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**CIIC**

# **London Correctional Institution**

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**October 28, 2013  
October 29, 2013  
October 30, 2013**

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**Carol Robison,  
Report Coordinator**

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

<b>Dates of Inspection:</b>	October 28, 2013 October 29, 2013 October 30, 2013
<b>Type of Inspection:</b>	Unannounced
<b>Legislators/CIIC Staff Present:</b>	Representative Robert Hackett Joanna E. Saul, Director Gregory Geisler, Corrections Analyst II Adam Jackson, Corrections Analyst II Carol Robison, Corrections Analyst II Darin Furderer, Corrections Analyst I Jamie Hooks, Corrections Analyst I Katie Gibbons, CIIC Intern James Carmean, Aide to Sen. Brown
<b>Facility Staff Present:</b>	Warden Deborah Timmerman-Cooper  CIIC spoke with many additional staff throughout the course of the inspection.

**Institution Overview**

London Correctional Institution (LOCI) in the Ohio Department of Rehabilitation and Correction (DRC) houses predominately Level 1/2 (minimum security) inmates.<sup>i</sup> The facility opened in 1924 and is located on a total of 2,950 acres in London, Ohio.<sup>ii</sup> The institution's FY 2013 budget was \$33,236,699.<sup>iii</sup>

The rated capacity for LOCI is 1,950.<sup>iv</sup> As of October 28, 2013, the institution housed 2,262 inmates<sup>v</sup> (116.0 percent of capacity). The institution scored 100 percent compliance on the most recent ACA audit for mandatory standards and 99.1 percent compliance on non-mandatory standards.<sup>1vi</sup> In its most recent internal management audit, LOCI was 89.8 percent compliant on Ohio standards.<sup>2vii</sup>

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<sup>1</sup> The most recent audit by the Commission on Accreditation for Corrections was conducted on May 8-10, 2013.

<sup>2</sup> The Ohio Standards not met were issues pertaining to (a) comprehensive notification of unit meetings and agendas to all unit staff, including officers, (b) the absence of a written explanation in the Unit Plan regarding frequency and quality of rounds, (c) monthly reconciliation of inventory records, (d) timely delivery of medical services to inmates with chronic illnesses, specifically cancer, (e) use of a stamp to indicate medical protocol B3 regarding appropriate scheduling and notification actions, (f) incompletions and irregular notations regarding services and patient education related to the Tuberculosis Chronic Care Clinic, (g) omission of entries in the employee activity fund for funds received for specific purposes, (h)

Demographically, 50.3 percent of the inmates are classified as black, 47.9 percent as white, and 1.8 percent as of another race.<sup>3</sup> The average inmate age was 38.1 years.<sup>4viii</sup> The institution employs 380 total staff, of which 212 are security staff.<sup>ix</sup>

### **Executive Director Overview**

Overall, LOCI is a solid medium-security institution that offers a wide range of programming and activities in a safe environment. Although assaults and fights have increased, rates were lower than or within normal ranges for comparator prisons and staff are engaging in regular security rounds, searches, and incident tracking.

Health and wellbeing indicators were all positive, with clean living areas and good access to medical and mental health services. Although inmates are housed in dorms in most units, the bunk areas have cubicle walls to provide for additional space and privacy. The facility also offers a number of recovery service programs and/or activities, including a residential program for substance abuse recovery, which inmates praised.

In terms of rehabilitation and reentry, the facility offers significant enrollment in unit programs and the OPI shop employs a large number of inmates. The facility has the best reentry resource center in the state, with 17 computers for inmates' use, offering ample opportunity for inmates to engage in career searches and preparation. Inmates also praised the freedom of movement at LOCI and the access to higher level education.

The primary concern at LOCI relates to fair treatment of inmates. Inmates relayed that they are spoken to disrespectfully and unprofessionally by some corrections staff and, related, that inmate discipline is unnecessarily harsh at LOCI, including longterm placement in the sanctions unit for very minor offenses. Staff relayed similar concerns regarding poor interpersonal communication between officers and supervisors. Staff turnover has risen in this past year, reportedly due to investigations or resignations in lieu of termination. Last, LOCI reported fiscal accountability concerns, including failing the most recent internal fiscal audit, failing to conduct a waste audit, and a large increase in its gas utility expenses.

Overall, the facility is performing well at housing inmates safely while also providing them with opportunities for engagement in positive, rehabilitative activities.

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improper or detached back-up documentation (original invoice, purchase order, receiving report) relevant to vouchers, and (i) incomplete bank reconciliations and monthly online cash book balance reports.

<sup>3</sup>0.2 percent were classified as American Native, and 0.1 percent were classified as Asian.

<sup>4</sup> The youngest inmate was listed as 18.8 years of age and the oldest inmate was listed as 73.7 years of age.

## I. INSPECTION SUMMARY

### SAFETY AND SECURITY: GOOD<sup>5</sup>

INDICATORS	RATING	FINDINGS
<b>Assaults</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Total inmate on inmate assaults in the first six months of 2013 increased by 55.6 percent in comparison to the same period in 2012.</li> <li>• Total inmate on staff assaults in the first six months of 2013 increased by 63.6 percent in comparison to the same period in 2012.</li> <li>• The rate of inmate disciplinary convictions for assaults increased by 94.8 percent during the first six months of 2013 in comparison to the first six months of 2012.</li> <li>• The rate of inmate disciplinary convictions for assaults for the first six months of 2013 at LOCI was lower than the comparator prison rate as well as the DRC average.</li> </ul>
<b>Fights</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• The rate of rule 19 convictions for the first six months of 2013 increased 35.2 percent compared to the first six months of 2012.</li> <li>• The rate of rule 19 convictions for the first six months of 2013 at LOCI was slightly higher than the comparator prisons, but lower than the DRC average.</li> </ul>
<b>Disturbances</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• In the first six months of 2013, LOCI reported one disturbance. The rate of disturbances remained the same in comparison to the first six months of 2012.</li> <li>• The rate of disturbances for the first six months of 2013 at LOCI is less</li> </ul>

<sup>5</sup> CIIC ratings are based on a four point scale: Exceptional, Good, Acceptable, and In Need of Improvement. Ratings for the overall area are based on the balance of the indicator ratings for that area. A rating of “Exceptional” for an indicator means that there is no room for improvement and, generally, that the facility performs above other prisons. A rating of “Good” for an indicator means that the prison more than meets the standard, but is not significantly better than other prisons or there is still room for improvement. A rating of “Acceptable” for an indicator means that the prison just meets the standard or meets the standard with minor exceptions. A rating of “In Need of Improvement” for an indicator means that the prison does not meet standards, is significantly different from other prisons in a negative manner, or that CIIC staff had serious concerns.



		than half the average rate of comparator prisons and the DRC average.
<b>Use of Force</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• During the first six months of 2013, the facility reported 48 use of force incidents. Compared to the first six months of 2012, in which 56 uses of force were reported, total uses of force decreased by 14.3 percent.</li> <li>• The use of force rate for the first six months of 2013 was slightly lower than the comparator prisons and lower than the DRC average.</li> <li>• A review of the use of force incidents indicated that officers' responses to incidents were appropriate. Only two minor documentation errors were present. However, video was not available despite use of force reports indicating video was preserved.</li> </ul>
<b>Control of Illegal Substances</b>	<b>In Need of Improvement</b>	<ul style="list-style-type: none"> <li>• During the first six months of 2013, 5.0 percent of the inmates tested positive for the presence of an illegal substance.</li> <li>• The percent more than doubled in comparison to the first six months of 2012.</li> <li>• The percentage of inmates who tested positive for the first six months of 2013 at LOCI is higher than comparator prisons as well as the DRC average.</li> </ul>
<b>Rounds</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Officers documented rounds in the requisite 30 minute, staggered intervals.</li> <li>• Executive staff are consistently making rounds in all units.</li> </ul>
<b>Security Management</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Officers were consistent for required shakedowns with few exceptions.</li> <li>• CIIC's review of the cells indicated only minor concerns.</li> <li>• Executive staff demonstrated a system of tracking incidents by location. However, the monthly snapshots do not contain enough information to recognize trends.</li> <li>• There have been zero escapes or attempted escapes during the period evaluated by CIIC. However, the facility had one walkaway.</li> <li>• There have been zero homicides during the period evaluated by CIIC.</li> </ul>

- Survey results indicate a large majority of inmates reported they are very safe, safe, or neutral (in terms of safety).

## HEALTH AND WELLBEING: GOOD

INDICATORS	RATING	FINDINGS
<b>Unit Conditions</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• 13 bunk areas and celled units were rated as good for cleanliness, with one exceptional rating. The dormitory housing units are designed with rows of bunks in a large open bedding area.</li> <li>• Common areas were rated as good for cleanliness, toilets and showers were either good or acceptable. Phones, laundry facilities, drinking fountains, ice machines and microwaves in common areas were operational in almost every unit.</li> <li>• Maintenance issues were average.</li> </ul>
<b>Medical Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• There is no backlog of patients waiting to be seen in Nurse Sick Call or Chronic Care Clinics.</li> <li>• Nursing staffing levels appears in line with other institutions and the LOCI has consistent advanced level providers.</li> <li>• However, the institution has a higher than average Doctor Sick Call no-show percentage.</li> <li>• There was a small backlog of inmates waiting to see the Doctor, and inmates expressed concerns about the amount of time that inmates wait to be seen in Doctor Sick Call.</li> </ul>
<b>Mental Health Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Survey respondents reported satisfaction with the quality of services provided by mental health staff. They also reported that they have adequate access to mental health programs and services.</li> <li>• There is no backlog of inmates waiting to be assessed by psychiatry or requests for mental health services.</li> <li>• There have been no suicides and there have been a low number of</li> </ul>

		<p>attempts in the time period evaluated by CIIC. Furthermore, there have been no incidents of self-injurious behavior during that period.</p> <ul style="list-style-type: none"> <li>• Staff utilizes a variety of strategies and preventative measures to assist inmates experiencing crisis.</li> </ul>
<b>Recovery Services</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• The institution offers a variety of recovery service program options, including a residential unit.</li> <li>• A high number of inmates participate in ancillary recovery services groups and programs.</li> <li>• However, there are higher than average termination percentages in two of three primary recovery services programming, and inmate survey responses indicate only adequate access to programs and services.</li> </ul>
<b>Food Services</b>	<b>In Need of Improvement</b>	<ul style="list-style-type: none"> <li>• The three meals sampled by CIIC received an average rating of acceptable. However, most inmates interviewed by CIIC rated the meal as in need of improvement.</li> <li>• Both inmates and staff relayed concerns regarding spoiled milk, small portion sizes, and the quality of the food.</li> <li>• Although LOCI passed its most recent health inspection with zero violations, both staff and inmates relayed concern that mice and rodent droppings have been observed in the kitchen and chow hall.</li> <li>• 75.5 percent of inmate survey respondents indicated that they were unsatisfied with the quality of the food which is more negative than the average inmate responses from previous inspections.</li> </ul>
<b>Recreation</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Positively, the largest number of respondents reported being satisfied or very satisfied with access to recreation, which is above the average reported at other institutions inspected in 2013.</li> <li>• Overall, focus group participants relayed that their access to recreation was good.</li> <li>• Physical facilities appeared clean and maintenance concerns were minimal.</li> </ul>

**FAIR TREATMENT: ACCEPTABLE**

INDICATORS	RATING	FINDINGS
<b>Staff/Inmate Interactions</b>	<b>In Need of Improvement</b>	<ul style="list-style-type: none"> <li>• Most focus group participants relayed concerns regarding staff/inmate interactions, including that staff reportedly use derogatory and unprofessional language towards them.</li> <li>• Of inmate survey respondents, 59 inmates specifically identified issues with staff (mostly referring to disrespect) as the one change that they would like to make at the facility.</li> </ul>
<b>Inmate Discipline</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Overall, CIIC staff felt that the inmate disciplinary process was fair, hearing procedures are followed, and staff appropriately complete documentation.</li> <li>• However, the primary concern is that inmates are given excessive sanctions for minor violations, including placement in a restrictive sanctions dorm, despite the older, less violent population.</li> </ul>
<b>Inmate Grievance Procedure</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Overall, responses to both informal complaints and grievances indicate that staff are responsive to inmate concerns.</li> <li>• Almost all informal complaints receive a response and grievances are rarely extended.</li> <li>• However, inmates reported access issues, including lack of access to informal complaints, being prevented from using the grievance procedure, and a feeling that it does not work or that staff will retaliate against inmates for filing complaints.</li> </ul>
<b>Segregation</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• The unit was rated good for cleanliness of both cells and general areas. Staff reported zero maintenance issues. The only inmate concern regarding the unit pertained to the temperature.</li> <li>• The segregation population is in line with other institutions in terms of length of time spent in segregation and disciplinary status, and the racial breakdown is in line with the population.</li> </ul>

		<ul style="list-style-type: none"> <li>• However, a higher percentage of inmates are on the mental health caseload and a large percentage of inmates under investigation had been held in segregation for more than one week.</li> </ul>
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**REHABILITATION AND REENTRY: GOOD**

INDICATORS	RATING	FINDINGS
<p><b>Access to Purposeful Activities</b></p>	<p><b>Exceptional</b></p>	<ul style="list-style-type: none"> <li>• LOCI currently provides approximately 102 different programs, education, meaningful activities, group, or individualized (one-on-one) options for inmate participation.</li> <li>• Apprenticeship enrollment at LOCI showed a 36.1 percent increase from FY 2012 to FY 2013.</li> <li>• LOCI rate of community service hours for YTD September 2013 are 23.3 percent higher than comparator prisons' average.</li> <li>• LOCI offers several housing units with program-related missions.</li> </ul>
<p><b>Educational Programming</b></p>	<p><b>Good</b></p>	<ul style="list-style-type: none"> <li>• The total number of GEDs earned at LOCI increased by 22.7 percent from FY 2012 to FY 2013.</li> <li>• Observed students were actively engaged in instruction, excellent teaching strategies, and a heavy presence of individualized instruction that utilized inmate peer tutors</li> <li>• However, LOCI's FY 2013 rate of academic certificates earned was lower than comparator prisons and the DRC average rate.</li> </ul>
<p><b>Library</b></p>	<p><b>Exceptional</b></p>	<ul style="list-style-type: none"> <li>• The library is open 30 hours per week, which includes Saturdays. The library maintains an active book club.</li> <li>• 73 inmates may use the library at one time, and 22 inmates may use the legal library during library hours; plus, 17 computers provide inmates with PC access: three with Lexis Nexis, 10 for reentry work, and four for general word processing.</li> <li>• LOCI's notable Reentry Resource Room lies within the library and</li> </ul>

		provides exceptional access to reentry resources and opportunities to develop reentry skills, beyond the norm in other DRC institutions.
<b>Ohio Penal Industries</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• Both dental shop and deflashing services reported sales for FY 2012 and FY 2013.</li> <li>• Dental shop inmate employees may receive an apprenticeship certification through the Department of Labor.</li> <li>• LOCI OPI shops employ 40 inmates to produce dental plates and 95 inmates to fulfill deflashing services for Yamada auto parts manufacturer.</li> </ul>
<b>Reentry Planning</b>	<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• LOCI maintains the DRC's most developed separate reentry resource room for inmates' self-guided reentry preparation, plus the required Reentry Resource Center with two computers loaded with Ohio means Jobs and Ohio Career Information Services software; however, inmates in 30-days-to-release focus group were unaware of programs installed on the two computers in the Reentry Resource Center.</li> <li>• Unit reentry staff maintain a system to prepare inmates and complete tasks toward reentry at 90-day, 60-day, and 30-day scheduled meetings prior to an inmate's release date; however, inmates reported that staff have not discussed a reentry plan and they were not aware of reentry resources.</li> </ul>
<b>Security Classification and Privilege Levels</b>	<b>In Need of Improvement</b>	<ul style="list-style-type: none"> <li>• 42 unaccounted oversights in the classification reviews were revealed and were reportedly completed by the end of the inspection week.</li> </ul>

**FISCAL ACCOUNTABILITY: GOOD**

<b>INDICATORS</b>	<b>RATINGS</b>	<b>FINDINGS</b>
<b>Staff Management</b>	<b>Good</b>	<ul style="list-style-type: none"> <li>• In CY 2012, LOCI had a 7.6 percent increase in total overtime payments. However, the LOCI total overtime was less than the DRC</li> </ul>

		<p>average for 2012. Also, correctional officer overtime payments were significantly less than the DRC average for CY 2012.</p> <ul style="list-style-type: none"> <li>• In CY 2012, LOCI had a 5.1 percent turnover rate which was significantly better than the DRC average.</li> <li>• The FY 2013 mandated training completion rates ranged from 96.7 to 99.4 percent.</li> <li>• Most of the officers interviewed rated morale as “high” based on the Warden’s leadership and her ability to effectively communicate with her staff.</li> </ul>
<b>Fiscal Responsibility and Needs</b>	<b>In Need of Improvement</b>	<ul style="list-style-type: none"> <li>• LOCI scored 62.5 percent on its most recent fiscal audit which is below the required passing score of 90 percent or above.</li> <li>• The required waste audit was not conducted in 2012 and has yet to conduct one for the facility through October 2013.</li> <li>• As of September 2013, LOCI had a slight increase of 1.0 percent in their utility costs compared to same period in 2012.</li> <li>• Positively, LOCI increased its recycling revenue by 50.5 percent in FY 2013. The FY 2013 recycling revenue was significantly more than the DRC average.</li> </ul>
<b>Property</b>	<b>Exceptional</b>	<ul style="list-style-type: none"> <li>• As of October 2013, LOCI reported only \$253 in property loss payouts, most of which was related to a single item.</li> <li>• LOCI 2012 settlements were significantly less than the DRC average for property payouts.</li> </ul>

## RECOMMENDATIONS SUMMARY

- Develop additional strategies to address the increase of violence including assaults and fights.
- Ensure that video documentation of uses of force is preserved per DRC policy.
- Develop additional strategies to address the increase in inmates testing positive for drug use.
- Develop strategies to reduce the Doctor Sick Call no-show percentage.
- Ensure that there are no back logs for Doctor Sick Call and that inmates are seen timely in Nurse Sick Call and Doctor Sick Call.
- Develop strategies to reduce terminations in the Residential Unit program, and the Recovery Maintenance program.
- Develop strategies to reduce pests and vermin in the food services area, which could include installing metal plates on the bottom of the loading dock doors that lead to the kitchen prep area, relocating the trash compactor, and/or scheduling weekly or bi-weekly visits from a local exterminator service.
- Develop strategies to address inmate reports that staff speak to them in a disrespectful, unprofessional manner, which could include having the Inspector calculate on an annual basis the names of the staff who most frequently appear in inmate informal complaints and providing that list to the Warden for a constructive conversation, or engaging in shift challenges similar to SOCF.
- Confirm the inmate's statement at RIB prior to requiring him to sign it and inform the inmate of what he is signing.
- Ensure that classification reviews are timely performed.
- Ensure the institution is compliant in all applicable Ohio Standards for their next fiscal audit.
- Ensure a waste audit is conducted to assist in developing and implementing cost savings initiatives through waste diversion.
- Ensure that performance evaluations are completed in a timely manner.
- Develop and implement costs savings initiatives to reduce the gas utility costs.



**ADDITIONAL SUGGESTIONS**

- Consider tracking critical incidents by quarter rather than (or in addition to) month.
- Consider implementation of a patient satisfaction survey that is provided to each patient that receives services at the infirmary.
- Consider surveying inmates regarding the food quality to determine if there are options to improve the quality of the meals without increasing costs.
- Consider conducting an evaluation of sanctions given by hearing officers, including placement in the sanctions dorm, for consistency, and develop a progressive sanctions grid for hearing officers.
- Consider making informal complaints available at the officer's desk in each housing unit.
- Consider developing strategies to further reduce the untimeliness of staff responses to informal complaints.
- Consider evaluating the high percentage of inmates who have been in segregation under investigation for more than one week.
- Consider evaluating the higher percentage of inmates on the mental health caseload in segregation.
- Consider increasing enrollment in vocational programs.
- Consider increasing the number of materials in the main library.
- Consider developing strategies to increase inmate awareness of reentry resources and particularly the Reentry Resource Center.
- Consider evaluating the Case Manager workload.
- Consider ways to increase presence and inmate contact with community/county representatives and potential employers.
- Consider strategies to improve inmate access to telephones in the larger housing units, which could include adding telephones.
- Consider evaluating the staff turnover rate and developing strategies to reduce (when not the product of investigations).

**DRC RESPONSE**

<b>Issue: 1</b>	<b>Problem noted by CIIC</b> Control of Illegal Substances	
	<ol style="list-style-type: none"> <li>1. Increase shakedowns of inmate living areas and common areas.</li> <li>2. Continue employee quarterly shakedowns.</li> <li>3. Add surveillance to institution "hotspots".</li> <li>4. Increase patrols in farm area.</li> </ol>	<b>Person Responsible:</b> <ol style="list-style-type: none"> <li>1. Major</li> <li>2. Warden</li> <li>3. Major</li> <li>4. Shift Supervisors</li> </ol>
	<b>Comments</b>	

<b>Issue: 2</b>	<b>Problem noted by CIIC</b> Food Services	
	<ol style="list-style-type: none"> <li>1. A Lieutenant with food service experience will be placed in the food service area to improve coordination of activities between LOCI staff and Aramark staff.</li> <li>2. Complaints and concerns of quality/quantity of meals will continue to be monitored through meal sampling, review of complaints, etc.</li> <li>3. The health and safety officers will inspect weekly to monitor rodents concerns.</li> <li>4. A contractor is scheduled to fix the doors in the kitchen to reduce rodent concerns and provide services to eliminate this issue.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. Food Service Lieutenant</li> <li>2. Institution Inspector/ADO Regional FSM</li> <li>3. Health and safety officer</li> <li>4. CAM</li> </ol>
	<b>Comments</b>	

<b>Issue: 3</b>	<b>Problem noted by CIIC</b> Staff/Inmate Interaction	
	<ol style="list-style-type: none"> <li>1. LOCI will add staff/inmate interaction segment to in-service.</li> <li>2. All supervisors will be required to complete e-learning section on interpersonal communications.</li> <li>3. Inspector will track complaints, grievances, and kites, monthly. Any staff receiving more than 3 concerns in a month will be advised of concern and required to complete an e-learn on communications.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. Training Officer</li> <li>2. Training Officer/Shift Supervisors</li> <li>3. Institutional Inspector</li> </ol>
<b>Comments</b>		

<b>Issue: 4</b>	<b>Problem noted by CIIC</b> Security Classification and Privilege Levels	
	<ol style="list-style-type: none"> <li>1. This issue will be remedied by December 1, 2013.</li> <li>2. A monthly review of security reviews will be made and any deficiencies will be corrected immediately.</li> <li>3. This will be monitored monthly for completion.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. Unit Manager</li> <li>2. UMC</li> <li>3. Unit Manager</li> </ol>
<b>Comments</b>		

<b>Issue: 5</b>	<b>Problem noted by CIIC</b> Fiscal Responsibility and needs	
	<ol style="list-style-type: none"> <li>1. All Business Office staff have received training from the support center and other institutions.</li> <li>2. Waste Audit will be completed by December 31, 2013.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. BA3</li> <li>2. BA3</li> </ol>
<b>Comments</b>		

<b>Issue: 6</b>	<b>Problem noted by CIIC</b> Develop additional strategies to address the increase of violence including assaults and fights.	
	<ol style="list-style-type: none"> <li>1. Place extra officers in increased areas of violence as available.</li> <li>2. RIB will require Cage Your Rage program completion when placed in segregation for violence or fights.</li> <li>3. Have each unit offer stress management program to inmates to reduce potential for violence.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. Shift Supervisor</li> <li>2. RIB Chairperson</li> <li>3. UMC</li> </ol>
<b>Comments</b>		

<b>Issue: 7</b>	<b>Problem noted by CIIC</b> Ensure that video documentation of uses of force are preserved per DRC Policy	
	1. Videos are included with the use of force packets and placed with packet immediately.	<b>Person Responsible</b> 1. DWO/Major
	<b>Comments</b>	

<b>Issue: 8</b>	<b>Problem noted by CIIC</b> Develop additional strategies to address the increase in inmates testing positive for drug use	
	<ol style="list-style-type: none"> <li>1. Increase shakedowns of inmate living areas and common areas.</li> <li>2. Continue employee quarterly shakedowns.</li> <li>3. Add surveillance to institution "hotspots".</li> <li>4. Increase patrols in farm area.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. Major</li> <li>2. Warden</li> <li>3. Major</li> <li>4. Shift Supervisors</li> </ol>
	<b>Comments</b>	

<b>Issue: 9</b>	<b>Problem noted by CIIC</b> Ensure that there are no back logs for Doctor Sick Call and that inmates are seen timely in Nurse sick Call and Doctor Sick Call.	
	<ol style="list-style-type: none"> <li>1. All nurses sick call requests are seen within 2 days per policy. We are currently seeing inmates within that time frame.</li> <li>2. Doctors sick call currently has no backlog and inmates are seen the next available work day after being referred to Doctor's sick call.</li> <li>3. The QIC will continue to monitor the scheduling process to ensure this continues.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. HCA</li> <li>2. HCA</li> <li>3. QIC</li> </ol>
	<b>Comments</b>	

<b>Issue: 10</b>	<b>Problem noted by CIIC</b> Develop strategies to reduce the Doctor sick call no show percentage.	
	<ol style="list-style-type: none"> <li>1. The medical department will follow up on inmate no shows with the inmate's assigned unit and have them report to medical for treatment. LOCI's current no show rate is 6%.</li> <li>2. LOCI will take corrective action on inmates who do not report to issued passes.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. Assistant HCA</li> <li>2. Assistant HCA</li> </ol>
	<b>Comments</b>	

<b>Issue: 11</b>	<b>Problem noted by CIIC</b> Develop strategies to reduce terminations in the Residential Unit program and the Recovery Maintenance program.	
	<ol style="list-style-type: none"> <li>1. LOCI will offer pre-treatment educational classes to keep the wait list inmates engaged in the program. We will offer Life Without a Crutch and Pathway to Freedom classes.</li> <li>2. LOCI will assign Big Brothers to each wait list inmate to build a peer to peer therapeutic relationship that will help guide them by answering questions and providing support.</li> <li>3. LOCI will offer a pre-treatment therapeutic group to inmates on the waiting list for TRP, RRTP, and RMP groups</li> <li>4. QIC will monitor implementation.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. Recovery Services Staff</li> <li>2. Recovery Services Staff</li> <li>3. Recovery Services Supervisor</li> <li>4. Recovery Services Supervisor/QIC</li> </ol>
	<b>Comments</b>	

<b>Issue: 12</b>	<b>Problem noted by CIIC</b> Develop strategies to reduce pests and vermin in the food service area.	
	<ol style="list-style-type: none"> <li>1. The health and safety officers will inspect weekly to monitor rodents concerns and provide services to eliminate this issue.</li> <li>2. A contractor is scheduled to fix the doors in the kitchen to reduce rodent concerns.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. Health and safety officer</li> <li>2. CAM</li> </ol>
	<b>Comments</b>	

<b>Issue: 13</b>	<b>Problem noted by CIIC</b> Develop strategies to address inmate reports that staff speak to them in disrespectful and unprofessional manner.	
	<ol style="list-style-type: none"> <li>1. The Institution inspector will closely monitor any informal complaints, grievances, or kites concerning claims of disrespectful staff issues. Any staff receiving 3 or more complaints in a month will be provided proactive training on this issue.</li> <li>2. LOCI will add staff/inmate interaction segment to in-service.</li> <li>3. All supervisors will be required to complete e-learning section on interpersonal communications.</li> <li>4. The Warden or Deputy Warden will discuss communication improvements methods with any staff member receiving complaints alleged or founded</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. Institution Inspector</li> <li>2. Training Officer</li> <li>3. Deputy Warden</li> <li>4. Warden/Deputy Warden</li> </ol>
	<b>Comments</b>	

<b>Issue: 14</b>	<b>Problem noted by CIIC</b> Confirm the inmate's statement at RIB prior to requiring him to sign it and inform the inmate of what he is signing.	
	<ol style="list-style-type: none"> <li>1. This has already been implemented.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. RIB Chairperson</li> </ol>
	<b>Comments</b>	



<b>Issue: 15</b>	<b>Problem noted by CIIC</b> Ensure the classification reviews are timely performed.	
	<ol style="list-style-type: none"> <li>1. This issue will be remedied by December 1, 2013.</li> <li>2. A monthly review of security reviews will be made and any deficiencies will be corrected immediately.</li> <li>3. This will be monitored monthly for completion</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. Unit Manager</li> <li>2. UMC</li> <li>3. Unit Manager</li> </ol>
	<b>Comments</b>	

<b>Issue: 16</b>	<b>Problem noted by CIIC</b> Ensure the institution is compliant in all applicable Ohio standards for their next fiscal audit.	
	<ol style="list-style-type: none"> <li>1. The institution continual monitors compliance of all Ohio standards.</li> <li>2. All Business Office staff have received training from the support center and other institutions</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. BA3</li> <li>2. BA3</li> </ol>
	<b>Comments</b>	

<b>Issue: 17</b>	<b>Problem noted by CIIC</b> Ensure waste audit is conducted to assist in developing and implementing cost savings initiatives through waste diversion.	
	1. A waste audit will be completed by December 31, 2013	<b>Person Responsible</b> 1. BA3
	<b>Comments</b>	

<b>Issue: 18</b>	<b>Problem noted by CIIC</b> Ensure that performance evaluations are completed in a timely manner.	
	<ol style="list-style-type: none"> <li>1. The LOCI HR department has developed a system of monitoring evaluations that has greatly decrease late employee evaluations.</li> <li>2. LOCI will continue to utilize this process to obtain 100% compliance.</li> </ol>	<b>Person Responsible</b> <ol style="list-style-type: none"> <li>1. Human Resources Supervisor</li> <li>2. All LOCI Department Heads</li> </ol>
	<b>Comments</b>	

<b>Issue: 19</b>	<b>Problem noted by CIIC</b> Develop and implement costs saving initiatives to reduce the gas utility costs.	
	1. LOCI will continue to work with the contracted energy conservation company to reduce utility usage at the facility. (Chevron)	<b>Person Responsible</b> DWA
	<b>Comments</b>	

## II. SAFETY AND SECURITY

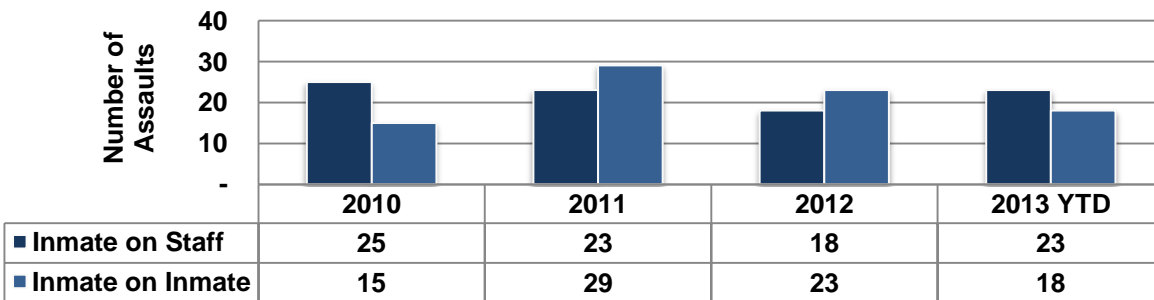
**CIIC EXPECTATION: Prisons will provide a safe and secure environment for all inmates.**

### A. ASSAULTS

CIIC’s evaluation of assaults focuses on the number of assaults at the institution during a six month time period in comparison to the same six month time period of the previous year, the comparator prison rate, and the DRC average. Overall, the CIIC inspection team rated assaults as **ACCEPTABLE**.

