



Ross Correctional Institution

January 9, 2012
January 10, 2012
January 12, 2012
January 18, 2012

Carol Robison,
Report Coordinator

TABLE OF CONTENTS

	PAGE
SECTION I. <u>INSTITUTION OVERVIEW</u>	3
A. <u>INSPECTION PROFILE</u>	3
B. <u>INSTITUTION DEMOGRAPHICS</u>	3
C. <u>FISCAL REVIEW</u>	5
SECTION II. <u>INSPECTION SUMMARY</u>	8
SECTION III. <u>INMATE GRIEVANCE PROCEDURE EVALUATION</u>	16
SECTION IV. <u>KEY STATISTICS</u>	18
A. <u>USE OF FORCE</u>	18
B. <u>ASSAULTS</u>	18
C. <u>INMATE DEATHS</u>	19
D. <u>INVESTIGATOR DATA</u>	20
E. <u>SECURITY THREAT GROUPS (STG)</u>	21
F. <u>INMATE SAFETY RATING</u>	21
SECTION V. <u>EVALUATION OF OPERATIONS</u>	23
A. <u>MEDICAL SERVICES</u>	23
B. <u>MENTAL HEALTH SERVICES</u>	24
C. <u>FOOD SERVICES</u>	26
D. <u>HOUSING UNITS</u>	28
E. <u>COMMISSARY</u>	29
SECTION VI. <u>EVALUATION OF PROGRAMS</u>	30
A. <u>PROGRAM EVALUATION</u>	30
B. <u>LIBRARY/LAW LIBRARY SERVICES</u>	31
C. <u>RECREATION</u>	32
SECTION VII. <u>INMATE COMMUNICATION</u>	33
A. <u>INQUIRIES</u>	34
SECTION VIII. <u>APPENDIX</u>	35
A. <u>FULL LIST OF PROGRAMS</u>	35
B. <u>SCHEDULES</u>	37
C. <u>DATA TABLES</u>	46
D. <u>INSPECTION CHECKLISTS</u>	49
SECTION IX. <u>GLOSSARY OF TERMS</u>	103

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

SECTION I. INSTITUTION OVERVIEW

A. INSPECTION PROFILE

Date of Inspection:	January 9, 2012 January 10, 2012 January 12, 2012 January 18, 2012
Type of Inspection:	Unannounced
CIIC Member and Staff Present:	Joanna Saul, Director Darin Furderer, Inspector Jamie Hooks, Inspector Carol Robison, Inspector Michell Dunkle, Inspector
Facility Staff Present:	Warden Timothy Buchanan CIIC spoke with many additional staff at their posts throughout the course of the inspection.
Areas/Activities Included in the Inspection:	
Inmate Dining Hall	Kitchen
Segregation	Housing Units
Recreation	Commissary
Educational Programming	Medical and Mental Health

B. INSTITUTION DEMOGRAPHICS

Ross Correctional Institution is a 1,707 acre facility, which opened in 1987.¹ In August of 2006, Ross Correctional Institution converted the southern side of the compound from Level 3 inmates to Level 2.² The facility currently serves Level 1, 2, and 3 security (minimum, medium, and close) male inmates. The institution's budget is \$44,303,849, projected for fiscal year 2012, and the daily cost per inmate is \$56.24.³

¹ Ross Correctional Institution website, available at <http://drc.ohio.gov/Public/rci.htm>.

² Commission on Accreditation for Corrections Standards Compliance Reaccreditation Audit, RCI Audit, March 9-11, 2009.

³ Ross Correctional Institution website, available at <http://drc.ohio.gov/Public/rci.htm>.

The date of the most recent ACA accreditation audit was March 9 through 11, 2009.⁴ The institution was 100 percent compliant on mandatory standards and 99.08 percent compliant on non-mandatory standards. The main areas of non-compliance were due to overcrowding, with plans of action that included attempts to divert individuals to community sanctions and diversion of certain eligible inmates into Intensive Program Prison programs.

The most recent DRC Internal Management Audit was conducted April 5 and 6, 2011. There were a total of seven standards found to be non-compliant and subject to a plan of action or an appeal.⁵ Issues of non-compliance included unauthorized keys, inadequate space for inmates, failure to conduct radio checks, chemical spray units not being weighed or accounted for, and absence of documentation for both local control reviews and inmate mail operations.⁶

The rated capacity for Ross Correctional Institution is 1,403.⁷ The inmate count as of January 3, 2012 was 2,270,⁸ or 162 percent of the institution's rated capacity. The average age of the inmate population was 35.70 years.⁹

Of the 508 total staff at Ross Correctional Institution as of January 1, 2012, 78 percent were male and 22 percent were female. Of the total staff, 93 percent were classified as white, 6 percent as black, and 1 percent as other.¹⁰

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

⁴ Commission on Accreditation for Corrections Standards Compliance Reaccreditation Audit, RCI Audit, March 9-11, 2009.

⁵ The internal auditor's cover memo stated that eight standards were found to be in non-compliance, but only listed seven.

⁶ Albright, Andrew. Ohio Department of Rehabilitation and Correction. Memorandum, May 9, 2011.

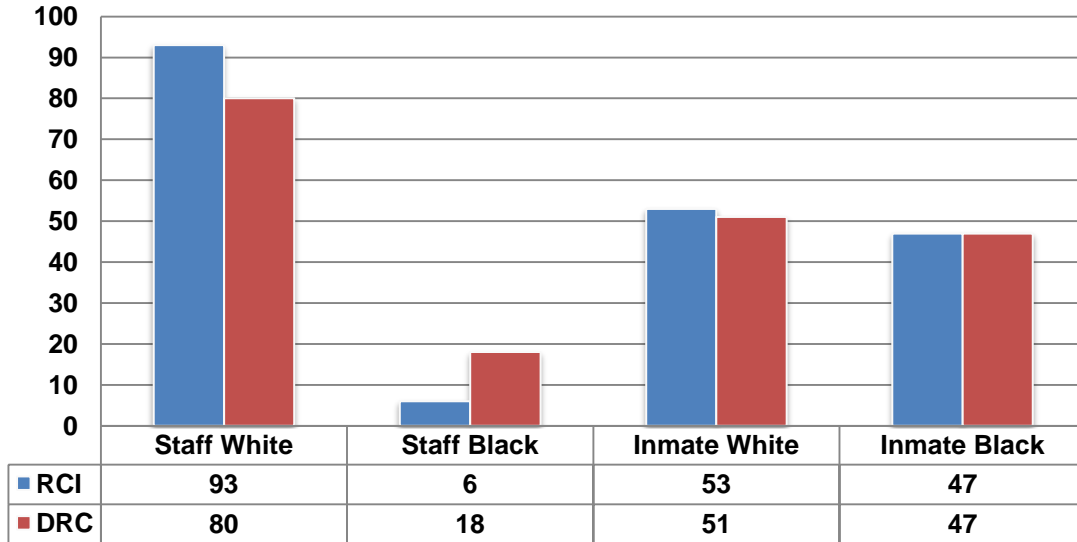
⁷ Personal communication from the DRC.

