes out problem (#) so nurse can review chart for exact problem.	
10c	Are targets set for improving patient care for staff to achieve? (Ask for an example)	<input checked="" type="radio"/> YES <input type="radio"/> NO	Be above 80% in all areas

How often do interdisciplinary meetings occur with the leadership of other departments (i.e. mental health, security, re-entry)?

quarterly - warden, Dis, security, HS (initiated by HCA)  
 monthly - HCA, docs, dental, pharmacy, DWSS + staff

Additional Information:

Inspector: Yeager

Facility: SCI  
Date: 9/26/11

**MENTAL HEALTH SERVICES:**

	FACILITY/DATA		
1	Document the number of crisis cells and offices and classrooms/conference rooms	Crisis Cells: 2 in med; 2 in seg, 9 in RTU Offices: 9 Conference rooms: 2 (outpatient)	
1a.	How many inmates are on the MH caseload?	180 outpatient - 56 RTU	
1b.	How many inmates are on mandated medications?	35 (both outpatient + RTU)	
1c.	Number of suicide attempts since January 2010	2	
2	Work areas of the offices appear organized?	<input checked="" type="radio"/> YES NO	very clean + new
3	Are Mental Health records kept in a secure location and handled to ensure confidentiality? (Observe for records that are kept in open areas that could be picked up by anyone).	<input checked="" type="radio"/> YES NO	
3a	Does each inmate have an individual mental health file completed within 14 days? 07-ORD-11	<input checked="" type="radio"/> YES NO	
3b	How frequently are patient records audited for accuracy and errors or missing data?	QA - monthly staff shares this responsibility 10 outpatient + 10 RTU	
3c	How frequently is staff training conducted related to patterns of errors identified by records audits? (What is the process?)	new policy trainings outpatient + RTU have diff. staff meet daily to discuss	
3d	Are targets for improving patient care set for staff to achieve? (Ask for an example)	Yes - increase # of self-carry	
	<b>STAFFING/PROGRAMS</b>		
	Table of Organization (vacancies)	1 vacancy right now	
4	What is the annual average turnover of MH nurses at the institution?	0	

Inspector: Yeager  
*Mental Health*

Facility: GCI  
 Date: 9/26/11

4b	What steps are taken to address staff burnout? (Peer support groups, counseling, etc.)	open door policy take time off when needed regular nurse meetings
5	Do you make weekly rounds in segregation?	Yes-frequently
6	What is the back log of inmates waiting to be seen by staff?	0
6a	What programs are currently offered to the inmates on mental health caseload?	Psychotherapy, Depression Support, Individual Diagnosis, Art Therapy, Music Therapy, Hygiene group
6b	If an inmate needs an RTU, how long before they are transferred?	
7	Is information provided to inmates on how and when to seek mental health care services during orientation? (68-MED-01)	<input checked="" type="radio"/> YES <input type="radio"/> NO
7a	Is there education being taught to inmates regarding mental health issues? What & how?	<input checked="" type="radio"/> YES <input type="radio"/> NO Individual sessions Handbook Suicide prevention
DOCUMENTATION		
8	Is DOTS maintained for each inmate?	<input checked="" type="radio"/> YES <input type="radio"/> NO
8a	Is the Institutional Active Caseload distributed weekly?	<input checked="" type="radio"/> YES <input type="radio"/> NO
9.	Number of Kites: 8-30/month	Answered within 5 days? Yes guys "drop in"
9a.	Number of ICRs: 2 since Jan 1	Answered within 7 days? Yes
9b	Amount of time between submission of request form and seeing staff?	Guys "drop in" to be seen that day or send a kik "See" immediately or next day
9c	Amount of time between seeing nurse and being seen by doctor?	24 hours to 4 days

How often do interdisciplinary meetings occur with the leadership of other departments (i.e. medical services, security, re-entry)?

*min-quarterly*

Additional Information:

Inspector: Yeager

Facility: GCI  
Date: 9/26/11

AREA INSPECTED: RESIDENTIAL TREATMENT UNIT (RTU)

HOUSING UNIT: RTU Inmate Count: 54

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. Breakdown of inmates on RTU levels.	1-0 3-25 2-8 4-21	Capacity: 73
4. How clean are cells?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. Do cells have protective secure screening on the windows and are they intact?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
6. How clean are the <u>9</u> crisis cells?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
7. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
8. How many are inoperative?	Toilets- <input type="checkbox"/> Sinks - <input type="checkbox"/> Showers - <input type="checkbox"/>	
9. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	Most are good - some have rust, mold, Soap scum
10. How often are shower facilities cleaned?	2 times/day	
11. How clean are vents?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
13. What is the room temperature?	?	
14. Is the current CIIC memo posted?	YES <input type="radio"/> <input checked="" type="radio"/> NO	
15. Are the commissary, programs, and library schedules posted?	<input checked="" type="radio"/> YES <input type="radio"/> NO	

CIIC Report: Grafton Correctional Institution 64

Inspector: Yeager  
RTU

Facility: GCI  
 Date: 9/26/11

16. Are kites in stock on the unit?	<input checked="" type="radio"/> YES	NO	
17. Are informal complaint forms in stock on the unit?	<input checked="" type="radio"/> YES	NO	
18. Are health service request forms in stock on the unit?	<input checked="" type="radio"/> YES	NO	
19. How many cell door windows are obstructed?	0		
20. How often are medical rounds conducted?	Nurse is on site, in unit 24 hours a day.		
21. How often are mental health rounds conducted?	Nurse is on site, in unit 24 hours a day.		
22. How many officers are on duty per shift?	1 <sup>st</sup> - 3 2 <sup>nd</sup> - 3 3 <sup>rd</sup> - 2		
23. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO	
24. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2/shift		
25. Are laundry facilities operational?	<input checked="" type="radio"/> YES	NO	Some laundry here, some sent out
26. Are all phones operational?	<input checked="" type="radio"/> YES	NO	
27. Are all drinking fountains operational?	<input checked="" type="radio"/> YES	NO	
28. Are cell lights turned on all night (excluding security lights)?	<input checked="" type="radio"/> YES	NO	

ADDITIONAL COMMENTS (including inmate communication):

1 treatment team room  
 2 group rooms  
 own pill call  
 Chaplain visits 1/week  
 in Jan 2012, level 1+2 will go to ACI  
 level 3+4 will go to IOP institutions

levels 1+2 cannot come upstairs  
 - 2 book cases  
 puzzles  
 ironing board  
 pool table  
 air hockey  
 ping pong  
 stationary bike (2)  
 @chow  
 Level 3-escorted to chow  
 4-go as a group, unescorted  
 1+2-eat in RTU