- During the first six months of 2013, there were 14 reported inmate on inmate assaults.<sup>x</sup> All of the assaults were physical assaults.<sup>xi</sup> Total inmate on inmate assaults in the first six months of 2013 increased by 55.6 percent in comparison to the same period in 2012.<sup>6xii</sup>
- The institution reported 18 inmate on staff assaults during the first six months of 2013.<sup>xiii</sup> Of the total, 13 were physical assaults, two were harassment assaults, two were inappropriate physical contact, and one was a sexual assault.<sup>xiv</sup> Total inmate on staff assaults in the first six months of 2013 increased by 63.6 percent in comparison to the same period in 2012.<sup>7xv</sup>
- The rate of inmate disciplinary convictions for assaults increased by 94.8 percent during the first six months of 2013 in comparison to the first six months of 2012.<sup>8xvi</sup> The rate of inmate disciplinary convictions for assaults for the first six months of 2013 at LOCI was lower than the comparator prisons as well as the DRC average.<sup>9xvii</sup>

**Chart 1  
Total Assaults  
CY 2010 – 2013 YTD**



<sup>6</sup> In the first six months of 2012, there were nine inmate-on-inmate assaults.

<sup>7</sup> In the first six months of 2012, there were 11 inmate-on-staff assaults.

<sup>8</sup> The rate of inmate disciplinary convictions for assaults during the first six months of 2012 was 5.8. The rate during the first six months of 2013 was 11.3.

<sup>9</sup> The rate of inmate disciplinary convictions for assaults during the first six months of 2013 was 11.3 per 1,000 inmates. The rate of comparator prison was 19.8 and the DRC average rate was 27.4.

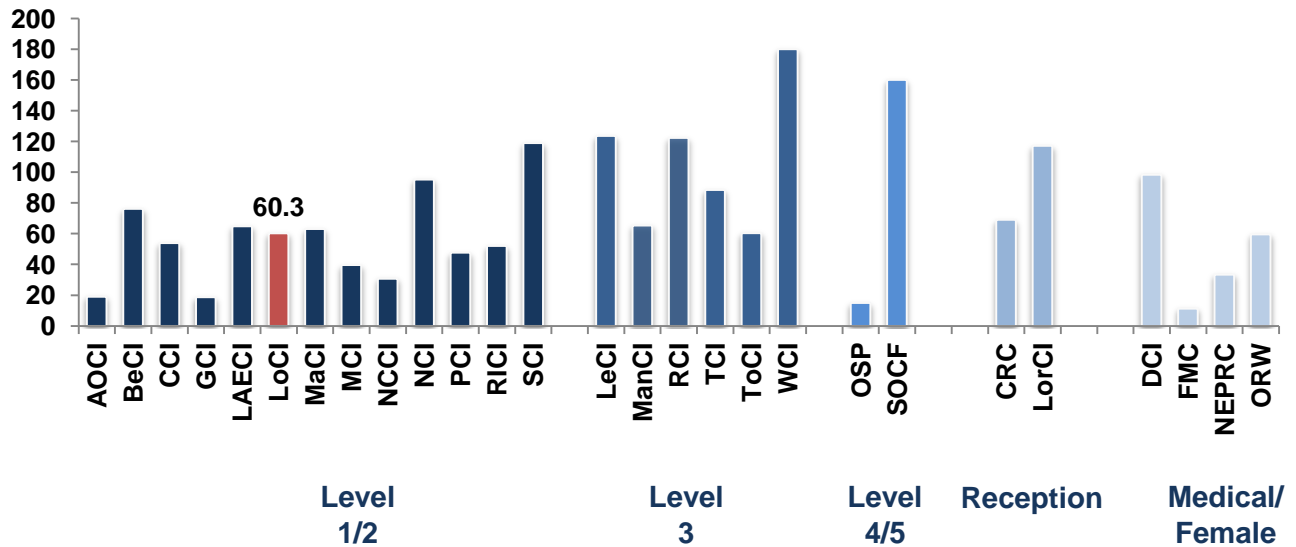
**B. FIGHTS<sup>10</sup>**

CIIC’s evaluation of fights focuses on the rate of fight rule violations at the institution during a six month time period in comparison to the same six month period of the previous year, the comparator prison rate, and the DRC average. Overall, the CIIC inspection team rated fights as **ACCEPTABLE**.

- Fights are documented via RIB convictions for rule 19 (fight) violations. The rate<sup>11</sup> of rule 19 convictions for the first six months of 2013 increased 35.2 percent compared to the first six months of 2012.<sup>12xviii</sup>
- The rate of rule 19 convictions for the first six months of 2013 at LOCI was slightly higher than the comparator prisons, but lower than the DRC average.<sup>13xix</sup>

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

**Chart 2  
Rule 19 Violation (Fights) Rates<sup>14</sup>  
January – June 2013**



<sup>10</sup> The total number of RIB convictions for rule 19 violations does not correlate to a total number of fights. For example, seven inmates might have been involved in one fight – all seven inmates would have been found guilty by the RIB for a rule 19 violation and would therefore be included in the total number.

<sup>11</sup> The rate was obtained by dividing the total number of rule 19 violations for the six month time period by the average monthly institutional population for that same time period.

<sup>12</sup> In the first six months of 2012, the facility reported 100 (44.6 per 1,000 inmates) rule 19 convictions; during the first six months of 2013, the facility reported 139 (60.3 per 1,000 inmates) rule 19 violations.

<sup>13</sup> The rate for comparator prisons was 57.7 and the DRC average was 72.9.

<sup>14</sup> Rate is per 1,000 inmates.

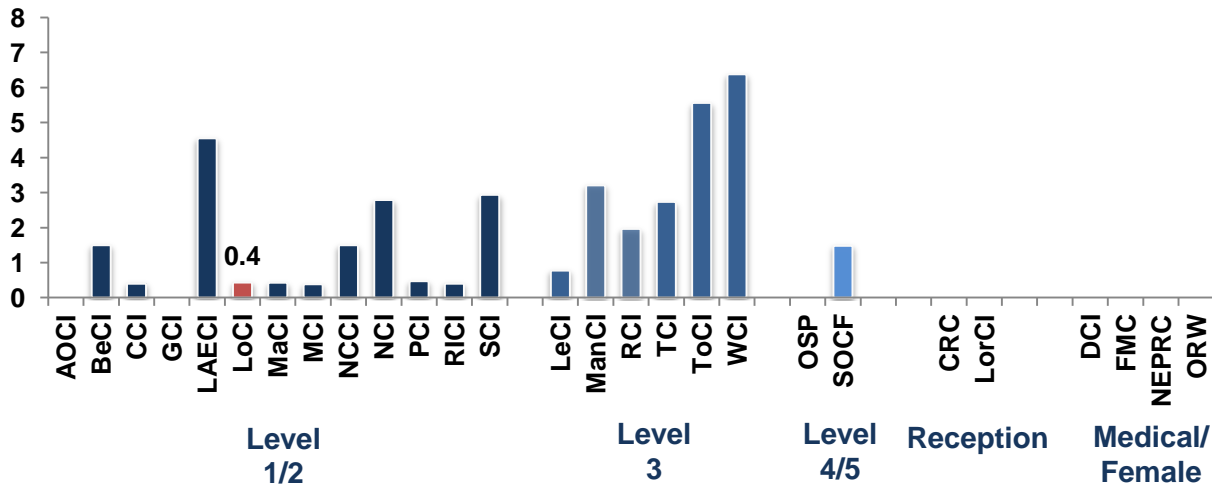
### C. DISTURBANCES<sup>15</sup>

CIIC’s evaluation of disturbances focuses on the number of disturbances at the institution during a six month time period in comparison to the same six month period of the previous year, the comparator prison rate, and the DRC average. Overall, the CIIC inspection team rated disturbances as **GOOD**.

- In the first six months of 2013, LOCI reported one disturbance. The rate of disturbances remained the same in comparison to the first six months of 2012.<sup>16xx</sup>
- The rate of disturbances for the first six months of 2013 at LOCI is less than half the average rate of comparator prisons and the DRC average.<sup>17xxi</sup>

The following provides a comparison of the rate of disturbances across the DRC per 1,000 inmates.

**Chart 3  
Rate of Disturbances  
January – June 2013**



### D. USE OF FORCE

CIIC’s evaluation of use of force focuses on the number of uses of force at the institution during a six month time period in comparison to the same six month period of

<sup>15</sup> Disturbances are defined as any event caused by four or more inmates that disrupts the routine and orderly operation of the prison.

<sup>16</sup> The rate of disturbances at the institution during the first six months of 2012 and 2013 was 0.4.

<sup>17</sup> The average rate of disturbances for the comparator prisons was 1.2 and the average for DRC system-wide was 1.4.

the previous year, the comparator prison rate, and the DRC average. A further evaluation is conducted by reviewing a random sample of 20 use of force reports. Overall, the CIIC inspection team rated use of force as **GOOD**.

- During the first six months of 2013, the facility reported 48 use of force<sup>18</sup> incidents.<sup>xxii</sup> Compared to the first six months of 2012, in which 56 uses of force were reported, total uses of force decreased by 14.3 percent. The rate of use of force incidents also decreased by 16.8 percent.<sup>19</sup>
- During the first six months of 2013, 60.0 percent of use of force incidents involved black inmates and 40.0 percent involved white inmates.<sup>20</sup> In comparison to the racial breakdown of the institution, there was a higher percentage of use of force incidents on black inmates.
- The use of force rate for the first six months of 2013 was slightly lower than the comparator prisons and lower than the DRC average.<sup>21xxiii</sup>
- During the first six months of 2013, chemical agents (mace) were used 11 times.<sup>xxiv</sup> This is 10.0 percent more than chemical agents were used during the same period in 2012, in which chemical agents were used 10 times.<sup>xxv</sup>
- CIIC's review of use of force includes a sample of 20 randomly selected use of force reports as well as any available video. Overall, the review was very positive. Key findings include:
  - Officers' responses to incidents were appropriate.
  - Only two minor documentation errors were present.
  - In one incident staff possibly could have avoided using force.
  - Of concern, video was not available despite use of force reports indicating video was available and preserved.<sup>22</sup>
- Inmates in focus groups relayed concerns that officers do not exhaust verbal directives before utilizing force, and that the verbal directives that are delivered frequently include inappropriate language.<sup>23</sup>

## E. CONTROL OF ILLEGAL SUBSTANCES

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

<sup>18</sup> Further information regarding use of force incidents can be found in the Glossary.

<sup>19</sup> The rate of use of force incidents during the first six months of 2012 was 25.0 per 1,000 inmates. During the first six months of 2013, the rate was 20.8.

<sup>20</sup> This data is based on the institutional monthly use of force reports submitted by each institution to CIIC.

<sup>21</sup> The use of force rate at LOCI for the first six months of 2013 was 20.8 per 1,000 inmates; the comparator prisons rate was 21.2 per 1,000 inmates. The DRC average was 39.9.

<sup>22</sup> Staff relayed that video was not saved unless there was a concern regarding the use of force. However, staff explained they will evaluate this procedure and consider saving any available video footage.

<sup>23</sup> Several inmates felt that there are a number of officers that intentionally (verbally) instigate inmates so that they may justify the utilization of force.

- During the first six months of 2013, 5.0 percent of the inmates tested positive for the presence of an illegal substance.<sup>24,25xxvi</sup> The percent more than doubled comparison to the first six months of 2012.<sup>26xxvii</sup>
- The percentage of inmates who tested positive for the first six months of 2013 at LOCI is higher than comparator prisons as well as the DRC average.<sup>27xxviii</sup>
- In response to CIIC's survey question pertaining to prohibited substances, the top substances that inmates reported as available were tobacco (98), marijuana (90), heroin (75), and alcohol/hooch (75).<sup>28</sup> (Please refer to the DRC Inmate Survey results in the Appendix for more information.)
- Staff demonstrated visitation procedures to ensure that the ability to pass contraband is limited.<sup>29</sup>

## F. ROUNDS

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

- Officers documented rounds in the requisite 30 minute, staggered intervals.<sup>30</sup>
- Executive staff<sup>31</sup> are consistently making rounds in all units based on a review of employee sign-in logs.<sup>32</sup>

## G. SECURITY MANAGEMENT

CIIC's evaluation of security management focuses on: cell/bunk searches, cell security check, STG management, critical incident management, escapes, homicides, and

<sup>24</sup> Each DRC institution conducts monthly urinalysis tests of a random sample of its population. The urinalysis tests for the presence of a broad range of substances. The institution randomly tested 739 inmates of which 37 tested positive.

<sup>25</sup> 33 inmates tested positive for THC (marijuana), four tested positive for opiates, and one tested positive for alcohol. One inmate tested positive for both THC and opiates.

<sup>26</sup> During the first six months of 2012, 2.0 percent of inmates tested positive for the presence of an illegal substance.

<sup>27</sup> The average percent of positive drug test results during the first six months of 2013 for the comparator prisons was 3.5 percent. The DRC average was 3.6 percent.

<sup>28</sup> 103 inmates refused to answer and 29 indicated that prohibited substances are not available.

<sup>29</sup> Tables were orderly in the visitation room and staff stated that they specifically place certain inmates in front of the officer's desk for greater supervision. In addition, staff now require inmates to wear their state boots rather than their personal shoes, which have been found to be used in the conveyance of contraband.

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

<sup>31</sup> In reference to rounds, executive staff includes the Warden, the Deputy Wardens, the Inspector, and the Unit Management Chief. The Warden and Deputy Wardens are required to conduct rounds per DRC policy 50-PAM-02 (once per week). Visibility of leadership is important in the correctional environment. It indicates they are aware of the conditions within their facility, and it also serves to boost the morale of staff and inmates.

<sup>32</sup> CIIC's review of the employee sign-in logs generally covers the one month period prior to the date of the inspection.

inmate safety ratings. Overall, the CIIC inspection team rated security management as **GOOD**.

### Cell/Bunk Searches (Shakedowns)

- Housing unit officers are required to search inmates' bunks/cells for contraband, including illegal drugs and weapons. Officers were consistent for required shakedowns with few exceptions.

### Cell Security Check

- During the inspection, CIIC staff check a random selection of cells in each unit for common cell security issues such as obstruction of windows, material in locks and cuff ports, inappropriate pictures, clotheslines, and graffiti. CIIC's review of the cells indicated only minor concerns. Bunk areas also had limited security concerns.

### STG Management

- As of July 1, 2013, there were 247 STG-affiliated inmates, which was 10.7 percent of the institutional population.<sup>xxix</sup> The number of STG-affiliated inmates in July 2013 is 3.5 percent less than the institution had in July 2012.<sup>33</sup> The institutional percentage of STG-affiliated inmates is slightly lower than the comparator prisons and lower than the DRC average.<sup>34xxx</sup>
- STG activity is documented through rule 17 (unauthorized group activity) convictions.<sup>35</sup> The total number of rule 17 convictions increased from three to twelve, comparing the first six months of 2013 to the same period in 2012.<sup>36xxxi</sup> The rate of rule 17 convictions during the first six months of 2013 at LOCI was lower than the comparator prisons as well as the DRC average.<sup>37xxxii</sup>
- In response to CIIC's survey question pertaining to the type of gang activity at the institution, the top three that inmates reported as frequently occurring were extortion (81), assaults (79), and theft (77).<sup>38</sup> Please refer to the DRC Inmate Survey results in the Appendix for more information.

<sup>33</sup> The institution had an STG population of 256 as of July 23, 2012.

<sup>34</sup> The percentage of STG-affiliated inmates for the comparator prisons was 11.9 and 16.2 percent system-wide for DRC.

<sup>35</sup> RIB convictions for rule 17 (unauthorized group activity) violations do not capture total gang activity in an institution, as gang activity likely occurs that is not captured by staff supervision and/or documented via a conduct report and RIB conviction.

<sup>36</sup> In the first six months of 2012, the facility reported a rate of 1.3 rule 17 convictions; during the same time period in 2013, the facility reported a rate of 5.2 rule 17 violations.

<sup>37</sup> The rate for comparator prisons was 9.8 and the DRC average was 12.7.

<sup>38</sup> 82 inmates refused to answer and 46 indicated that gang activity is not frequent at this institution.



## Critical Incident Management

- A discussion regarding critical incident management was held with the Warden as part of the inspection. Executive staff demonstrated a system of tracking incidents by location, as well as administrative actions and resource allocation based on the incident data. However, the monthly snapshots do not contain enough information to recognize trends.

## Escapes

- There have been zero escapes or attempted escapes during the period evaluated by CIIC (2011 to date). However, the facility had one walk-away.

## Homicides

- There have been zero homicides during the period evaluated by CIIC (2011 to date).

## Inmate Safety Ratings

- 80.6 percent of inmate survey respondents (n=253) reported they are very safe, safe, or neutral (in terms of safety).
- With the exception of one inmate, all focus group participants rated their personal safety as neutral or safe. The reason provided for the one unsafe rating was due to the number of inmates permitted in the yard at one time and feeling that there were insufficient corrections officers posted in the vicinity.

## SAFETY AND SECURITY RECOMMENDATIONS

- Develop additional strategies to address the increase of violence including assaults and fights.
- Ensure that video documentation of uses of force is preserved per DRC policy.
- Develop additional strategies to address the increase in inmates testing positive for drug use.
- Consider tracking critical incidents by quarter rather than (or in addition to) month.

### III. HEALTH AND WELLBEING

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

#### A. UNIT CONDITIONS

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

- The 14 housing units at LOCI consist of 12 dormitory units and two celled blocks.<sup>39</sup>
- Eight of the units maintain specific programs and purposeful activities; in particular, LOCI offers specific program housing for both faith-based and recovery services.
- One of the 14 units (B3) is used for segregation. (Additional information regarding the segregation unit is available in a separate section of this report).
- 13 bunk areas and celled units were rated as good for cleanliness, with one exceptional rating. The dormitory housing units are designed with rows of bunks in a large open bedding area.
- Common areas were rated good or exceptional for cleanliness.
- The common area (shared dayroom) in all units is outfitted with tables and bench seats for table-top games, community showers and bathrooms, laundry rooms, and kitchenette areas with ice machines and microwave ovens.<sup>40</sup> Some units provide pull-up bars for exercise in the dayroom.
- Phones, laundry facilities, drinking fountains, ice machines and microwaves were operational in almost every unit.<sup>41</sup> (A detailed review of the broken items in each unit is available for review in the housing unit checklists located in the Appendix.)
- Every cell is equipped with a toilet and a sink and dorms provide community bathrooms. Two toilets were inoperable and three urinals were inoperable.<sup>42</sup> Toilets and urinals were rated good or acceptable in terms of cleanliness.<sup>43</sup>
- No sinks or showers were inoperable.<sup>44</sup> Showers were rated good or acceptable for cleanliness.<sup>45</sup>

<sup>39</sup>Celled blocks are provided in housing units B3 and C3. All remaining units are dormitories: A1 through A4, B1 and B2, C1 and C2, and D1 through D4.

<sup>40</sup>Segregation Unit B3 was the exception that did not provide a microwave oven or phones on the unit.

<sup>41</sup>Three units, B3, C2, and C3, relayed there were washing machines in need of repair. An ice machine is scheduled for repair in C3, A clothes dryer is under repair in C1. Inmates relayed that phone usage is compromised because two phones must be hung up (disconnected from a call) in order for other phones to operate correctly.

<sup>42</sup>Two toilets were inoperable (B3-Segregation and C2), and three urinals inoperable (A2, D1, and D2).

<sup>43</sup>Units A1, B1, B3, C1 through C3, D1, D2, and D4 were rated good for cleanliness of toilets/urinals. Units A2, A3, A4, B2, and D3 were rated acceptable.

<sup>44</sup>Inmate focus group participants relayed that three showers in B unit were inoperable.

<sup>45</sup>Showers were rated good in units A1, A4, B3, C1 through C3, and D1 through D4. Showers were rated acceptable in units A2, A3, B1, and B2.

- Cleaning materials were observed to be stocked and the correct inventory existed in seven units, but bottles were empty, and to be filled on third shift in seven other units.<sup>46</sup>
- First aid boxes were secured in all 14 units.
- Fire extinguishers were up to date for inspections, with the exception of three units.<sup>47</sup>

## B. MEDICAL SERVICES

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

### Facilities

- The facilities were in excellent condition.<sup>48</sup>
- The facility has sufficient administrative and clinical space.
- The infirmary holding cells were noted to be in excellent condition.

### Staffing

- Nursing staff is comparable to other institutions of similar size.<sup>49,50</sup>
- The institution has consistent advanced level providers.<sup>51</sup>
- There were three vacancies reported that are being filled by contract nurses.

<sup>46</sup> 76.7 percent of inmate survey respondents (n=245) responded that they normally have the opportunity to request and receive cleaning chemicals every week.

<sup>47</sup> Fire extinguisher inspection documentation indicated that inspections were not up to date on Units A2, A3, and A4. Staff relayed that this issue was corrected.

<sup>48</sup> The infirmary consisted of two administrative offices, six exam rooms, 10 infirmary beds, one records area, three bathrooms, two pill dispensary windows, one waiting area and a dental clinic. There were also areas for phlebotomy, tele-med, and x-rays services.

<sup>49</sup> The nursing staff consists of 14 RNs, and four LPNs. Advanced level providers consist of one full time physician, and two Nurse Practitioners that provide 1.5 FTE hours of service. There is a Health Care Administrator and an Assistant Health Care Administrator, and a Quality Improvement Coordinator. Dental staff is contracted; they consist of three dentists that provide 2 FTE hours of service, three dental assistants which provide 2.5 FTE hours of service, and two hygienists that provide 1 FTE hours of service. Other contracted staff consists of a x-ray technician, a diet technician a phlebotomist, two HITs.

<sup>50</sup> The reported staffing levels for other institutions are approximately: MCI has 14 RNs, and six LPNs; MANCI has 16 RNs and five LPNs; BECI has 14 RNs and five LPNs; LEI has 15 RNs and five LPNs; MACI has 17 RNs and four LPNs; ORW has 14 RNs and 13 LPNs.

<sup>51</sup> The Chief Medical Officer has been at the facility for over four years. The Nurse Practitioners have worked at the facility for eight months to three months respectively.

## Access to Medical Services<sup>52</sup>

- Health Service Request forms were available in every unit but one.<sup>53</sup>
- There was no backlog for Nurse Sick Call or Chronic Care Clinics reported.
- Inmates reportedly wait no more than 24 hours to be seen in nurse sick call from the time the request is logged, and less than one week to see the Doctor.
- The number of inmates on the chronic care caseload who were documented as No-Shows/Against Medical Advice for the past 90 days was calculated to be zero, which is lower than any other institution evaluated.<sup>54</sup>
- Negatively, there was a small backlog of inmates for Doctor Sick Call reported.<sup>55</sup>
- Negatively, the institution has had higher than average Doctor Sick Call “no-shows” during the first two quarters of 2013.<sup>56</sup>
- Staff do not conduct satisfaction surveys of inmates that utilize health services.<sup>57</sup>

## Medical Deaths

- There were four inmate deaths in the time period evaluated by CIIC.<sup>58</sup>

## Inmate Communication

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

- Inmates reported in focus groups that nursing staff generally behave professionally.<sup>59</sup>

<sup>52</sup> Access to medical staff is evaluated based on several factors: (1) time period between inmate submission of a health service request form and appointment with medical staff; (2) time period between referral to the doctor and appointment with the doctor; (3) response times to kites and informal complaint forms; and (4) current backlogs for Nurse Health Call, Doctor Health Call, and Chronic Care Clinic.

<sup>53</sup> CIIC noted that there were no HSR slips in unit B3 on the day the unit was inspected.

<sup>54</sup> This percentage is determined by dividing the number of no shows (NS/AMA) by the total number of appointments. The total number of chronic care appointments for the past 90 days was reported to be 1,248. The number of clinics where inmates who were NS/AMA was reported to be zero. Staff reported that inmates are not allowed to refuse appointments. Reportedly, they have the inmate brought to the infirmary if he does not attend the appointment and counseled, which they consider an appointment.

<sup>55</sup> The staff stated there was a back log of less than 10 patients. Staff relayed that this was due to the doctor being out the week before and that it has since been resolved.

<sup>56</sup> The DRC prefers that the no-show percentage below 10 percent of the total doctor sick call appointments each month. The staff at LOCI's DSC no show percentage in the first quarter of 2013 was 9.3 percent, 7.3 percent during the second quarter, and 7.3 percent for the third quarter. For the entire DRC, the no show rate for the first quarter was calculated to be 6.5 percent, and 5.8 percent for the second quarter.

<sup>57</sup> Surveys that measure all aspects of an inmate's experience with health services are a management tool that allows leadership to improve the quality and efficiency of their operations. The HCA relayed that in lieu of surveys that assess patient satisfaction with health services, there is an open door policy that allows inmates to schedule time to speak with her. The HCA also relayed that inmates are allowed to kite her if they have any concerns.

<sup>58</sup> All four inmates expired due to medical conditions reported to be cardiovascular disorders, hypotension, and pancreatic cancer. Two were expected, and two were unexpected.

- Inmates enrolled in chronic care clinics relayed satisfaction with the timeliness and the quality of the care provided by both nurses and doctors.
- There were no issues reported with prescription medication refills by either group.
- Inmates relayed satisfaction with dental services.
- Positively, inmates reported that staff is quick to send inmates out on emergency trips when necessary.
- Both focus groups relayed contrasting accounts of how quickly they are seen after submitting a health service request.<sup>60</sup> However, both groups agreed that it takes too long to see the doctor.<sup>61</sup>
- Inmates relayed that they wait for extended periods of time in the waiting room to see staff for their appointments.<sup>62</sup>
- Overall, inmates in both focus groups reported moderate to low satisfaction with medical services. Survey results indicated that inmates are only moderately satisfied with health care services.<sup>63</sup>

### Departmental Internal Audit Findings

- A full internal management audit was conducted in March 2013. The auditors identified several deficiencies associated with scheduling specialty consults, and management of offenders in TB chronic care clinics.<sup>64</sup>

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<sup>59</sup> Inmates reported that most nurses behave professionally, and only a few nurses behave unprofessionally.

<sup>60</sup> Most inmates stated that they are seen within a few days of submitting a health service request. However, several indicated that it could take up to a week to be seen in nurse sick call. Of survey respondents, 69.7 percent (n=231) stated that they are “usually” or “sometimes” seen within two days of submitting a sick call slip.

<sup>61</sup> Inmates reported that it could take weeks to be seen by the doctor after being assessed in nurse sick call. Furthermore, there were a substantial number of complaints in focus groups unrelated to medical care that expressed general dissatisfaction with medical services. It was reported in several of these groups that it takes several weeks to see the doctor.

<sup>62</sup> Every focus group conducted during the inspection expressed concerns about the time they wait in the infirmary. Staff contested this, stating that the wait time is generally no longer than 15 minutes.

<sup>63</sup> Inmates that participated in the survey also indicated moderate satisfaction with medical services. Of survey respondents, 74.3 percent (n=230) reported that they were “neutral,” “satisfied” or “very satisfied” with the quality of care provided by nurses; 57.8 percent (n=218) reported they were “neutral,” “satisfied” or “very satisfied” with the care provided by the doctor; and 78.5 percent (n=205) reported that they were “neutral,” “satisfied” or “very satisfied” with their dental care.

<sup>64</sup> The Internal Management Audit revealed several instances where specialty consults that were requested and approved did not happen in a timely manner. This appears to have happened multiple times. In one instance, a consult ordered in May 2012 did not happen until October 2012. Other issues identified include an instance where the auditor was unable to determine if the appropriate scheduling and/or notification actions were taken based on the ALP disposition on the notification to patient of test results. In regard to Tuberculosis Chronic Care Clinics, staff noted that of the five files reviewed, the majority of the baselines were incomplete, the chronic care visits were not according to protocol, nursing visits were spotty on the latent TB flow sheets, and the labs were often not ordered or drawn according to protocol.

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

### C. MENTAL HEALTH SERVICES

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

#### Caseload

- 15.4 percent of the total inmate population (n=2,262) is on the mental health caseload.<sup>65</sup>
- There were 348 inmates on the mental health caseload, with 131 inmates classified as seriously mentally ill (SMI).

#### Facilities

- The mental health facilities consist of administrative areas, abundant program space, and a secure records room. All were noted to be clean and organized.
- There are four specially designated cells for observation of inmates experiencing mental health crisis.<sup>66</sup>

#### Staffing

- Staffing levels appear to be sufficient to address the mental health needs of the population.<sup>67</sup>
- Psychiatric coverage is performed by two Nurse Practitioners that provide one full time equivalent of service hours combined.<sup>68</sup>
- There was one vacancy at the time of the inspection.<sup>69</sup>

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<sup>65</sup> There are 348 inmates on the mental health caseload, which accounts for 15.4 percent of the population (n=2,262). On the day of the inspection, there were 131 inmates classified as seriously mentally ill (SMI). There were 67 inmates on the mental health caseload in segregation, 39 of which were considered SMI.

<sup>66</sup> Two cells are located in segregation and two are located in the infirmary. All crisis cells were equipped with clear Plexiglas doors that allow unobstructed observation into the cell. Each of the cells was observed to be in excellent condition.

<sup>67</sup> Staff currently consists of two full time psychologists, one Licensed Independent Social Workers (LISW), two Licensed Social Workers, two RNs, one Activity Therapist, one Health Information Technician, and one a mental health administrator. The Quality Improvement Coordinator is shared with the medical department.

<sup>68</sup> Two Advanced Practice Mental Health Nurses that provide one FTE service hours. One APN-MH is on-site three to four days each week, while additional coverage is provided via tele-conferencing two days each week.

<sup>69</sup> There is one vacancy for a Psychologist, which had recently been posted to hire. However, staff stated that they will need another independently licensed staff member to assist with the Intensive Treatment Program due to the amount of documentation and scope of practice issues.