⁸ Ross Correctional Institution, personal communication, January 9, 2012.

⁹ Ibid.

¹⁰ ODRC Workforce Composition – January 1, 2012, Ohio Department of Rehabilitation and Correction website, <http://drc.state.oh.us/web/Reports/staffing/January%202012.pdf>

Chart 1
Staff and Inmate Comparison by Percentage of Race¹¹
January 1, 2012



**The DRC staff percentages include employees working in one of the 29 DRC institutions, and exclude employees working at Lake Erie Correctional Institution, which became privately-owned on December 31, 2011.

C. FISCAL REVIEW

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

Review of Fiscal Audit

Ross Correctional Institution provided the most recent fiscal audit performed by an external auditor, dated June 9, 2011. The audit covered the period of March 1, 2010 through February 28, 2011. There were no major concerns noted in the fiscal audit.¹²

Staffing

Adequate staffing has a direct effect on the safety and security of an institution. Of the total number of 530 allotted positions, 511 were currently filled as of January 3, 2012, leaving 19 positions vacant. Twelve of the vacancies were correctional officer positions.¹³

In addition, 11 staff members were on leave on the date of the inspection. There were eight employees on disability leave, one employee on Workers’ Compensation Occupational Injury Leave (WP/OIL), and two employees on military leave.¹⁴

¹¹ Ibid.

¹² External Auditor’s Report on Procedures Applied, Department of Rehabilitation and Correction, June 9, 2011.

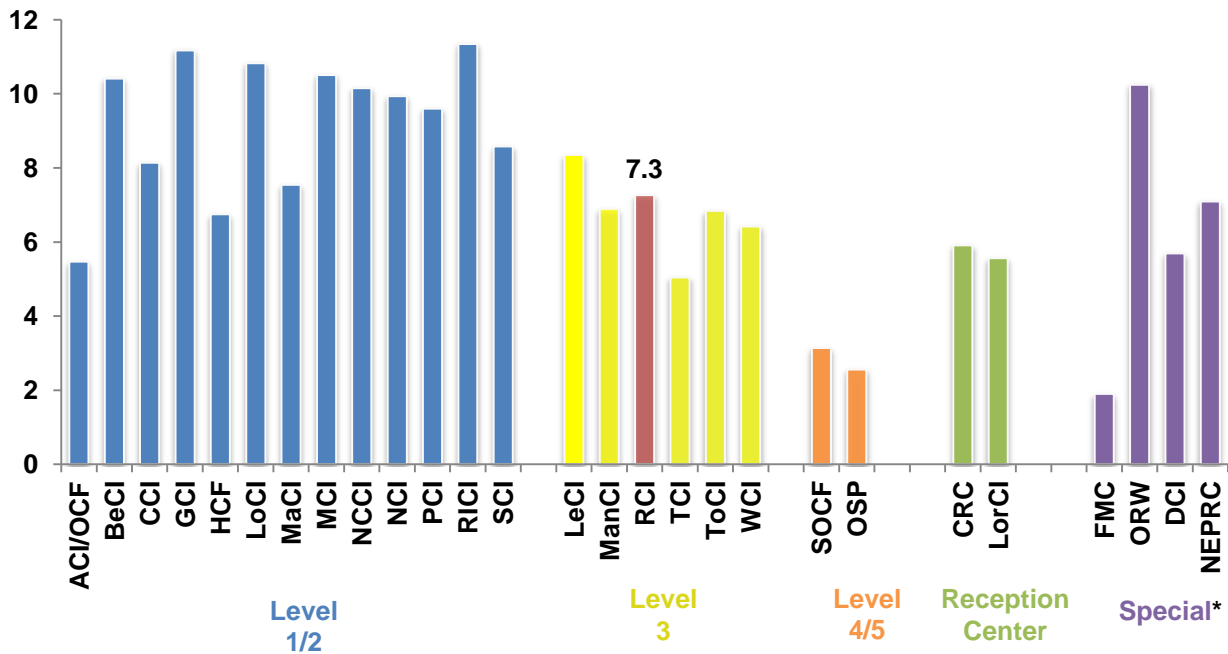
¹³ Statistics provided at inspection, Ross Correctional Institution, January 9, 2012.

¹⁴ Ibid.

Vacancies and employees on leave result in staff being mandated to work extra shifts; however mandated shifts may vary from day to day and week to week. Overtime is calculated by hours. For example, during the period January 1 through 8, 2012, there were 441.48 hours worked as overtime hours.¹⁵ The number of overtime hours indicated was reportedly due to staff absences. Overtime hours are needed for various staff absences, for example, staff sickness or approved leave, and also for special staff assignments. For the reported period, which included two weekends and a state holiday, there were a total of 65 overtime entries logged at Ross Correctional Institution. The total was comprised of 38 entries on either Saturdays or Sundays, eight entries on the New Year’s Day state holiday, and 19 entries on weekdays.¹⁶

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

Chart 2
DRC Institutional Staffing: Number of Inmates per Corrections Officer¹⁷
January 2012



*The order of institutions in the above chart is different than subsequent charts due to transition of the female population at the end of 2011 and the consolidation of several facilities.

¹⁵ Documentation provided post-inspection, Ross Correctional Institution, January 12, 2012.

¹⁶ Ibid.

¹⁷ DRC Monthly Fact Sheet, “ODRC Workforce Composition,” January 1, 2012 and DRC Weekly Count, January 3, 2012.

Cost Savings Initiatives

In the 129th General Assembly biennium, one of CIIC's goals is to identify cost savings across the DRC. Cost savings were identified within the Internal Management Audit report of 2011. The Internal Management Audit identified that the institution may have a best practice in using the CMC Lab to test the controls on Auto Clave. The medical auditor suggested this may be a cost savings to other institutions and should be explored.¹⁸ Further, the medical services area reportedly generated cost savings through the acquisition of updated equipment valued at \$57,000 at an actual institutional expense of less than \$3,000 through a federal government surplus program.¹⁹ The food service area has reportedly created a cost savings by reducing the size of the trash compactor/dumpster, thus reducing the expense for trash removal services and by engaging in recycling steps.²⁰

¹⁸ Documentation provided at inspection, Ross Correctional Institution, January 9, 2012.

¹⁹ Ross Correctional Institution, personal communication, January 12, 2012.

²⁰ Ross Correctional Institution, personal communication with Staff, January 9, 2012.

SECTION II. INSPECTION SUMMARY

Overall, the inspection was very positive. Many points of pride were observed by the inspection team and were relayed throughout the inspection by both staff and inmates. Further information can be found in the respective sections. The DRC action plans in response to the identified concerns follow the summary.