Inspector: Jackson

Facility: GCI  
Date: 9-19-11

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> - 2 2 <sup>nd</sup> - 2	
3. Menu on the day of the inspection.	Meatloaf, noodles, pears, white bread, cake, spinach, veggie burger	
4. The inmate meal rated: Good, Average, or Poor	Average (Inmates rated average)	
5. Are groups of inmates predominately mixed races or segregated races?	Segregated	Some Integrated
6. How clean is dining area? (1=very unclean, 10= very clean)	8	Var. little debris
7. What is the temperature of the food in the serving line?	Before - ✓ During - ✓ After - ✓	
8. Are trays scraped in a different area from the food serving line?	YES NO	
KITCHEN PREP AREA (including tools and equipment)		COMMENTS
9. How clean is kitchen area? (1=very unclean, 10= very clean)	8	
10. Does the equipment appear to be clean?	YES NO	
11. Is a chit system used to issue tools to inmate workers?	YES NO	
12. Is the quantity of the food served according to the menu?	YES NO	
13. Is soap available in the inmate/staff bathroom?	YES NO	
14. Are knives issued according to procedure?	YES NO	
15. Are inmates supervised while using knives?	YES NO	By Food Service Staff
16. Is fire equipment operational and inspected according to schedule?	YES NO	Sept. 2011 Inspected once per month
17. What is the date of the last inspection by health inspectors? Did the facility pass?	6-8-2011	
18. Have there been any recent concerns regarding inmate health issues due to food?	YES NO	
19. How often is the cooking equipment sanitized?	After every meal	At least 3x per day

Inspector: Jackson  
food services

Facility: CCT  
 Date: 9-9-11

20. Is a kite log maintained?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
21. Are all chemicals secured?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<i>Locked in Cabinet</i>
22. Are the surrounding walls, floors, and the receiving racks that hold washed meal trays clean and sanitized on a regular basis?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
23. Are there open trash containers near food preparation or dish wash areas?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	
<b>FOOD STORAGE AND APPLIANCES</b>		<b>COMMENTS</b>	
24. The number of appliances?	Freezers- 2 Coolers- 4 Ovens- 6 Kettles- 3		
25. Are any appliances in need of repair?	<i>Kettle inoperable for 2 months 1 stuck oven being prepared</i>		
26. Are there any standing puddles of water on the ground? Is there ice on the floor of coolers?	<input checked="" type="radio"/> YES	<input checked="" type="radio"/> NO	
27. Do the coolers and freezers appear orderly and clean?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
28. Is stored food wrapped and dated?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
29. Are containers of food stored off of the ground?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
30. Is a safe distance maintained from the top of the stored food to the ceiling?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
31. Are dishes/utensils washed/rinsed at appropriate temperatures (wash 150 degrees/rinse 180 degrees)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
<b>INMATE WORKERS</b>		<b>COMMENTS</b>	
32. How many inmate workers are assigned to the food services department?	<i>153</i>		
33. How are inmates selected?	<i>Selected by Unit Managers - 90 days before they can re-class to another position</i>		
34. What is the monthly wage?	<i>\$18/month</i>	<i>Cook 7 - \$24 Cook - \$22</i>	
35. Do inmates receive performance evaluations?  Is so; are raises available for good performance?	<i>Re-class or before Panel Board FS Worker - \$18 Cook Helper - \$18 Cook Ast. - \$21</i>		

Inspector: Jackson

Facility: GCI  
Date: 4-19-11

Food Services

36. Are all inmate workers trained regarding proper hygiene?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
37. Are all inmate workers trained on proper handling of equipment?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
38. Are all inmate workers and staff wearing hair nets?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
39. Are all inmate workers and staff handling food wearing gloves?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
40. How could the current program be improved?	<i>Working on an incentive program - want people who want to be here</i>		
<b>INCENTIVE PROGRAMS</b>		<b>COMMENTS</b>	
41. Are incentive programs offered to increase inmate participation?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
42. How many inmates participate in the program(s)?			
43. How are inmates selected?			
44. What is the monthly wage?			
45. Do inmates receive performance evaluations?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
If so, are raises available for good performance?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
46. How could the program(s) be improved?			
<b>LOADING DOCK</b>		<b>COMMENTS</b>	
47. Is the trash dock free of odors, loose garbage bags, and bugs?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
48. Are there any current pest issues?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<i>Exterminate one mouse</i>
<b>ADDITIONAL COMMENTS:</b>			
<i>- Inmate sets mouse traps, have not seen mouse in 6-8 months.</i>			

CIIC Report: Grafton Correctional Institution 68

Inspector: Robison

Facility: GCI  
Date: 9-17

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A1

Inmate Count: 131

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells? (1=very unclean, 10= very clean)	7	- no odors - neat + orderly - well-painted surfaces
4. How clean are common areas? (1=very unclean, 10= very clean)	10	- clean floors - polished floors
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities? (1=very unclean, 10= very clean)	9	- well-lighted - clean grout - small amt. rust on steel
7. How often are shower facilities cleaned?	1 on 1st shift 1 on 2nd shift	
8. How clean are vents? (1=very unclean, 10= very clean)	10	
9. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Cleaners available at specific times and as needed.
10. What is the room temperature?	low 70's	
11. Is the current CIIC memo posted?	YES <input checked="" type="radio"/> NO	
12. Are the commissary, programs, and library schedules posted?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
13. Are kites in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	as needed - upon request
14. Are informal complaint forms in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	as needed - upon request
15. Are health service request forms in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	as needed - upon request

CIIC Report: Grafton Correctional Institution 69

Inspector: Robson  
unit A-1

Facility: C2C1  
 Date: 9-19

16. How many cell door windows are obstructed?	<u>none</u>	
17. How many officers are on duty per shift?	1 <sup>st</sup> - / 2 <sup>nd</sup> - / 3 <sup>rd</sup> - /	
18. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES    NO	30 min. intervals
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>		2 cells per shift on 1st and 2nd shift. Common area - 3rd shift.
20. Are laundry facilities operational? <u>Machines repaired on site by maintenance.</u>	<input checked="" type="radio"/> YES    NO	2 separate laundry rooms - Each with 1 washer + 1 dryer.
21. Are all phones operational?	<input checked="" type="radio"/> YES    NO	4 phones
22. Are all drinking fountains operational?	<input checked="" type="radio"/> YES    NO	1 fountain
23. Are cell lights turned on all night (excluding security lights)? <u>- only</u>	YES <input checked="" type="radio"/> NO	
ADDITIONAL COMMENTS (including inmate communication):		
<p>1 ice machine - is OK                  1 microwave - is OK                  1 sink (w/ hot water dispenser)</p>		