## Access to Mental Health<sup>70</sup>

- A variety of mental health services and programming is provided to inmates at the institution.<sup>71</sup>
- Inmates reportedly wait no longer than two weeks for an initial psychiatry appointment, and there is no backlog of inmates waiting to be assessed by psychiatry.
- According to staff, inmates referred to mental health were reportedly seen by staff within two to three days.
- All mental health requests and informal complaints in the previous six months were responded to within five to seven days, and there was no reported backlog for either.
- Mental health staff make weekly rounds in segregation.<sup>72</sup> In addition, staff have developed an innovative treatment team approach to managing inmates in segregation on the mental health caseload.
- There have been three transfers to a Residential Treatment Unit (RTU) during the previous six months. Transfers were generally made within two to three days.
- There was only one inmate reported to be on mandated medications.
- Inmates that participated in the survey reported that they have more than adequate access to mental health services.<sup>73</sup>

## Critical Incidents

- There have been no suicides at the institution in the time period evaluated by CIIC.
- Staff reported that there were no incidents of self-injurious behavior during the past year.
- Restraints have not been used in the past six months.
- Staff utilize a variety of strategies and preventative measures to assist inmates experiencing crisis.<sup>74</sup>

<sup>70</sup> Access to mental health staff is evaluated based on several factors: (1) time period between inmate submission of a mental health service request form and appointment with mental health staff; (2) time period between referral and appointment with the psychologist or psychiatrist; (3) response times to kites and informal complaint forms; and (4) current backlogs.

<sup>71</sup> A mixture of programming is provided. This includes outpatient programming, mood disorder intensive outpatient programming, psycho-educational programming, and supportive services.

<sup>72</sup> Per policy, if an inmate on the caseload is in segregation over 30 days, staff is required to conduct an intensive screening of the inmate to assess him for stressors, and the likelihood for inflicting self harm. Subsequent reviews are conducted at 30 day intervals thereafter.

<sup>73</sup> Of survey respondents, 80.4 percent (n=148) reported that they were “neutral”, “satisfied” or “very satisfied” with the quality of care provided by mental health staff. While a majority of survey participants indicated that they were not on the caseload, 79.6 percent (n=162) of inmates that participated in the survey reported that they have adequate access to mental health services. 73.5 percent (n=189) reported that it is “easy” or “neutral” to get into mental health/wellness programs in the institution.

<sup>74</sup> Staff utilizes a rotating responsibility of crisis duty officer each day. Crisis watch statuses such as constant, close and mental health observation are used to monitor inmates in crisis. After an inmate has been released from crisis watch, staff provides follow up services to the inmate to monitor their condition. Staff is provided a variety of educational and training opportunities throughout the year and during annual

- There have been four suicide attempts in the time period evaluated by CIIC.

### Departmental Internal Audit Findings

- A full internal management audit was conducted in March 2013. There was one deficiency identified pertaining to the mental health department were.<sup>75</sup>

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

### D. RECOVERY SERVICES

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

#### Access<sup>76</sup>

- The inmates who are in chronic need of recovery services were prioritized for programming.
- Inmates who participated in the survey reported moderate access to recovery services.<sup>77,78</sup>
- 8.3 percent of the institution's population that are identified as eligible<sup>79</sup> (n=585) were enrolled in formal recovery services programming, with 115 on the waiting

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in-service training. There is a specialized two day in-service training that specifically focuses on mental health concerns. Staff also conducts monthly suicide drills.

<sup>75</sup> Each inmate ordered on mandated medications will receive the involuntary medication process and will receive intra-muscular back-up when oral medications are refused. According to the auditors, the recommendation to continue involuntary medication was 30 days past due and the involuntary medication request forms were not completed. The appeal forms contained no identifying information.

<sup>76</sup> Each inmate is screened using an assessment tool for the need for addiction services, and is assigned a number associated with a recovery services level. This number indicates the degree to which offenders are in need of addiction services. Offenders are scored from zero to three; zero indicating no need of services, to three indicating chronic need for addiction services. This number is determined through completion of a need for services assessment that gives an overall score resulting in the assignment to one of the recovery services levels. Offenders who score either two or three are most in need of treatment; thus, they should be prioritized for programming.

<sup>77</sup> 59.8 percent of inmates (n=251) housed at the facility reported regular use of alcohol and drugs prior to incarceration, which supports the need for expanded treatment services. Of respondents, 71.8 percent (n=209) reported that they had adequate access to recovery services programming. Furthermore, 79.9 percent (n=209) of inmates reported it was "easy" or "neutral" to get into Recovery Services Programs.

<sup>78</sup> A variety of incentives are available for inmates if they successfully complete programs. Incentives include earned credit, risk reduction, reentry coupons, and eligibility for 80 percent release under HB 86.

<sup>79</sup> Inmates who are eligible for formal recovery services programming are considered recovery services level two or three. Formal programming consists of the Treatment Readiness Program and the Intensive Outpatient Program (IOP) is facilitated by staff. Other groups like Alcoholics Anonymous and Narcotics Anonymous are often times facilitated by community volunteers, which are open to general population inmates regardless of their assessed recovery services level.



list, which is high; however, only 68.4 percent of the population (n=2,262) has been assessed for recovery services.

- There were approximately 345 inmates reported to be participating in supplementary groups like Alcoholics Anonymous, and Narcotics Anonymous, and a large amount of participation in other programming intended to improve the wellbeing of participants, which is high compared to many other institutions evaluated.<sup>80</sup>
- Positively, there is one housing unit dedicated to the Renaissance Residential Treatment Program. Open-ended survey responses from participants indicated this program is a very positive aspect of the institution.<sup>81</sup>
- Volunteers are utilized to maximize the effectiveness of AA/NA programming.

## Quality

- The institution was audited by DRC administrators on August 13, 2012. Auditors reported that the Recovery Services Department was attempting to administer the program consistent with the mission of the Department.<sup>82xxiii</sup>
- To date in 2013, the percent of early terminations for LOCI's Treatment Readiness Program was 6.1 percent. This percentage was lower than the average of other Level 2 prisons evaluated, and lower than the Department's average.<sup>83</sup>
- To date, in 2013, the percentage of early terminations for LOCI's Residential Unit program was 33.3 percent, which is higher than the Department's average, and second highest percentage of terminations for Residential Unit Programs in the DRC.<sup>84</sup>

<sup>80</sup> There were also high numbers of inmates that completed other recovery services programming aimed at improving the health and wellbeing of participants. It is estimated that over 600 inmates completed supplementary recovery services programming. See the recovery services checklist in the Appendix for more information.

<sup>81</sup> According to literature provided Renaissance Treatment program is a four month earned credit approved, cognitive behavioral treatment program for inmates for inmates with a Recovery Services Level of need of two or three. This program is comprised of a one month pre-treatment program, which prepares inmates for the following three months of treatment. Upon completion of the treatment program, there is a continuing care service program for participants who complete the four month program and are referred by the program coordinator. Upon completion of the continuing care program, they may apply for the Renaissance Family Program, which works to bring together inmates and their families in order to address the destructive impact on the family structure.

<sup>82</sup> The DRC auditors reported that the Recovery Services staff had documentation issues related to treatment provided, earned credit documentation that staff needed to ensure that up-to-date and accurate treatment information was disseminated through DOTS-Portal, and that monthly reports need to be sent timely.

<sup>83</sup> According to information provided the Bureau of Recovery Services, at LOCI there were 82 participants and five early terminations from the Treatment Readiness Program in 2013. The average termination rate among Level 2 prisons for the Treatment Readiness Program was 14 percent. The DRC average percentage of terminations for the Treatment Readiness Program was 13.5 percent.

<sup>84</sup> At LOCI there were 63 participants and 21 early terminations from the Renaissance Residential Treatment Program in 2013. According to information provided by the Bureau of Recovery Services, the Department's average percentage of termination for this program is 25.2 percent.

- The percentage of early terminations for LOCI's Recovery Maintenance Program was 37.7 percent, which is higher than the comparator prison average and the DRC average.<sup>85</sup>

## E. FOOD SERVICES

CIIC's inspection of food services<sup>86</sup> includes eating the inmate meal, and observation of the dining hall, food preparation area, and loading dock. CIIC also interviews the Food Service Manager. Overall, food service was rated as **IN NEED OF IMPROVEMENT**

### Meal

- CIIC sampled three inmate meals, which were overall rated as acceptable.<sup>87,88</sup>
- Most inmates interviewed<sup>89</sup> by CIIC rated the meals as in need of improvement based on the size of the portions, lack of seasoning, the lack of variety in the meals, and spoiled milk served during some meals.<sup>90xxxiv</sup> However, a review of the food service kite log<sup>91</sup> found that inmates reported only minor concerns.<sup>92</sup>
- Focus group participants also relayed concerns regarding spoiled milk, small portion sizes, and that food service often does not prepare enough food for the population. Inmates also relayed that although the flavor of the food had improved initially after food services became privatized, that it has since declined in quality.
- 75.5 percent of inmate survey respondents (n=253) indicated that they were either "unsatisfied" or "very unsatisfied" with the quality of the food. The most common reason for their dissatisfaction with the meals was due to the portion

<sup>85</sup> At LOCI there were 53 participants and 20 early terminations from the Recovery Maintenance Program in 2013. According to information provided by the Bureau of Recovery Services, the average termination percentage for the DRC was 16.2 percent. The termination percentage for comparator prisons was 15.1 percent.

<sup>86</sup> DRC Food Services changed to Aramark, a private vendor, in September 2013.

<sup>87</sup> The meals were sampled on each day of the inspection. The October 28, 2013 lunch meal consisted of meatloaf patty and gravy; potatoes; creamy coleslaw; fruit; and two slices of white bread. The October 29, 2013 lunch meal consisted of turkey salami; potatoes; vegetable soup; broccoli; fruit; and two slices of wheat bread. The October 30, 2013 lunch meal consisted of cheeseburger pizza; potatoes; garden salad with Italian dressing; and fruit.

<sup>88</sup> The first meal was rated as acceptable based on the proper preparation of the main entrée. However, the side items were dry and lacked seasoning. The second meal was rated as in need of improvement based on poor quality of the main entrée and lack of seasoning for the side items. The third meal was rated as good based on the quality of the main entrée.

<sup>89</sup> During the October 28 lunch period, CIIC interviewed ten inmates regarding the quality of the meals served at LOCI.

<sup>90</sup> During the inspection of the milk cooler in the food preparation area, the expiration date of the milk was November 4, 2013. Staff also relayed that fresh milk is delivered every Tuesday.

<sup>91</sup> Per DRC Policy 50-PAM-02 ("Inmate Communication/Weekly Rounds"), the inmate kite system is a means of two-way communication between all levels of staff and inmates. All kites are required to be answered within seven calendar days and logged on the Kite Log.

<sup>92</sup> This included several inmates requesting that a salt substitute be made available to inmates

sizes. The responses from LOCI inmates were more negative than the average<sup>93</sup> inmate responses from previous inspections.

- As a potential concern, CIIC staff observed that three different canned fruits were served on the same day, which may indicate a problem with quantity in stock or sufficient ordering.<sup>94</sup> In contrast, staff relayed that this was indicative of Aramark's efforts to prevent food waste.
- Despite the negative feedback from inmates, the most recent staff evaluation of the inmate meal was rated as good.<sup>95</sup>

## Dining Hall

- The serving line and the dining hall tables were clean and clear of any debris. There were a few small food particles on the floor. However, an inmate porter was in the process of cleaning the dining hall.

## Food Preparation Area

- Inmate food service workers maintained a clean area as they prepared the dinner meal while continuing to serve the lunch meal.
- The institution passed its most recent health inspection on July 3, 2013 with zero violations.<sup>xxxv</sup> However, both staff and inmates relayed concern that mice and rodent droppings have been observed in the kitchen and chow hall. Staff further relayed that mouse traps were placed in various locations in the kitchen.

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

## F. RECREATION

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

### Facilities

- Physical facilities<sup>96</sup> appeared clean and the only maintenance concern relayed was that one of the weight machines was in need of minor repairs.<sup>97</sup>

<sup>93</sup> An average of 69.3 percent of the inmates surveyed during previous inspections were "unsatisfied or very unsatisfied" with their meals.

<sup>94</sup> Inmates in focus groups also relayed that they are not always allowed to pull out enough frozen food the day prior to prepare properly for food service the next day. In contrast, staff relayed that this is to prevent food waste.

<sup>95</sup> Each DRC institution assigns one staff member, the Administrative Duty Officer (ADO), to taste and evaluate the quality of the inmate meal. The most recent evaluation of an inmate meal provide by LOCI staff was October 25, 2013 during the dinner meal. The meal consisted of the following: chicken salad; oven brown potatoes; garden salad with Italian dressing; two slices of bread; and fruit.

## Activities

- Inmates are offered a good selection of activities for recreation, including a full schedule of organized sports leagues.<sup>98</sup> The recreation department offers a majority of the activities permitted for Level 3 inmates, per policy.<sup>99</sup>
- The recreation department also facilitates several unique activities, such as building/decorating carnival games for local school festivals and quarterly inmate band concerts featuring six or seven inmate bands.

## Access

- Staff reported that the recreation schedule at LOCI is fairly open, running from approximately 8:00am to 8:30pm daily, with recreation only restricted from 12:00pm to 1:00pm to facilitate recreation for those inmates on disciplinary status.<sup>100,101</sup>
- A majority of respondents to CIIC's inmate survey reported that the recreation schedule is only sometimes followed, but, positively, only 11.4 percent of inmates reported that the schedule is never/rarely followed, which is lower than the average of other institutions inspected in 2013.<sup>102</sup>

<sup>96</sup> Indoor recreation facilities consist of a gymnasium, a two music rooms, a weight room, an arts and crafts room, a multipurpose room (equipped with ping pong, a handball court, open space, and pull-up/dip bars), and an equipment issue/storage room. Outdoor recreation facilities include basketball courts, a softball diamond, a volleyball court, open field space, horse shoe pits, a workout area with pull-up and dip bars, a small track, several handball courts, and picnic tables.

<sup>97</sup> Inmates in one focus group relayed concerns that the concrete portion of the yard (where the basketball courts are located) is uneven in places due to its age and also includes some protruding metal poles that could result in an injury.

<sup>98</sup> The recreation department operates numerous organized sports leagues each season, including basketball (indoor), softball, soccer, corn hole, volleyball (indoor and outdoor), horseshoes, and wiffle ball. handball, volleyball (indoor and outdoor), soccer, horseshoes, softball, corn hole, and ping pong. Reportedly, flag football is no longer offered at the institution because of the potential for injuries. In addition to weekly sports leagues, the recreation department also hosts several tournaments including kickball, ping pong, cards, board games, and bingo, among others. Positively, LOCI offers a separate 50 years and over weight room session three times per week.

<sup>99</sup> Several of the activities not currently offered will be offered in the future, such as pickle ball, a wellness program, and an arts/craft show.

<sup>100</sup> Staff relayed that recreation is rarely shut down due to a staffing issue or an unexpected incident, but that occasionally an officer assigned to recreation will be pulled for transportation-related needs.

<sup>101</sup> The recreation department also has added a television in the gymnasium that is updated with the weekly schedule of events, intramural games, tournament schedules, and a list recognizing the past week's winners. This is a nice addition that ensures that all inmates are abreast of what recreational activities are available.

<sup>102</sup> CIIC's survey of inmates (n=254) found that 34.3 percent reported that the recreation schedule is usually or always followed, 54.3 percent of respondents reported that it is only sometimes followed, and 11.4 percent reported that it is rarely or never followed. An average of 17.0 percent of inmates surveyed at all institutions inspected thus far in 2013 reported that the schedule is never/rarely followed.

- Positively, the largest number of respondents reported being satisfied or very satisfied with access to recreation,<sup>103</sup> which is above the average reported at other institutions inspected in 2013.<sup>104</sup>
- Overall, focus group participants relayed that their access to recreation is good at the institution. Older inmates were especially pleased with the addition of the 50 and over weight room sessions. The only concern raised by several participants was that the recreation area (both indoor and outdoor) gets very crowded.<sup>105</sup>

## HEALTH AND WELL BEING RECOMMENDATIONS

- Develop strategies to reduce the Doctor Sick Call no-show percentage.
- Consider implementation of a patient satisfaction survey that is provided to each patient that receives services at the infirmary.
- Ensure that there are no back logs for Doctor Sick Call and that inmates are seen timely in Nurse Sick Call and Doctor Sick Call.
- Develop strategies to reduce terminations in the Residential Unit program, and the Recovery Maintenance program.
- Consider surveying inmates regarding the food quality to determine if there are options to improve the quality of the meals without increasing costs.
- Develop strategies to reduce pests and vermin in the food services area, which could include installing metal plates on the bottom of the loading dock doors that lead to the kitchen prep area, relocating the trash compactor, and/or scheduling weekly or bi-weekly visits from a local exterminator service.

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<sup>103</sup> CIIC's survey of inmates (n=253) found that 8.7 percent were very satisfied, 32.4 percent were satisfied, 35.6 percent were neutral, 17.8 percent were unsatisfied, and 5.5 percent were very unsatisfied with access to recreation.

<sup>104</sup> An average of 32.5 percent of inmates surveyed at all institutions inspected thus far in 2013 reported being satisfied or very satisfied with access to recreation.

<sup>105</sup> Recreation staff relayed that they are currently evaluating the issue of overcrowding in the recreation department and will consider potential solutions.

## IV. FAIR TREATMENT

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

### A. STAFF/INMATE INTERACTIONS

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

- Most focus group participants relayed concerns regarding staff/inmate interactions, particularly in reference to a lack of professionalism by the correction officers towards inmates, including the chronic use of derogatory names and inappropriate language. Several inmates recommended that additional training be provided regarding interpersonal communication and cultural sensitivity.
- Out of 254 completed surveys, one of the top concerns specifically expressed was in regard to issues with staff (most referred to issues of disrespect or how staff talked to inmates) as the one change that they would like to make at the facility.
- Staff/inmate interactions were also a concern in the last CIIC inspection of LOCI.
- The issue of staff interactions was also raised by staff in regard to staff interpersonal communication with each other.
- The Inspector does not calculate the staff who are most frequently the subject of inmate complaints, which is not required, but is a best practice at some institutions.

Positively,

- A solid majority of survey respondents reported that housing unit officers are responsive to their needs, professional, and fulfilling job duties.<sup>106</sup>
- An average percentage of inmates reported that they had been harassed, threatened, or abused by staff at the institution,<sup>107</sup> with the most common incidents involving feeling threatened or intimidated, insulting remarks, or having their commissary taken.
- An average percentage of inmates reported feeling that their Case Manager or Unit Manager was helpful compared to comparator prisons.<sup>108</sup>

<sup>106</sup> 61.8 percent, 55.3 percent, and 64.8 percent, respectively (n=241,244,244).

<sup>107</sup> 52.0 percent of total respondents (n=252) reported that they had been harassed, threatened, or abused by staff. In comparison, for the medium security institutions that have been evaluated in this biennium, at MACI, 68.9 percent of Zone A survey respondents and 58.4 percent of Zone B respondents responded the same; 48.9 percent of BECI compound respondents; 48.0 percent of LAECI respondents.

<sup>108</sup> 55.0 percent of respondents (n=242) reported feeling that their Case Manager was helpful; 41.4 percent of inmate respondents (n=222) reported feeling that their Unit Manager was helpful. In comparison, the following responses were obtained at comparator prisons evaluated by CIIC this

- The rate of grievances against staff actions<sup>109</sup> in CY 2012 was much lower than the comparator prison rate and the DRC average rate,<sup>110</sup> and the number of grievances against staff actions is expected to decrease from CY 2012 to 2013.<sup>111,112</sup>

## B. INMATE DISCIPLINE

CIIC's evaluation of inmate discipline<sup>113</sup> includes observation of Rules Infraction Board (RIB) hearings and a review of a random sample of closed RIB cases. Overall, CIIC rates inmate discipline as **ACCEPTABLE**, with concerns regarding the greater discipline for more minor offenses.

- Overall, CIIC staff felt that the inmate disciplinary process was fair.
- Basic RIB hearing procedures appeared to be followed.<sup>114</sup> In addition, the RIB panel ensured that the inmate rights form was correctly completed, that the inmate did not need assistance, and that the inmate had received a copy of the conduct report prior to the hearing. Negatively, the panel did not always confirm the inmate statement with each inmate prior to asking him to sign it, nor did the panel always inform the inmate of what they were signing.
- CIIC's review of closed cases indicated that staff are diligent in ensuring that appropriate documentation is completed.<sup>115</sup> The review did not indicate any failure of inmate accountability; in fact, officers tend to overcharge the inmates.<sup>116</sup>
- Of concern, however, several inmates relayed concerns that the sanctions given for minor, first offense violations were excessive.<sup>117</sup> This perception was

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biennium: 50.8 (Zone A) and 53.5 (Zone B) for the Case Manager at MACI, 34.4 (Zone A) and 55.3 (Zone B) for the Unit Manager; 55.9 (Case Manager) and 49.5 (Unit Manager) at BECI; 48.8 (Case Manager) and 37.2 (Unit Manager) at LAECI.

<sup>109</sup> Grievances against staff actions are categorized into the following: supervision, discrimination, force, and staff accountability.

<sup>110</sup> The rate of grievances against staff actions in CY 2012 was 16.9 per 1,000 inmates at LOCI; the DRC average was 29.1 and the comparator prison rate was 24.0. Note: these numbers were derived from information obtained from the Chief Inspector's office on January 3, which differs from institutional numbers.

<sup>111</sup> In CY 2012, LOCI reported a total of 38 grievances against staff actions; as of October 30, 2013, LOCI had received only 18 grievances regarding staff actions.

<sup>112</sup> The grievance numbers may be deceptive, as inmate focus group participants relayed that they would not use the grievance procedure to report concerns due to fears of staff retaliation. On the inmate survey, the two reasons why inmates did not use the grievance procedure were "grievance procedure does not work" and "staff retaliation."

<sup>113</sup> Inmates charged with a rule infraction are given a conduct report (also known as a ticket). All conduct reports are first heard by a hearing officer; if the offense is a minor offense, the hearing officer may dispose of it himself. More serious offenses must be referred to the RIB, which is a two-person panel that conducts a formal hearing, including witness testimony and evidence.

<sup>114</sup> CIIC found that the RIB panel spoke clearly and communicated professionally with the inmate, read the conduct report, consulted evidence, deliberated regarding both the evidence and the sanctions, and asked the inmate if he would like to appeal.

<sup>115</sup> CIIC reviewed 20 closed RIB cases.

<sup>116</sup> For example, an inmate may be charged with both a fight and an assault. Not only may this reflect poorly on the inmate at later disciplinary hearings, but it may also negatively impact the institution's violence statistics.

supported by CIIC's review, as more minor rule violations do appear to result in higher penalties, including recommendations for LC placement, security classification increases, and placement in the sanctions dorm, than inmates would receive at many other facilities.<sup>118</sup> The higher level of sanctions is despite the older population, which generally lends itself to lower violence on its own, and may be exacerbating the reported negative inmate/staff interactions.

### C. INMATE GRIEVANCE PROCEDURE (IGP)

CIIC's evaluation of the inmate grievance procedure<sup>119</sup> includes a review of a random sample of informal complaints and grievances, inmate survey responses, and data analysis. Overall, CIIC rates the inmate grievance procedure as **GOOD**.

#### Access

- Inmate survey responses indicate a slightly lower percentage of inmates reported having access to informal complaints.<sup>120</sup> Staff keep informal complaints in staff offices, which may contribute to the reduced access.
- 38.8 percent of inmate respondents (n=250) reported that they had been prevented from using the grievance procedure at some point.
- For inmates who had not used the grievance procedure, the top two reasons reported were that the "grievance procedure does not work" and "staff retaliation." Focus group participants also relayed concerns regarding staff retaliation and a feeling that using the grievance procedure only makes the problem worse.
- Positively, a high percentage of inmates reported knowing who the Inspector was.<sup>121</sup> In addition, the Inspector regularly holds open office hours, providing ease of access to his office.

#### Informal Complaints

- In CY 2012, the facility reported receiving 1,207 informal complaints resolutions (ICRs).
- Of the total, only 18 did not have a documented response, which is below the 2012 DRC average.<sup>122</sup> Of those that did receive a response, 12.4 percent were outside of the seven day timeframe mandated by DRC administrative rule. This

<sup>117</sup> For example, several inmates relayed instances where they received an out of place ticket (for the first time) and were given 45 to 90 days in the sanctions dorm.

<sup>118</sup> Greater discipline is not always a problem, as it may assist with maintaining order on the compound.

<sup>119</sup> Pursuant to Section 103.73 of the Ohio Revised Code, the CIIC is required to evaluate the inmate grievance procedure at each state correctional institution. The inmate grievance procedure is a three-step process by which inmates can document and report concerns to multiple levels of DRC staff. For more information on the inmate grievance procedure, please see the Glossary at the back of the report.

<sup>120</sup> 66.9 percent of inmate respondents (n=248) reported having access to informal complaints. This percentage was significantly lower than those reporting access to kites or health service request forms.

<sup>121</sup> 54.2 percent of inmate respondents (n=251).

<sup>122</sup> The average rate of non-response to ICRs in the DRC was three percent in 2012.



number is slightly lower than the 2012 DRC average, although still above where CIIC believes it should be.<sup>123</sup> Both the non-response and untimely response rate have decreased slightly in 2013.<sup>124</sup>

- CIIC's review of a random sample of 20 ICR responses indicated that staff are responsive to inmate concerns and professional in their responses. The only issues were that some responses were very short,<sup>125</sup> in one it was not clear that the medical supervisor had met with the inmate to discuss his concern, and one had an inappropriate tone.
- An average percentage of inmates reported feeling that informal complaints are dealt with fairly at the institution.<sup>126</sup>

## Grievances

- In CY 2012, there were 200 grievances filed at LOCI, all of which were completed. The total number is expected to decrease slightly in CY 2013.<sup>127</sup>
- Of the total dispositions in 2012, 86.9 percent were denied and 13.1 percent were granted.<sup>128</sup> The granted rate is slightly lower than the 2012 DRC average granted rate.<sup>129</sup> The top three categories with the most grievances were Health Care with 45, Personal Property with 38, and Supervision with 21. Both the Health Care and Personal Property related grievances decreased by at least half in CY 2013.
- Inspectors are expected to dispose of grievances within 14 days to ensure timely response to inmates' concerns. In 2012, only six grievances were reportedly extended beyond the applicable timeframe. In 2013, no grievances were extended.
- CIIC's review of a random sample of ten grievance dispositions indicated that the Inspector interviewed requisite staff and reviewed appropriate evidence. However, he did not always cite relevant DRC policy or administrative rule and there were two instances of tone issues.
- An average to low percentage of inmates reported that grievances were dealt with fairly at the institution.<sup>130</sup>

## D. SEGREGATION

CIIC's evaluation of segregation consists of an observation of the unit and evaluation of the population. CIIC rates segregation as **GOOD**.

<sup>123</sup> The average rate of untimely responses to ICRs in the DRC was 14.4 percent in 2012.

<sup>124</sup> As of October 30, only one informal complaint had not received a response, and 12.1 percent of the informal complaint responses were untimely.

<sup>125</sup> For example, one response was "Will look into it." Another response was, "Issue resolved."

<sup>126</sup> 8.6 percent of inmate respondents (n=163).

<sup>127</sup> As of October 30, 149 grievances had been filed at LOCI.

<sup>128</sup> This does not include the one grievance withdrawn by the inmate.

<sup>129</sup> Excluding grievances that were withdrawn by the inmate or pending disposition at the close of the calendar year, 15.4 percent of grievances were granted across the DRC.

<sup>130</sup> 6.2 percent of inmate respondents (n=146).

## Conditions

- Segregation consists of one unit with three separate, single-tiered ranges (A, B, and C). The unit was rated good for cleanliness of both cells and hallways.
- The only concern that inmates relayed regarding the unit itself was that the temperature in the cells was very cold.
- Segregation staff do not have a set schedule or policy for providing telephone calls to inmates outside of emergencies; however, staff relayed that if the inmate is behaving well, he can request a phone call.<sup>131</sup>
- General cell security issues were minimal.<sup>132</sup>
- Segregation log sheets were up to date and documented that inmates were receiving food and recreation and that staff were making appropriate rounds.
- Staff relayed that there were no maintenance issues on the day of the inspection. Staff further relayed that any maintenance concerns are handled “pretty quick.”
- There are four outdoor recreation pods, which had the standard equipment of an apparatus for sit-ups, pull-ups, and dips; however it did not have the basketball hoops that are in most segregation areas in Ohio. There are also three indoor recreation pods.
- Positively, only one cell was triple-bunked on the day of the inspection.

## Segregation Population

- Staff provided a segregation tracking mechanism (segregation roster) that provided a commendable amount of data.<sup>133</sup>
- On the day of the inspection, there were 93 total inmates in segregation.<sup>134</sup>
- Of the total, 48.4 percent had been in segregation for more than one month; 20.4 percent inmates had been in segregation for more than three months. This is slightly higher than comparator prisons.<sup>135</sup>

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<sup>131</sup> The telephone is located outside of ranges.

<sup>132</sup> On A and B ranges, there were virtually zero issues. On C range, which staff relayed housed longer-term inmates, there were a few issues of clotheslines, inmates covering the cell windows, graffiti, etc. However, overall the segregation unit looked good. Staff relayed that they had instituted a system of checking the cell each time inmates went to recreation and documenting when inmates were responsible for cell damage.

<sup>133</sup> The roster tracks inmates by disciplinary status, rule violation, date that the inmate came into the segregation unit, date by which the RIB needs to hear the inmate’s case, whether the inmate has an STG profile, and whether the inmate is on the mental health caseload. All of this is important information for ensuring the orderly management the population.

<sup>134</sup> There were also four inmates who were technically on the segregation roster, but were out to court on the day of the inspection.

<sup>135</sup> In comparison, 27.3 percent of inmates in MACI’s segregation had been in the unit more than one month, 13.6 percent had been there more than three months; for BECI, 52.8 percent more than one month, 12.2 percent more than three months; for LAECI, 31.5 percent more than one month, 3.3 percent more than three months. [CIIC has not yet evaluated all medium security prisons.]

- Of the total, 49.5 percent were classified as on Security Control status (including 20 inmates under investigation),<sup>136</sup> 5.4 percent as Disciplinary Control, and 45.2 percent as on Local Control. This is in line with comparator institutions.
- Of the total segregation population, 47.3 percent were classified as black and 52.7 percent were classified as white. This is in line with the institutional demographics.<sup>137</sup>
- Negatively, of the twenty inmates under investigation, 80.0 percent had been in segregation over a week, which is high.<sup>138</sup>
- Also negatively, of the total segregation population, 29.0 percent were on the mental health caseload. This is higher than the institutional mental health caseload proportion.<sup>139</sup> Seven inmates were “seriously mentally ill.” However, of note is the institution’s innovative practice of holding treatment team meetings with each inmate on the mental health caseload in segregation and providing inmates with activities for their mental wellbeing while in the unit. The treatment team meetings in segregation should be considered a best practice for the DRC.

### **Programming/Access to Staff**

- Segregation inmates have access to library materials upon request using a kite and also through books that are available on the unit.
- LOCI Principal completes weekly rounds to inmates in segregation and medical confinement to provide individualized educational assistance, text books, instructional materials and assignments, novels, educational crossword or math puzzles, and other materials as requested or selected.