AREA	EXCELLENT	ACCEPTABLE	IN NEED OF IMPROVEMENT	COMMENTS
Fiscal Review: Staffing	X			The institution reported only 19 vacancies, 12 of which were in correctional officer positions.
Inmate Grievance Procedure			X	The following concerns were noted: only 30 percent of inmates reported knowing who the Inspector was; 25 percent of inmates reported not knowing how to use the inmate grievance procedure; and the Inspector reported extensions on grievance dispositions for half of all grievances in CY 2011.
Inmate Safety		X		Of the 108 inmates interviewed, only six reported feeling unsafe or very unsafe, which would normally indicate an “excellent” rating. However, RCI experienced two homicides within a one-year period, which is unusual and concerning.
Medical Services	X			Inmates indicated they were satisfied or very satisfied with medical services. Inmates unanimously reported that they are seen within two to three days of submitting a medical request and inmates with ‘chronic care’ status always receive the regularly scheduled follow-up checkups appropriate to their specific medical condition.
Mental Health Services	X			Staff reported zero inmates on the backlog to see mental health staff.
Food Services		X		Overall, Food Services was very good, with only slight food particles and debris around the serving line.
Housing Units		X		During the inspection, most showers were noted as being at various degrees of disintegration and disrepair. However, it was also noted that the removal

				and replacement of all showers in the institution has been budgeted and the work has begun in the housing units.
Commissary	X			No concerns noted.
Program Evaluation	X			CIIC was particularly impressed with the quality of teacher instruction and the use of inmate tutors.
Recreation		X		There were some inmate complaints that the recreation yard was not as available for inmate use as inmates felt it should be. Staff reported, however, that a new staggered schedule in recreation access had enabled an increased number of inmates to gain admission to educational programming.
AREA	DECREASED >10%	NO CHANGE (WITHIN 10%)	INCREASED >10%	COMMENTS
Use of Force	X			From 2010 to 2011, total uses of force decreased by 32.4 percent, which is excellent, especially in light of rising prison violence across the DRC.
Assaults	X			From 2009 to 2011, inmate on staff assaults decreased by 45.7 percent and inmate on inmate assaults decreased by 51.7 percent. Again, this is excellent.
Suicide Attempts			X	In both 2009 and 2010, RCI reported two suicide attempts; in 2011, four.
ADDITIONAL COMMENTS				
AREA	COMMENTS			
Vermin	Unit staff reported the presence of cockroaches in the officers' desk as well as ants in another housing unit. Another staff reported there were cockroaches in the basement under the kitchen. Staff also noted that extermination services were periodically engaged to address the problem.			
Staff Rounds	CIIC reviewed employee sign-in logs to verify whether executive staff were performing rounds. All staff – and the Warden in particular – were consistently performing rounds in all housing units, with the rounds themselves all of an adequate time period (generally, eight or more minutes).			
Staff Professionalism	The majority of the 108 inmates interviewed by the CIIC inspection team relayed positive			

	comments regarding staff professionalism and interaction with inmates, which is in contrast to the usual comments relayed by inmates during CIIC inspections. It is very significant that inmates relayed that both unit staff and security staff are competent in their jobs and fair to inmates.
Cleanliness of Grounds and Common Areas	The exterior grounds and common areas throughout the institution were noted as exceptionally clean and well-maintained. Staff indicated that some inmates are assigned 'litter patrol' of exterior areas, and readily step-up to see that neatness prevails. Staff noted that some inmates go beyond expectations to thoroughly clean common areas.

RCI RESPONSE AND ACTION PLANS TO IDENTIFIED CIIC CONCERNS

Issue	Problem noted by CIIC: Page 08 “Inmate Grievance Procedure”	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Execute living areas and activity area visits by Inspector. 2. Posting of staff photos in housing units for staff identification. 3. Perform quality assurance checks of orientation process and intake to ensure grievance materials are provided. 4. Tracking of grievance statistics. 	<p>Persons Responsible</p> <ol style="list-style-type: none"> 1. IIS Whitten 2. UMA Pence/DWO Lisath 3. IIS/UMA/DWO/Lt. Kern 4. IIS Whitten
	<ul style="list-style-type: none"> • Comments: Inspector Whitten has significantly increased rounds executed in the last three months and his photo has been captured and is being posted in each living area along with Executive and Unit Staff. Each inmate is spoken to and provided written instructions upon his arrival at RCI as to the grievance procedure. It should be noted that there was a significant decrease in the use of the grievance process in the last calendar year which was presented at the time of inspection. 	

Issue	Problem noted by CIIC: Page 08 “Inmate Safety”	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Expansion of staff rounds. 2. Discussion during in-service. 3. Implementation of transitional and step down housing units. 4. Reorganization of Local Control process. 5. Reorganization of STG Committee and its function. 	<p>Persons Responsible:</p> <ol style="list-style-type: none"> 1. All Executive Staff 2. Warden Buchanan 3. Warden-Operations personnel 4. UMA Pence/Warden Buchanan 5. Investigator Sorrell
	<ul style="list-style-type: none"> • Comments: Violence reduction remains a priority for RCI and operations reflect our daily effort to prevent each potential act of violence. It is evident in movement and housing modifications in the last year and was a primary goal during the Warden’s Strategic Planning objectives for 2012. The notation regarding “two homicides within a one-year period” is something we strive to prevent in the future and are currently involved in the prosecution efforts of individuals involved. We stress staff rounds, staff presence, open dialogue and programming efforts to prevent any violent acts in the future. 	

Issue	Problem noted by CIIC: Page 08 “Food Service” – The noting of “only slight food particles and debris around the serving line.”	
	Tasks 1. Continuous monitoring of food presentation before, during, and after meals.	Persons Responsible 1. Food Service Coordinators 2. Food Service Managers 1 & 2 3. All other personnel observing the meal delivery
	<ul style="list-style-type: none"> Comments: The item noted is something that staff immediately addresses upon viewing as the presentation and delivery of the meals are very important at RCI. 	

Issue	Problem noted by CIIC: Page 08 “Housing Units” – The condition of showers was noted as “Acceptable” but is not up to RCI standards.	
	Tasks 1. Shower renovation project. 2. Obtaining alternative cleaning chemicals. 3. Ensuring daily chemicals.	Persons Responsible 1. Ed Phillips/Maintenance 2. Bryan Smith/H&S Officer 3. Unit Manager/Sgt/Lt
	<ul style="list-style-type: none"> Comments: As reported, we have a maintenance renovation project underway and have attempted all approved chemicals on our showers to combat water stains. We continue to explore additional options to give our staff and inmates the tools necessary to accomplish the mission at hand. 	