CIIC Report: Grafton Correctional Institution 70

Inspector: Soul

Facility: C10 T

Date: 9/19/11

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: A2

Inmate Count: 134

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	In dorm room / coming back from show
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are bunk areas? (1=very unclean, 10= very clean)	10	
4. How clean are common areas? (1=very unclean, 10= very clean)	10	
5. Bathroom facility count	Toilets- Urinals - Sinks - Showers -	N/A toilets in cells
6. How many are inoperative?	Toilets- 0 Urinals - 0 Sinks - 0 Showers - 0	
7. Is soap available in each bathroom?	YES NO	
8. How clean are toilets/urinals? (1=very unclean, 10= very clean)	8	clothing up on restroom bars; privacy curtain up
9. How clean are shower facilities? (1=very unclean, 10= very clean)	10	very clean
10. How often are shower/toilet facilities cleaned?	1x per 1st + 2nd shift	
11. How clean are vents? (1=very unclean, 10= very clean)	10	
12. Are cleaning materials kept secure?	YES NO	
13. What is the room temperature?	No way to test, but it's checked every day	but it's checked during summer
14. Is the current CIIC memo posted?	YES NO	

CIIC Report: Grafton Correctional Institution 71

Inspector: Saul  
AZ

Facility: ACT  
 Date: 9/19/11

15. Are the commissary, programs, and library schedules posted?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
16. Are kites in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
17. Are informal complaint forms in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
18. Are health service request forms in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
19. Are views of beds in dorms obstructed?	YES <input checked="" type="radio"/> NO	
20. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1	
21. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	
22. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 IITs per shift common areas on 3rd	
23. Are laundry facilities operational?	<input checked="" type="radio"/> YES <input type="radio"/> NO	work order completed quickly, washer replaced while on unit
24. Are all phones operational?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
25. Are all drinking fountains operational?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
26. Are dorm lights turned on all night, with the exception of security lights?	YES <input checked="" type="radio"/> NO	walkways on, rest common area off
ADDITIONAL COMMENTS (including inmate communication):		

CIIC Report: Grafton Correctional Institution 72

Inspector: Jackson

Facility: GCI  
Date: 9-19-11

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A-3

Inmate Count: 136

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells? (1=very unclean, 10= very clean)	7	Some are cluttered
4. How clean are common areas? (1=very unclean, 10= very clean)	7	Beds in the area
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities? (1=very unclean, 10= very clean)	8	
7. How often are shower facilities cleaned?	once per shift	Twice a day total
8. How clean are vents? (1=very unclean, 10= very clean)	6	Shower vents were dirty
9. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
10. What is the room temperature?	—	
11. Is the current CIIC memo posted?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
12. Are the commissary, programs, and library schedules posted?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
13. Are kites in stock on the unit?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
14. Are informal complaint forms in stock on the unit?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
15. Are health service request forms in stock on the unit?	YES <input checked="" type="radio"/> NO <input type="radio"/>	



CIIC Report: Grafton Correctional Institution 73

Inspector: Jackson  
 A3

Facility: CCI  
 Date: 9-19-11

16. How many cell door windows are obstructed?	1	Someone changing clothes
17. How many officers are on duty per shift?	1 <sup>st</sup> - / 2 <sup>nd</sup> - / 3 <sup>rd</sup> - /	
18. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	YES NO	
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 per shift	
20. Are laundry facilities operational?	YES NO	
21. Are all phones operational?	YES NO	
22. Are all drinking fountains operational?	YES NO	
23. Are cell lights turned on all night (excluding security lights)?	YES NO	cell lights off
ADDITIONAL COMMENTS (including inmate communication):		

CIIC Report: Grafton Correctional Institution 74

Inspector: Furderer

Facility: GCI  
Date: 9-19-11

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A4

Inmate Count: 134

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input checked="" type="checkbox"/> Active <input type="checkbox"/> Disruptive <input type="checkbox"/>	- count
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells? (1=very unclean, 10= very clean)	10	- very clean
4. How clean are common areas? (1=very unclean, 10= very clean)	9	
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities? (1=very unclean, 10= very clean)	7	- minor residue
7. How often are shower facilities cleaned?	twice per day	- once on each shift except for 3rd shift
8. How clean are vents? (1=very unclean, 10= very clean)	10	- no observable issues
9. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
10. What is the room temperature?	do not keep log	
11. Is the current CIIC memo posted?	YES <input checked="" type="radio"/> NO	
12. Are the commissary, programs, and library schedules posted?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
13. Are kites in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
14. Are informal complaint forms in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
15. Are health service request forms in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	

CIIC Report: Grafton Correctional Institution 75

Inspector: Furderer  
*A4*

Facility: GCIT  
 Date: 9-17-01

16. How many cell door windows are obstructed?	0	
17. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1	
18. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	two	
20. Are laundry facilities operational?	<input checked="" type="radio"/> YES NO	
21. Are all phones operational?	<input checked="" type="radio"/> YES NO	
22. Are all drinking fountains operational?	<input checked="" type="radio"/> YES NO	
23. Are cell lights turned on all night (excluding security lights)?	YES <input checked="" type="radio"/> NO	
ADDITIONAL COMMENTS (including inmate communication):		

CIIC Report: Grafton Correctional Institution 76

Inspector: Furderer

Facility: GCI  
Date: 9-19-11

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: B5

Inmate Count: 136

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells? (1=very unclean, 10= very clean)	10	
4. How clean are common areas? (1=very unclean, 10= very clean)	9	
5. How many are inoperative?	Toilets- 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities? (1=very unclean, 10= very clean)	5	- missing tiles - Soap scum and residue
7. How often are shower facilities cleaned?	once per shift	
8. How clean are vents? (1=very unclean, 10= very clean)	9	
9. Are cleaning materials kept secure?	YES NO	
10. What is the room temperature?	do not keep log	
11. Is the current CIIC memo posted?	YES NO	
12. Are the commissary, programs, and library schedules posted?	YES NO	
13. Are kites in stock on the unit?	YES NO	
14. Are informal complaint forms in stock on the unit?	YES NO	
15. Are health service request forms in stock on the unit?	YES NO	