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<sup>136</sup> Security Control, Disciplinary Control, and Local Control are different designations for inmate placement in segregation. An inmate is placed on Security Control pending an investigation, an RIB hearing, or a transfer. The RIB can assign an inmate Disciplinary Control time based on a guilty finding for a rule violation; Disciplinary Control time cannot be more than 15 days for a single rule violation. Local Control is reserved for more serious rule violations, is assigned by a separate committee from the RIB, and can span up to 180 days, reviewed monthly.

<sup>137</sup> As of October 30, 2013, 47.9 percent of the total institutional population was classified as black; 50.3 percent was classified as white.

<sup>138</sup> Inmates should not be held for extended periods of time in the segregation unit without a conduct report. However, some of the inmates placed themselves under investigation for Protective Control, which can take longer.

<sup>139</sup> On the day of the inspection, 15.4 percent of the total inmate population was reportedly on the mental health caseload.

**FAIR TREATMENT RECOMMENDATIONS**

- Develop strategies to address inmate reports that staff speak to them in a disrespectful, unprofessional manner, which could include having the Inspector calculate on an annual basis the names of the staff who most frequently appear in inmate informal complaints and providing that list to the Warden for a constructive conversation, or engaging in shift challenges similar to SOCF.
- Confirm the inmate's statement at RIB prior to requiring him to sign it and inform the inmate of what he is signing.
- Consider conducting an evaluation of sanctions given by hearing officers, including placement in the sanctions dorm, for consistency, and develop a progressive sanctions grid for hearing officers.
- Consider making informal complaints available at the officer's desk in each housing unit.
- Consider developing strategies to further reduce the untimeliness of staff responses to informal complaints.
- Consider evaluating the high percentage of inmates who have been in segregation under investigation for more than one week.
- Consider evaluating the higher percentage of inmates on the mental health caseload in segregation.

## V. REHABILITATION AND REENTRY

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

### A. ACCESS TO PURPOSEFUL ACTIVITIES

CIIC's evaluation of access to purposeful activities includes a review of data, an analysis of inmate idleness,<sup>140</sup> staff interviews, and inmate surveys. Overall, CIIC rates access to purposeful activities as **GOOD**.

- LOCI currently provides approximately 102 different programs, education, meaningful activities, group, or individualized (one-on-one) options for inmate participation,<sup>141</sup> including 21 reentry-approved programs.

<sup>140</sup>Living units are observed for inmate idleness, which is defined as those inmates not assigned to night work shifts, and who are not showing evidence of being engaged in any visible form of constructive or productive activity or program on unit (i.e. sleeping under blankets during a normally productive time of day is considered a form of idleness). Exceptions are made for the number of inmates who may be assigned a third shift job and may be asleep during some part of the day.

<sup>141</sup>LOCI staff provided information regarding programs and activities, and the 2012 Annual Inmate Needs Assessment Report provided additional information:

- Academic Education (6): ABLE/Literacy, Pre-GED, GED, High School, Special Education, and Transitional Education Program (TEP); Career-Tech/Vocational (4): Auto Mechanics, Barbering, HVAC, and Web Design; Special Education (1); Career Enhancement (2): HVAC and Web Design
- Apprenticeships (14): Animal Trainer through two dog programs (4 Paws, PUPP), Boiler Operator, Janitor, HVAC, Building Maintenance Repair, Electrician, Plumber, Auto Mechanic, Landscaping, General Farm Worker, Electronics Technician, Carpenter, Dental Lab Technician, and Water Treatment Operator.
- Advanced Job Training (AJT) (15), plus London Educational Advancement Plan (4): Business and Entrepreneurship courses, plus the four additional classes to enable students to earn an Associate of Arts degree in Business Skills Development.
- Recreation (15): a variety of athletic leagues (flag football, soccer, corn hole, winter basketball, winter volleyball, winter handball, softball, horseshoe, and summer basketball), arts and crafts activities, music program, power yoga, ping-pong tournaments, bingo, and board games (for individual play and for dormitory tournaments).
- Recovery Services (10): Alcoholics Anonymous, Recovery Maintenance, Pathways 2 Freedom 1, Pathways 2 Freedom 2, Dual Recovery Anonymous, Narcotics Anonymous, Renaissance Residential Treatment R2-R3 (preceded by Treatment Readiness program), Intensive Prison Program AOD (A4), 12 Step, and New AOD Education Program/Learning for Life (R1).
- Unit Management (10): Thinking for Change, Money Smart, 4 Paws, Win Win Fathers Matter, Victim Awareness, Cage Your Rage, Touch, O.I.C., P.R.O.V.E., and Orientation.
- Religious Service's programs (4) include the Horizon Dorm Residential Program, Kairos program, Jobs for Life, and Gospel Echoes.
- Inmate-led Groups and Organizations (6): Jaycees, 7 Step, Cultural Awareness, Stamp Club, Animal Assistance, and Caps.
- Mental Health Services [other than programs that are also considered 'unit reentry programs'] (5): Holistic Integrative Program (group counseling for caseload and GP inmates), Detour, Prison Adjustment, Intensive Outpatient Program (IOP), and Stress Management.
- Individualized One-on-One Services [emphasizing rehabilitation and reentry] (1): Carey Guides, which are one-on-one individualized rehabilitation services that target individual needs and are

- The core unit programs have significant enrollment.<sup>142</sup>
- Apprenticeship enrollment increased by 36.1 percent from FY 2012 to FY 2013.<sup>xxxvi</sup> Waterworks and Farm operations are notable among the LOCI apprenticeships.<sup>143</sup>
- Carey Guides serves as a one-on-one program that is delivered to inmates individually by trained staff: Unit Management, Recreation Supervisor, Mental Health, Case Managers, and others.
- Eight units at LOCI reportedly have specialized program missions, although one of the units is a sanctions unit and privileges are reduced.<sup>144</sup>
- Inmates are provided with a good selection of recreational activities and the recreation department operates a fairly open schedule.
- LOCI rate of community service hours for YTD September 2013 are higher than the comparator prison average and higher than the DRC average hours.<sup>145</sup>
- 45 surveyed LOCI inmates identified program(s) as the one positive aspect of the institution, although 31 surveyed LOCI inmates identified wanting additional program(s) as the one change that they would most like to see at the institution.

delivered directly to inmates, including those in segregation, by trained staff: Unit Managers, Case Managers, Recreation Supervisor, and Mental Health staff.

- Community Service programs (4): multiple dog programs, Crayons to Computers, School Banners and Props (through Recreation), and Ohio Department of Transportation (ODOT) trash pick-up.
- Marital/Family (1): Keys to Loving Relationships.
- Personal/Emotional (4): Prison Adjustment, Healthy Living, Detour, and Cage Your Rage/Holistic Integrative.
- OPI shops (2) currently at LOCI produce dental partial plates and provide deflashing services for Yamada auto manufacturers. LOCI's dental shop employs 40 inmates, with a waitlist of 47 inmates, and constitutes an apprenticeship program.

<sup>142</sup> Staff reported the following information for unit programs:

Program	In Class	Waitlist
Thinking for a Chage	16	180
Money Smart	2 classes 20 in each	40
4 Paws	38 handlers	17
Win Win Fathers Matter	25	104
Victim Awareness	46	166
Cage your rage	7	100
Touch	6	N/A
Victim Awareness	No class currently	166
OIC	45	67
P.R.O.V.E.	13	23
Orientation	25 average	N/A

<sup>143</sup>Waterworks inmates receive formal EPA training and testing to become certified water technicians, capable of operating a water plant. Waterworks enrollment is currently 12. Farm inmates may be assigned to dairy cattle, beef cattle, or agricultural operations. Farm enrollment is currently 34, with four inmates enrolled in the apprenticeship program.

<sup>144</sup> Unit program missions include: 35-and Older (B1), Two Dog Program Units (A1 and D3), Renaissance Program for substance abuse (A4), Merit Unit with incentives (C1), Outside Workers Unit for Level 1A inmates (C3), Horizon Faith-Based Unit (D4), and Sanctions Unit with cell isolation (B3).

<sup>145</sup>LOCI total community service hours YTD September 2013 are 215,992 hours, which is 23.3 percent higher than the comparator prison (L1/2) average of 175,181 hours for YTD September 2013, and 79.0 percent higher than the DRC average of 120,651 hours for YTD September 2013

## B. EDUCATIONAL PROGRAMMING

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

### Access

- Total LOCI academic enrollment slightly decreased from FY 2012 to FY 2013 by 4.7 percent.<sup>146</sup> The academic waitlist of inmates increased per capita by a small percentage from FY 2012 to FY 2013,<sup>147</sup> and it was significantly lower than the comparator prison and DRC average.<sup>148</sup>
- 65.8 percent of inmate survey respondents (n=231) indicated that it was difficult to get placement into vocational training.<sup>149</sup>

### Outcome Measures

- From FY 2012 to FY 2013, the total number of GEDs earned at LOCI increased by 22.7 percent.<sup>150</sup>
- LOCI increased the number of GED tests given to students by 20.5 percent from FY 2012 to FY 2013.<sup>151</sup>
- The percentage of GEDs passed compared to GED tests taken remained approximately the same from FY 2012 to FY 2013.
- The rate of academic certificates given (earned) for FY 2013 was higher than the FY 2012 rate.<sup>152</sup>
- Negatively, the FY 2013 rate of academic certificates given (earned) remained lower than the comparator prisons rate and lower than the DRC average rate.<sup>153</sup>

<sup>146</sup>Total LOCI academic enrollment for FY 2012 was 676 inmates, and slightly decreased for FY 2013 to 644 academically enrolled inmates.

<sup>147</sup>LOCI posted a FY 2012 per capita rate of academically waitlisted inmates of 2.3 percent of enrolled students; and posted a FY 2013 per capita rate of 7.9 percent of enrolled inmates, for an increase of 5.6 percent in waitlisted inmates for academic programs.

<sup>148</sup>LOCI posted an academic waitlist rate of 7.9 percent of the number enrolled or 79 per 1,000 inmates, while the comparator prisons' waitlist average was 41.1 percent of the number of students enrolled or 411 per 1,000 inmates, and the DRC waitlist average was 41.3 percent of the number enrolled or 413 per 1,000 inmates.

<sup>149</sup> Of the 231 survey respondents who had participated in vocational education/programming, 152 inmates indicated it was difficult to get placed into vocational programming.

<sup>150</sup>LOCI awarded 75 GEDs in FY 2012 and 92 GEDs in FY 2013.

<sup>151</sup>LOCI administered 117 GED tests in FY 2012 and administered 141 GED tests in FY 2013, for an increase of 20.5 percent in tests given.

<sup>152</sup>LOCI rate of academic certificates given for FY 2013 was 270 per 1,000 inmates, while the rate for FY 2012 was 247 per 1,000 inmates.

<sup>153</sup>LOCI's rate of academic certificates given for FY 2013 was 270 per 1,000 inmates, while the comparator prisons' rate was 314 per 1,000 inmates, and the DRC average rate was 304 per 1,000 inmates. LOCI's rate of academic certificates given for FY 2012 was 247 per 1,000 inmates, while the

## On-Site Observation

- Observations of LOCI classrooms revealed students actively engaged in instruction, excellent teaching strategies, and a heavy presence of individualized instruction that utilized inmate peer tutors.<sup>154</sup>
- Lesson plans were written to include references to overall or broad goals, standards, materials, specific objectives, activities, and evaluations or assessments.<sup>155</sup> Student Goal Agreements included references to both specific and general goals. Signatures and dates of goals were documented quarterly as required.

## C. LIBRARY

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

### Facilities

- The library was very clean and inviting, and it appears to be one of the largest of the DRC libraries in square footage.
- LOCI's exceptional Reentry Resource Room, separate and in addition to the Reentry Resource Center, lies adjacent to the main and legal libraries.<sup>156</sup>

### Access

- Library initiatives include inmate use of headphones for listening to legal work from their attorneys, who may provide information on CDs.
- 73 inmates, which equal the number of chairs, may use the library at one time.

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comparator prisons' rate was 349 per 1,000 inmates and the DRC average rate was 316 per 1, 000 inmates.

<sup>154</sup>LOCI teachers were experienced as facilitators in the observed classes, moving about each class to work with individual students, who were working independently or in tutor-inmate pairs on computers, at hands-on mechanical skill-development stations, or completing individually assigned written exercises using copyrighted or teacher-created workbooks and work sheets. In each classroom, all students were immersed in their assignments with exceptional concentration. All three teachers heavily used verbal affirmations to recognize quality and correctness in students' understanding of content. All instructors served as both leaders and active participants in the instructional periods. The enthusiasm and content knowledge of all teachers was audible and observable.

<sup>155</sup>Career-technology lesson plans tend to be more specific and skill-based in describing the activities and tasks that the students will demonstrate.

<sup>156</sup>LOCI's Reentry Resource Room is an exceptional DRC statewide example of provisions for inmates to take initiative and prepare for their release and employment at reentry. The adjacent room is equipped with 10 computers dedicated to self-guided training in job search skills, resume and cover letter preparation, and expansion of job or vocational awareness. The Reentry Resource Room at LOCI has been visited by representatives from the Lake Erie Correctional Institution, who have an interest in replicating the details associated with services provided.



- 22 inmates may use the legal library during library hours because the librarian maintains that inmates must be actually conducting legal research and rotates inmates in and out of the legal section.
- 17 computers provide inmates with PC access: three with Lexis Nexis, 10 for reentry work, and four for general word processing. The total number of computers is much higher than the average number of computers across the DRC.
- Two computers, mandated by DRC policy, are maintained in the Reentry Resource Center and are dedicated to reentry work. The center is functional, with the Ohio Career Information System (OCIS) software and Ohio Means Jobs website accessible to inmates, who may use the information in searching for employment.<sup>157</sup>
- LOCI reported that the library is open 30 hours per week and the legal library, 33 hours per week. Library hours of operation include Saturdays, but no evenings.
- A book club meets in the main library on Saturdays, with approximately seven inmate participants and 20 inmates on waitlist.
- Per capita number of LOCI library materials was somewhat lower than the comparator prison's average and the DRC per capita average for the period July through December 2012.<sup>158</sup>

#### D. OHIO PENAL INDUSTRIES

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

- The OPI shops produce dental partial plates and provide deflashing services for Yamada auto parts manufacturer.
- The OPI shop currently employs 40 dental inmates and 95 deflashing inmates. The total number of inmates employed by the OPI shops is much higher than at other institutions.
- The OPI dental shop manager reported an operating profit for the dental shop of \$29,741 for FY 2012 and a profit of \$17,761 in FY 2013. The decrease was due

<sup>157</sup>In addition to software applications loaded on the two required reentry computers, M.U.S.C.L.E. sheets with necessary county information are provided through the Reentry Resource Center. To offset the perpetual problem of outdated information on the M.U.S.C.L.E. sheets, the librarian references online sources for each inmate at the time of his request, and assures the information for his county is updated before giving him the M.U.S.C.L.E. sheet.

<sup>158</sup>Data from the Ohio Central School System indicates LOCI's total six-month average of library materials was 17,178.3 and average monthly population was 2,252.5 for a per capita material average of 7.6 for the period July through December 2012. For the period July through December 2012, the comparator prisons' average rate was 8.9 and the DRC average per capita rate was 9.5 materials.

to the layoff of DRC dentists, which prompted a proportionate decrease in work orders for the manufacture of partials.

- The OPI deflashing profit reportedly is operating at a loss due to the hiring of additional employees; however, current sales are expected to offset the losses.<sup>159</sup>
- Inmates who work in the OPI shop receive a letter of appreciation at release, which details the inmate's work ethic, experience, and achievements while employed in the OPI shop.
- The dental OPI shop offers an apprenticeship to inmates as part of their OPI achievement. The deflashing operation does not offer an apprenticeship.

## E. REENTRY PLANNING

CIIC's evaluation of reentry planning<sup>160</sup> includes interviews of staff,<sup>161</sup> focus groups of inmates,<sup>162</sup> a document review, and inmate survey responses, including a sub-group of inmates who are within thirty days of release. Overall, CIIC rates the reentry provisions as **GOOD**.

### Reentry Planning<sup>163</sup>

- LOCI maintains the DRC's most developed resource room for reentry preparation through its Reentry Resource area (a separate room from the required Reentry Center in the main library with two computers containing OCIS and Ohio Means Jobs).<sup>164</sup>
- LOCI reentry staff maintain a system to prepare inmates and complete tasks toward reentry at scheduled times prior to an inmate's release date.<sup>165</sup>

<sup>159</sup>The current fiscal snapshot for FY 2013 plus the first two months of FY 2014 shows a 19 percent loss, for the period, due to a recent increase in the number of inmate employees. This temporary loss should reportedly be offset and returned to profitable gains upon receipts (accounts receivable) due to increases in the volume of work orders.

<sup>160</sup>Reentry planning requires pervasive attention to specific details from the first day of incarceration through the post-release period. Effective reentry planning is crucial for a successful reintegration into society. The inspection includes considerations of the degree and types of inmate access to unit programs, purposeful activities, inmate contact with community, and staff accountability related to reentry processes and unit life.

<sup>161</sup>CIIC inspection process related to reentry preparations includes interviews of the Reentry Coordinator (RC), the Unit Management Chief (UMC), and available Case Managers (CM). In numerous institutions, the duties of the RC are assigned to the UMC or other Unit Manager, prompting a combined interview.

<sup>162</sup>CIIC conducts four focus groups of inmates representing various populations within the institution.

<sup>163</sup>Reentry operations at all DRC institutions include the use of the DRC RPLAN (Offender Transitional Release Plan.)

<sup>164</sup>LOCI's Reentry Resource Room (an area separate from the DRC policy-mandated Reentry Resource Center) contains 10 computers with a wide range of materials, information, and self-guided training in relevant topics associated with preparations for reentry. Inmate reentry resource aides are assigned to the area as their institutional job and provide much expertise in assisting other inmates to take personal initiative in preparing for their own reentry.

<sup>165</sup>LOCI Case Managers follow a calendar to prepare inmates for reentry beginning at orientation. Upon entry or at two years pre-release, Case Managers check inmate files with the inmate for the specific items needed for release. ORAS scores and needs are verified. At 90 days and again at 60 days, inmates meet

- LOCI has significant inmate enrollment in core reentry programs.
- However, a large majority of inmate survey respondents were negative regarding reentry planning services at the institution.<sup>166</sup> Staff also relayed suggestions for improved reentry services, including the use of treatment-like teams, a new reentry task tracking document for inmate use, frequent mini-workshops, and restoration of a month-long mandatory release workshop.<sup>167</sup>

### Library Reentry Resource Center<sup>168</sup>

- A Reentry Resource Center is fully functioning in the LOCI main library.
- The two required reentry computers are equipped with Ohio Career Information System (OCIS) and Ohio Means Jobs programs.<sup>169</sup>
- Negatively, inmates in the 30-days-to-release focus group were unaware of programs installed on the two computers in the Reentry Resource Center and that they could have access to Ohio Means Jobs and OCIS in order to create their personal files and job reference materials.

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with Case Managers to verify individualized information and check off details still needed on the RPLAN. The 60-day meeting, called the “crash” meeting, was identified by Case Managers as the point that attention becomes more focused on RPLAN details. At 30 days, inmates receive M.U.S.C.L.E. sheets for their local county, application for Driver’s License, complete phone calls, and meet as often as needed to complete the required details on the individualized RPLAN. At the actual time of release the Ohio Benefits Bank (OBB) application is submitted.

<sup>166</sup> 62.5 percent of inmate survey respondents (n=253) indicated that staff had not discussed what programs they should be taking while incarcerated. 88.8 percent of inmate survey respondents (n=251) indicated that staff had not discussed a reentry plan with them. 63.5 percent of inmate survey respondents (n=252) indicated that they did not know where they might locate reentry resources.

<sup>167</sup> Staff and inmate suggestions for improving LOCI reentry services included (a) reinstating the use of a Community Reentry Management Team to function as a treatment team per individual inmates and enable refined tracking of individual programming and reentry needs, (b) creating a printed document that could serve as an ‘inmate’s roadmap to reentry so that inmates could complete self-guided reentry tasks on a designated timeline, (c) hold multiple mini-workshops at frequent intervals for inmates within the last 60 to 90 days of their incarceration, and (d) restore a month-long Pre-Release Workshop that requires inmates with one month remaining to attend daily sessions, as their full-time assigned ‘job,’ so that they acquire increased ownership and preparedness for their release.

<sup>168</sup> Each DRC institution is required to have a reentry resource center in the institutional library, per DRC 78-REL-05.

<sup>169</sup> The two computers are installed with the Ohio Career Information System (OCIS) and Ohio Means Jobs references and website to support and guide inmates in preparation of employment and additional education. Ohio Career Information System (OCIS) and Ohio Reentry Connections software system allows inmates to create individualized job search accounts. OCIS is a career and college search tool that can be used for the following purposes: learn about the different options for postsecondary education, research the most up-to-date career information available, find out what careers are in demand nationally and in Ohio, research colleges, universities and scholarship opportunities, read real-world interviews given by someone in a career of interest, and find out how to prepare for a chosen career. On the last day of incarceration, the inmate’s account ‘goes live’ so the inmate can access it from a computer outside the gate and send previously created job applications and cover letters to potential employers.

## Community Connections

- A slight majority of survey respondents indicated that they have experienced problems sending or receiving mail within the past six months,<sup>170</sup> which is slightly worse in comparison to other institutions inspected in 2013.<sup>171,172</sup>
- A slight majority of survey respondents indicated that they have not experienced problems with visits within the past six months,<sup>173</sup> which is comparable to the average of other institutions inspected in 2013.<sup>174,175</sup>
- A majority of survey respondents indicated that they have experienced problems accessing the telephone within the past six months,<sup>176</sup> which is worse than the average of other institutions inspected in 2013.<sup>177</sup> Perhaps related, there is a large discrepancy between housing units in the ratio of phones to the inmate population.
- Focus group participants relayed concerns that phones are turned off and break down frequently, with long delays for repairs. Inmates in two focus groups felt that there were not enough telephones available in the housing units. Further, inmates in one focus group relayed concerns that their access to the telephones is limited by other inmates that control and regulate who may access them.
- 30-days-to-release inmates in focus group indicated that they need more contact with county and community representatives prior to their release.

## F. SECURITY CLASSIFICATION AND PRIVILEGE LEVELS

The inspection revealed a total of 42 unaccounted oversights in the classification reviews that were more than one month overdue. These overdue entries were reportedly to be completed by the end of the inspection week. CIIC rates the classification reviews as **IN NEED OF IMPROVEMENT**.

### REENTRY AND REHABILITATION RECOMMENDATIONS

- Consider increasing enrollment in vocational programs.
- Consider increasing the number of materials in the main library.
- Consider developing strategies to increase inmate awareness of reentry resources and particularly the Reentry Resource Center.
- Consider evaluating the Case Manager workload.
- Consider ways to increase presence and inmate contact with community/county representatives and potential employers.
- Ensure that classification reviews are timely performed.
- Consider strategies to improve inmate access to telephones in the larger housing units, which could include adding telephones.

## VI. FISCAL ACCOUNTABILITY

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

### A. STAFF MANAGEMENT

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

#### Overtime Management

- In CY 2012, LOCI paid \$1,830,346<sup>xxxvii</sup> in total staff overtime hours which was an increase of 7.6 percent from the \$1,700,440 paid in CY 2011.<sup>xxxviii</sup> However, the amount paid in CY 2012 was less than the DRC average.<sup>178</sup>
- In CY 2012, LOCI paid \$670,792<sup>xxxix</sup> in correctional officer overtime hours. The amount of paid correctional officer overtime was significantly less than the DRC average<sup>179</sup> for CY 2012.<sup>xl</sup>
- As of October 29, 2013, LOCI had paid \$690,488.60 in total overtime and \$539,043.80 in correctional officer overtime in 2013. LOCI is on pace to pay significantly less in total staff overtime compared to CY 2012.

#### Vacancies

- On the day of the inspection, LOCI reported 25 total vacancies including 12 correctional officer positions.<sup>180</sup> The number of total vacancies is less than the average<sup>181</sup> number of vacancies reported during previous DRC inspections.

#### Turnover Ratio

- On the day of the inspection, LOCI reported a turnover rate of 11.5 percent.<sup>xli</sup> The increase is attributed to multiple staff resignations and removals.<sup>182</sup> However, in CY 2012, LOCI had a 5.1 percent turnover rate which was significantly better than the DRC average.<sup>183xlii,xliii</sup>

<sup>178</sup> The average DRC total overtime paid in 2012 was \$2,200,577.

<sup>179</sup> In CY 2012, DRC institutions paid an average of \$991,530 in overtime for correctional officers.

<sup>180</sup> According to staff, nine of the correctional officer positions will remain vacant as part of the required four percent vacancy rate for correctional officer positions.

<sup>181</sup> The average number of 33.5 vacancies is based on the previous CIIC inspections from January 2013 to October 2013.

<sup>182</sup> Two staff resigned in lieu of termination. Nine staff were removed following their 12-month probationary period.

<sup>183</sup> In CY 2012, the average DRC turnover rate was 7.1 percent.

- Additionally, some staff relayed concerns that several officer posts were reduced within the past year.<sup>184</sup>

### Training<sup>185</sup>

- The FY 2013 LOCI mandated training completion rates consisted of the following:<sup>xliv</sup>
  - Unarmed Self-Defense: 99.4 percent<sup>186</sup>
  - CPR/First-Aid: 98.6 percent<sup>187</sup>
  - In-Service Training: 98.4 percent<sup>188</sup>
  - Firearms Training: 96.7 percent<sup>189</sup>

### Evaluations<sup>190</sup>

- On the day of the inspection, LOCI had completed 259 (83.1 percent) of 312 required CY 2013 performance evaluations on time which is a significant improvement from the previous year.<sup>191xlv</sup>

### Morale

- Most of the officers interviewed (n=16) rated morale as “high” based on the leadership of the Warden and her ability to effectively communicate with her staff. Staff also relayed that the ability of the officers to work well together as a team

<sup>184</sup> During staff interviews, some officers relayed concerns that post positions had been reduced. The Warden later confirmed that some positions including along the perimeter were reduced.

<sup>185</sup> In FY 2012, DRC required 40 hours of in-service training for custody staff (all non-clerical/support designated staff) and 16 hours in-service training for non-custody (clerical/support staff). According to DRC policy, 39-TRN-02 (“In-Service Training”), the prisons are mandated by the CTA to ensure custody staff receives annual re-certification training on the following topics: firearms, unarmed self-defense, CPR/First Aid, and in-service training. These topics are derived from Administrative Regulations, Legislative/Judicial Requirements, ACA Standards, DRC policies, and/or other Department Training Advisory Council recommendations. The goal of each institution is for all required staff to complete 100 percent of their required training by the end of each fiscal year.

<sup>186</sup> 306 of 308 staff successfully completed their unarmed self-defense training. Two staff did not complete their training due to military leave.

<sup>187</sup> 283 of 287 staff successfully completed their CPR/First-Aid training. Three staff did not complete their training due to disability leave. One staff did not complete their training due to military leave.

<sup>188</sup> 359 of 365 staff successfully complete their in-service training. Three staff did not complete their training due to disability leave. Two staff did not complete their administrative leave. One staff did not complete their military leave.

<sup>189</sup> 380 of 393 staff successfully completed their firearms training. The number of staff represents staff who completed their original certification for the year (189 of 191 staff successfully completed for 99.0 percent) and staff who completed their second certification (191 of 202 for a 96.7 percent completion rate).

<sup>190</sup> CIIC’s review of evaluations consists of a document review and staff interviews.

<sup>191</sup> In CY 2012, LOCI staff completed 166 (54.1 percent) of 307 required performance evaluations on time.

has positively affected morale as well.<sup>192</sup> Additionally, nearly all the officers interviewed feel supported by the LOCI administration.

- However, officers relayed concerns regarding interpersonal communication with their direct supervisors.

## B. FISCAL RESPONSIBILITY AND NEEDS

CIIC's evaluation of fiscal responsibility and needs includes a document review and an interview of staff regarding the implementation of cost saving initiatives, both those required by policy<sup>193</sup> and those independently developed by staff. CIIC rates their fiscal responsibility as **IN NEED OF IMPROVEMENT**.

### Fiscal Audit

- In its most recent fiscal audit,<sup>194</sup> LOCI was compliant in only five of eight applicable mandatory standards for an overall score of 62.5 percent, which is one of the lowest reviewed by CIIC in this biennium.<sup>195xvi</sup>

### Cost Savings

Staff provided the following cost savings initiatives implemented in FY 2014, with projected cost savings by the end of the fiscal year:

- Projected cost savings of \$10,000 by purchasing cleaning supplies in bulk.<sup>196</sup>
- Projected cost savings of \$9,575.64 by structuring a new lease agreement with their copier vendor.<sup>197</sup>
- Projected cost savings of \$2,015 by installing automatic hand dryers and eliminating the need to purchase paper towels.

<sup>192</sup> Most of the officers interviewed believe that staff gets along well at the institution.

<sup>193</sup> According to DRC policy 22-BUS-17, "Energy Conservation and Waste Reduction," each institution is required to establish green initiatives that include recycling, energy conservation, and waste reduction. Institutions that earn money through recycling initiatives deposit the money into a centralized fund, from which they receive 50 percent back that must be reinvested into the institution. Institutions may request additional funds from fund 5AF0 for the purpose of recycling or energy conservation related program initiation or enhancement.

<sup>194</sup> Most of the non-compliant issues were in regarding to inaccurate documentation or not properly documenting funds. LOCI was non-compliant regarding the following Ohio Standards: 14-01 ("Employee Activity Fund"); 14-02 ("General Vouchers"); and 14-07 ("Bank Statement Reconciliation Verification").

<sup>195</sup> According to the Ohio Standards, institutions are required to score 90 percent or above to pass each applicable Ohio Standard and the fiscal audit.

<sup>196</sup> Hydroxide cleaning chemicals were ordered during the month of October 2013. The cost savings is expected to occur during the next 12-months.

<sup>197</sup> LOCI signed a 48-month lease agreement with Konica Copiers. The new copiers were scheduled to be installed during the week of October 28-November 1, 2013. The cost savings is expected to occur during the next 12-months.

**Energy Conservation<sup>198</sup>**

- As of September 2013, LOCI had spent \$1,340,142.38 on their energy utility costs for the year. In comparison, LOCI spent \$1,326,936.09 through September 2012. The most significant increase was in regard to their gas usage which increased by 36.1 percent. The most significant decrease was in regard to their electrical usage, which decreased by 9.9 percent. The utility costs comparison<sup>199</sup> is illustrated in the chart below:

Energy Type	January-September 2012	January-September 2013	Percentage of Change 2012-2013
Electric	\$531,949.91	\$479,247.24	-9.9%
Water <sup>200</sup>	\$576,002.05	\$562,768.09	-2.3%
Gas	\$218,984.13	\$298,127.05	36.1%
<b>Total</b>	<b>\$1,326,936.09</b>	<b>\$1,340,142.38</b>	<b>1.0%</b>

- LOCI is in the seventh year of an energy solutions savings project that is conducted by Chevron Energy Solution to help reduce energy costs and usage.<sup>201</sup>
- The LOCI energy audit found several energy conservation initiatives<sup>202</sup> to help reduce costs in 2013-14.<sup>xlvi, xlviii</sup>

**Recycling and Waste Reduction**

- In FY 2013, the recycling program produced \$17,187.55 of revenue,<sup>203</sup> which was an increase of 50.5 percent from the \$11,418.35 of revenue earned in FY 2012.