Issue	Problem noted by CIIC: Page 09 “Recreation” – Recreation schedules were noted as “Acceptable” but we have a staff work group underway evaluating the current staff members schedules and recreation hours offered in an effort to maximize our ability to offer recreation to population while ensuring inmate safety and reducing violence as noted previously.	
	Tasks 1. Work group formed to analyze current schedule and alternative options that create extended recreational opportunities for inmate population on both sides of the compound. 2. Follow up on labor aspect of process. 3. Follow up to ensure process evaluation remains objective.	Persons Responsible 1. Niland Vinzant, Recreation Director 2. Sandy Hinton, LRO 3. Jeff Lisath, DWO
	<ul style="list-style-type: none"> Comments: Deadline evaluation is February 25, 2012. 	

Issue	Problem noted by CIIC: Page 09 “Vermin”	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Each employee noticing pests within their areas of responsibility need to route written communication to the Health & Safety Coordinator. 2. The Health & Safety Officer will direct the pest control vendor to the location of request within seven days. 	<p>Persons Responsible</p> <ol style="list-style-type: none"> 1. All RCI Employees 2. Bryan Smith
	<ul style="list-style-type: none"> • Comments: RCI employs a contract vendor for pest control who works a set geographic weekly schedule to ensure all areas are sprayed. The phrase “periodically engaged” does not seem an accurate description. All areas are required to submit correspondence if special treatment needs are required. Such requests are executed within seven days of submission. The vendor has already been notified regarding the Food Service basement in response to this report. 	

Issue	Problem noted by CIIC: “In 2010, chemical agents (mace) were used 92 times. This is a 228 percent increase over the 28 uses of a chemical agent in 2009 at Ross Correctional Institution. In the six months (July 2011 through December 2011) prior to the inspection date, chemical agents were used 28 times.”	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Openly discuss UOF expectations in annual in-service. 2. Review UOF packets for content and application details. 3. Conduct administrative Review of UOF packets. 4. Conduct UOF Chairperson training. 	<p>Persons Responsible</p> <ol style="list-style-type: none"> 1. Warden Buchanan 2. All OPS Supervisors 3. DWO & Warden 4. Warden Buchanan
	<ul style="list-style-type: none"> • Comments: Each use of OC (and each use of force for that matter) is strictly examined for misuse and policy compliance. To ensure consistency throughout the institution, the Warden facilitated a Use of Force Chairperson’s training at RCI. The message is also being communication in employee in-service by the Warden to ensure policy compliance is understood. 	

Issue	Problem noted by CIIC: “An additional concern was raised about the limited access to hygiene products while housed in the infirmary.”	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Expectations to be communicated to all Infirmary personnel as to property possession. 2. Inspector, DWSS, HCA, & QIC to do routine inspections and address any matters outside of policy or to address quality of life matters. 	<p>Persons Responsible</p> <ol style="list-style-type: none"> 1. HCA, QIC & DWSS 2. IIS, HCA, DWSS & QIC
	<ul style="list-style-type: none"> • Comments: This matter was referred to the Deputy Warden of Special Services, the Health Care Administrator and Quality Improvement Coordinator (QIC) of RCI for immediate review and discussion during the next CQI meeting. 	

<i>Issue</i>	Problem noted by CIIC: “Multiple staff members expressed concerns about being able to implement new initiatives in mental health services at current staffing levels. Specifically, offering wellness groups to non-caseload inmates is expected to increase demand for services. Related concerns were raised about program space as the two group rooms are small. A third problem was access to appropriate equipment to scan treatment records to the psychiatry provider for review prior to web cam sessions with inmates.”	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. DWSS & QIC to conduct an open meeting with Mental Health staff for such matters to be communicated for problem resolution. 2. RCI is currently in exploratory dialogue regarding gaining additional Mental Health positions therefore significantly increasing staff members. 3. Evaluating available staff equipment after Records Office closure for potential use of scanning equipment. 	<p>Persons Responsible</p> <ol style="list-style-type: none"> 1. DWSS Wessel/QIC Gardner 2. Bureau of Mental Health Services/OSC 3. DWSS/Warden
	<ul style="list-style-type: none"> • Comments: The third concern has been communicated and is currently being explored. The remaining content has been referred to the Deputy Warden of Special Services and Quality Improvement Coordinator (QIC) of RCI for immediate review and discussion. There is ample program space available in neighboring locations which will be discussed further. 	

<i>Issue</i>	Problem noted by CIIC: Access to the Library and Law Library, states a concern regarding the number of hours allowed, particularly when inmates wish to perform legal research.	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Daily monitoring and responsiveness when access is not possible due to staff absence. 	<p>Persons Responsible</p> <ol style="list-style-type: none"> 1. All RCI Administrative personnel
	<ul style="list-style-type: none"> • Comments: We have monitored and been sensitive to this inmate concern although rarely verbalized to staff. The RCI Deputy Warden of Special Services has used non-traditional personnel to offer Library hours when our Librarian has called off when possible. We continue to monitor this issue as we acknowledge the importance of this service. 	

Issue	Problem noted by CIIC: “The top three suggestions being (1) programming for inmates; (2) extending recreation hours; and (3) food recommendations.”	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. “Programming for Inmates” – A revised Needs Assessment has been completed for RCI and intensive programming teams have been set in place for 4B transitional unit providing programming in an accelerated format. 2. “Exetending recreation hours” – as noted previously, a work group is underway looking at such opportunities that will also address current labor matters. 3. “Food recommendations” – Food type & portion is dictated to RCI by the State Dietitian. 	<p>Persons Responsible</p> <ol style="list-style-type: none"> 1. UMA Pence 2. DWO Lisath/Recreation Director 3. State Dietitian T. Bell
	<ul style="list-style-type: none"> • Comments: We are evaluating programs offered (Program Needs Assessment recently completed), staff training needed for future facilitation and residential housing program options (such as faith based housing). I have discussed actions currently underway with our Recreation Department. Food type & portion is dictated to RCI by the State Dietitian and we strive to be in compliance each meal. 	

Issue	Problem noted by CIIC: Concerns noted in checklist regarding the stocking of kites and informal complaints.	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. All Unit Staff and Supervisory staff will ensure kites and informal complaints are available and restock when supply is getting low. 	<p>Persons Responsible</p> <ol style="list-style-type: none"> 1. All Unit Staff & Administrative Staff visiting post.
	<ul style="list-style-type: none"> • Comments: The maintaining of kites and informal complaints is an expectation of each post and is a matter of follow up during all staff rounds. 	

Issue	Problem noted by CIIC: Concerns in checklist regarding racially balancing.	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Complete daily observation of balancing needs for each location. 2. Coordinate movements to bring each location in compliance with overall RCI population percentage while keeping multitude of obstacles in mind (ex: separations, unit mission, etc.). 	<p>Persons Responsible</p> <ol style="list-style-type: none"> 1. Unit Manager, Unit Sgt & Count Office personnel 2. Unit Manager Unit Sgt & Count Office personnel
	<ul style="list-style-type: none"> • Comments: Racially balancing has been already given as a mandate to gradually bring housing units into better compliance without disrupting quality of life within identified locations. 	