CIIC Report: Grafton Correctional Institution 77

Inspector: Richard

Facility: CCS

R5

Date: 6-19-11

16. How many cell door windows are obstructed?	1	
17. How many officers are on duty per shift?	1 <sup>st</sup> - ( ) 2 <sup>nd</sup> - ( ) 3 <sup>rd</sup> - ( )	
18. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES    NO	
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	two per shift	
20. Are laundry facilities operational?	<input checked="" type="radio"/> YES    NO	
21. Are all phones operational?	<input checked="" type="radio"/> YES    NO	
22. Are all drinking fountains operational?	<input checked="" type="radio"/> YES    NO	
23. Are cell lights turned on all night (excluding security lights)?	YES <input checked="" type="radio"/> NO	
ADDITIONAL COMMENTS (including inmate communication):		

CIIC Report: Grafton Correctional Institution 78

Inspector: Jackson

Facility: CCT  
Date: 9-19-11

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: B-6

Inmate Count: 120

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells? (1=very unclean, 10= very clean)	7	cells are cluttered and messy
4. How clean are common areas? (1=very unclean, 10= very clean)	8	
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities? (1=very unclean, 10= very clean)	7	Old, chipped on shower pan tile around handle
7. How often are shower facilities cleaned?	2x per day	
8. How clean are vents? (1=very unclean, 10= very clean)	7	shower vents not as clogged
9. Are cleaning materials kept secure?	YES NO	Red box
10. What is the room temperature?	—	
11. Is the current CIIC memo posted?	YES NO	
12. Are the commissary, programs, and library schedules posted?	YES NO	
13. Are kites in stock on the unit?	YES NO	
14. Are informal complaint forms in stock on the unit?	YES NO	
15. Are health service request forms in stock on the unit?	YES NO	

CIIC Report: Grafton Correctional Institution 79

Inspector: Jackson  
 BG

Facility: GCI  
 Date: 9-19-11

16. How many cell door windows are obstructed?	0	
17. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1	
18. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES    NO	computer
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 per Shift	
20. Are laundry facilities operational?	<input checked="" type="radio"/> YES    NO	
21. Are all phones operational?	<input checked="" type="radio"/> YES    NO	
22. Are all drinking fountains operational?	<input checked="" type="radio"/> YES    NO	
23. Are cell lights turned on all night (excluding security lights)?	YES <input checked="" type="radio"/> NO	controlled by inmate
ADDITIONAL COMMENTS (including inmate communication):		

CIIC Report: Grafton Correctional Institution 80

Inspector: Jackson

Facility: GCI  
Date: 9-19-11

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: B-7

Inmate Count: 140

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells? (1=very unclean, 10= very clean)	8	
4. How clean are common areas? (1=very unclean, 10= very clean)	8	Beds in area, <del>handpaper</del>
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities? (1=very unclean, 10= very clean)	8	Vent missing from <sup>soap</sup> 1 shower
7. How often are shower facilities cleaned?	2x Daily	
8. How clean are vents? (1=very unclean, 10= very clean)	5	Vent missing from one shower vents <del>evaluated</del> closed
9. Are cleaning materials kept secure?	(YES) NO	Red box
10. What is the room temperature?	—	
11. Is the current CIIC memo posted?	YES NO	
12. Are the commissary, programs, and library schedules posted?	(YES) NO	
13. Are kites in stock on the unit?	(YES) NO	
14. Are informal complaint forms in stock on the unit?	(YES) NO	
15. Are health service request forms in stock on the unit?	(YES) NO	



CIIC Report: Grafton Correctional Institution 81

Inspector: Gardner  
 B7

Facility: CCT  
 Date: 9-19-11

16. How many cell door windows are obstructed?	0	
17. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1	
18. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	Computer
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 Per Shift	Book
20. Are laundry facilities operational?	<input checked="" type="radio"/> YES NO	
21. Are all phones operational?	<input checked="" type="radio"/> YES NO	
22. Are all drinking fountains operational?	<input checked="" type="radio"/> YES NO	
23. Are cell lights turned on all night (excluding security lights)?	YES <input checked="" type="radio"/> NO	
ADDITIONAL COMMENTS (including inmate communication):		

Inspector: Robison

Facility: GCI  
Date: 9-19

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: D1 (Bubble)

Inmate Count: 79 (Capacity=80)

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are bunk areas? (1=very unclean; 10= very clean)	9	
4. How clean are common areas? (1=very unclean, 10= very clean)	10	14 tables and benches, lot of books, puzzles, etc.
5. Bathroom facility count	Toilets- 6 Urinals- 1 Sinks- 7 Showers- 7	
6. How many are inoperative?	Toilets- 0 Urinals- 0 Sinks- 0 Showers- 0	
7. Is soap available in each bathroom?	(YES) NO	Empty
8. How clean are toilets/urinals? (1=very unclean, 10= very clean)	7	mostly showed signs of age & excessive use
9. How clean are shower facilities? (1=very unclean, 10= very clean)	7	paint on floor in poor condition
10. How often are shower/toilet facilities cleaned?	2/ day	1- 1st shift 1- 2nd shift
11. How clean are vents? (1=very unclean, 10= very clean)	10	
12. Are cleaning materials kept secure?	(YES) NO	in steel box - locked
13. What is the room temperature?	low 70s	climate controlled by air conditioning (only unit of AC)
14. Is the current CIIC memo posted?	YES (NO)	

Inspector: Robinson  
 (D-1 Bubble)

Facility: GCI  
 Date: 9-17

15. Are the commissary, programs, and library schedules posted?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
16. Are kites in stock on the unit?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	well stocked
17. Are informal complaint forms in stock on the unit?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	well stocked
18. Are health service request forms in stock on the unit?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	well stocked
19. Are views of beds in dorms obstructed?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Excellent view; especially with large mirrors @ each end of unit.
20. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1		
21. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	<input type="radio"/> NO	paper record entered for 1st security ck. each day. Remaining checks entered on computer.
22. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>	1st shift shakedowns at least 2 beds 2nd shift shakedowns at least 2 beds 3rd shift - search common areas		
23. Are laundry facilities operational?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	2 washers 2 dryers
24. Are all phones operational?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	4 phones
25. Are all drinking fountains operational?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	1 fountain
26. Are dorm lights turned on all night, with the exception of security lights?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	only security lights are on @ night
ADDITIONAL COMMENTS (including inmate communication): 1 microwave - not functioning, but work order in place 2 flatscreens and headphones in dayroom AC is very much appreciated. Rarely do inmates complain.			