<sup>198</sup> The DRC established a goal for each institution to reduce its annual utility costs by five percent. Natural gas, water and electricity are the primary utilities targeted for reduction of use.

<sup>199</sup> Comparison reflects the invoices received during the following periods: January - December 2011 and January - December 2012.

<sup>200</sup> According to staff, LOCI shares the water utility costs with nearby Madison Correctional Institution (MACI). Reportedly, LOCI is responsible for paying 58 percent of the water bill. The dollar amount reflects the costs that LOCI are responsible to pay.

<sup>201</sup> The project included the installation of gas fired water heaters; new boiler exhaust; the installation of a new underground natural gas line to the farm area and install new direct-fire natural gas heaters in the Greenhouse; the cold storage building; the new steel shed; old garage; new garage; blacksmith shed; dairy barn; mule barn; and the grain dryer. LOCI shares the contract with nearby Madison Correctional Institution and reportedly saved an estimated \$365,048 in energy costs during FY 2013.

<sup>202</sup> The September 26, 2013 energy audit found the following energy saving initiatives: LOCI will evaluate the need for sub-meters; The institution will install energy efficient ballast and lamps; Institution will install motion sensors; Copiers and scanners are equipped with auto sleep mode; Personal electronics are turned off when not in use; Boilers are currently being updated with pressure valves and motors; HVAC units are at the end of their life cycle and the institution will consider making upgrades; Auto turnoff devices were installed in the showers; Reduced flow valves were installed in the toilets and urinals; Boilers were turned off during summer and early fall to help reduce natural gas usage.



- The FY 2013 recycling revenue was significantly more than the DRC average.<sup>204xlix</sup>
- Negatively, LOCI did not conduct a waste audit in CY 2012. As of October 2013, the institution had not conducted a waste audit for the year.

**Capital Projects**

Several of the requested projects listed below were submitted to the Department during previous fiscal years.<sup>205</sup> As of October 2013, some of the projects were in the process of being completed while others had not been approved.<sup>1</sup>

• Main Waterline Replacement	\$4,454,204
• Entry Road Lighting	\$2,093,809
• Medical Area Renovation	\$1,052,458
• Stockade Satellite Boilers	\$1,052,458
• Farm Bridge Replacement	\$927,496
• 6- Yard (Housing Unit) Concrete Replacement	\$700,000
• Blacktop paving	\$350,000
• Exterior door replacement	\$350,000
• Point tucking	\$350,000
• Replacement of kitchen equipment	\$350,000
• Repair powerhouse floor	\$350,000
• Roof replacement of the cold storage building	\$250,000
• Seal coating	\$200,000
• Repair wall and concrete at steel shed	<u>\$150,000</u>
	<b>\$12,630,425</b>

**C. PROPERTY**

CIIC’s evaluation of property includes a document review regarding the reduction of lost/theft claims initiatives developed by staff. CIIC rates their cost savings initiatives as **EXCEPTIONAL**.

- In CY 2012, LOCI paid \$259.68 in property loss payouts which was an increase of 111.9 percent from the \$122.56 paid in CY 2011.<sup>li,lii</sup>
- Despite the increase from 2011, the LOCI 2012 settlements were nearly half the DRC average<sup>206</sup> for property payouts.<sup>liii</sup>

<sup>203</sup> Institutions that earn money through recycling initiatives deposit the money into a centralized fund, from which they receive 50 percent back that must be reinvested into the institution. According to staff, DCI used the amount to pay an invoice.

<sup>204</sup> DRC average recycling revenue for FY 2013 was \$12,289.78. Some or all data for some institutions. Some or all data was not provided in the 2013 DRC “Recycling Scorecard” from the following institutions: Allen Oakwood Correctional Institution, Dayton Correctional Institution, Franklin Medical Center, Mansfield Correctional Institution, and Richland Correctional Institution.

<sup>205</sup> The capital improvement request projects were requested during FY 2011 and expected to be completed by FY 2020.

<sup>206</sup> In FY 2012, the average DRC property payout was \$1,373.27.

- As of October 29, 2013, LOCI had paid \$253.50<sup>207</sup> in property payouts in 2013, most of which was based on a single property loss.<sup>liv</sup>

### **FISCAL ACCOUNTABILITY RECOMMENDATIONS**

- Ensure the institution is compliant in all applicable Ohio Standards for their next fiscal audit.
- Ensure a waste audit is conducted to assist in developing and implementing cost savings initiatives through waste diversion.
- Consider evaluating the staff turnover rate and developing strategies to reduce (when not the product of investigations).
- Ensure that performance evaluations are completed in a timely manner.
- Develop and implement costs savings initiatives to reduce the gas utility costs.

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<sup>207</sup> According to the information provided by staff, \$200 of the total property settlements was paid to one inmate for a lost MP3 player which included re-downloading 170 songs.

## **SECTION VII. APPENDIX**

### **A. INMATE SURVEY**

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

At LOCI, CIIC staff gave or attempted to give surveys to 371 inmates. Inmates were selected using a stratified systematic sampling method: at the start of the inspection, institutional staff provided a printout of inmates by housing unit and every fifth inmate was selected. CIIC staff provided an explanation of the survey to each selected inmate. CIIC staff later conducted sweeps of the housing units to collect the surveys. CIIC received 254 completed surveys, representing 11.2 percent of the total LOCI population.

The questions and the total response counts for all inmates are replicated on the following pages.

## DRC Inmate Interview

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

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

Please mark within the boxes. Do not select more than one option unless otherwise instructed.

**Right Way**



**Wrong Way**



**DEMOGRAPHICS**

**Q1 What is your race?**

White.....	115
Black.....	123
Hispanic.....	5
Other.....	11

**Q2 How old are you?**

Under 21.....	6
21-25.....	22
26-30.....	44
31-35.....	49
36-40.....	45
41-45.....	31
46-50.....	22
51-55.....	21
Over 55.....	14

**Q3 What is your security classification/privilege level?**

	1	2	3A	3B	4A	4B	5A	5B
Level	98	142	1	2	0	0	0	0

**Q4 How long have you been incarcerated on this number?**

Less than 1 year.....	34
1-2 years.....	45
2-5 years.....	75
5-10 years.....	45
10-15 years.....	17
15-20 years.....	16
Over 20 years.....	21

**Q5 Are you within one month of release?**

Yes.....	11
No.....	243

**Q6 What types of offense(s) have you been convicted of? (Check all that apply)**

Crime against person excluding sex offense (i.e. murder, manslaughter, assault, robbery, etc.).....	79
Sex offense.....	22
Property offense (i.e. burglary, theft, etc.).....	70
Drug offense.....	59
Fraud.....	7
Other.....	61

**HEALTH AND WELLBEING**

**Q7 Please answer the following regarding your unit.**

	Yes	No
Do you normally have enough clean clothes for the week?	176	72
Are you normally able to shower five (5) days a week?	236	8
Do you normally have the opportunity to exchange for clean sheets every week?	185	58
Do you normally have the opportunity to request and receive cleaning chemicals every week?	188	57

**Q8 How clean do you feel that your unit generally is?**

Very Clean .....	25
Clean .....	152
Unclean.....	55
Very Unclean .....	22

**Q9 How satisfied are you with the quality of the food here?**

Very Satisfied.....	1
Satisfied.....	14
Neutral .....	47
Unsatisfied.....	82
Very Unsatisfied.....	109

**If unsatisfied why?**

Portion sizes .....	196
Taste .....	129
Preparation of the meal .....	74
Temperature.....	46
Lack of variety .....	113
Inadequate substitute .....	72
Other.....	24
N/A.....	4

**Q10 Are health service request forms (aka sick call slips) responded to within two days?**

Usually.....	73
Sometimes.....	88
Rarely.....	70
Never filed.....	22

**Q11 If you are on the chronic care caseload, are you generally receiving timely follow-ups?**

Yes.....	65
No .....	56
N/A.....	116

**Q12 Overall, how satisfied are you with the quality of healthcare provided by the following:**

	Very Satisfied	Satisfied	Neutral	Unsatisfied	Very Unsatisfied	N/A
Nurses	18	70	83	28	31	17
Doctor	11	49	66	48	44	28
Dentist	36	62	63	23	21	38
Mental Health	28	39	52	11	18	90

**Q13 Do you have any emotional or mental health problems?**

Yes.....	71
No .....	183

**Q14 Are you on the mental health caseload?**

Yes.....	47
No .....	206

**Q15 Do you feel you have adequate access to mental health services?**

Yes.....	129
No .....	33
N/A.....	92

**Q16 Did you regularly use drugs or alcohol prior to incarceration?**

Yes.....	150
No .....	101

**Q17 Do you feel you have adequate access to recovery services programs?**

Yes.....	150
No .....	59
N/A.....	45

**Q18 Is the institutional recreation schedule generally followed?**

Usually / always .....	87
Sometimes.....	138
Never / rarely .....	29

**Q19 How satisfied are you with access to recreation?**

Very Satisfied.....	22
Satisfied.....	82
Neutral.....	90
Unsatisfied.....	45
Very Unsatisfied.....	14

**FAIR TREATMENT**

**Q20 Overall, do you normally have access to the following:**

	Yes	No
Kites	230	20
Informal Complaints	166	82
Health Service Request Forms (sick call slips)	228	20

**Q21 Do you know who the Inspector is?**

Yes.....	136
No.....	115

**Q22 Do you feel that informal complaints are generally dealt with fairly at this institution?**

Yes.....	14
No.....	149
Never filed.....	87

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

Yes.....	9
No.....	137
Never filed.....	104

**Q24 Do you feel that grievance appeals are dealt with fairly?**

Yes.....	12
No.....	124
Never filed.....	114

**Q25 Have you ever felt that you were prevented from using the grievance procedure?**

Yes.....	97
No.....	153

**Q26 If you have never used the grievance procedure, why not? (Choose the best answer)**

No problems / reason to use.....	49
Grievance procedure does not work.....	76
Staff retaliation.....	75
Form not available.....	19
Do not want to be a snitch.....	17
Do not know how to use.....	4
N/A.....	61

**Q27 Overall, do you feel that disciplinary decisions are fair from the following:**

	Yes	No	Don't Know
Hearing Officer	35	125	92
RIB Panel	20	125	102

**Q28 Are your housing unit officers generally:**

	Yes	No
Responsive to your needs:	149	92
Professional	135	109
Fulfilling job duties	158	86

**Q29 Have you been harassed, threatened, or abused by staff here?**

Yes.....	131
No.....	121

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

Insulting remarks (about you or your family or friends).....	90
Physical abuse (being hit, kicked or assaulted).....	19
Sexual abuse.....	4
Feeling threatened or intimidated.....	92
Having your commissary / property taken.....	71
Debt.....	0
Drugs.....	4
Race or ethnic origin.....	50
Religion / religious beliefs.....	19
Sexual orientation.....	7
Age.....	8
Disability / medical condition.....	12
You were new here.....	28
Offense / crime.....	10
Gang related issues.....	11
N/A.....	46

**Q30 If you have been harassed, threatened, or abused by staff, did you report it?**  
 Yes..... 45  
 No ..... 94  
 N/A..... 100

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

Yes ..... 6  
 No ..... 49  
 N/A..... 120

**Q31 Have you ever had sexual contact with a staff member at this institution?**  
 Yes..... 3  
 No ..... 228  
 Refuse to answer..... 19

**Q32 Where do staff/inmate sexual acts occur?**  
 86

**Q33 Would you report sexual contact with staff?**  
 Yes..... 77  
 No ..... 154

**Q34 Do you feel that your Case Manager is helpful?**  
 Yes..... 133  
 No ..... 109  
 Do not know who this is ..... 10

**Q35 Do you feel that your Unit Manager is helpful?**  
 Yes..... 92  
 No ..... 130  
 Do not know who this is ..... 27

**SAFETY**

**Q36 How safe do you feel inmates are at this institution from other inmates (violence, extortion, etc.)?**  
 Very Safe ..... 22  
 Safe ..... 55  
 Neutral ..... 127  
 Unsafe ..... 37  
 Very Unsafe ..... 12

**Q37 Have you been harassed, threatened, or abused by other inmates here?**  
 Yes..... 57  
 No ..... 194

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

Insulting remarks (about you or your family or friends) ..... 34  
 Physical abuse (being hit, kicked or assaulted) ..... 31  
 Sexual abuse ..... 4  
 Feeling threatened or intimidated ..... 39  
 Having your commissary / property taken ..... 23  
 Debt ..... 7  
 Drugs ..... 5  
 Race or ethnic origin ..... 21  
 Religion / religious beliefs ..... 10  
 Sexual orientation ..... 3  
 Age ..... 8  
 Disability / medical condition ..... 3  
 You were new here ..... 14  
 Offense / crime ..... 7  
 Gang related issues ..... 19  
 N/A ..... 74

**Q38 If you have been harassed, threatened, or abused by other inmates did you report it?**  
 Yes..... 18  
 No ..... 63  
 N/A..... 140

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

Yes ..... 3  
 No ..... 23  
 N/A..... 144

**Q39 Have you ever had sexual contact with another inmate at this institution?**  
 Yes..... 1  
 No ..... 245  
 Refuse to answer..... 3

**Q40 Where do inmate/inmate sexual acts occur?**  
 88

**Q41 Would you report sexual contact with another inmate?**  
 Yes..... 109  
 No ..... 123

**Q42 What type of prohibited substances are available within this institution? (Choose all that apply)**

*Prohibited substances are not available*..... 29  
 Tobacco..... 98  
 Marijuana ..... 90  
 Heroin ..... 75  
 Cocaine..... 44  
 Methamphetamine (Meth)..... 21  
 Prescription pills..... 54  
 Alcohol / hooch ..... 75  
 Other..... 17  
 Refuse to answer..... 103

**Q43 What type of gang activity frequently occurs at this institution? (Choose all that apply)**

*Gang activity is not frequent at this institution* ..... 46  
 Assaults ..... 79  
 Theft..... 77  
 Extortion..... 81  
 Gambling ..... 63  
 Sex Trade ..... 24  
 Drug Trade..... 60  
 Other..... 21  
 Refuse to answer..... 82

**REHABILITATION AND REENTRY**

**Q44 Do you know how to reduce your security / privilege level?**  
 Yes..... 153  
 No ..... 100

**Q45 Have staff discussed with you what programs you should be taking while incarcerated?**  
 Yes..... 95  
 No ..... 158

**Q46 Have staff discussed a reentry plan for you?**  
 Yes..... 28  
 No ..... 223

**Q47 Do you know where you can find reentry resources?**  
 Yes..... 92  
 No ..... 160

**Q48 Do you know how to obtain the following after release?**

	Yes	No	N/A
Housing	101	134	15
Job	117	118	14
State ID	141	94	12
Food	123	112	12
Continuing Health Care (medication, etc.)	86	148	15
Recovery Services (NA, AA, etc.)	108	111	28
Education	132	94	17
County agency information	96	126	20

**Q49 How easy or difficult is it to get into the following activities in this prison?**

	Easy	Neutral	Difficult	N/A
Prison Job	123	62	53	13
Vocational Training	22	57	152	18
Academic Programming (ABLE, Pre-GED, GED)	77	77	65	29
Unit Programs (Thinking for a Change, Victims Awareness, etc.)	37	68	123	22
Mental health/wellness programming	71	68	50	62
Recovery Service Programs (AOD, IOP, AA, NA, etc.)	85	82	42	39



**Q50 How satisfied are you with educational programs at this institution?**

Very Satisfied.....	21
Satisfied.....	42
Neutral.....	70
Unsatisfied.....	41
Very Unsatisfied.....	28
Never participated.....	52

**If unsatisfied, why? (Check all that apply)**

Lack of materials.....	27
Teacher was not good.....	24
Class was not interesting / not useful.....	19
Class did not apply to me.....	16
Class was frequently cancelled.....	28
Other : _____	31
N/A.....	75

**Q51 How satisfied are you with unit programs (i.e. Thinking for a Change, Victims Awareness, etc.) at this institution?**

Very Satisfied.....	20
Satisfied.....	44
Neutral.....	58
Unsatisfied.....	28
Very Unsatisfied.....	30
Never participated.....	73

**If unsatisfied, why? (Check all that apply)**

Lack of materials.....	14
Teacher was not good.....	9
Programs were not interesting / not useful.....	13
Programs did not apply to me.....	18
Programs were frequently cancelled.....	18
Other : _____	37
N/A.....	75

**Q52 Have you had any problems with sending or receiving mail within the past six months?**

Yes.....	130
No.....	106
N/A.....	16

**Q53 Have you had any problems accessing the telephone within the past six months?**

Yes.....	141
No.....	97
N/A.....	15

**If yes, why? (Check all that apply)**

Phones are broken.....	111
Not enough phones.....	113
Access denied by other inmates.....	26
Currently do not have phone privileges.....	11

**Q54 Have you had any problems receiving visits within the past six months?**

Yes.....	97
No.....	125
N/A.....	32

**If yes, why? (Check all that apply)**

Distance for visitors.....	61
Visiting hours / schedule.....	50
Visit scheduling process.....	64
Visitor turned away.....	23
Visitor not approved.....	18
I do not have people who want to visit.....	8
Currently do not have visitation privileges.....	6

**Final Comments**

**Q55 What is ONE positive aspect of this prison?**  
220

**Q56 What is the ONE change you would most like to see here?**  
230

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

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

1. Offer more programs than most.
2. –
3. Others from home town.
4. Low level camp.
5. None.
6. N/A
7. In house programs. Program blocks.
8. –
9. People that I've met in here!
10. The fence works.
11. –
12. More freedom.
13. The ability to move freely and schedule the course of your day.
14. –
15. None.
16. They take pride in keeping us all safe while we are here.
17. They keep the peace.
18. For the Hispanic population there is none. The needs of the Hispanic population are mostly overlooked.
19. The Horizon program.
20. Education is good.
21. Recreational activities.
22. Access to going outside.
23. Music/art program.
24. No.
25. My apprenticeship program and location.
26. Programs.
27. Relatively safe from violence.
28. Program offers.
29. –
30. The Warden is nice, at least.
31. For the most part it is a peaceful environment.
32. My freedom of movement.
33. The staff stick together.
34. Dental lab/optometrist.
35. The horizon program.
36. Being rehabilitated.
37. –
38. Cubes.
39. None.
40. –
41. Some programs and it isn't too far from my parents to drive to see me.
42. Makes you independent.
43. Safety.

44. Nothing it's prison.
45. It is secure, clean.
46. There is none, that's why I'm trying to leave here.
47. –
48. Staff members will do their job when outsiders come in the prison to put a front on in front of the outsider that's in the prison.
49. Some of the staff does try to help you with what you need done.
50. None.
51. It does have programs to help you.
52. Nothing.
53. –
54. Runs smoothly organized.
55. Close to home.
56. It gives you time to asset yourself and look in the mirror and then allows you to better yourself by making positive decisions.
57. It offers programs all over.
58. Good movies.
59. –
60. Educational and vocational opportunities.
61. Freedom to move around.
62. Education
63. The inmates are more peaceful than the guards.
64. –
65. Relatively safe place.
66. Yard opens early.
67. Working out if you get the food for the day.
68. Some professional staff members.
69. None.
70. Open to go to rec.
71. Open dorm.
72. None.
73. None.
74. I honestly can't say that any one thing stands out as being truly positive.
75. None for me.
76. I've been to two prisons and there's nothing positive about any of them.
77. It is clean.
78. N/A.
79. C-1 Case Manager (Mrs. Brann).
80. Stay to yourself
81. Not a hard camp.
82. College, Urbana
83. More freedom than the close/max that I came from.
84. –
85. Once you've been here you wouldn't want to come back.
86. Staff being hands on with inmates, they do try and help.
87. Honor dorm has TV program and great Case Manager.

88. They hire ex inmates to work at water works, power house, dental. Warden does show if you work at jobs here, it helps later.
89. None.
90. There's certain staff members that truly care about their jobs and do what is the right things regarding us.
91. A fairly large yard.
92. N/A
93. Lack of prison violence.
94. School.
95. Can't really say.
96. Freedom to move about.
97. –
98. N/A
99. They protect all.
100. Don't know, I have only been here a month.
101. –
102. They actually do have vocational programs. The wait is just long.
103. Recreation.
104. No idea.
105. We're allowed to come and go out of our housing units pretty freely.
106. Can not think of any at this time.
107. Williams
108. It will not last forever.
109. I get to leave!
110. AA meetings, Recovery Services promotes 12 step recovery.
111. Fairly consistent compliance/maintenance of daily schedules.
112. Still have OPI.
113. It's easy time. No pressure, low harassment.
114. There is freedom of movement.
115. [Can't read]
116. N/A
117. Freedom to go to rec.
118. It's clean.
119. Good place if serving 2 years or less. Not a prison for lifers.
120. Recreation activities if the yard is open.
121. Television reception.
122. None. Search high and low to find that out.
123. Legal. CO Howard 1<sup>st</sup>. CO Whitworth 3<sup>rd</sup>.
124. There is not one.
125. There are programs here for men like me with time so we're not just idle.  
We can receive help if we want it.
126. Low security.
127. It's laidback.
128. Weight room
129. Lack of violence.
130. Programs available.

131. The Renaissance program.
132. The Renaissance program.
133. There are not a lot of interruptions in the daily movement and operation, Renaissance program.
134. Drug programs.
135. Nothing.
136. It's peaceful.
137. –
138. –
139. Treatment – Renaissance
140. IPP
141. I would say the Renaissance program is fantastic.
142. Relatively clean.
143. No gangs.
144. Open yard, weight cage, cubicle dorms.
145. The Renaissance recovery program.
146. Urbana college
147. None,
148. Rec.
149. Access to outside rec.
150. –
151. They are very helpful here (staff).
152. You see the unit staff more often.
153. More movement compared to close camps.
154. The barber college
155. –
156. Nothing.
157. Overall, a more relaxed environment in comparison to SCI and other institutions.
158. The hours of the law library.
159. Programs.
160. Nothing.
161. –
162. None.
163. –
164. –
165. That some staff who work here care and want to see you free.
166. –
167. Programming.
168. Movement, ability to move around.
169. If you don't have a drug offense you can get in any program.
170. We're not locked down all day.
171. It really ain't no positive aspect of any prison!
172. Freedom and less controlled movement to commissary and recreation yard
173. I still get to watch the Bengals on TV every Sunday. Who dey.

174. The movie channel.
175. Lots of activities.
176. –
177. –
178. None.
179. The school programs.
180. Open movement. No controlled movement.
181. Nothing.
182. Help me stop smoking.
183. None.
184. –
185. N/A
186. None.
187. Freedom of movement; other institutions, a pass is required.
188. Being an open camp. Some of the programs. The same faith churches that come in.
189. That it is an open dorm and it is clean.
190. Joje
191. It is sorta laidback more than other camps.
192. The cube areas instead of being an open dorm. These cube areas allow a little more space and privacy.
193. –
194. Cubicles
195. Time. No way out of it.
196. –
197. Nothing!
198. Programs i.e. barber college, etc.
199. Some programs.
200. None.
201. Nothing.
202. None.
203. Nothing positive. Staff is always picking on inmates.
204. Prison programs.
205. It is closer to my family whom live in Columbus.
206. –
207. –
208. Weekend movies.
209. 35 and old + up unit.
210. Can't think of one.
211. One hand does not know what the other is doing management.
212. It's almost over.
213. –
214. Most of the staff here do make an effort to get involved and try to keep things in order.
215. Leaving with a degree. That's it.
216. The programs offered.

217. Not found none yet.
218. Nothing.
219. Close to family.
220. None.
221. It is close to where my family lives.
222. Access to movement.
223. None at all!
224. Open dorms
225. My outdate.
226. Although getting into an education program is difficult and timely, there is still the opportunity to do so.
227. Divider walls in bunk areas.
228. –
229. The only thing good about London is the opportunity of schooling and furthering your education and programs.
230. It has cubicles.
231. There is none.
232. –
233. Nothing.
234. They have a lot of programs available to help inmates get out of jail.
235. Laid back.
236. N/A
237. Not as bad as Lebanon or similar prisons. You can keep to yourself, at least most of the time.
238. A lot of different things to offer.
239. N/A
240. –
241. Horizon program.
242. You're able to get your own television set.
243. Can't say.
244. –
245. There's nothing positive about London.
246. Correcting wrong doings to right.
247. None.
248. Cubes.
249. The only positive aspect of this prison is the fact that it's open and you can go to recreation when you please, with the exception of it being closed due to be understaffed.
250. Close to home.
251. None.
252. Overall it's pretty easy to do time.
253. –
254. None.

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

1. Have rec more often at right time. Not when they chose to let us have it.
2. The CO's learning how to communicate with inmates.
3. Better food.
4. Food.
5. Since it's a low level prison they need to treat it like one. Make more things available to us. Treat us like we're low level people.
6. The staff.
7. Staff and inmate programming.
8. –
9. Staff treating us (inmates) with respect and not like we're not human or less than them because we made a mistake and came to prison!
10. Professionalism from staff members (officers).
11. To be treated better by staff.
12. Bring back cigarettes.
13. More practical cognitive educational classes for basic skills (e.g. typing, computer programming). Regardless of your time or crime!
14. –
15. More professional training/cultural.
16. I would like to see the filters changed. And the dust and the ceiling fixed in Unit D-4 especially. Because the ceilings are covered in dust because of lack of changing filters.
17. Make up their mind whether it is a level 1 or level 3.
18. More bilingual educational programs, materials, religious programs.
19. –
20. Fair treatment at RIB. End sanction block.
21. Staff being reprimanded for abuse/physical and verbal daily here!
22. The food service. Better tasting food.
23. It's been rumored this place as \$3 million security/camera network. Use it! When my CD player and beard trimmers were stolen, it was not used to ID the perpetrator.
24. Food and phone.
25. –
26. More visit for Level 1 inmates.
27. Health care improvements.
28. Get the population lower.
29. Access to programming for hearing impairment inmates.
30. I know the COs have a job to do, but the verbal harassing and possible retaliation of an informal. The racist white shirts are really unfair to white inmates. Everyone knows this.
31. For this to be a level 1 and 2 camp, there aren't really any privileges. At times it's more discipline than a level 3. Too many rules! Staff being disrespectful!
32. Terrible food and very disrespectful staff and officers.
33. Somebody watching over the staff.
34. More respect from staff.



35. More programs, change the Major Taylor.
36. Better food and the frivolous interruption of normal operations.
37. For the mother of my child to be able to come visit me (they won't allow her to).
38. A new major.
39. Me getting out.
40. Filters changed.
41. The staff and the visits were supposed to wear our state issued shoes there starting on the 6<sup>th</sup>. Why my wife pay \$100 for boots and I can't even wear them to visits.
42. The food.
43. Disrespectful Major and staff.
44. The violence and disrespect between inmates and officers.
45. New major, less discrimination with race and religion.
46. Better medical care, and to get rid of the major and aramark.
47. –
48. Crazy tickets, be heard fair and stop taking everything from inmates!!
49. Parole Board done away with so old law people does get equally treated.
50. None.
51. N/A
52. More activities.
53. –
54. –
55. COs attitudes change (staff) towards inmates.
56. The food...
57. More food.
58. Fair treatment from staff.
59. –
60. Staff should be friendlier and more compassionate towards inmates.
61. "Real life" in-demand vocational courses.
62. Aramark.
63. The guards calm down on the touching niggas the wrong way.
64. –
65. I'd like the overzealousness of the officers to stop. The petty-ness gets old.
66. Showers should stay open until 11:30 pm.
67. Food!
68. Administration responsive to legitimate issues. IIS, Warden, Major, unit staff, D-minus grades.
69. –
70. Not be so petty on little stuff. You are quick to go to yellows for any thing.
71. More phones (cost less to call).
72. [Can't read] violence.
73. Food.
74. Put a stop to them shutting down the yard and gym any time they feel like it.
75. Cable TV.
76. If it were easier to et into programs. The waiting lists are so long it takes forever to get into one.

77. To have administration quit taking inmate privileges just to make less work for them and calling it ODRC policy when it is not.
78. People start getting IPP, judicial release, and 80%, TC
79. Everything.
80. –
81. The food some people like me don't get help from outside. More food on the trays.
82. More education.
83. There's more petty security here than a close prison. The Major wants to run this place like a max sec. prison.
84. More instructors for unit programs so inmates are not on a waiting list for their entire sentence.
85. Employee's treatment of inmates, lack of respect!!
86. More programs and OPI jobs, food, the criteria for these jobs and programs
87. I would like the food to get better.
88. More job training programs.
89. People being helped!
90. Staff and inmate interaction. (Certain staff looks down on us like we are the scum of the earth.)
91. Definitely the portion sizes of meals. I don't have any energy at all due to the tiny portions.
92. N/A
93. Visiting, because there is no Sunday visits, and the visit Lt. works most Sundays. Having to wear state boots only on visits. We should also be able to wear personal boots.
94. The chow hall cleaner.
95. The steel bench look out the dayroom more table and chairs cubes in the bed area, booths for video visit in the dorm, clean bathrooms.
96. Grown men deserve to eat a meal that full-filling. Not these kid meal they serve.
97. Smoking brought back.
98. N/A
99. Food and respect.
100. More movement. Controlled movement is for close security not medium/minimum.
101. –
102. The portion size of the meals!!
103. C-2 get cubicles and less harassment by officers.
104. More available programs.
105. New admin, Major in particular.
106. Less problem with staff.
107. Cubes in all dorms not have to have radio to watch TV.
108. Get rid of the Parole Nazis!!
109. Cell blocks! Not dorms!
110. Inmates that have changed and go to the Parole Board – get opportunity to become members of society again.
111. More attention to preparing inmate for parole consideration/release.