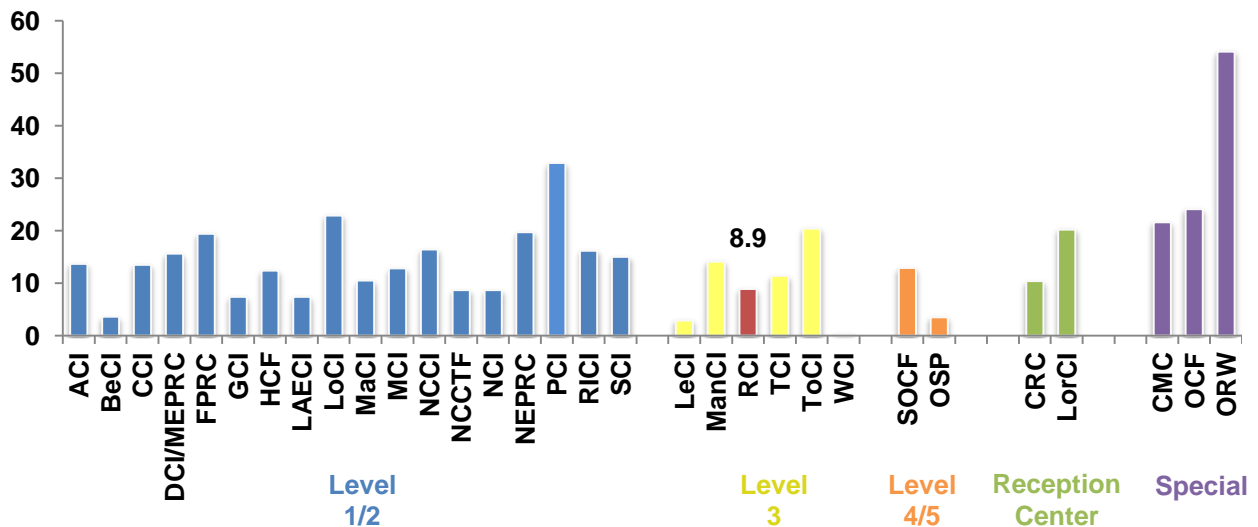
SECTION III. INMATE GRIEVANCE PROCEDURE EVALUATION

Pursuant to Section 103.73 of the Ohio Revised Code, the CIIC is required to evaluate the inmate grievance procedure²¹ at each state correctional institution. This evaluation generally includes a review of grievance data, individual inmate interviews conducted by the CIIC inspection team on-site during the inspection process, and shadowing the Institutional Inspector by a member of the CIIC inspection team.

In 2010, there were 214 grievances filed, 10 grievances on hand and 924 informal complaints received by the Inspector at the facility.²² Of the 197 grievances completed, 85.8 percent were denied, 13.2 percent were granted, and 1.0 percent was withdrawn by the inmate. The top three categories with the most grievances filed during 2010 were Institutional Operations – Health Care with 74, Institutional Operations - Property with 27, and Staff/Inmate Relations - Supervision with 13.²³ The Inspector’s Activity Report for January 1, 2010 through December 31, 2010 is provided in Table 1 of the Appendix.

Timely staff responses to informal complaints have a large impact on inmates’ perception of the effectiveness of the grievance procedure. While the DRC only requires an action plan for untimely response rates above 15 percent, CIIC believes that an untimely response rate above 10 percent is unacceptable and five percent is both achievable and preferred. Of the total number of informal complaints received in 2011, 8.9 percent were answered untimely at Ross Correctional Institution. The following chart provides a comparison of untimely response rates across the DRC in 2011.

**Chart 3
Untimely Response Rates to Informal Complaints by DRC Institution
CY 2011**

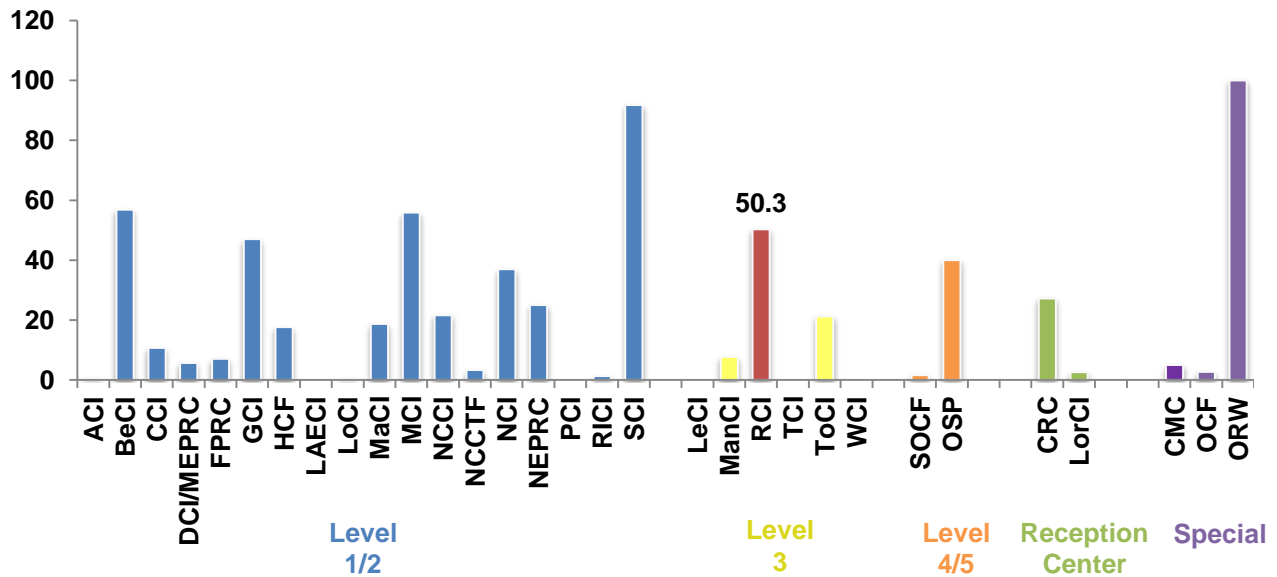


²¹ Please see the Glossary for an explanation of the inmate grievance procedure.

²² Institution Grievance Statistics for 2010, Ross Correctional Institution, January 9, 2012.

²³ Ibid.

Chart 4
Percent of Grievances Requiring Extensions by Institution
CY 2011



During the inspection, the CIIC inspection team interviewed 108 inmates. The following responses were collected:²⁴

- 30.6 percent of inmates said they knew who the Inspector was
- 62.0 percent of inmates said that the grievance procedure was explained to them
- 75.0 percent of inmates said that they know how to use the grievance procedure
- 71.3 percent of inmates said that they try to resolve issues by first speaking with staff
- 45.8 percent of the 24 inmates who said that they had filed an informal complaint at the institution reported that the informal complaint was resolved fairly²⁵

The number of inmates reporting that they knew who the Inspector was is comparatively small, particularly so given the less transient nature of the Level 3 population. Furthermore, it is somewhat concerning that a quarter of inmates reported that they did not know how to use the grievance procedure.