CIIC Report: Grafton Correctional Institution 84

Inspector: Saul

Facility: GCI  
Date: 9/19/11

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: D2

Inmate Count: 242

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input checked="" type="checkbox"/> Active <input type="checkbox"/> Disruptive <input type="checkbox"/>	waiting to go to chow
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are bunk areas? (1=very unclean, 10= very clean)	7	some disorder of items on the floor
4. How clean are common areas? (1=very unclean, 10= very clean)	7	colored in window
5. Bathroom facility count	Toilets - 8 Urinals - 7 Sinks - 14 Showers - 6 + 2 handicapped	
6. How many are inoperative?	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
7. Is soap available in each bathroom?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	ITs bring
8. How clean are toilets/urinals? (1=very unclean, 10= very clean)	7	toilets clean, but TP on floor
9. How clean are shower facilities? (1=very unclean, 10= very clean)	8	some dirt on tiles
10. How often are shower/toilet facilities cleaned?	1x per shift	
11. How clean are vents? (1=very unclean, 10= very clean)	10	no observable dirt
12. Are cleaning materials kept secure?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	locked box
13. What is the room temperature?	can't check - close eye on it by it, comfortable right now	
14. Is the current CIIC memo posted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

CIIC Report: Grafton Correctional Institution 85

Inspector: SAD  
 22

Facility: 551  
 Date: \_\_\_\_\_

15. Are the commissary, programs, and library schedules posted?	YES NO	
16. Are kites in stock on the unit?	YES NO	
17. Are informal complaint forms in stock on the unit?	YES NO	
18. Are health service request forms in stock on the unit?	YES NO	
19. Are views of beds in dorms obstructed?	YES NO	towels up
20. How many officers are on duty per shift?	1 <sup>st</sup> - 2 2 <sup>nd</sup> - 2 3 <sup>rd</sup> - 2	
21. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	YES NO	
22. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 per <input type="checkbox"/> 4 x shift	
23. Are laundry facilities operational?	YES NO	
24. Are all phones operational?	YES NO	
25. Are all drinking fountains operational?	YES NO	
26. Are dorm lights turned on all night, with the exception of security lights?	YES NO	
ADDITIONAL COMMENTS (including inmate communication): - Quartermaster charging ppl for items coming up missing & bringing signature to change from JTB's account - vents don't work - no motors - in shop, can't fix - can't get state blues from Quartermaster - pressable what give out anything new		

CIIC Report: Grafton Correctional Institution 86

Inspector: Furderer

Facility: GCI

Date: 9-19-11

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Camp

Inmate Count: 170

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are bunk areas? (1=very unclean, 10= very clean)	9	
4. How clean are common areas? (1=very unclean, 10= very clean)	10	
5. Bathroom facility count	Toilets- 10 Urinals - 2 Sinks - 13 Showers - 11	
6. How many are inoperative?	Toilets- 1 Urinals - 0 Sinks - 0 Showers - 0	
7. Is soap available in each bathroom?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
8. How clean are toilets/urinals? (1=very unclean, 10= very clean)	5	-general stains/residue
9. How clean are shower facilities? (1=very unclean, 10= very clean)	8	
10. How often are shower/toilet facilities cleaned?	daily	
11. How clean are vents? (1=very unclean, 10= very clean)	6	
12. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
13. What is the room temperature?	do not keep log	
14. Is the current CIIC memo posted?	YES <input type="checkbox"/> NO <input type="checkbox"/>	- did not see it

CIIC Report: Grafton Correctional Institution 87

Inspector: F. J. DeCaro  
*Camp*

Facility: CCI  
 Date: 9-19-11

15. Are the commissary, programs, and library schedules posted?	<input checked="" type="radio"/> YES	NO	
16. Are kites in stock on the unit?	<input checked="" type="radio"/> YES	NO	
17. Are informal complaint forms in stock on the unit?	YES	<input checked="" type="radio"/> NO	
18. Are health service request forms in stock on the unit?	YES	<input checked="" type="radio"/> NO	
19. Are views of beds in dorms obstructed?	YES	<input checked="" type="radio"/> NO	
20. How many officers are on duty per shift?	1 <sup>st</sup> - 3 2 <sup>nd</sup> - 3 3 <sup>rd</sup> - 2		
21. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO	
22. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	<i>two times and one general.</i>		
23. Are laundry facilities operational?	<input checked="" type="radio"/> YES	NO	
24. Are all phones operational?	<input checked="" type="radio"/> YES	NO	
25. Are all drinking fountains operational?	<input checked="" type="radio"/> YES	NO	
26. Are dorm lights turned on all night, with the exception of security lights?	YES	<input checked="" type="radio"/> NO	
ADDITIONAL COMMENTS (including inmate communication):			

Inspector: Rebison

Facility: GCI  
Date: 9-19

AREA INSPECTED: SEGREGATION

		COMMENTS
1. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
2. Inmate Count	SC - 12 DC - 4 LC - 25 } 41	56 Bed Capacity
3. How clean are cells? (1=very unclean, 10= very clean)	8	
4. How clean are the ___ crisis cells? (1=very unclean, 10=very clean)	8	
5. How many are inoperative? <input type="radio"/>	Toilets - 0 Sinks - 0 Showers - 0	Total Count based on cells = 29 each.
6. How often are toilet facilities sanitized? <u>daily</u>		Each minute is required to clean facilities in cell on 2nd shift.
7. How clean are shower facilities? (1=very unclean, 10= very clean)	9 (in each cell)	
8. How often are shower facilities cleaned? <u>daily</u>		on 2nd shift
9. How clean are vents? (1=very unclean, 10= very clean)	10	
10. What is the room temperature?		Each cell is checked daily. Approximate temperature is maintained at 72°.
11. Are officers performing regular security checks? <u>Log observed</u> <input checked="" type="checkbox"/> paper + PC log	<input checked="" type="radio"/> YES NO	at 30 minute intervals - staggered.
12. How many shakedowns are performed on each shift? <u>Log observed</u> <input checked="" type="checkbox"/>	1 <sup>st</sup> - 1 per CO per shift on 1st + 2nd = 2 2 <sup>nd</sup> - = 2 } 4/24 hr. 3 <sup>rd</sup> - shake down common areas	
13. Are individual log sheets maintained and <u>up to date</u> ? • Meals • Recreation in/out • Linen/towel exchange • Razor issue • Cell cleaning	<input checked="" type="radio"/> YES NO	
14. How often are <u>medical rounds</u> conducted?		Nurses have pill call @ noon + night - diabetics on insulin are visited as needed