112. Put the cell block back like it was – merit housing.
113. More “old law” releases per Old Parole Board guidelines. Case by case instead of by PB job needs. More OPI jobs!!
114. This is a minimum/medium security prison with most inmates at a minimum security, but the institution is treated as if it were a max security more so.
115. New Major.
116. Nothing ever changes.
117. Better programs for guy with ten or more years. Go to the board or home. Access to apprenticeships that will help guys adjust to the free world after being gone for years.
118. Case Manager in A-3 is not helpful at all and Unit Manager in C-1 abused me and other inmates before.
119. Less inmates. Too overcrowded.
120. For the yard to be open more. And cable.
121. The Major is a tyrant.
122. Administration. Due to the lack of concern and not adequately doing their job.
123. More respect. Follow ARs.
124. Warden.
125. Men with time who has shown not just in black and white that they have been rehabilitated should be given a halfway house. These prisons are at max. What do we need to show we have changed.
126. Better food.
127. Nothing.
128. Bigger recreation yard and gym.
129. Less canceling of recreation.
130. The food.
131. Better food quality.
132. I would like for the Major to keep his hands out of non-security issues.
133. The Chaplain are bias. No other ethnicity (race) work directly in office with the Chaplain. Blacks, etc. have cleaning or out front desk jobs. They allow three white inmates handle chapel activities such as Kairos. They give special treatment to certain inmates. They are not professional or fair.
134. Getting into programs more quickly.
135. Sanctions need to be changed. Some offenses are too petty for sanctions.
136. Better food!
137. –
138. –
139. More vocation/trade
140. More time to allow other programming.
141. The chow hall food and portions.
142. More vocational schools, trades, etc. and make it easier to get into these programs.
143. Better food.

144. Commissary, very poor quality of items and lack of.
145. Visitation hours/schedule.
146. More COs in mailroom. 10 days to get mail into you.
147. Change is not going to happen. Who you foolen.
148. The amount of food given.
149. Change in the food services, more portions per meal.
150. –
151. N/A
152. When there is not an inspection committee here, this administration always spin inmates. This admin always pass the buck to another administrator instead of making a decision.
153. More food.
154. The portion of the food to increase and the unit managers doing their job.
155. Give us more on our trays! Since Aramark has taken over the food portions have gotten very small and sometimes we don't ever get a full meal. However, the quality of the food is a lot better. (2) This camp is very racist. I think it is because of the black staff. It's alright for the black Bloods and Crips and GDs to run around here, extorting weak white guys, kicking boxes, and having anal sex with other inmates, but they will ride out a white guy for 1 assault! I think this needs to be looked into because there seems to be a lot of it.
156. Food.
157. Larger portions of food for inmates in SMH or ability to purchase limited commissary items while in SMH.
158. That the staff learn to treat the inmates like people.
159. Food service and better Commissary.
160. Faster releases.
161. Easier for schooling. It's more for short time offenders.
162. Outside vending.
163. –
164. The food.
165. That all the ticket that is wrote on people here are not always true and the way they treat us as people!
166. –
167. More respect from staff. They speak very disrespectful to inmates!
168. Rec yard is too small for the amount of people at this prison. Crowding cause tension.
169. Stop strip searching people for no reason.
170. RIB
171. College. I would like for college to be able for us to attend with more than 5 or 6 years.
172. Detailed and expanded training for all employees concerning state responsibility for respecting, retraining, and fulfilling all inmate lives for a positive release back to modern society.
173. Health care to do their jobs.
174. More inmates released.
175. To stop being ran like a level 3 prison. Staff to be more respectful.

- 176. –
- 177. –
- 178. Staff.
- 179. –
- 180. Split races into separate dorms.
- 181. Less prisoners.
- 182. All the bullshit the CO say to you.
- 183. PS4
- 184. The portions of the food by Aramark.
- 185. Not enough room to write.
- 186. A new Major
- 187. Long term incarcerated inmates afforded easier access to programs.  
Waiting list almost exclude us.
- 188. How they schedule the Holiness churches. They won't let us do communion and deter people from getting baptized in Jesus Christ name.
- 189. The way that they aren't quick to help you out in a situation. How lazy the staff/unit/Warden/DWO/and etc. is.
- 190. All staff.
- 191. All of the officers/white shirts change their negative attitude and for them to tell the truth on the tickets.
- 192. Being able to get bed moves to be able to cell with someone that you're more compatible with instead of celling with someone of different culture.
- 193. At RIB you are already assumed guilty. I would like inmates to have a fair chance.
- 194. Food. CO's mentality.
- 195. New COs.
- 196. Better food.
- 197. Better staff!!
- 198. More than one voc program and change the system on receiving programs due to your outdate.
- 199. Administration. Warden Cooper. Major Taylor.
- 200. Put back camp. Open up more.
- 201. Nothing.
- 202. For the food to be better plus staff.
- 203. Rec. And respect to others.
- 204. The waiting process to enroll in a vocational program shouldn't have to wait a year or more to enroll.
- 205. My privileges and cable TV. My understanding of an inmate stayed out of trouble and got his security level lowered he would receive more privileges. That is not here at London.
- 206. –
- 207. –
- 208. Food.
- 209. Inmates who can't afford TVs be given loaner TVs, if they're ticket free.
- 210. Being a medium/minimum prison I'd like to see it run like one, not a close prison.

211. Better visiting scheduling process and Sunday visits.
212. More good time.
213. –
214. To make visiting more open and friendly, there's no more Sunday visits and the overcrowding makes our families more uncomfortable. It's not ran properly.
215. Order with staff like the inmates, all staff.
216. Change the way people are chosen for programs. Those who sign up must wait until they are close to their outdate even if they sign up when they first get here.
217. Recreation – more things to do and more often. And not closing rec every time they feel like it.
218. Train the personnel that work here to be respectful. They talk to people like dogs and that is a real problem.
219. Medical. The doctor and medical information explained.
220. A little lighter on rules.
221. Commissary!
222. People able to send you money without being on visitation because people don't want to fill out all the forms that come with it.
223. It's hard to say!
224. Rec and vocational programs
225. Commissary.
226. A new facility. This prison is extremely old and there is dust, mold, and a ton of bird droppings.
227. Major.
228. School class. RIB very unsatisfactory.
229. The one change I would want to see is more female staff, honestly. Females keep the mood around you more calm and comfortable plus they are more understanding than male staff.
230. Open up the yard.
231. More programs and better treatment as far as this being a medium not a close camp.
232. If inmates are willing to participate for college courses we shouldn't have to wait until we are under 5 years on the fact we have more than 1 institution number.
233. New Major.
234. Better service in quartermaster and medical and more access to bleach to clean the dorms, at least once a month have bleach day.
235. Change how programs are ran. It should not matter how much time you have.
236. N/A
237. That the staff, as a whole, actually gave a shit about the inmates who really want help and to do the right thing instead of generalizing all of us as bad people.
238. Time schedules changed frequently.
239. NA

240. –
241. Open up all that space for our rec yard. Yard is too crowded.
242. The way they treat people who use the law library and send out legal mail, because they deny them at any given time. Legal access to the courts in general.
243. Less staff interrupting everything that's going on when the camp is already laidback.
244. Satisfaction food no.
245. Fire the Major and Capt. Joy.
246. More cell blocks, better food, and truck driving education.
247. Too many petty rules.
248. Better food.
249. The staff should calm down when talking to inmates who are already staying out of trouble. A lot of the time, the staff initiates the conflicts. Thank you for this opportunity to share with you.
250. Better food and some respect.
251. A lot of childish shit inmates and officers a lot of shit is fucked up.
252. A new Warden and Major. The Warden because she lets the Major make the decisions for her. The Major because he makes his own rules. The most recent rule is no personal shoes on visits because of certain inmates. Not all inmates.
253. –
254. Attitude of guards they make up their own rules. Black guards are racist against white inmates.

## **B. INSPECTIONCHECKLISTS<sup>208</sup>**

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<sup>208</sup> The checklists here do not include all forms used by CIIC staff during the inspection process.



AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: A1

Inmate Count: 148

		COMMENTS
1. What is the security classification and privilege level of the unit population?	level 1; 2	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <u>dog program</u> <input checked="" type="checkbox"/> GP <input checked="" type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - <u>6</u> Urinals - <u>6</u> Sinks - <u>16</u> Showers - <u>12</u>	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - <u>0</u> Urinals - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
10. How quickly are maintenance work orders completed?	<u>W/i 24-48 hrs.</u>	<u>depends on what it is</u>
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> <u>twice/shift</u> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones # <u>10</u> - Laundry Facilities # <u>3/3</u> - Drinking Fountains # <u>2</u> - Ice machines # <u>2</u> - Microwave # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	<u>2 must hangup to get to work</u>

STAFF ACCOUNTABILITY												
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	YES	NO	6 empty									
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES	NO										
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES	NO										
18. How many officers are on duty per shift?	1 <sup>st</sup> - 1	2 <sup>nd</sup> - 1	3 <sup>rd</sup> - 1									
19. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES	NO										
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2/shifts		Date 10/3	# 4	Date 10/16	# 4	Date 10/22	# 4				
ACCESS TO CIIC PROGRAMS STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff Photos	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>				
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>	ICRs <input checked="" type="checkbox"/>	HSRs <input checked="" type="checkbox"/>									
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	10/1	10:33 AM	10:45 AM	10/25	7:25	7:36						
DWO	10/1	2:43 PM	2:51 PM	10/6	2:05	2:15	10/11	1:26	1:34	10/15	7:30	7:40 more
DWSS												
IIS	10/3	2:35 PM	2:45 PM	10/6	2:05	2:13	10/28	10:00	10:05			
UMC	10/4	12:40 PM	12:48 PM	10/11	9:15	9:23	10/15	9:34	9:43	10/18	9:02	9:10 more
ADDITIONAL COMMENTS (including inmate communication):												

9/28-  
10/28

more

more

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: A2

Inmate Count: 159 / 145

		COMMENTS
1. What is the security classification and privilege level of the unit population?	2	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input checked="" type="checkbox"/> Other <u>Sanction release</u> <input checked="" type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	<input checked="" type="radio"/> YES <input checked="" type="radio"/> NO	Durlocks in place for privacy
5. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	70°
7. Bathroom facility count	Toilets - 6 Urinals - 6 Sinks - 16 Showers - 6	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 1 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
10. How quickly are maintenance work orders completed?	next day	
11. How clean are toilets/urinals? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	4x Day 3x GTF scrubbing
14. Are the following <u>all</u> operational?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Phones # <u>0</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Laundry Facilities # <u>3/3</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Drinking Fountains # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Ice machines # <u>1</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Microwave # <u>1</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	

STAFF ACCOUNTABILITY												
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	YES	<input checked="" type="radio"/> NO	Containers being refilled on 3rd shift									
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO										
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES	NO	NO inspection documented									
18. How many officers are on duty per shift?	1 <sup>st</sup> -	1	2 <sup>nd</sup> -	1	3 <sup>rd</sup> -	1						
19. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO										
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>							Date 10/9	# 4	Date 10/2	# 6	Date 10/25	# 4
ACCESS TO CIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff Photos	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>				
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites	<input checked="" type="checkbox"/>	ICRs	<input checked="" type="checkbox"/>	HSRs	<input checked="" type="checkbox"/>						
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	10/25	747	800									
DWO	10/25	933	1045	10/28	1041	1045						
DWSS												
IIS	10/28	1005	1010									
UMC	10/24	310	318									
ADDITIONAL COMMENTS (including inmate communication):												
<p>10/27 112-15 3pm</p> <p>70°</p>												

10/21  
-10/28

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: A3

Inmate Count: 130

		COMMENTS
1. What is the security classification and privilege level of the unit population?	2	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input checked="" type="checkbox"/> Other <input type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<i>Dark blinds obstructing for privacy</i>
5. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	75°
7. Bathroom facility count	Toilets - 6 Urinals - 0 Sinks - 16 Showers - 12	
8. How many are inoperative? - Inmate porter asked <input type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	<i>24-48 hrs</i>	
11. How clean are toilets/urinals? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	<i>Sx/Dx</i>
14. Are the following <u>all</u> operational?		
- Phones # <u>4</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Laundry Facilities # <u>3/2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Drinking Fountains # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Ice machines # <u>1</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Microwave # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	

STAFF ACCOUNTABILITY												
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>		YES	<input type="radio"/>	NO	<i>Being replaced tomorrow</i>							
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>		<input checked="" type="radio"/>	YES	NO								
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>		YES		NO								
18. How many officers are on duty per shift?		1 <sup>st</sup>	-	1								
		2 <sup>nd</sup>	-	1								
		3 <sup>rd</sup>	-	1								
19. Are officers performing security checks at staggered 30 min intervals? -Log observed <input checked="" type="checkbox"/>		<input checked="" type="radio"/>	YES	NO								
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>					Date	<i>10/13</i>	#	<i>3</i>				
					Date	<i>10/8</i>	#	<i>7</i>				
					Date	<i>10/23</i>	#	<i>5</i>				
ACCESS TO CIIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff Photos		Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>							
		Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>							
		Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>							
		Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>							
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>		Kites	<input checked="" type="checkbox"/>									
		ICRs	<input checked="" type="checkbox"/>									
		HSRs	<input checked="" type="checkbox"/>									
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	9/12	1000	1007	9/24	1035	1045						
DWO	9/14	250	258	9/10	910	918	9/17	285	303	9/23	120	128
DWSS												
IIS	9/17	915	120	9/23	1155	1200						
UMC	9/10	227	245	9/11	1040	1048	10/4	1248	1254			
ADDITIONAL COMMENTS (including inmate communication):												

*9/16  
10/4*

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: A-4

Inmate Count: 125

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>2</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other <u>Program - Release/parole</u>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	<u>YES</u> NO	
5. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - <u>6</u> Urinals - <u>6</u> Sinks - <u>16</u> Showers - <u>12</u>	
8. How many are inoperative? - Inmate porter asked <input type="checkbox"/>	Toilets - <u>0</u> Urinals - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	
10. How quickly are maintenance work orders completed?	<u>24-48 hrs</u>	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>no bad odors present</u> <u>- per porter</u>
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	<u>3x def</u>
14. Are the following <u>all</u> operational? - Phones # <u>6</u> - Laundry Facilities # <u>3</u> - Drinking Fountains # <u>12</u> - Ice machines # <u>1</u> - Microwave # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	

STAFF ACCOUNTABILITY													
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	YES	<input checked="" type="radio"/> NO	BANK REFILLED 2nd Shift										
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO	<del>not for</del>										
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES	<input checked="" type="radio"/> NO	not documented for Sept/Oct both										
18. How many officers are on duty per shift?	1 <sup>st</sup> - 1	2 <sup>nd</sup> - 1	3 <sup>rd</sup> - 1										
19. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO											
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	1-2 = 2/week 3rd = common area		Date 10/13	# 4	Date 10/15	# 4	Date 10/2	# 4					
ACCESS TO CIC, PROGRAMS, STAFF													
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff Photos	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>					
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>	ICRs <input checked="" type="checkbox"/>	HSRs <input checked="" type="checkbox"/>										
STAFF ROUNDS													
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out	
Ward													
DWO	9/17	303	311	9/27	1024	1032	10/4	215	254	10/11	108	116	
DWSS													
IIS	9/17	905	911										
UMC	10/11	1009	1017										
ADDITIONAL COMMENTS (including inmate communication): COUNCILS DISRUPTING ACCUMULATION OF DUST/DIRT													

9/15  
10/15



AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: B1

Inmate Count: 210

		COMMENTS
1. What is the security classification and privilege level of the unit population?	1+2	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other <u>35 + over</u> <input checked="" type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	- cubicle style
5. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 22 Showers - 16	
8. How many are inoperative? - Inmate porter asked <input type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	→ focus group participant relayed that 3 showers have been broken for several months
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	
10. How quickly are maintenance work orders completed?	Within 48 hours	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- would like stronger chemicals - staff state they work hard but don't have proper chemicals
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones # <u>6</u> - Laundry Facilities # <u>3 Sets</u> - Drinking Fountains # <u>2</u> - Ice machines # <u>2</u> - Microwave # <u>3</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	

STAFF ACCOUNTABILITY		
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	- inventoried twice per shift
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	
18. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1	
19. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	
20. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2	Date 10/7 # 4 Date 10/15 # 4 Date 10/20 # 4

ACCESS TO CIIC, PROGRAMS, STAFF		
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff Photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>	- ICRs kept in staff office

STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	10/25	7:32	7:44									
DWO + DWSS	10/4	3:04	3:12	10/11	1:16	1:24	10/17	9:52	10:01	10/19	1:14	1:19
DWSS	<hr/>											
IIS	10/9	10:03	10:10	10/15	11:35	1:40						
UMC	10/4	12:16	12:24	10/11	9:30	9:40	10/18	3:20	3:28	10/24	10:42	10:50

9/27  
through  
10/27

more

ADDITIONAL COMMENTS (including inmate communication):

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: B2

Inmate Count: 209

		COMMENTS
1. What is the security classification and privilege level of the unit population?	1 & 2	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <input type="checkbox"/> GP <input checked="" type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	- cubicle style walls
5. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 22 Showers - 16	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	
10. How quickly are maintenance work orders completed?	- usually within 3 to 4 days	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- water stains
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- Soap scum and residue
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational?		
- Phones # <u>6</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Laundry Facilities # <u>3 sets</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Drinking Fountains # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Ice machines # <u>1</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Microwave # <u>3</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	

STAFF ACCOUNTABILITY		
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	- bottles empty
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
18. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1	
19. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2	Date 10/7 # 2 Date 10/15 # 2 Date 10/20 # 3

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

STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	9/27	7:42	7:48	10/25	7:40	7:52						
DWO DWSS	9/27	10:17	10:25	10/2	2:54	3:02	10/9	12:18	12:26	10/18	7:21	7:35
IIS	10/16	1:57	2:03									
UMC	10/4	12:24	12:32	10/11	9:31	9:39	10/18	2:53	?	10/24	3:18	3:26

9/27  
through  
10/27

more

ADDITIONAL COMMENTS (including inmate communication):

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: B3

Inmate Count: 65

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>1 &amp; 2</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Sanction <input checked="" type="checkbox"/> Other <input type="checkbox"/>	GP <input type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>1</u> Sinks - <u>0</u> Showers - <u>0</u>	- 1 Cell Shutdown
5. If any of the above are inoperative, have maintenance work orders been submitted?	<input checked="" type="radio"/> YES    NO	
6. How quickly are maintenance work orders completed?	- Within 24 hours, except weekend emergency very soon	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	- minor soap residue
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones # <u>0</u> - Laundry Facilities # <u>2 Serv</u> - Drinking Fountains # <u>1</u> - Ice machines # <u>1</u> - Microwave(s) # <u>0</u>	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	- do have JPAY - 1 washing machine down
<b>CELL SECURITY CHECK</b>		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>N/A</u> - Towel on floor <u>None</u> - Inappropriate pictures <u>Some</u> - Clotheslines <u>Some</u>	Cell door window obstructed <u>N/A</u> Material in lock <u>None</u> Material in cuff port <u>N/A</u> Graffiti <u>None</u>	<u>open front</u> <u>no obstructions</u>

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	- Several empty										
14. Is the first aid box secured? - First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>											
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>											
16. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1	- rover yard officer										
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>											
18. How many shakedowns are performed on each shift? - Log observed <input checked="" type="checkbox"/>	2	Date 10/7 # 4 Date 10/15 # 4 Date 10/20 # 4										
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>											
20. Are the following forms in stock on the unit? - Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input type="checkbox"/>	- out of HSRs										
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	10/25	8:31	8:40									
DWO DWSS	9/27	2:10	2:21	10/2	3:13	3:21	10/9	2:43	2:55	10/16	6:57	7:02
DWSS	_____											
IIS	10/3	8:10	8:15	10/18	9:12	9:18	10/23	10:51	11:00			
UMC	10/4	2:55	3:04	10/11	11:24	11:22	10/18	1:57	2:08	10/25	1:49	1:59
ADDITIONAL COMMENTS (including inmate communication):												

9/27  
through  
10/27

note

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: C-1

Inmate Count: 201 (Sum)

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>1 + 2<del>3</del></u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other <u>Honor</u> <input checked="" type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>Spotless Floor on one side / very clean on other</u>
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - <u>7</u> Urinals - <u>7</u> Sinks - <u>19</u> Showers -	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - <u>0</u> Urinals - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<u>N/A</u>
10. How quickly are maintenance work orders completed?	<u>24-48 hours</u>	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>Some Soap Scum</u>
13. How often are shower/toilet facilities cleaned?	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	<u>Cleaning Supplies good</u>
14. Are the following <u>all</u> operational? - Phones # <u>6</u> - Laundry Facilities # <u>3 in total / 3 being</u> - Drinking Fountains # <u>2</u> - Ice machines # <u>1</u> - Microwave # <u>4</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	<u>Just fixed washer; coming back to fix dryer</u>

STAFF ACCOUNTABILITY												
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO		<i>few empty because just used for cleaning Filled M, W, F</i>									
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
18. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1											
19. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO		<i>Area Time was 25 minutes</i>									
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	<i>2 per shift</i>		Date <u>10/8</u> # <u>4</u> Date <u>10/14</u> # <u>4</u> Date <u>10/24</u> # <u>3</u>									
ACCESS TO CIC, PROGRAMS, STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff Photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>											
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input type="checkbox"/> HSRs <input checked="" type="checkbox"/>		<i>ASK Unit Staff</i>									
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	10/25	8:13 am	8:20 am									
DWO	10/3	10:13 am	10:23 am	10/9	10:05 am	10:13 am	10/16	6:18 pm	6:33 pm	10/18	10:32 pm	10:46 pm
DWSS												
IIS	10/8	10:10 am	10:15 am	10/11	10:35 am	10:46 am	10/18	9:30 am	9:35 am			
UMC	10/4	1:20 pm	1:28 pm	10/17	7:30 am		10/18	9:43 am	9:51 am	10/25	9:14 am	9:22 am
ADDITIONAL COMMENTS (including inmate communication):												

9/29  
to  
10/28

→

→



AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: C2

Inmate Count: 195 (Sum)

		COMMENTS
1. What is the security classification and privilege level of the unit population?	1 + 2 <del>3</del>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <input type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	Dumpster Shift
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 7 Urinals - 7 Sinks - 19 Showers - 14	Showers cleaned 2x per shift New mirrors
8. How many are inoperative? - Inmate porter asked <input type="checkbox"/>	Toilets - 1 Urinals - 0 Sinks - 0 Showers - 0	Count
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	24-48 hours	
11. How clean are toilets/urinals? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	Count time
12. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	Count time cleaned 2x per shift
13. How often are shower/toilet facilities cleaned?	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational?	Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
- Phones # <u>6</u>	Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	→ 1 phone maintenance
- Laundry Facilities # <u>3</u> (3 dry)	Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	→ 1 washer down
- Drinking Fountains # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	↳ repair fixing issue
- Ice machines # <u>1</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Microwave # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	

STAFF ACCOUNTABILITY		
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	some empty bottles
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
18. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1	
19. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	Avg time 22-25 minutes
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	Minimum 2	Date 10/4 # 4 Date 10/21 # 2 Date 10/20 # 4

9/25  
to  
10/25

ACCESS TO CIIC, PROGRAMS, STAFF		
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff Photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input type="checkbox"/> HSRs <input checked="" type="checkbox"/>	Ask Unit Staff

STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	9/26	10:21 am	10:27 am	10/25	8:03 am	9:10 am						
DWO	9/27	9:56 am	10:04 am	10/3	10:47 am	10:55 am	10/9	10:21 am	10:29 am	10/16	9:2 pm	9:12 pm
DWSS												
IIS	10/24	8:45 am	8:50 am									
UMC	9/27	10:05 am	10:10 am	9/30	10:40 am	10:50 am	10/4	1:28 pm	1:36 pm	10/11	10:53 am	11:01 am

ADDITIONAL COMMENTS (including inmate communication):

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: C-3 Inmate Count: 98 (out) Sam

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>Level 1</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other <u>Outside Workers</u> <input checked="" type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative? Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>		<u>Showers cleaned</u> <u>2x - 1st/2nd shift, 1x 3rd shift</u>
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u>N/A</u>
6. How quickly are maintenance work orders completed?	<u>Usually 24-48 hours</u>	
7. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/> <u>5 showers</u> <u>for 11 am count 1 each range</u>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>Upper levels - Abused</u> <u>Unit</u> <u>Lower levels - fine</u>
8. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/> <u>11 am count</u>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	<u>Showers cleaned</u> <u>2x - 1st/2nd shift, 1x 3rd shift</u>
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones # <u>25</u> - Laundry Facilities # <u>3 used/3 org</u> - Drinking Fountains # <u>1</u> - Ice machines # <u>2</u> - Microwave(s) # <u>3</u>	Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	<u>Broken Washer</u> <u>↳ Repair fixing</u> <u>during inspection</u> <u>↳ 1 ice machine down</u> <u>work order completed</u>
<b>CELL SECURITY CHECK</b>		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following:		
- Cell window obstructed <u>None</u>	Cell door window obstructed <u>None</u>	
- Towel on floor <u>None</u>	Material in lock <u>None</u>	
- Inappropriate pictures <u>None</u>	Material in cuff port <u>None</u>	
- Clotheslines <u>None</u>	Graffiti <u>None</u>	

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	<i>Replenished 3x per month</i>										
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
16. How many officers are on duty per shift? 1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1												
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	10/21 - 10/24 20 min intervals										
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 / 3 <sup>rd</sup> shift	Date 10-8 # 4 Date 10-12 # 4 Date 10-14 # 4										
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>											
20. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input type="checkbox"/> HSRs <input checked="" type="checkbox"/>	→ Ask units staff										
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	10/1	10:05 am	10:17 am	10/25	8:10 am	8:18 am						
DWO	9/29	10:04 am	10:12 am	10/11	2:12 pm	2:20 pm	10/6	1:50 pm	1:55 pm	10/9	2:55 pm	3:10 pm
DWSS												
IIS	9/25	10:20 am	10:28 am	10/6	1:50 pm	1:55 pm						
UMC	9/27	10:11 am	10:22 am	10/4	1:04 pm	1:13 pm	10/11	8:30 am	8:38 am	10/25	10:05 am	10:13 am
ADDITIONAL COMMENTS (including inmate communication):  												

9/25 to 10/25



AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: D1

Inmate Count: 175

		COMMENTS
1. What is the security classification and privilege level of the unit population?	1s + 2s	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <input type="checkbox"/> GP <input checked="" type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	white walls
5. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 7 Urinals - 7 Sinks - 16 Showers - 14	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 1 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	quickly	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	some black grout
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones # <u>0</u> - Laundry Facilities # <u>3 each</u> - Drinking Fountains # <u>2</u> - Ice machines # <u>1</u> - Microwave # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	

STAFF ACCOUNTABILITY												
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO		last one in sept.									
18. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1											
19. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 per shift		Date 10/6 # 4 Date 10/5 # 6 Date 10/16 # 4									
ACCESS TO CIIC PROGRAMS STAFF												
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff Photos	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>											
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>											
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	9-26	1006	1077	10-2	319	327	10-25	820 508	830 686	10-28	1059	
DWO	9-19	126	134	9-27	231	239	10-4	227	235	10-16	545	556 more
DWSS	"	"	"	"	"	"	"	"	"	"	"	"
IIS	9-27	125	135	9-26	847	853	10-8	1025	1042	10-18	900	920 more
UMC	9-18	829	902	10-4	274	252	10-11	1117	1125	10-18	1025	1033 more
ADDITIONAL COMMENTS (including inmate communication):												

1-14  
1-28

more  
more  
more

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: D2

Inmate Count: 178

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>LS 220</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> Other <input type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 7 Urinals - 7 Sinks - 19 Showers - 14	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 1 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	<u>"handled pretty quick"</u>	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	<u>buff the floors</u>
14. Are the following <u>all</u> operational?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Phones # <u>10</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Laundry Facilities # <u>3/3</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Drinking Fountains # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Ice machines # <u>1</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
- Microwave # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	<u>when broken, takes 2 wks to fix</u>

STAFF ACCOUNTABILITY													
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO												
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO												
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO												
18. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1												
19. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO												
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 per shift		Date 10/17 # 3	Date 10/1 # 4	Date 10/2 # 4								
ACCESS TO CIIC, PROGRAMS, STAFF													
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff Photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>												
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>												
STAFF ROUNDS													
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out	
Ward	9-12	915	922	9-26	1012	1016	9-27	241	250	10-25	800	808	more
DWO	9-5	205	213	9-11	222	230	9-14	135	143	10-2	327	335	more
DWSS	9	11	11										
IIS	10-8	1035	1040										
UMC	9-6	941	949	9-11	953	1002	9-18	902	910	10-1	1240	1245	more
ADDITIONAL COMMENTS (including inmate communication):													

5  
10-25



AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: D3

Inmate Count: 147

		COMMENTS
1. What is the security classification and privilege level of the unit population?	1 + 2	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other <u>puppy program</u> <input checked="" type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<u>wide walls</u>
5. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - <u>6</u> Urinals - <u>6</u> Sinks - <u>10</u> Showers - <u>12</u>	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - <u>0</u> Urinals - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> N/A <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	<u>very quickly</u>	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>black grout in some, some soap suds</u>
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	<u>plus</u>
14. Are the following <u>all</u> operational? - Phones # <u>6</u> - Laundry Facilities # <u>3 each</u> - Drinking Fountains # <u>2</u> - Ice machines # <u>1</u> - Microwave # <u>2</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	

STAFF ACCOUNTABILITY		
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	
18. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1	
19. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	
20. How many shakedowns are performed on each shift? -Log observed <input type="checkbox"/>	2 per shift per CG	Date 10/27 # 2 Date 10/15 # 2 Date 10/10 # 1

ACCESS TO CIIC, PROGRAMS, STAFF		
21. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff Photos	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	changed staff
22. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>	

STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	10-25	8:17	8:25	10-28	10:14							
DWO	9/27	9:27	9:33	10-3	10:25	10:32	10-9	10:13	10:21	10-16	6:33	6:44 more
DWSS												
IIS	10-8	10:15	10:20	10-8	10:15	10:20	10-18	9:35	9:42			
UMC	9/27	9:50	9:58	10-04	225	233	10-11	10:46	10:55	10-18	10:38	10:48 more

9/27  
-  
10/27

ADDITIONAL COMMENTS (including inmate communication):  
recycling bins on unit

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: D4

Inmate Count: 150

		COMMENTS
1. What is the security classification and privilege level of the unit population?	level 1:2	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input checked="" type="checkbox"/> Sanction <input type="checkbox"/> Other <input type="checkbox"/>	GP <input type="checkbox"/>
<b>FACILITIES</b>		
3. How clean are bunk areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 6 Urinals - 6 Sinks - 16 Showers - 12	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	N/A
10. How quickly are maintenance work orders completed?	w/i 2-3 days	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> - couple times Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones # <u>6</u> - Laundry Facilities # <u>3 washer / 3 dryers</u> - Drinking Fountains # <u>2</u> - Ice machines # <u>1</u> - Microwave # <u>3</u>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	- must hang up a few times so that it works w/i 24 hrs, per contract

not making alot

STAFF ACCOUNTABILITY		
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	12, empty 4, @ least 1/2 full
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
18. How many officers are on duty per shift?	1 <sup>st</sup> - 1 2 <sup>nd</sup> - 1 3 <sup>rd</sup> - 1	
19. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	they are being performed but not on the hr: 1/2 hr.
20. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 per shift	Date 10/21 # 2 Date 10/13 # 4 Date 10/6 # 4