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

²⁴ Ross Correctional Institution, inmate interviews, January 9, 2012.

²⁵ CIIC staff also ask questions regarding fairness of grievances and grievance appeals, but an insufficient number of inmates reported that they had filed a grievance or an appeal for the information to have significance.

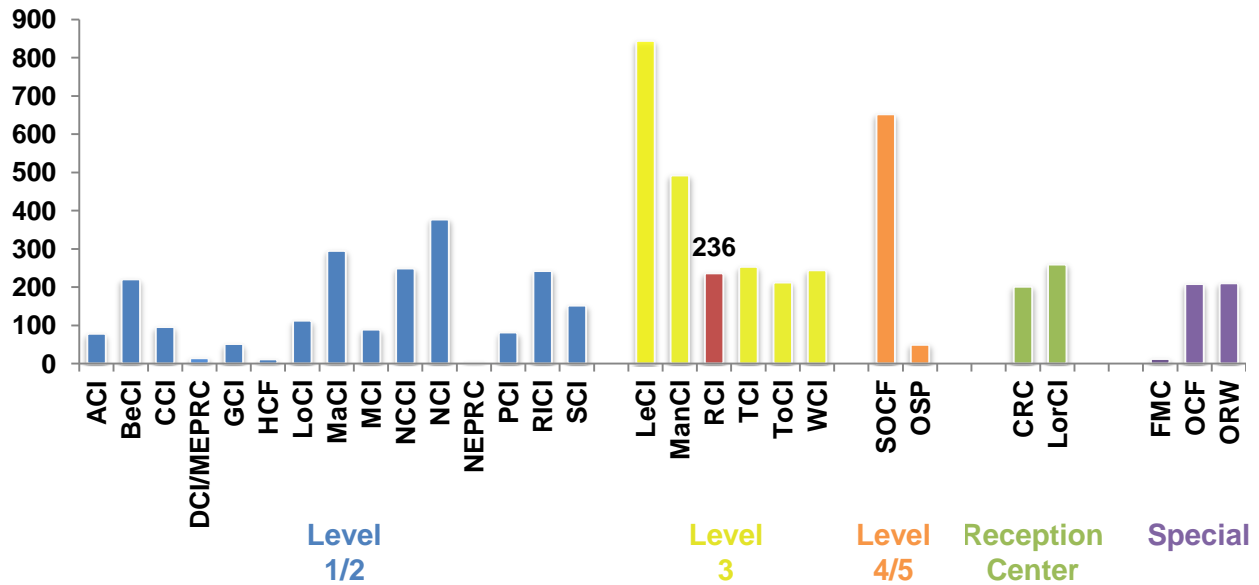
SECTION IV. KEY STATISTICS

A. USE OF FORCE

In 2010, the facility reported 236 use of force²⁶ incidents.²⁷ Of the total, 55.1 percent incidents involved black inmates, 44.5 percent involved white inmates, and 0.4 percent involved inmates of another race. Compared to 2009, in which 168 uses of force were reported, total uses of force increased by 40.5 percent in two years. In 2011, RCI reported 161 uses of force; thus, the 2010 number of uses of force appears to be an anomaly. Tables 2 and 3 of the Appendix provide an explanation of use of force and a breakdown of the use of force incidents in 2010.

In 2010, chemical agents (mace) were used 92 times. This is a 228 percent increase over the 28 uses of a chemical agent in 2009 at Ross Correctional Institution.²⁸ In the six months (July 2011 through December 2011) prior to the inspection date, chemical agents were used 28 times.²⁹

Chart 5
Use of Force by Institution
CY 2010



B. ASSAULTS

In 2011, there were 29 reported inmate on inmate assaults.³⁰ Of the total, 100 percent were physical assaults, with no harassment or sexual assaults.³¹ Total inmate on inmate assaults decreased by 38.3 percent from 2010 to 2011.

²⁶ Further information regarding use of force incidents can be found in the Glossary.

²⁷ Use of Force Monthly Reports, Ross Correctional Institution, January – December 2010.

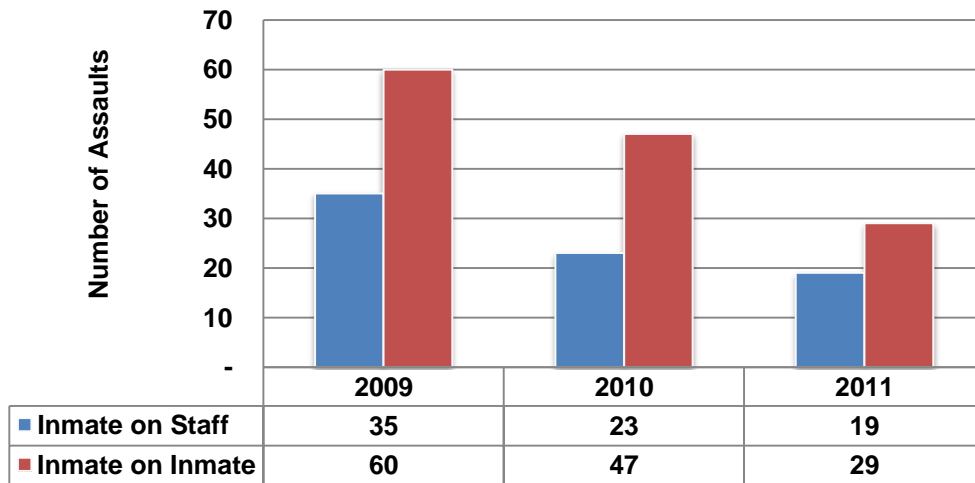
²⁸ Significant Incident Summary, Ross Correctional Institution January – December 2009, January – December 2010.

²⁹ Significant Incident Summary, Ross Correctional Institution, January – December 2011.

In 2011, the institution reported 19 inmate on staff assaults.³² Of the total, 57.9 percent were physical assaults, 26.3 percent were harassment assaults, and 5.3 percent were sexual assaults.³³ Total inmate on staff assaults decreased by 17.4 percent from 2010 to 2011.

Tables 4 and 5 provide a snapshot of the assault data at Ross Correctional Institution from 2009 through 2011. The following chart provides a comparison of the number of assaults at the institution over time.

Chart 6
Total Assaults
CY 2009, 2010, and 2011



C. INMATE DEATHS

Ross Correctional Institution experienced the following deaths in CY 2010 and 2011, as of the date of the inspection:

- 2 homicides
- 0 suicides
- 4 unexpected deaths
- 0 expected deaths (generally due to natural causes or terminal illnesses)

Two homicides occurring within a one-year time period is unusual at an institution. The cause of death in the two homicide cases was due to complications from multiple stab wounds. Neither of the two homicides was gang-related. The causes of death in the four unexpected or natural deaths were two heart attacks, one end-stage liver disease, and one cerebral aneurysm.