Inspector: Robison

Facility: GCI

Date: 7-19

Segregation unit

15. How often are mental health rounds conducted?	- randomly - try for once per week if needed & when inmates are placed in segregation.	
16. Are kites in stock on the unit?	<input checked="" type="checkbox"/> YES    NO	Compartments on a wall were stocked; also available on request.
17. Are informal complaint forms in stock on the unit?	<input checked="" type="checkbox"/> YES    NO	Compartments on wall - and available on request.
18. Are health service request forms in stock on the unit?	<input checked="" type="checkbox"/> YES    NO	Compartments on wall - and available on request.
19. Describe inmate access to library and legal services?	- Exchange books each week. - Administrative Rules on request.	
20. How many cell door windows are obstructed?	No obstructions during rounds.	
21. Are inmates provided with the required cell furnishings, clothing, toilet paper, soap, etc?	<input checked="" type="checkbox"/> YES    NO	Inmates have a bedroll at transfer; plus basic supplies (clothing, hygiene) as needed.
22. Do religious services personnel have access to inmates in segregation?	<input checked="" type="checkbox"/> YES    NO	Chaplain comes to seg. at least once per week.
ADDITIONAL COMMENTS (including inmate communication and breakdown of inmates):		

Inspector: Furderer

Facility: GOI  
Date: 7-19-11

AREA INSPECTED: COMMISSARY

		COMMENTS
1. How many inmates work in the commissary at this institution?	70-15 Current - 13	
2. How many staff members supervise the inmates during the hours of operation?	3	
3. How much money are inmates permitted to spend?	\$100 per week	- also have exempt items
4. How often are commissary prices increased?	once per year	
5. Are inmates notified of changes to commissary prices?	<input checked="" type="radio"/> YES <input type="radio"/> NO	- Vendors have to give facility a minimum of 30 day notice
6. What items are most popular?	- chips - coffee - pops - fish (rock mac)	
7. Which types of juice do you sell in the commissary?	- orange - apple - two types of VG	
8. Are there any items you think should be added or removed from the commissary?	YES <input checked="" type="radio"/> NO	- Surveys every year with inmates
9. How clean is commissary? (1=very unclean, 10=very clean)	9	
10. Have you had any issues with pests/rodents?	YES <input checked="" type="radio"/> NO	- not lately
11. How often does the exterminator visit?	once per month	
12. Is the inventory organized and stored properly?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
13. Is Inventory taken monthly?	<input checked="" type="radio"/> YES <input type="radio"/> NO	- spot check high theft items once per week
14. Have you had any inventory issues? (missing items, etc)	YES <input checked="" type="radio"/> NO	- under 100 per month - do \$100,000 gross per month
15. Have there been any issues of inmate theft from the commissary?	YES <input checked="" type="radio"/> NO	

Inspector: Furderer  
Commissary

Facility: GCS  
Date: 9-19-11

16. Are inmates searched before and after their shifts?	<input checked="" type="radio"/> YES    NO	- after - also have random strip searches
17. How often are there problems of inmates using stolen IDs?	never	
18. What procedures are in place to ensure that inmates do not steal and then use other inmates' IDs?	- Verify face check with picture ID	
19. How often are deliveries made?	every day	- don't have a lot of space
20. How often do you run out of OTC Meds - Tylenol - Prilosec - Fish Oil	not often	
21. Where are your vendors located?	all in Ohio	- do not use out of state vendors
22. What is the average hourly/monthly wage for inmates in commissary?	\$21-23 per month	
23. What is the average profit margin per month?	22-23%	
24. What is the average amount of money inmates spend per month?	\$250 per person per month	
25. How could the commissary be more efficient/profitable?	increase space	
<p><b>ADDITIONAL COMMENTS (including description of area):</b></p> <ul style="list-style-type: none"> <li>- incentive program             <ul style="list-style-type: none"> <li>- Promotions if do well</li> <li>- let inmates sample new products from vendors if low theft</li> </ul> </li> <li>- will be taking over NCCTF Commissary as well</li> <li>- Commissary sheets are passed out weekly to inmates</li> <li>- meds/envelopes are locked up in cage</li> </ul>		

Inspector: Furderer

Facility: GCI

Date: 9-19-11

AREA INSPECTED: OPI

		COMMENTS
1. What OPI shops are located at this facility?	- Braille - oils	
2. How many inmates work in OPI at this institution?	Braille - 17 oils - 2	
3. How many staff members supervise the inmates during the hours of operation?	3	- one CC - one off Manager - one Braille Coordinator
4. Are all inmate workers trained on proper handling of equipment?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
5. Are there any certifications available for this shop?	<input checked="" type="radio"/> YES <input type="radio"/> NO	- Braille - Nemeth (math) - Literacy - Proofreading
6. What is the average hourly/monthly wage?	\$1/hr	
7. Are there any maintenance issues with the equipment?	YES <input checked="" type="radio"/> NO	
8. How often is equipment checked per safety standards?	at least once per month	
9. Are inmates searched before and after their shifts?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
10. Have you had any inventory issues?	YES <input checked="" type="radio"/> NO	
11. Do you evaluate inmate performance? If so, how often?	<input checked="" type="radio"/> YES <input type="radio"/> NO	- every 90 days
12. Can inmates obtain documentation regarding their OPI work performance upon their release?	YES <input type="radio"/> NO	- don't know
13. Do you feel production could be increased/decreased/or remain the same?	- Braille is at its max	
14. How could your shop be more efficient/profitable?	more space and newer equipment	
15. How could OPI be more efficient/profitable?	bring in other business and more business	

Inspector: Furderer  
OPI

Facility: GCI  
Date: 9-19-11

ADDITIONAL COMMENTS (including description of OPI area):

- Braille
  - translate literary books into braille
  - ~~with ten papers~~
- literary training is 12-14 months
- Contract work
- also do graphic work
- math books
- also translate into other languages

Inspector: Robison

Facility: GCI  
Date: 7-19

PROGRAM NAME: Art Therapy

		COMMENTS
1. Are programs available to all inmates?	<input checked="" type="radio"/> YES    NO	on RTU open group - all RTU level can attend
2. How many students are in the observed class?	8	
3. What is the student/teacher ratio?	8/1	
4. Are instructional materials provided to every student?	<input checked="" type="radio"/> YES    NO	
5. Are instructional materials copyrighted or teacher-made?		
6. Do students have use of technology as part of the observed program?	<input checked="" type="radio"/> YES    NO	CD player & portable music during session
7. Was the teacher using technology during the observed program?	<input checked="" type="radio"/> YES <input checked="" type="radio"/> NO	
8. Was the technology functioning correctly?	<input checked="" type="radio"/> YES    NO	
9. Was the classroom appropriate in size, safety, acoustics, and lighting?	<input checked="" type="radio"/> YES    NO	
10. Is security staff on duty in the area during programming?	<input checked="" type="radio"/> YES    NO	
11. Is the teacher using a lecture/demonstration style of instruction, question/answer, or group discussion?		open art time w/out a formal lesson goal
12. Do students appear to be responsive and engaged in the lesson?	<input checked="" type="radio"/> YES    NO	
ADDITIONAL COMMENTS: inmates may choose a medium that they want to work with. And they may select the drawing - whether story illustrations or one-time illustration.		