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

STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	10/25	7:54 AM	8:03 AM									
DWO	10/16	6:47 PM	7:00 PM	10/18	11:17 PM	11:25 PM	10/25	1:37 PM	1:45 PM			
DWSS												
IIS	10/24	8:50 AM	8:55 AM									
UMC	<del>10/15</del>	<del>5:07 AM</del>	<del>5:18 AM</del>	<del>10/16</del>	<del>12:13 PM</del>	<del>12:34 PM</del>	<del>10/17</del>	<del>10:15 AM</del>	<del>10:45 AM</del>	<del>10/18</del>	<del>10:25 AM</del>	<del>10:30 AM</del>

10-12  
10-28

ADDITIONAL COMMENTS (including inmate communication): 9:35  
10/18 10:25 AM 10:32 AM 10/25 9:32 AM 9:40 AM 10/28

ceilings are water stained & moldy

Inspector: GTA

Facility: 2001  
Date: 10/29/13

**AREA INSPECTED: INMATE HEALTH SERVICES**

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	2	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Exam Rooms	6	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Infirmiry Beds	10	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Records Areas	1	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Bathrooms	3	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<del>Handwritten note</del>
Waiting Area	1	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is the space available sufficient to perform duties?		<input checked="" type="radio"/> Yes <input type="radio"/> No	Comments:	
Do other government agencies inspect your facility?		<input checked="" type="radio"/> Yes <input type="radio"/> No	Which agencies and how frequently? <i>ACA - Every 3 years</i>	
SAFETY and SANITATION				
Review documentation of cleaning schedule if necessary.				
Observed <input type="checkbox"/>				
Overall appearance of infirmiry.		Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Comments:	
Are clearly marked sharps/ biohazard containers present in all exam rooms?		<input checked="" type="radio"/> Yes <input checked="" type="radio"/> No	Comments: <i>only when doing shots always stored in secured exam room</i>	
Observed <input type="checkbox"/>				
Are officers making frequent checks of inmates housed in cells		<input checked="" type="radio"/> Yes <input type="radio"/> No	Comments: <i>CO on IHS often pulled for lunch, transports, etc.</i>	
Observe officer log <input checked="" type="checkbox"/>				

Inspector: GTG

Facility: LOC1

Date: 10/29/13

STAFFING and ADMINISTRATION				
MD/ALP 1	NP/PA 2 (1.5)	RN 14	LPN 4	DDS (2010) 1/FT, 2/PT
DDS Asst 2 FT 1 PT	Hygienist 2 PT	X-ray 1	Lab 1	HIT 2
Diet Tech 1	QIC 1	Other AA3-1		
Do you have consistent physician/ALPs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Comments: CMO - Dr. Woods (FT) 9-28-09 CNP Trina Botterff (FT) 2-13-12 CNP Marshall Helling er (PT) 7-28-13		
List any vacancies: (include length of time vacant) 3 months RN		Comments: Part Time CNP vacancy From Mar 4, 2013 - Jul 28, 2013 RNI - New Hire 10-31-13, + to Transfer MACE		
List any contract staff		Comments: Carin Delaney, RN Tesla Kinemond, RN Rumbidza Mugudu, RN		
Are there any current concerns related to their performance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Comments: New grads. learning quickly.		
What is the annual average turnover of nursing staff?		Comments: 1-2		
What are some of the reasons nurses leave?		Comments: Closer to home, Chance to work with people they know from other venues.		
Nursing Overtime <i>have mandatorin O/T call off</i>	Average OT hours per month: 80	Usually mandatory or voluntary? <u>voluntary?</u> May mandate one Sh. Ft per month - rarely		
Do supervisors work late shifts to monitor operations?	<u>Yes</u> No	How often? 1-2 times weekly		
Do interdisciplinary meetings occur with departments?  Mental Health  Security  Recovery Services	<u>Yes</u> No <u>Yes</u> No <u>Yes</u> No	Comments - I.D. Mtg M.H./R.S./Med. - Attempted to design flow sheet for SMH. (Proposed) Operations - Weekly Mtg		

Inspector: GTC

Facility: LCI

Date: 10/29/13

ACCESS			
Is information provided to new inmates regarding how and when to seek medical care?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? #1) Handbook #2) During Medical Orientation #3) One week later - Institutional Orientation - Medical Attends.	
Are inmates educated when changes to their treatment plan made?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? Face to Face Visit	
Are inmates with special needs or infectious diseases provided with education/counseling?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Types? Have HIV Nurse x 2 to meet w/ monthly, MRSA/Scabies Nurse, TB Nurse,	
Chronic Care Clinics			
How many inmates are in Chronic Care? <u>882</u>	Total all clinics? <u>1437</u>		
Cardiac <u>449</u>	Liver(HepC) <u>219</u>	Lipid <u>339</u>	Pulmonary <u>150</u>
Diabetes <u>85</u>	Gen Med <u>98</u>	HIV <u>17</u>	Oncology <u>5</u>
PPD(TB) <u>20</u>	Seizure <u>43</u>	Pain <u>6</u>	Other
Is there a backlog among Chronic Care clinics beyond 15 days?	Yes <input type="radio"/> No <input checked="" type="radio"/>	How many? 1 - OTC since 8-27-13 1 - Admitted OSU/CMC since 9-10-13	
How many inmates are within 1-15 days past their scheduled appointments?	<u>0</u>	Number: <u>0</u> <del>1248</del> majority of APPTs are non-show of 1-7 days	
Number of Chronic Care appointments in last 90 days: <u>1248</u>	# of Chronic Care inmates who are no shows in past 90 days:	Do not track - Auto Reschedule within a week - must be counseled, counsel as apt.	
What measures are taken to ensure compliance?	Comments: Tickets state to bring medications & No show is issued ticket, then rescheduled - issue correct reports if they no-show - ↓ APPT		
Are Patient satisfaction surveys conducted?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Comments: open door policy, ① faculty Kite, schedule appts to speak w/ HCA	

Inspector: GTG

Facility: LOCI

Date: 10/29/13

	#	Response Time?	Backlog?
Kites (last 6 months)	355	1-2 business days	⊖
Informal Complaints (last 6 months)	85	7 business days	⊖
Nurse Sick Call (from Health Service Request)	2989	240	⊖
Doctor Sick Call (from nurse referral)	2749	2-3 days	2-4 day (410 pts)
Outside Consults (from doctor referral)	124 Pbd + Opt	91 Outside	⊖ - TEL MED, - HEP C - Col
EQUIPMENT			
Is all medical and dental equipment operational?	Yes <input checked="" type="radio"/> No		How long for repair: Pending Inspection of Negative Air Flow Room
Any specialized or additional equipment needed?	Yes No <input checked="" type="radio"/>		Comments
DOCUMENTATION AND TRAINING			
How are records kept secure to ensure confidentiality? Observed <input checked="" type="checkbox"/>	Comments: In locked room if no staff present		
How soon after intake are inmate medical records reviewed to ensure continuity of care between facilities?	Comments: Next Shift does Check Sheet		
How frequently are patient records audited?	Comments: Ohio Standards done every other month		
How are staff trained on departmental policies and procedures?	Comments: As Needed individually when Policy Changes or Variance, yearly during In-Service		

→ CMO was on vacation previous week - will be here before end of week

- inmates assigned a provider per their number - always see same provider to improve consistency between provider and patient



Inspector: GTA

Facility: 204  
Date: 10/29/11

Does staff receive training in emergency response and equipment? Are drills conducted?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>How Often?</b> CPR/AED - Yearly - May Fire Drills, Suicide Drills Monthly
What is the response time to emergencies?	Less than 4 minutes inside perimeter fence.	
Statistics since January 2011		
	Expected Deaths	2    0    0
	Unexpected Deaths	1    1    0
	Suicides	0    0    0
	Homicides	0    0    0
	MRSA Cases	26    14    14
		2011    2012    2013

one specific RW that tracks ID monitoring -

- Best practices breathing TMTs

Ⓢ working w/ commissary for same day pass

Inspector: GTG

Facility: LOC1

Date: 10/28/13

AREA INSPECTED: MENTAL HEALTH SERVICES

FACILITIES						
	#	Clean?		Organized?		Comments
Offices	9	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Conference Rms	0	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Classrooms	4	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	EXCELLENT AMOUNT OF PROGRAM SPACE
Records Areas	1	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Crisis Cells						
Describe number of crisis cells and location: <u>4 - 2 SMH, 2 INFIRMARY</u>						
How clean are the crisis cells?		Excellent <input checked="" type="checkbox"/> - 1HS Good <input checked="" type="checkbox"/> - SMH Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/>				
Do crisis cells have clear visibility?		<input checked="" type="radio"/> YES <input type="radio"/> NO				
Do cells have protective secure screening on the windows and are they intact? <u>RAM SCREENING</u>		YES <input checked="" type="radio"/> NO		BARS		
STAFFING						
Psychiatrist	Psychologist	APN-MH	RN	Psych Asst.		
0	2	1 FTE	2	0		
LSW	LISW	SW	PC	PCC		
2	1	0	0	0		
QIC	Other	AT <sup>2</sup>				
1*	1 ATQ	1 MHA				
List any vacancies		1 - PSYCHOLOGIST <del>not posted yet</del> (post & for hire)				
List any contract staff		1 - HIT (SECRETARY)				

\* QIC - COORDINATES MEDICAL / MH / REC. SVCS. CQI MEETINGS AND PREPARES ALL CQI RELATED DOCUMENTATION.

WILL NEED ANOTHER INDEPENDENTLY LICENSED STAFF FOR THE ITP DUE TO AMOUNT OF DOCUMENTATION, SCOPE OF PRACTICE ISSUES

- APN - BEC FOR TUE - PSYCH X 2 DAYS WEEK
- APN = on site = 3 DAYS WEEK
- EXCELLENT PROGRAM SPACE

Inspector: CTA

Facility: LDL  
Date: 10/24/13

**MENTAL HEALTH SERVICES CONT.**

10% pop  
31% SMI  
8% SMI  
omit  
3 of inmates

CASeload		
Total Caseload	C1+C2 # 348	Non-Psychiatry Backlog?
Psychiatric Caseload	NON-SMI / C2 # 217	Backlog? non SMI but get meds.
Number of SMI	C-1 # 131	
How many inmates are on the MH Caseload are in segregation?	# 27	How many are SMI? # 7
Any inmates on mandated medications?	# 1	Types? MOOD STABILIZERS
Suicide Attempts (since January 2011)	# 4	MU BY ATTEMPTED HANGING
Self-Injurious Behavior (past year)	# 0	rarely encounter these inmates in this population
Inmates Transferred to RTU (past year)	# 6	Average wait time per inmate? WITHIN 24-72 HRS

ACCESS			
	# (last six mos.)	Response Time?	Backlog?
Mental Health Requests	32	WITHIN 24-72 HRS	NO
Referrals	169	" " "	NO
Informal Complaints	1	WITHIN 5 DAYS	NO
Segregation Rounds	Frequency? WEEKLY	Issues reported? NOTHING REMARKABLE	Assessment post-seg placement? IF IN NEED OF SERVICES - BIOPSYCHOSOCIAL ASSESSMENT, MHEVALUATION SUMMARY - TREATMENT PLAN.
Time period for initial psychiatry appointment?		WITHIN 14 DAYS OF ADMISSION OR 14 DAYS OF MHEVALUATION COMPLETION	
What information is provided to new inmates re MH care?		FACILITY AND MH ORIENTATION EVERY WEEK FOR NEW ADMISSIONS. LETS IN MH LOCATION, CONFIDENTIALITY, CONTACTING MHS AND AVAILABLE TREATMENTS / SERVICES.	

CRISIS PREVENTION	
What strategies do you employ for crisis intervention?	CRISIS PRECAUTION WATCHES; SUPPORTIVE COUNSELING; FOLLOW-UP SERVICES.
What measures are taken to prevent suicide?	SUICIDE PREVENTION EDUCATION - FACILITY ORIENTATION; SUICIDE WATCHES; EMPLOYEE 2-DAY SPECIFICATED MH INSERVICE; MONTHLY MOCK DRILLS - FIRST RESPONDER INTERVENTION IN PREVENTING SUICIDE.

- crisis call rotates through weeks. m/f  
67 mmh-09

1 - two orientations on services, how to contact location of MHS

constant close observation

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

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

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

**MENTAL HEALTH SERVICES CONT.**

RESTRAINTS					
Have restraints been used on any inmates in the past six months?	Yes	No	Total #?	# on MH caseload?	Type of restraint?
NONE					
If yes to above, how long were inmates in the restraints?	How often are inmates in restraints checked by staff?				
What type of training does staff receive in regard to restraints?	Describe: <i>INSERVICE TRAINING IN PHYSICAL RESTRAINT APPLICATION; 2 DAY SPECIALIZED MH INSERVICE.</i>				
Have any injuries resulted from restraints in the past six months?	Yes	No	Example?		
ACCOUNTABILITY					
What is the system for maintaining patient and record confidentiality?	ALL CHARTS ARE LOCKED BEHIND TWO DOORS; CHART INFORMATION IS NOT COMMUNICATED TO OUTSIDE PROVIDERS WITHOUT A PATIENT SIGNED RELEASE OF INFORMATION; PATIENTS INTERVIEWED, RECEIVE COUNSELING IN CONFIDENTIAL COUNSELING ROOMS.				
How do you ensure that mental health information is kept current on DOTS?	ALL CHANGES IN DETAILED MH SCREENS, BIOPSYCHO-SOCIAL ASSESSMENTS, MH EVALUATION SUMMARIES, TREATMENT PLANS, MH CLASSIFICATIONS AND MEDICATIONS ARE ENTERED INTO DOTS WITH CORRESPONDING DATES				
Is the MH caseload list distributed weekly?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Who receives? ALL UNIT & CASE MANAGERS, UMA, MAJOR, CAPTAIN'S OFFICE, WARDEN, DEPUTIES		
Do interdisciplinary meetings occur with the following departments?	Describe: <i>COMBINED QUARTERLY CQI MEETINGS. (CONTINUOUS Quality Improvement) ESPECIALLY MEDICAL &amp; MH CONSULTATION. DIFFICULT CASES RECEIVING SERVICES FROM BOTH DEPTS.</i>				
Medical	<input checked="" type="radio"/> Yes	<input type="radio"/> No	MAJOR, INSPECTOR, UMA AND HEALTH CARE DIV. ADMINISTRATOR ATTENDS PART MTGS. - ALSO (SUICTIDE PREVENTION REVIEW TEAM)		
Security	<input checked="" type="radio"/> Yes	<input type="radio"/> No			
Recovery Services	<input checked="" type="radio"/> Yes	<input type="radio"/> No			
Outside of the QIC process, how frequently are patient records audited?	Describe: <i>EVERY MONTH - 10 RANDOMLY SELECTED CHARTS AUDITED BY MHA. IN AUGUST '13, PSYCHOLOGY SUPERVISOR &amp; PSYCH RNs TOOK 1 WEEK TO AUDIT ALL MH CHARTS.</i>				

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

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

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

**MENTAL HEALTH SERVICES CONT.**

What actions are taken if errors are revealed through the audit?	CORRECTIVE ACTION PLAN ADDRESSES THE SPECIFIC DEFICIENCIES IDENTIFIED IN THE AUDIT
<b>PROGRAMS</b>	
What evidence-based MH programs are currently offered to inmates?	THINKING FOR A CHANGE; CAGE YOUR RAGE
Any additional programs offered?	PLEASE REFER TO MENTAL HEALTH SERVICES GROUP PROGRAMMING LIST. (HIGHLIGHTED IN YELLOW)
How many inmates participate in the programs?	225 - 1ST 7 MONTHS OF 2013

Inspector: GA

Facility: LOC1

Date: 10/29/13

**AREA INSPECTED: RECOVERY SERVICES PROGRAM AREA**

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Class Rooms	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is the space available sufficient to perform duties?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
STAFFING and ADMINISTRATION				
List all staff working in recovery services: M. Bellamy - Supervisor      J. Hayes - counselor      N. Higgins - volunteer L. Sanders                      C. Hargrave - counselor M. Reine                         K. Tompkins - intern				
What additional duties outside recovery services does these staff perform? CISM, EEO CHAIR, Pre-D Hearing, STA Committee Member, Notary Public				
What is the instructor to student ratio? TREATMENT 1:15    EDUCATION 25:1				
List any vacancies: (include length of time vacant)	Comments: 1 FT CPC for two months			
Are contract staff utilized? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Are there any current concerns related to their performance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Comments: ONLY WITH CONTINUITY/LONGEVITY CONTRACT COULD BE CANCELLED. GREAT PERFORMANCE BEYOND EXPECTATIONS			
Are inmate graduates used to facilitate programming? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	FOR MEN IN THEIR 4002, LIFE MANAGEMENT SKILLS			
Are there any current concerns related to their performance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	SOME INMATES OFFERED MIXED REVIEWS. HOWEVER STAFF THINK INMATES DO A GREAT JOB.			
Do you utilize volunteers? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> How Many? <u>50</u> <del>100</del> <u>APPROX</u>	How Utilized: AA/NA GROUPS THAT SUPPORT WEEKLY GROUPS AND ANNUAL NA CONFERENCE			
INMATE PARTICIPATION				
Estimate what percentage of inmates are not assessed for RS:	<u>68.4%</u>	Comments: TOTAL # ASSESSED / INST POP $714 / 2242 = 31.5$		
What efforts are made to reach out to inmates who do not admit to a need for recovery services?	BI-ANNUAL RE-ENTRY/REENTRY PLAN, SEVEN FELLOWSHIP MEETINGS WEEKLY, WALK-IN HOURS, ONE-TO-ONE SESSIONS, USE SUCCESSFUL GRADUATES WHO HAVE BEEN RELEASED TO SPEAK AT AA/NA MEETINGS, 15 MINUTE ORIENTATION			

Inspector: GTA

Facility: LOC1  
Date: 10/29/13

Does your staff conduct outreach (inmate orientation, workshops)?	BI-ANNUAL REENTRY FAIR, FELLOWSHIP MEETINGS, NEW INMATE ORIENTATION, WORKIN HOURS,	
What efforts are made to retain inmates in programs?	FEEL TO BEEN SUPPORT THROUGH WORKSHOP, BIA BROTHERS' SPONSORSHIP ROLES	
What support do you receive from other departments (security, mental health)?	CUSTODY PROVIDES SUPPORT DURING URINE SCREENINGS AND FAMILY PROGRAMMING, <del>MENTAL HEALTH</del> MENTAL HEALTH HELPS w/ OMC OR PATIENTS	
Are there any special recovery services units or living quarters?	A 4 UNIT FOR INMATES WHO ARE ON WAITING LIST, OR ARE PARTICIPATING IN RENAISSANCE RESIDENTIAL PROGRAM	
RECORDS MANAGEMENT		
Are all records stored in a locked filing cabinet? <input checked="" type="checkbox"/> Observed		Comments:
How often are records audited to ensure they have all information required by 70-RCV-02?		Comments: MONTHLY OR QUARTERLY FILE REVIEW EVERY 90 DAYS.
How often does the recovery services quality improvement committee meet?		Comments: MONTHLY OR QUARTERLY
DUI OFFENDERS		
How many DUI offenders are currently in the prison?		Comments: 23
How many DUI offenders are enrolled in programs?		Comments:
Additional Comments and Information:		

Inspector: C. G. G.

Facility: LOC1  
Date: 10/29/13

ENROLLMENT DATA	
How many inmates are assessed as: 7/1/12 - 6/30/13 Total = 714	R0: 68 R1: 61 R2: 156 R3: 429
How many of each recovery services level are <u>currently enrolled</u> in programs? Total ENROLLED = 49	R0: R1: R2: <del>4</del> 12 R3: <del>207</del> 37 TOTAL IN ALL PROGRAMS R0 = 4 R1 = 4 R2 = 61 R3 = 207
How many of each recovery services level have <u>completed</u> programming in the <u>past year</u> ? Total COMPLETED = 226	R0: R1: R2: 48 R3: 178 TRP, RENAISSANCE, RECOVERY MAINTENANCE, FAMILY PROGRAM, IPP
How many of each recovery services level are on the <u>wait list</u> ? Total WAITLISTED = 206	R0: R1: R2: 19 R3: 72 RENAISSANCE WAITING LIST 20 95 91   115





Inspector: BTC

Facility: LOC1  
Date: 10/29/13

RECOVERY SERVICES PROGRAMMING	
List all recovery services programs conducted at the institution by program name, enrollment by recovery services level, and total number completed in previous year:	
Program name	Completion by recovery services level
Name: <u>12 STEPS</u> Total Enrolled: <u>237</u> Total Completed: <u>151</u>	R0: <u>3</u> R1: <u>4</u> <u>NO RSL=8</u> R2: <u>27</u> R3: <u>109</u>
Name: <u>KEYS</u> Total Enrolled: <u>248</u> Total Completed: <u>191</u>	R0: <u>7</u> R1: <u>12</u> <u>NO RSL=19</u> R2: <u>36</u> R3: <u>117</u>
Name: <u>DRUG EDUCATION</u> Total Enrolled: <u>74</u> Total Completed: <u>44</u>	R0: <u>2</u> R1: <u>3</u> <u>NO RSL=4</u> R2: <u>9</u> R3: <u>24</u>
Name: <u>FRESH START</u> Total Enrolled: <u>274</u> Total Completed: <u>219</u>	R0: <u>23</u> R1: <u>19</u> <u>NO RSL=50</u> R2: <u>39</u> R3: <u>88</u>
Name: <u>MEN IN THEIR HANDS</u> Total Enrolled: <u>39</u> Total Completed: <u>19</u>	R0: <u>4</u> R1: <u>0</u> <u>NO RSL=5</u> R2: <u>2</u> R3: <u>8</u>

*W28*

WEEKLY GROUPS

- CRYSTAL METH ANON - 50 INMATES
- AA MEETINGS - 45 INMATES
- GOOD HANDS GROUP - 85 INMATES
- NA - 115 INMATES
- DUAL RECOVERY ANON = 30 INMATES

ADDITIONAL GROUPS

- FOR THE STEPS WE TOOK - 12 STEP COURSE\*
- GRANLY SMALLER'S KEYS TO A LOVING RELATIONSHIP\*
- LEARNING FOR LIFE - ADD EDUCATION
- PATHWAY 2 FREEDOM (I, II)
- VICTIMS AWARENESS\*
- LIFE W/OUT A CRUTCH
- \* COURSE INCLUDED IN THE RESIDENTIAL TREATMENT PROGRAM

Inspector: Jackson

Facility: LOCI  
Date: 10-28/29-2013

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> - 1 Dining, 1 Kitchen 2 <sup>nd</sup> - for both shifts																			
3. Menu on the day of the inspection.	Meatloaf, <del>Cottage</del> Potatoes, Vegetable Tangine																			
4. Inmates rated the meal:	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	Acceptable <input checked="" type="checkbox"/>																		
5. CIIC rated the meal:	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Needs Improve <input type="checkbox"/>	Acceptable <input type="checkbox"/>																		
6. Are groups of inmates predominately mixed races or segregated races?	Segregated																			
7. How clean is the dining area?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	Acceptable <input type="checkbox"/>																		
8. What is the temperature of the food in the serving line?	<table border="1"> <thead> <tr> <th>Item</th> <th>Before</th> <th>During</th> <th>After</th> </tr> </thead> <tbody> <tr> <td>Meatloaf</td> <td>160</td> <td>160</td> <td>140</td> </tr> <tr> <td>Cottage Potatoes</td> <td>170</td> <td>160</td> <td>140</td> </tr> <tr> <td>Vegetable Tangine</td> <td>160</td> <td>160</td> <td>150</td> </tr> </tbody> </table>				Item	Before	During	After	Meatloaf	160	160	140	Cottage Potatoes	170	160	140	Vegetable Tangine	160	160	150
Item	Before	During	After																	
Meatloaf	160	160	140																	
Cottage Potatoes	170	160	140																	
Vegetable Tangine	160	160	150																	
9. Are trays scraped in a different area from the food serving line?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>																			
KITCHEN PREP AREA (including tools and equipment)		COMMENTS																		
10. How clean is kitchen area?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	Acceptable <input type="checkbox"/>																		
11. Does the equipment appear to be clean?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>																			
12. Is a chit system used to issue tools to inmate workers? -Chit closet observed <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>																			
13. Is the quantity of the food served according to the menu?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>																			
14. Is soap available in the inmate/staff bathroom?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>																			
15. Are knives issued according to procedure? If so, are inmates supervised	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>																			
16. What is the date of last fire equipment inspection? -Extinguisher checked <input checked="" type="checkbox"/>	DATE: <del>August 2013 Monthly</del> October 2013																			
17. What is the date of the last inspection by health inspectors? Did the facility pass?	DATE: 7-3-13 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">PASS</span> FAIL Main Issue/Concern: No concerns																			
18. What is the date of the last visit from the DRC Food Service Administrator?	October 24, 2013																			

Inspector: Jackson

Facility: LOC1  
Date: 10-28-13

19. Have there been any recent concerns regarding inmate health issues due to food? Are 72-hour test trays used?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
20. How often is the cooking equipment sanitized?	YES <input checked="" type="radio"/> NO <input type="radio"/> <i>After each use</i>	
21. Is a kite log maintained? Inmates' Biggest Concern(s) -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	<i>Salt alternative requested in food</i>
22. Monthly Inventory and Usage Report Maintained? -Previous month log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
23. Are all chemicals secured? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
24. Are the surrounding walls, floors, and the receiving racks that hold washed meal trays clean and sanitized on a regular basis?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
25. Are there open trash containers near food preparation or dish wash areas?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
FOOD STORAGE AND APPLIANCES		COMMENTS
26. The number of appliances?	Freezers- <u>3</u> Coolers- <u>4</u> Ovens- <u>5</u> (3 hot) Kettles- <u>4</u>	Grilles/Skillets- <u>3</u>
27. Are any appliances in need of repair? -Service Call or work order requested <input checked="" type="checkbox"/>	<i>1 skillet, 2 ovens, waiting on parts</i>	
28. Are there any standing puddles of water on the ground?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
29. Do the coolers and freezers appear orderly and clean? Is there ice on the floor of coolers?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
30. Is stored food wrapped and dated? Storage shelves observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
31. Are containers of food stored off of the ground?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
32. Is the shelf-life of non-perishable items less than 90 days?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
33. Is the shelf-life of perishable items less than 7 days?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
34. Is a safe distance maintained from the top of the stored food to the ceiling?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
35. Are dishes/utensils washed/rinsed at appropriate temperatures (wash 150 degrees/rinse 180 degrees)?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
INMATE WORKERS		COMMENTS
36. How many inmate workers are assigned to the food services department?	<i>not to be pre shift T.O. det for 225 inmates</i>	
37. How are inmates selected?	<i>Assigned to Food Service</i>	

Inspector: Jackson

Facility: LOCI  
Date: 10-28/29-2013

38. What is the monthly wage?	<u>£ 18-24</u>	
39. When do inmates receive performance evaluations?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
Are raises available for good performance?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
40. Are all inmate workers trained regarding proper hygiene? -Forms observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
41. Are all inmate workers trained on proper handling of equipment? -Forms observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
42. Are all inmate workers and staff wearing hair nets and gloves?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
43. How could the current program be improved?	<u>Aramark talking about possible incentive.</u>	

INCENTIVE PROGRAMS		COMMENTS
44. Are incentive programs offered to increase inmate participation?	YES <input type="radio"/> NO <input type="radio"/>	
45. How many inmates participate in the program(s)?		
46. How are inmates selected?		
47. What is the monthly wage?		
48. Do inmates receive performance evaluations? If so, are raises available for good performance?	YES <input type="radio"/> NO <input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/>	

LOADING DOCK		COMMENTS
49. Is the trash dock free of odors, loose garbage bags, and bugs?	YES <input checked="" type="radio"/> NO <input checked="" type="radio"/>	
50. Are there any current pest issues?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
51. How clean is the dock area? Loading dock observed <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	

ADDITIONAL COMMENTS/IMPROVEMENTS : 4-5 in storage rooms

- \* ~~Preparing~~ Preparing over the amount of food per institution population (i.e. 2300 hot dogs ordered, 2200 inmate population)
- \* Double buckets + oldest item (OAC) = August 2013
- \* Aramark has issues keeping staff = Just lost 1 staff on Friday → Inmate  
to be replaced within 24 hours → Staffing
- \* Just started dish training regarding about aramark long → at
- \* No concerns w/ spoiled milk → Contractor
- \* Complaint open long + taste it.
- \* Some frozen food used (may be up to a year old) 72 hours (leftovers)
- \* Current milk exp 11/4 / Receive tomorrow
- \* Freezer #2 will change contents on

Inspector: JH

Facility: ICT  
Date: 10/30/13

AREA INSPECTED: RECREATION

ACCESS TO RECREATION	COMMENTS
1. Are activities available to all inmates, including those with disabilities?	<input checked="" type="radio"/> YES <input type="radio"/> NO Examples:
2. How many hours per day are inmates permitted to recreate?	10 hrs
3. Example of typical recreation/yard schedule:	<p>Morning hours: <u>8:00-10:30</u>                      Afternoon hours: <u>1:00-3:30</u>                      Evening hours: <u>4:45-2:30</u></p> <p>#12-1 sanctions dorm daily</p>
4. How many inmates/housing units are permitted to recreate at any one time?	No limits now/ but overly packed so assessing
5. How many inmates are involved in the following:	<p>16 bands - 20 → quarterly concerts (10-7)                      53 Arts/Crafts Program + leisure art on unit</p>
6. How frequently is recreation shut down due to staffing/unexpected issues?	Rarely <input checked="" type="checkbox"/> (occas. get pulled for transp.) Sometimes (2-3 times per week) <input type="checkbox"/> Frequently (3+ times per week) <input type="checkbox"/>
7. Describe any obstacles to inmate access to recreation:	- crowded, but open sched. - try to
8. Where are activities posted for inmate information?	- info drafted - post on board - TV in here - all the How frequently are they updated: ongoing (at least weekly)
FACILITIES	COMMENTS
9. Does recreation equipment appear to be clean and in good working order?	<input checked="" type="radio"/> YES <input type="radio"/> NO
10. What equipment is in need of maintenance?	- one machine w/ hand
11. How many staff are assigned to supervise inmates?	1st one GAT - 10-8 2nd Super: evening 830-650? 4 ten 3
12. How many inmate program assistants are assigned to the recreation department?	70 @ coverage
VARIETY/SELECTION OF ACTIVITIES	COMMENTS
13. How often are new activities introduced?	ongoing / • abt to add pickleball • over 80 weightroom - want to add insur
14. What are examples of unique/innovative recreational opportunities provided at this institution?	- yoga - Biggest loser in past - Full body (cal-aerobic → wellness)

- post top 5 stats

200's in even 1 min.