³⁰ Significant Incident Summary, Ross Correctional Institution, January - December 2011.

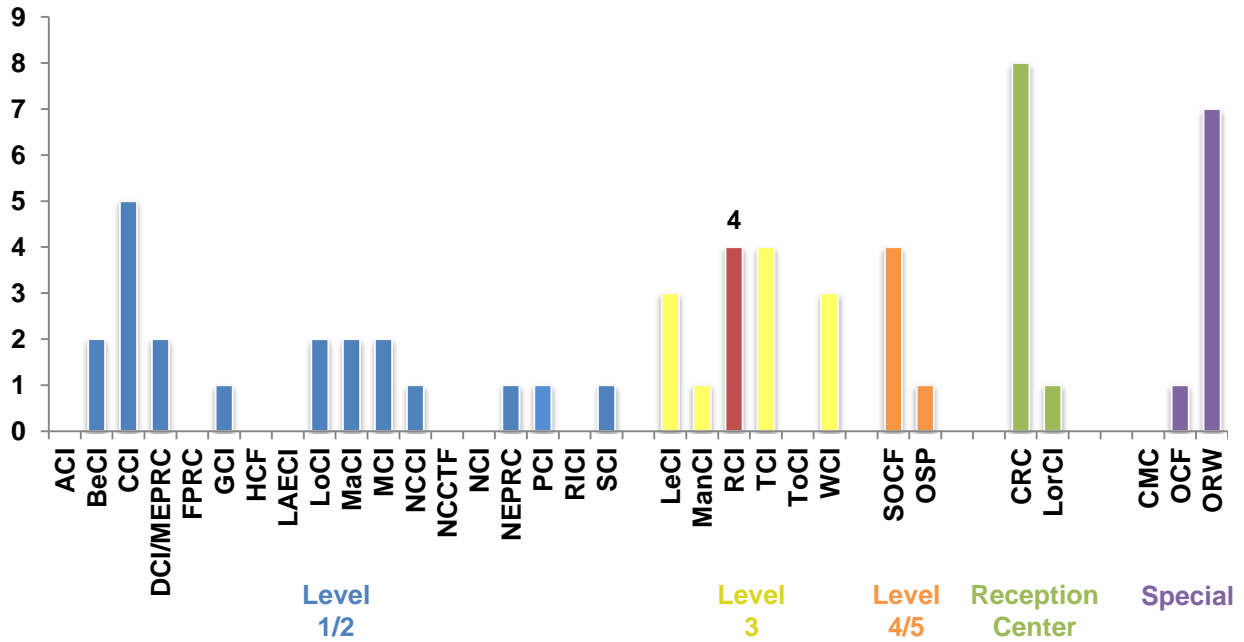
³¹ Ibid.

³² Significant Incident Summary, Ross Correctional Institution, January - December 2011.

³³ Ibid.

The DRC shares data on suicide attempts with CIIC. In 2011, the DRC reported 57 total suicide attempts across the system; of those, four occurred at Ross Correctional Institution.³⁴ The following chart provides a breakdown by institution of the total 57 suicide attempts among all DRC institutions in 2011.

Chart 7
Suicide Attempts by Institution³⁵
CY 2011



D. INVESTIGATOR DATA

The role of the Institutional Investigator is an essential component to ensuring the safety and security of the institution. Investigators are generally focused on investigating illegal substances, assaults, or issues regarding the professional misconduct of staff members. Investigator-initiated investigations do not constitute the total number of investigations conducted regarding contraband or any other matter in the institution, which may be initiated by other staff persons. In 2011, the Investigator initiated 294 investigations. The majority of the activity involved background checks. There were 143 background checks conducted during 2011.³⁶

The Investigator’s Caseload also included 43 investigations for positive urinalysis during CY 2011.

Table 6 in the Appendix provides a breakdown of cases by type.

³⁴ Monthly Reports on Attempted Suicides, Department of Rehabilitation and Correction.

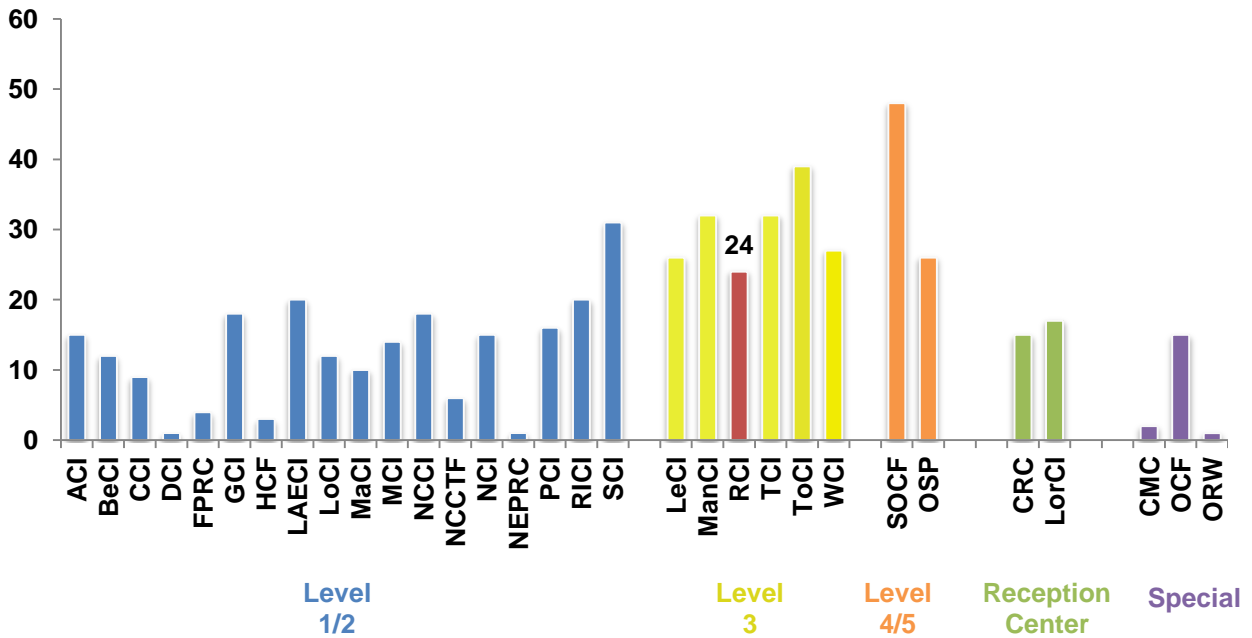
³⁵ Ibid.

³⁶ Investigator’s Monthly Caseload, Ross Correctional Institution, January - December 2011.