Inspector: Robison

Facility: GCI  
Date: 9-19-11

AREA INSPECTED: LIBRARY/LAW LIBRARY

		COMMENTS
1. Does the area appear to be clean and well-maintained?	<input checked="" type="radio"/> YES    NO	
2. Are DRC Administrative Rules (5120-9 series) available to inmates upon request?	<input checked="" type="radio"/> YES    NO	
3. How many computers/typewriters are available for inmates' use?	2 PCs + 1 <i>booklet</i> + 1 <i>form PC</i> 2 typewriters <i>Common library</i>	How many are inoperable at this time? <u>0</u> Work orders submitted? <u>N/A</u>
4. How often are computers/typewriters cleaned?	<i>1/week</i> PCs <i>1/week</i> typewriters <i>or as often as needed</i>	
5. Are library services available daily, including weekends and evenings?	<input checked="" type="radio"/> YES    NO	*NO Internet connections at all.
6. Does the library participate in inter-library loan programs?	<input checked="" type="radio"/> YES    NO	What is an average number of items requested per week through interlibrary loan? <u>200+</u>
7. How many inmate workers are assigned to the library/law library?	<u>13 main library + 4 law library = 17</u>	What duties do the library aides fulfill? <i>clean, organize library and materials; assist other inmates.</i>
8. Are inmates housed in special management areas permitted to use the law library? How?	<input checked="" type="radio"/> YES    NO <i>by request - Bookcart is replenished</i>	How often does a cart of materials go to special management housing units? <u>~ weekly</u>
9. Is a kite log maintained?	<input checked="" type="radio"/> YES    NO	What is the most frequent issue kited to the librarian? <i>Legal Requests for notary services</i>
10. Are there separate sections for African-American/Hispanic/ethnic literature?	YES <input checked="" type="radio"/> NO <i>Books are stickered on the spine.</i>	Approximately how many titles or items exist in each ethnic literature group? <i>~ 50 African-American; ~ 50 Hispanic</i>  Are ethnic collections growing, and if so, from what sources? <i>Hispanic is in high demand</i>
11. Are forms on hand to allow inmates to file court actions?	<input checked="" type="radio"/> YES    NO	Is there assistance (from whom) available to inmate in completing these forms? <i>on request in Law library</i>
12. How often are new materials added to the library?	<u>~ monthly</u>	What are your sources for new library materials?

Inspector: Robison

Facility: GI

Date: 9.19.11

Library

<p>13. Is there a cap or limit on the number of inmates who may use the library at one time? If so, what is the limit? <u>35</u></p>		
<p>14. What is the minimum amount of time that most inmates are able to use the library, based on the hours the library is open? <u>~ 3 hours per week in</u></p>	<p>most inmates' schedules.</p>	
<p>15. How would you describe your 'reentry section' of the library? What types of materials and specific resources are included in that part of the library?</p>	<p>- books - forms - booklets on re-entry topics - career handbooks</p>	<p>Are there computers dedicated for preparing resumes, cover letters, etc., and is assistance available?</p>
<p>16. What specific materials and resources exist related to employment, companies, and job searches?</p>	<p>- County-specific information is made available.</p>	
<p>17. Describe your library stock of post-secondary educational materials and textbooks and other expository text.</p>	<p>- mostly oversized book collections - usually donated texts, such as Financial Accounting books. (Some supplied by Auckland University)</p>	
<p>18. Has there been any effort to locate nonfiction or fiction resources from websites and offer them to inmates through a closed network (local area network or LAN)?</p>	<p>---</p>	<p>Please describe efforts and/or issues in that regard.</p>
<p>19. What is the most frequent use of the library by the inmates who live here?</p>	<p>legal work AND fiction readings</p>	
<p>ADDITIONAL COMMENTS (including library/law library schedule): audiovisual materials available: 400+ music CDs 200+ books on tape 400+ video tapes</p>		



Inspector: SAUL

Facility: GCI  
Date: 9-26-11

AREA INSPECTED: RECREATION

		COMMENTS
1. Are activities available to all inmates?	<input checked="" type="radio"/> YES    NO	
2. How many staff are assigned to supervise inmates?	1 <sup>st</sup> - 4 - GAT 2 <sup>nd</sup> - 2	Administrator 1 CO
3. Are activities posted for inmate information?	<input checked="" type="radio"/> YES    NO	housing units + in gym
4. Is equipment cleaned and sanitized on a regular basis?	<input checked="" type="radio"/> YES    NO	every hour an inmate cleans mat.
5. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES    NO	allowed 2 bottles out - need to be filled
6. Does recreation equipment appear to be in good working order?	<input checked="" type="radio"/> YES    NO	acceptable condition; not clean
7. How many inmate workers are assigned to the recreation department?	about 55	
8. Are inmate workers trained and is this documented?	<input checked="" type="radio"/> YES    NO	ACA file
9. Is a kite log maintained?	YES    NO	jumps from Aug 2010 to April 2011; all per programs
10. Are activities available for inmates with disabilities?	<input checked="" type="radio"/> YES    NO	sun morning weight time
<p>ADDITIONAL COMMENTS (including description of recreational areas):</p> <p>Do you have a monthly rec usage report?</p> <p>Musical room - brand new equipment - \$14K</p> <p>softball + soccer fields - put in new dirt</p> <p>repaired cracks in bball, handball, + shuffleboard in last 3-4 months</p> <p>6:30 am - 8:30 pm Rec available, except for cont stretching/aerobic/core classes daily</p>		

## SECTION IX. GLOSSARY OF TERMS

### A

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

### B

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

### C

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

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

## D

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

## F

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

## G

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

## H

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

## I

- Industrial and Entertainment (I and E) Funds – Funds created and maintained for the entertainment and welfare of the inmates.