• game nights over 40 ball

Inspector: JH

Facility: LOC1  
Date: 10/31/13

<p>15. What inmate-led recreation programs are available at this institution (ex. aerobics, Zumba)?</p>	<p>- stats / new tv Commun. Service = Carnival games</p>
<p>16. What incentive-based health/wellness programs are provided at this institution (ex. Biggest Loser competition)?</p>	<p>have done</p>
<p>17. How often is the selection of movies rotated? <u>Weekly</u> <sup>abit some compl.</sup> <u>Family Video</u></p>	<p>Number of movies in rotation: <u>3</u> <sup>→ New releases</sup> + 1 special <u>6-7 movie</u></p>
<p>18. What intramural sports are available at this institution:</p> <ul style="list-style-type: none"> <li>- <del>B</del> Softball, soccer, bball (indoor), corn hole, in/out volleyball, in/out handball, horse shoe, whiffleball</li> <li>[pot. pickleball/dodgeball]</li> <li>- have had kickball tourney</li> <li>- ping pong tournament/card/board game tourn.</li> <li>- bingo</li> </ul>	
<p>19. What are the top concerns inmates express about recreation?</p> <ol style="list-style-type: none"> <li>a. movies</li> <li>b.</li> <li>c.</li> <li>d.</li> </ol>	
<p>20. What activities or equipment would improve recreation?</p>	<p>* Flag football → want to have it, but were advised not to b/c of potential accid.</p> <p><del>(scribble)</del></p>
<p>Describe Recreation Facilities:</p> <p>Inside: 2 music room, multip., A/c, bball gym, equip. space weight room (ping/handball, dip/pull up)</p> <p>Outside: softball, horse shoe, vball, bball, track, picnic tables, handball, dip bars, open field space</p>	
<p>Additional Comments:</p> <p>* would like to add shuffle board where old bball courts were</p>	

Inspector: JH

Facility: LOCI  
Date: 10/31/13

Physical Activities	Level 1/2
Aerobics	✓
Basketball Outside Team	✓
Basketball Intramural	✓
Bocciball	(N/A) → but want
Bowling (Rubberized Balls)	(no → no interest)
Bean Bag Toss	✓
**Dodgeball	(want to)
Exercise Bicycles	No - going to add in rec. (in units)
*Fast(Slow) Pitch Softball	✓
Football Flag	Not now
Frisbee	✓
Handball	✓
Horse Shoes	✓
Jogging	✓
Kickball	(in past)
Pickleball	(adding soon)
Putt Putt	x
Racquetball	x
Soccer Intramural	✓
Softball Intramural	✓
Softball Outside Teams	✓
Track and Field	yes a day
Track & Field Outside Teams	x
Volleyball	✓
Volleyball Outside Teams	x
Weights Enclosed Machines	✓
Wellness Programs	(going to start)
Yoga	✓

Cultural / Arts	Level 1/2	Frequency
Cultural Ethnic Events	✓	
Crafts	✓	
Dance Performance	✓	
Holiday Shows	✓ 4 <sup>th</sup> July / Xmas	
Institutional Bands	✓ (concerts)	
Sign Language	x	
Talent Shows	✓	
Theater	✓	

Special Events	Level 1/2	Frequency
*Charitable Fundraisers	N/A	
Art/Craft Shows	(plan to) - in past	
Outside Catered/Fast Food	N/A	
Inmate Health Fairs	✓	
Outside Entertainment	✓	
Yard Day	✓	



AREA INSPECTED: SEGREGATION

		COMMENTS
1. Inmate Count Tracking Mechanism/Roster <input checked="" type="checkbox"/>		
2. How many cells have more than two inmates?	1	
3. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
<b>FACILITIES</b>		
4. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	C pod has more clutter - longer term inmates
5. How clean are hallways/rec areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. How often are inmates allowed to clean their cells/ toilets, sinks?	offered daily	clean on sundays
7. How many of the following are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	Work order? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
8. How quickly are maintenance work orders completed?	"pretty quick"	
9. How clean are shower facilities?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	did not view/asked IM
10. How often are shower facilities cleaned?	Every shift <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	some as cell - offered daily; cleaning weekly
11. How clean are crisis cells? # of crisis cells <u>2</u>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
13. What recreation equipment or space is available?	4 outdoor rec pads ↳ pull-up/dip equipment 3 indoor rec pads	
<b>CELL SECURITY CHECK</b>		
14. How many of the following:		
- Cell window obstructed <u>one</u>	Cell door window obstructed <u>none</u>	
- Towel on floor <u>none seen</u>	Material in lock <u>none seen</u>	
- Inappropriate pictures <u>some</u>	Material in cuff port <u>N/A/none seen</u>	
- Clotheslines <u>some</u>	Graffiti <u>some</u>	

STAFF ACCOUNTABILITY		
15. Are appropriate cleaning materials in locked container and at least half full? - Match inventory <input checked="" type="checkbox"/> - Container checked <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	last - Oct
18. How many officers are on duty per shift?	1 <sup>st</sup> - 4 2 <sup>nd</sup> - 4 3 <sup>rd</sup> - 3	
19. Are officers performing security checks at staggered 30 min intervals? -Log observed <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
20. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 cells per shift	Date 10/15 # 5 Date 10/14 # 4 Date 10/20 # 2
21. Are individual log sheets maintained and up to date? -Log observed <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
22. How often are medical rounds conducted? 4/18 -Log observed <input checked="" type="checkbox"/>	daily / 2x per day	
23. How often are mental health rounds conducted? -Log observed <input checked="" type="checkbox"/>	Library	Dates in log book: 10/1, 10/2, 10/4, 10/7, 10/9 10/11, 10/11, 10/11, 10/25, 9/28, 10/15, 10/22, 10/28 9/28 10/28
ACCESS TO CIIC, PROGRAMS, STAFF		
24. Is the current CIIC memo posted?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
25. Describe inmates' access to the library: books, librarian switches out	Dates in log book:	
26. Describe inmates' access to religious services personnel	Describe: Wife Chaplain; Chaplain does rounds	
27. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites Y <input checked="" type="checkbox"/> N <input type="checkbox"/> ICRs Y <input checked="" type="checkbox"/> N <input type="checkbox"/> HSRs Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

28. Are there telephones in the unit? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Number: 1	Describe access: if ITT behaving well, may give phone call; otherwise emergencies
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29. How do inmates have access to the following: - 5120-9 series of ARs - 56-DSC-01 - Inmate rules of conduct - Pen/pencil	Describe: Has binder on unit
--	---------------------------------

STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	10/3	9:10	9:26	10/9	10:45	11:00	10/17	11:39	11:55	10/24	8:17	8:28
DWO	10/4	3:15	3:30	10/8	1:28	2:00	10/13	10:36	11:23	10/17	8:57	9:30
DWSS												
IIS	10/3	7:55	8:10	10/18	9:01	9:10	10/23	10:40	10:50			
Major	10/2	1:35	1:55	10/4	1:19	1:35	10/8	1:28	2:00	10/11	11:41	12:09
Chap	9/29	10:50	11:12	10/6	3:20	3:45	10/20	4:15	4:26			
Edu	10/3	1:37	1:42	<del>10/10</del>	<del>10:45</del>	<del>11:00</del>	10/11	12:45	12:55	10/18	11:59	12:13

9/28-  
10/28

more

more

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

- unit issues rounds pack - takes down unit issues for unit staff to check

Corrections Analyst: CR

Facility: LOC1

Date: 10-28-13

**PRINCIPAL INTERVIEW**

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

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

**EDUCATIONAL ADMINISTRATOR INTERVIEW [with input from Principal]**

STUDENT POPULATION and ACCESS	
6. Current educational staff <i>//</i>	1 Principal(s)/Assistant Principal 7 Teachers (Academic, C-T, AJT, etc.) <i>Urbana (many) all onsite in old area downstairs "College Hall"</i> 1 Guidance Counselor/Educational Specialists 1 Other <i>Library Assistant</i>
7. Current vacancies ( <u>2</u> total)	Positions: <i>2 academic</i>
8. What is the average or approximate student/teacher ratio? <i>AJT = size of classroom</i>	Academic - <i>ABE 15/1 ratios later</i> Career-Tech - <i>pre-GED 20/1</i> Other - <i>GED 25/1</i> <i>[* if room is small, it may be lower across B.C.]</i>
9. How many certified inmate tutors?	Academic - <i>20</i> Career-Tech - <i>20</i>
10. What initiatives have been implemented to increase access to educational programs?	<i>years ago: did 2 classes in AM &amp; 2 PM has continued.</i> <i>let inmates know H.S. option is available</i> <i>&amp; that GED is avail. : leaves it up to inmate to choose</i>
11. Describe education delivery (method & frequency) to segregation (to assure delivery no later than 60 days after segregation placements, per Policy 57-EDU-02.)	11a. What tracking system do you use to assure that segregation inmates are receiving educational programming? <i>7 days 30 then 15 days then up to 45 (weeks) etc</i> <i>Realtek. Decision software</i> <i>classroom, Sadek's</i>

*Prin. goes every week on Fridays. If inmates in Seg, Prin. takes work + supplies, word books, \* accepts Kites each week for materials. \* offers assistance re. anything as needed or requested.*

*text books, dictionary, novels, specified titles, etc!*

Corrections Analyst: CR

Facility: Local

Date: 10-28-13

STAFF PROFESSIONAL DEVELOPMENT		
12. Describe opportunities and support for staff professional development, such as	<ul style="list-style-type: none"> <li>Membership in association, trade, or professional group</li> <li>Attendance at association, trade, professional conferences</li> <li>Tuition support for continuing education or development</li> </ul>	Costs reimbursed for workshops, college classes, Union #
13. Describe opportunities for internal evaluation and improvement, such as	<ul style="list-style-type: none"> <li>Principal evaluation of teachers</li> <li>Informal peer teacher feedback</li> </ul>	Pr. / Formal Eval for 1 of formal asst. Pr. / Observations None
14. Describe system for rewarding/incentivizing continuous professional development.		Merit raises
SECURITY		
15. Is security staff on duty in the area during programming?	YES NO	NO central desk makes 30 min. rds. <span style="float: right;">bet</span>
16. Where is security staff located within the school setting?		dorms
17. Are teachers issued man-down instruments?	YES NO	
18. Are all instructional materials and tools stored and accounted for in a safe manner?	YES NO	
INSTITUTIONAL NEEDS ASSESSMENT		
19. Date of last annual institutional needs assessment:		January 2013
20. What positives, negatives, or other 'take away' findings emerged?		Nothing major
a. -		
b. -		
c. -		
SPECIALIZED EDUCATIONAL PROGRAMMING		
21. Does your institution offer any of the following specialized educational programs:		
- Career-Technical Education		Auto Mechanics 7 enrolled (outside the fence) / 87 waitlist Barber: HVAC: web design:
- Career Enhancement Programs (5 week modules in employment readiness, trades, and safety)		HVA + Web Design
- Advanced Job Training (AJT) - college courses		Urban Univ.; East of 16 classes
- Apprenticeship Programs		Boiler Op, Jan, HVAC, Maint. (see list)
- Title I (for educationally disadvantaged under 21 years)		* New Jan. Curriculum
- Transitional Education Program (TEP)		enroll / 0 waitlist
- Education Intensive Prison Program (EIPP)		entrepreneurship
22. What additional specialized educational programs are available?	NO	~ 81 stabs on attendance thru Urban Univ.
a. -		
b. -		all courses above
c. -		
INSTRUCTIONAL MATERIALS and TECHNOLOGY		
23. Overall, are instructional materials provided to every student?	YES NO	* They keep on wait lists.
24. Are instructional materials copyrighted or teacher-made?	Academic - Career-Tech -	Copyright date: H-S in Sys old matx 12 yrs old
25. Describe inmate student use of technology, if any.	Academic - Career - Tech -	(Bright Link), Dec 1st for TEP
26. To what degree is all technology currently working?		Are repairs pending? NA

Betty Mitchell - Urbana Univ.  
 Mark Roberts - looking @ GED books + software for GED  
 \* go live date 1/1/14 on computers.

Inspector: CR

Facility: LOCI

Date: 10/28/13

AREA INSPECTED: OPI

PERSONNEL		COMMENTS
1. What OPI shops are located at this facility?		Dental Lab Yarnada - deflasking
2. How many inmates work in OPI at this institution? <u>Dental</u>	# total OPI inmate employees <u>40</u> # waitlist <u>47</u>	Yarnada empl. 95 waitlist ~ 40-50
3. How are inmates selected for OPI jobs?	disciplinary HS & GED high score of 3-5 yrs (4 complete apprenticeship) for dental	
4. What is the average monthly wage for inmates in this/these OPI shop(s)? <u>26-47 \$/Yarnada</u>	no timepiece applicable to Yarnada of the dental	
5. Do inmates receive performance evaluations? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	every 90 days
6. Are inmates provided documentation regarding their OPI work performance upon their release? <u>copy of ca. 90 days (if requested)</u>	<input checked="" type="radio"/> YES <input type="radio"/> NO	* * * innovative/quality - track system for 90 day evals
7. How many staff members supervise the inmates during the hours of operation?	<u>2</u>	(Spec + 1 OPI shop specialist)
TRAINING		COMMENTS
8. Are all inmate workers trained on proper handling of equipment?	<input checked="" type="radio"/> YES <input type="radio"/> NO	probation: lasts 30 days tools train ~ 30 days after 30 days, if hired, then they are OPI shop employees
9. How is the training conducted?		train by 1m tutors + OPI desk Spec
10. What specific work skills are taught through this shop?	manufacturing metal - grinding	work/employee skills - punctuality - team exposure
11. Are there any certifications available for this shop? <u>NOT @ this time</u>	<input checked="" type="radio"/> YES <input type="radio"/> NO	100% completion of apprenticeships List apprenticeships: dental
12. How many inmate workers are enrolled in an approved apprenticeship program? <u>40 dental</u>  <u>none for Yarnada shop.</u>		
13. What barriers to apprenticeships exist?		none; maybe 1m behavior relevant to <del>the</del> disciplinary
14. Describe the connection between the OPI shop and post-release employment opportunities.		can leave here & go straight to a job - \$18 - \$35/hour

\* 1m who qualify for farm apprenticeships are placed first as priority & for can be taken from other apprenticeship programs so that farm labor is always covered.

Inspector: CR

Facility: LOCI  
Date: 10.28.13

* new places 1M over other 1Ms *		Gives Letter of Achievement (but not Recommendation) - even though Lett. Recomm. is permitted.	
15. What, if anything, do OPI supervisors or other OPI staff do to facilitate post-release work opportunities?		teaching them work ethic & learn to work w/ a boss	
FACILITIES and MAINTENANCE		COMMENTS	
16. Are there any maintenance issues with the equipment?		YES	NO * newest technology + Colo. State donated ~ 150,000 in equip. newest
17. How often is equipment checked per safety standards?			family staff school in LOCI pulled out heavy equip. to LOCI.
18. Are inmates searched before and after their shifts?		YES	NO
PROFITABILITY			
19. Do you feel production could be increased?		PRIDE (a dental lab + Rayford FL) took dental operations from some Depts of Correction	
20. What profits were realized in FY 2011 and 2012?		Shop: Dental FY 2011 FY 2012 \$29,741	Shop: FY 2011 FY 2012
21. How could your OPI shop(s) be more efficient/profitable?		FY 2013 \$17,761 FY 2012 work slowed because DRC laid off dentists & work mtds decreased. Dental services were less focused on partials & more on pain mgmt.	
22. How could OPI (overall) be more efficient/profitable?		work slowed because DRC laid off dentists & work mtds decreased. Dental services were less focused on partials & more on pain mgmt.	
ADDITIONAL COMMENTS (including description of OPI area):			
incentives: Contingent Earned credit yrs. of experience in a lab		Most 1Ms in dental: Ifns = settled & serious about work.	
attitude reliability dependability soft increasing knowledge skills		90-day Eval. discussion • includes affirmations AND • disciplining actions (i.e. denotation, action plan, termination, loss of pay)	
* Ray Moon = farm * Ken Berry = camp			

Inspector: CR

Facility: LOC  
Date: 10.29.13

AREA INSPECTED: LIBRARY/LAW LIBRARY

FACILITIES		
1. Does the area appear to be clean and well-maintained?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
2. Does the area have attributes of an inviting environment?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
3. How many computers/typewriters are available for inmates' use? <small>[of the total PCs for IM use, <u>13</u> # for LEGAL work and <u>10</u> # for REENTRY work]</small>	<u>17</u> PCs (IM access) <u>8</u> typewriters	How many are inoperable at this time? <u>2 type - Work orders submitted?</u> <u>yes</u>
4. Describe the resources that are available electronically. <small>• DVD movies</small>	<u>4 word processing PCs</u> <u>Legal work from lawyers on CDs - so I'ms get to listen on headphones</u>	
5. How often are new materials added to the library? <u>monthly materials ordered</u> <u>a purchased out of library's educ. budget</u>		What are your sources for new library materials? <u>donation to purchase</u> <u>↳ from Churches, Half Price!</u> <u>↳ Books they plan to throw out.</u>
6. How many inmate workers are assigned to the library/law library? <u>3</u>	What duties do the library aides fulfill? <u>clean, stack, circulation</u>	
7. What media alternatives are available in addition to books, magazines, and newspapers?	Audio books <u>no players anymore</u> Kindle <u>yes</u> ; <u>but working on it</u> Other _____ Other _____	
8. Are you aware that the CIIC reports are available to inmates in the library?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Have you ever requested a copy of any CIIC report? <input checked="" type="radio"/> Yes <input type="radio"/> No
ACCESS		
9. What is the most frequent use of the library by the inmates? <u>gotten away from leg. papers; rather reg. books</u>	<u>educ. research</u> <u>magazines</u> <u>circulation of books</u>	<u>legal</u> <u>(in middle)</u>
10. Are library services available daily, including weekends and evenings?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<u>allow other to access legal section?</u>
11. What is the minimum amount of time that most inmates are able to use the library? <u>per week ~ 10 hours - depends on work, school, program schedules</u>		<u>allow ~ 10 mins</u> <u>in legal section</u>
12. Is there a cap/limit on the number of inmates who may use the library at one time?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Cap/limit #: <u>73 gen lib.</u> <u>22 - legal sect.</u>
13. Describe access to library materials for inmates housed in special management areas <u>- tries to limit to 2 materials per request</u>	<u>faxes &amp; fills requests per faxes.</u> <u>Book shelves in leg. - switched out every 2 weeks.</u>	
14. Describe your library initiatives that go above and beyond routine library services and support literacy development, reading, and learning.	<u>Book Clubs - yes (every Sat ~ 6-7 1ms)</u> <u>Literature Circles</u> <u>Tracking inmate interests and supplying additional materials based on interests</u> <u>yes.</u> Other _____ Other _____	<u>waitlist ~ 20 on wait list for Bk Club.</u>

\* Loved the OSP idea of supplying matls in areas furthest  
(Did that for one Native American inmate who could not stop thanking librarian)



Inspector: CR

Facility: LOC1  
Date: 10-29-13

LEGAL		
15. Are DRC Administrative Rules (5120-9 series) available to inmates upon request?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Hand copy + will print on demand @ 5¢/pg.
16. Are forms on hand to allow inmates to file court actions?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Is there assistance (from whom) available to inmate in completing these forms? Legal clerk (1M)
17. Describe access to legal research resources (e.g. LexisNexis, Westlaw)		old HC of some Westlaw 2 all online
18. How many computers are currently equipped for legal research?	# <u>3</u>	
REENTRY		
19. How would you describe your 'reentry section' of the library? What types of materials and specific resources are included in that part of the library?		best in the state. * See pg. in IM Orient. Hdbk for details.
20. What resources are available to teach inmates how to prepare resumes, cover letters, etc.?		the resource room has templates on the PCs + C-T class comes to Resource Center
21. What specific materials and resources exist related to employment, companies, and job searches?		OCIS + Ohio Means Jobs
22. What reentry resource information is available to inmates on a county-by-county basis?		MUSCLE + HC in copies in library. * Resource center. * LOC1 goes online + checks each co. sheet for each individual inmate. ~ 5¢ a week.
23. Describe your library stock of post-secondary educational materials and textbooks and other expository text.		probably 1,000 + college level books.
24. Describe the African-American/Hispanic/ethnic section.		in Sections 80 Af. Amn. 30 Hispanic also Spanish GED
ADDITIONAL COMMENTS (including library/law library schedule):		

\* There is a TV flat screen on desk for 2-3 at a time headphones to watch DVD. - 1M sign up a day before + its used the whole day.  
(most action movies + nature movies)

\* What's New @ Library is published on Channel 2.

\* There are library loaner headphones for use by new IMs or until get own.

\* Discover they like motivational books.

trying to get French books.  
(Canadian (written in) - title

Inspector: Jackson

Facility: LOCI  
Date: 10-28-13

**ENERGY, WASTE, AND RECYCLING**

Energy Conservation	
1.	Who is your designated Energy Conservation or Recycling Coordinator (position title only)? <u>Business Manager III</u>
2.	What staff comprises the committee to evaluate the energy usage throughout the year (position titles only)? <u>BM-III Health &amp; Safety Medical Maintenance Supervisor</u>
3.	What staff member is the designated building operator? <u>Maintenance Super.</u>
4.	When was the energy audit conducted in CY <del>2012</del> ? Date: <u>September 26, 2013</u>  What strategies were developed to conserve energy usage? <ul style="list-style-type: none"> <li>- Electric usage reduced by 4% in past 12 months.</li> <li>- Installed motion sensors throughout the institution.</li> <li>- Institution fitted w/ energy efficient ballast and lamps.</li> <li>- Copiers &amp; Scanners are equip w/ auto-sleep mode</li> <li>- Personal items turned off when not in use</li> <li>- Boilers are in process of being updated.</li> </ul>
5.	What were the annual costs for the following utilities in CY 2012? Natural Gas: \$ <u>412,433.71</u> Water: \$ <u>774,681.43</u> Electricity: \$ <u>208,603.49</u>
6.	Are institution staff made aware of the institution's waste reduction and energy conservation goals? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  If so, how? <u>"Shred It" club, encourage staff to bring items to shred in August 2013</u>
7.	Are inmates made aware of and trained regarding the institution's waste reduction and energy conservation goals? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  If so, how? <u>Reclaimers in each dorm</u>

Inspector: Jackson

Facility: LOC1  
Date: 10-28-13

Waste Reduction	
8. When was the waste audit conducted in CY 2012? What were the noticeable trends in waste disposal in 2012?	<i>Not conducted by the previous Recycling Coordinator</i>
9. What waste diversion tactics were developed as a result of the audit?	
10. How is the information tracked?	
11. Does the Energy Coordinator complete a monthly report documenting the costs, usage, weight, and savings and/or wastage? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what were the average waste disposal numbers for the following in CY 2012: Monthly Costs: Monthly Savings: Monthly Weight: Monthly Wastage:	
12. Were local agencies, such as the health department, were used to assist in the audit? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, which agency was used?	

Recycling	
13. What is the most recycled item at the institution? Paper <input type="checkbox"/> Plastic <input type="checkbox"/> Card board <input type="checkbox"/> Metal/Aluminum cans <input checked="" type="checkbox"/>	
14. How much money did the institution earn through its recycling program? <i>FY 2013 = (Based on ARC Operations Support Center)</i>	
15. Did the institution have access to 50% of the earnings? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what was the money used for? <i>Bought a trailer for the ODAT crew (\$3,000).</i>	
16. Does your facility have a material compactor? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Behind pool service</i> If not, what institution is the closest in proximity to recycle your items? <i>N/A</i>	
17. How do you dispose of recycled materials? <i>Recycling Center towards one of the buildings in the back of facility. Driven to local Springfield to dispose of them "Rock 10"</i>	

**A**

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

**B**

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

**C**

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

**D**

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

**F**

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

**G**

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

**H**

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

**I**

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

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

## K

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

## L

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

**N**

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

**M**

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

**O**

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

**P**

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

**R**

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

**S**

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



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

## T

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

## U

- Unit Management Administrator (UMA) – Staff member responsible for overseeing the roles, responsibilities and processes of unit management staff in a decentralized or centralized social services management format. The UMA may develop centralized processes within unit management, while maintaining the unit based caseload management system for managing offender needs. The UMA shall ensure that at least one unit staff member visits the special management areas at least once per week and visits will not exceed seven days in between visits.

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

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

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

**W**

- Warden – Managing officer of each correctional institution.

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

Allen Oakwood Correctional Institution.....	AOCI
Mansfield Correctional Institution .....	MANCI
Chillicothe Correctional Institution .....	CCI
Correctional Reception Center .....	CRC
Dayton Correctional Institution .....	DCI
Franklin Medical Center .....	FMC
Grafton Correctional Institution.....	GCI
Hocking Correctional Facility .....	HCF
Lake Erie Correctional Institution .....	LAECI
Lebanon Correctional Institution.....	LECI
London Correctional Institution.....	LOCI
Lorain Correctional Institution.....	LORCI
Madison Correctional Institution .....	MACI
Mansfield Correctional Institution .....	MANCI
Marion Correctional Institution.....	MCI
Noble Correctional Institution .....	NCI
North Central Correctional Complex.....	NCCC
Northeast Pre-Release Center .....	NEPRC
Ohio Reformatory for Women .....	ORW
Ohio State Penitentiary .....	OSP
Pickaway Correctional Institution .....	PCI
Richland Correctional Institution.....	RICI
Ross Correctional Institution .....	RCI
Southeastern Correctional Institution .....	SCI
Southern Ohio Correctional Facility.....	SOCF
Toledo Correctional Institution.....	TOCI
Trumbull Correctional Institution.....	TCI
Warren Correctional Institution .....	WCI

## C. ENDNOTES

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- <sup>i</sup> Ohio Department of Rehabilitation and Correction, Warren Correctional Institution website. Accessed at <http://www.drc.ohio.gov/Public/loci.htm>
- <sup>ii</sup> Commission on Accreditation for Corrections. Standards Reaccreditation Audit London Correctional Institution website, May 8-10, 2013.
- <sup>iii</sup> Ohio Department of Rehabilitation and Correction, London Correctional Institution website. Accessed at <http://www.drc.ohio.gov/Public/loci.htm>
- <sup>iv</sup> Commission on Accreditation for Corrections. Standards Reaccreditation Audit London Correctional Institution website, May 8-10, 2013.
- <sup>v</sup> Ohio Department of Rehabilitation and Correction, "Institution Counts: LOCI," provided on October 28, 2013.
- <sup>vi</sup> Commission on Accreditation for Corrections. Standards Reaccreditation Audit London Correctional Institution, May 8-10, 2013.
- <sup>vii</sup> Bureau of Internal Audits and Standards Compliance, LOCI Full Internal Management Audit, September 27, 2013.
- <sup>viii</sup> Ohio Department of Rehabilitation and Correction, "Institution Counts: LOCI," provided on October 28, 2013.
- <sup>ix</sup> "Monthly Fact Sheet," Ohio Department of Rehabilitation and Correction, Accessed at <http://www.drc.ohio.gov/web/Reports/staffing/November%202013.pdf>
- <sup>x</sup> Significant Incident Summary reports provided by London Correctional Institution for the following periods: January 2013 – December 2013.
- <sup>xi</sup> Ibid.
- <sup>xii</sup> Significant Incident Summary reports provided by London Correctional Institution for the following periods: January 2012 – December 2012.
- <sup>xiii</sup> Significant Incident Summary reports provided by London Correctional Institution for the following periods: January 2013 – December 2013.
- <sup>xiv</sup> Ibid.
- <sup>xv</sup> Significant Incident Summary reports provided by London Correctional Institution for the following periods: January 2012 – December 2012.
- <sup>xvi</sup> Information provided by the Department of Rehabilitation and Correction, October 8, 2013.
- <sup>xvii</sup> Ibid.
- <sup>xviii</sup> Ibid.
- <sup>xix</sup> Ibid.
- <sup>xx</sup> Ibid.
- <sup>xxi</sup> Ibid.
- <sup>xxii</sup> Ibid.
- <sup>xxiii</sup> Ibid.
- <sup>xxiv</sup> Significant Incident Summary reports provided by London Correctional Institution for the following periods: January 2013 – December 2013.
- <sup>xxv</sup> Significant Incident Summary reports provided by London Correctional Institution for the following periods: January 2012 – December 2012.
- <sup>xxvi</sup> Information provided by the Department of Rehabilitation and Correction, October 4, 2013.
- <sup>xxvii</sup> Information provided by the Ohio Department of Rehabilitation and Correction, April 22, 2013.
- <sup>xxviii</sup> Information provided by the Department of Rehabilitation and Correction, October 4, 2013.
- <sup>xxix</sup> Information provided by the Ohio Department of Rehabilitation and Correction, October 8, 2013.
- <sup>xxx</sup> Ibid.
- <sup>xxxi</sup> Ibid.
- <sup>xxxii</sup> Ibid.
- <sup>xxxiii</sup> Ohio Department of Rehabilitation and Correction Bureau Recovery Services Site Visit Report, August 13, 2012.
- <sup>xxxiv</sup> London Correctional Institution, inmate communication, October 28, 2013.
- <sup>xxxv</sup> State of Ohio Standard Inspection Report, London Correctional Institution, July 3, 2013.

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<sup>xxxvi</sup> Ohio Central School System Monthly Enrollment Report, Ohio Department of Rehabilitation and Correction, June 2013.

<sup>xxxvii</sup> Department of Rehabilitation and Correction Total Institutional Overtime Calendar Year 2008-2012, London Correctional Institution, February 2013.

<sup>xxxviii</sup> Ibid.

<sup>xxxix</sup> CY 2012 Correctional Officer Paid Overtime, Ohio Department of Rehabilitation and Correction, London Correctional Institution, February 19, 2013.

<sup>xl</sup> Ibid.

<sup>xli</sup> London Correctional Institution, personal communication, October 29, 2013.

<sup>xlii</sup> CY 2012 Turnover Rates, Ohio Department of Rehabilitation and Correction, London Correctional Institution, February 19, 2013.

<sup>xliii</sup> Ibid.

<sup>xliv</sup> London Correctional Institution, personal communication, October 28-29, 2013.

<sup>xlv</sup> London Correctional Institution, personal communication, October 28-29, 2013.

<sup>xlvi</sup> Internal Management Audit, 2013 Ohio Standards Compliance Tally and Comments Form, London Correctional Institution, April 2013.

<sup>xlvii</sup> Ohio Department of Rehabilitation and Correction Energy/Utility Audit Annual Review, London Correctional Institution, September 26, 2013.

<sup>xlviii</sup> "Year Seven Final Energy Savings Reports," Chevron Energy Solutions, October 14, 2013.

<sup>xlix</sup> Recycling Scorecard for Deposits in FY 2013, London Correctional Institution, received August 5, 2013.

<sup>l</sup> London Correctional Institution, personal communication, October 15, 2013.

<sup>li</sup> 2012 Property Reimbursement, Department of Rehabilitation and Correction, London Correctional Institution, February 2013.

<sup>lii</sup> Department of Rehabilitation and Correction 2007-2011 Property Reimbursement, London Correctional Institution, February 20, 2013.

<sup>liii</sup> 2012 Property Reimbursement, Department of Rehabilitation and Correction, London Correctional Institution, February 2013.

<sup>liv</sup> London Correctional Institution, personal communication, October 29, 2013.