- Informal Complaint Resolution (ICR) – The first step of the Inmate Grievance Procedure (IGP). Inmates submit ICRs to the supervisor of the staff member who is the cause of the complaint. Staff members are to respond within seven calendar days. Timeframe may be waived for good cause.
- Inmate Grievance Procedure (IGP) – A three step process whereby inmates may document and report concerns, problems, or issues.
- Inspector of Institutional Services (IIS) – Staff person at the institution in charge of facilitating the inmate grievance procedure, investigating and responding to inmate grievances, conducting regular inspections of institutional services, serving as a liaison between the inmate population and institutional personnel, reviewing and providing input on new or revised institutional policies, procedures and post orders, providing training on the inmate grievance procedure and other relevant topics, and any other duties as assigned by the Warden or Chief Inspector that does not conflict with facilitating the inmate grievance procedure or responding to grievances.
- Institutional Separation – An order wherein two or more inmates are not assigned to general population in the same institution due to a concern for the safety and security of the institution, staff, and/or other inmates.
- Intensive Program Prison (IPP) – Refers to several ninety-day programs, for which certain inmates are eligible, that are characterized by concentrated and rigorous specialized treatment services. An inmate who successfully completes an IPP will have his/her sentence reduced to the amount of time already served and will be released on post-release supervision for an appropriate time period.
- Interstate Compact – The agreement codified in ORC 5149.21 governing the transfer and supervision of adult offenders under the administration of the National Interstate Commission.

## **K**

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

## **L**

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

## **N**

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

## M

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

## O

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

## P

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

## R

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

## S

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

- institution. Level 1A inmates may be housed at a correctional camp with or without a perimeter fence and may work outside the fence under periodic supervision. Level 1A replaces the classification previously known as “Minimum 1 Security.”
- Level 1B Security (Minimum) – The second lowest level in the classification system. Level 1B inmates may be housed at a correctional camp with a perimeter fence and may work outside of the fence under intermittent supervision. However, Level 1B inmates who are sex offenders are not permitted to work or house outside of a perimeter fence. Level 1B inmates may not work off the grounds of the correctional institution. Level 1B replaces the classification previously known as “Minimum 2 Security.”
  - Level 2 Security (Medium) – A security level for inmates who are deemed in need of more supervision than Level 1 inmates, but less than Level 3 inmates. Level 2 replaces the classification previously known as “Medium Security.”
  - Level 3 Security (Close) – This is the security level that is the next degree higher than Level 2, and requires more security/supervision than Level 2, but less than Level 4. Level 3 replaces the classification previously known as “Close Security.”
  - Level 4 Security (Maximum) – This is the security level that is the next degree higher than Level 3, and requires more security/supervision than Level 3, but less than Level 5. It is the security level for inmates whose security classification score at the time of placement indicates a need for very high security. It is also a classification for those who are involved in, but not leading others to commit violent, disruptive, predatory or riotous actions, and/or a threat to the security of the. Level 4 replaces the classification previously known as “Maximum Security.”
  - Level 4A Security (Maximum) – A less restrictive privilege level, which inmates may be placed into by the privilege level review committee with the Warden/Designee’s approval, after a review of the inmate’s status in level 4.
  - Level 4B Security (Maximum) – The most restrictive privilege level assigned to an inmate classified into level 4.
  - Level 5 Security (Supermax) – A security level for inmates who commit or lead others to commit violent, disruptive, predatory, riotous actions, or who otherwise pose a serious threat to the security of the institution as set forth in the established Level 5 criteria. Level 5 replaces the classification previously known as “High Maximum Security.”
  - Level 5A Security (Supermax) – A less restrictive privilege level, which inmates may be placed into by the privilege level review committee with the Warden/Designee’s approval, after a review of the inmate’s status in level 5.
  - Level 5B Security (Supermax) – The most restrictive privilege level assigned to an inmate classified into level 5.
  - Security Threat Group (STG) – Groups of inmates such as gangs that pose a threat to the security of the institution.
  - Separation – See Institutional Separation and Local Separation
  - Seriously Mentally Ill (SMI) – Inmates who require extensive mental health treatment.
  - Shank – Sharp object manufactured to be used as a weapon.
  - Special Management Housing Unit (SMHU)/Segregation – Housing unit for those assigned to Security Control, Disciplinary Control, Protective Control, and Local Control.
  - Supermax Security – See Level 5

**T**

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

**U**

- Unit Management Administrator (UMA) – Staff member responsible for overseeing the roles, responsibilities and processes of unit management staff in a decentralized or centralized social services management format. The UMA may develop centralized processes within unit management, while maintaining the unit based caseload management system for managing offender needs. The UMA shall ensure that at least one unit staff member visits the special management areas at least once per week and visits will not exceed seven days in between visits.
- Unit Manager (UM) – Staff member responsible for providing direct supervision to assigned unit management staff and serving as the chairperson of designated committees. Unit Managers will conduct rounds of all housing areas occupied by inmates under their supervision.

**W**

- Warden – Top administrator at each correctional institution.

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

Allen Correctional Institution.....	ACI
Belmont Correctional Institution.....	BeCI
Chillicothe Correctional Institution.....	CCI
Correctional Reception Center.....	CRC
Corrections Medical Center.....	CMC
Dayton Correctional Institution.....	DCI
Franklin Pre-Release Center.....	FPRC
Grafton Correctional Institution.....	GCI
Hocking Correctional Facility.....	HCF
Lake Erie Correctional Institution.....	LaeCI
Lebanon Correctional Institution.....	LeCI
London Correctional Institution.....	LoCI
Lorain Correctional Institution.....	LorCI

Madison Correctional Institution .....	MaCI
Mansfield Correctional Institution.....	ManCI
Marion Correctional Institution .....	MCI
Noble Correctional Institution .....	NCI
North Central Correctional Institution.....	NCCI
North Coast Correctional Treatment Facility .....	NCCTF
Northeast Pre-Release Center .....	NEPRC
Oakwood Correctional Facility.....	OCF
Ohio Reformatory for Women.....	ORW
Ohio State Penitentiary .....	OSP
Pickaway Correctional Institution .....	PCI
Richland Correctional Institution .....	RiCI
Ross Correctional Institution .....	RCI
Southeastern Correctional Institution .....	SCI
Southern Ohio Correctional Facility.....	SOCF
Toledo Correctional Institution.....	ToCI
Trumbull Correctional Institution.....	TCI
Warren Correctional Institution.....	WCI