E. SECURITY THREAT GROUPS (STG)

There are 138 identified STGs at the institution and 562 STG-affiliated inmates, which is 24.8 percent of the institutional population.³⁷ In comparison, 18 percent of the total DRC population was identified as having some form of STG affiliation in 2011.³⁸ The following chart provides a breakdown of DRC institutions by percentage of the inmate population identified as having STG affiliation.

Chart 8
STG Members by Percent of Inmate Population
December 2011



STG-affiliated inmates are broken up into three groups based on their participation level.³⁹ There were 48 inmates listed as disruptive (level 3), 68 inmates listed as active (level 2), and 441 inmates listed as passive (level 1). There were seven inmates without an STG participation level designation within the January 3, 2012 data.⁴⁰

F. INMATE SAFETY RATING

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

³⁷ Percent based on STG count of 562 as of January 12, 2012 and inmate count of 2,270 as of January 3, 2012.

³⁸ Correctional Institution Inspection Committee, Security Threat Group Brief, January 17, 2012.

³⁹ Types of participation that determine STG classification levels range from having STG-affiliated tattoos or paraphernalia, to actively inciting a riot.

⁴⁰ Count of STG Members for Institution, Ross Correctional Institution, January 3, 2012.

Correctional Institution is rated by the CIIC inspection team as very safe. The inmate comments regarding safety favored a very safe rating for themselves and also for staff, and there have been zero disturbances logged in the Significant Incident Summary for three consecutive years, from January 2009 through December 2011. The total number of medical referrals as a result of an incident was 95 for the three year period, January 2009 through December 2011, for an average of 2.6 medical referrals per month over the 36 month period.

Inmate Safety Ratings

Inmates were asked to rate their level of safety from other inmates on a scale that ranges from very safe to very unsafe. Of the 108 inmates interviewed, there were 72.2 percent who indicated that they felt safe and 22.2 percent who indicated they felt very safe. Only five inmates reported that they felt unsafe, with one inmate stating that he felt very unsafe.

Medical Referrals⁴¹

The institution reported 95 medical referrals over a three-year period for inmate injuries sustained as a result of an incident at the institution from January 1, 2009 through December 31, 2011.⁴²

Disturbances⁴³

The institution reported zero disturbances from January 1, 2009 through December 31, 2011.⁴⁴

⁴¹ A medical referral is defined as an inmate receiving treatment at an outside medical facility due to an incident that occurred at the institution, including assaults, forced cell moves, restraints, officer use of OC spray, and disturbances.

⁴² Significant Incident Summary, Ross Correctional Institution, January – December 2009, January – December 2010, and January – December 2011.

⁴³ A disturbance is defined as a violent incident involving four or more inmates.

⁴⁴ Significant Incident Summary, Ross Correctional Institution, January – December 2009, January – December 2010, and January – December 2011.

SECTION V. EVALUATION OF OPERATIONS

A. MEDICAL SERVICES

CIIC's inspection of Medical Services in a correctional facility focuses on four primary areas: cleanliness of facilities, staffing, access to medical staff, and inmate communication. The inspection includes information collected from interviews with the Healthcare Administrator (HCA) and Continuous Quality Improvement Coordinator (CQI), observations of the facilities, and staff and inmate focus group discussions. Overall, the CIIC inspection team rated medical services at Ross Correctional Institution as excellent.

Facilities

Medical facilities at Ross Correctional Institution include four exam rooms, one emergency treatment room, twenty-four infirmary beds (including a multi-bed ward area), four single bed crisis cells, and one telemed room. Overall, the CIIC inspection team rated the facilities as excellent in terms of overall cleanliness and orderly appearance due to clean areas without clutter or trash.

Staffing

Adequate staffing has a clear and direct connection to patient care. At the time of the inspection, the facility had one Registered Nurse vacancy. According to the HCA, staff turnover is rare and the position has only been vacant since December 2011. Health Information Technologist, Lab Technologist, and X-Ray Technologist positions were recently contracted out due to departmental initiatives. The HCA described the transition as "better than expected."

Access to Medical Staff

Access to medical staff is evaluated based on several factors: (1) time period between inmate submission of a health service request form and appointment with medical staff; (2) time period between referral to the doctor and appointment with the doctor; (3) response times to kites and informal complaint forms; and (4) current backlogs for nurse sick call, doctor sick call, and chronic care clinic.

Based on a review of data provided by institutional staff, the average time period between submission of a health service request form and appointment with nursing staff was one day. The average time period between referral to the doctor and appointment with the doctor was within two days. The average response time to kites was within seven days, with an average of 244 kites answered per month over the last six months. The average response time to informal complaints (the HSA receives an average of six per month) was within seven days. There is no current backlog for nurse sick call or doctor sick call. There is a less than one percent backlog among chronic care clinics.

A focus group of staff was conducted and problems presented included a need for modernized computer systems and possibly conversion to electronic medical records to ensure proper

coordination of medical information used to treat inmates. In the current system, staff has to use multiple sources to find the various pieces of information needed to provide treatment. A related concern raised outside the focus group was a problem with inmates transferring to RCI without paper medical files.

Positively, the staff described positive teamwork and morale in their everyday interaction. They described recent job satisfaction with the acquisition of updated equipment (including a podiatry chair, exam tables, scales, blood pressure monitors) at a substantial cost savings through a federal government surplus program (approximately \$57, 000 in items purchased for less than \$3,000).⁴⁵

Inmate Communication

Many inmates write to CIIC in regards to their healthcare needs. From June 1, 2011 through December 31, 2011, the CIIC office received a total of 21 concerns regarding healthcare services at RCI. The following issues were communicated to CIIC: delay in receiving care (five), improper/inadequate care (four), delay/denial of care (six), medical restriction (two), disagreement with diagnosis (three) and “other” (one).⁴⁶

During the inspection, CIIC staff conducted a focus group of inmates (both chronic care and general medicine patients). Both groups had concerns about having to purchase over-the-counter medications through the Commissary and some inmates felt that they were cost-prohibitive. Inmates also expressed dissatisfaction with what they described as the doctor refusing to make referrals to outside specialists and changing orders made by specialists. The inmates reported that they felt that the institutional doctor was preoccupied with cost savings at the expense of providing appropriate care. An additional concern was raised about limited access to hygiene products while housed in the infirmary.⁴⁷

Positively, both the chronic care and general medicine patients spoke very highly of the nursing staff. Both groups described the response to sick call requests as fast and described the nursing staff as having a high level of compassion and interest in providing good care.⁴⁸

Further information regarding Medical Services can be found in the inspection checklist in the Appendix.

B. MENTAL HEALTH SERVICES

CIIC’s inspection of Mental Health Services in a correctional facility focuses on four primary areas: cleanliness of facilities, staffing, access to mental health staff, and inmate communication. The inspection includes information gathered from interviewing the Mental Health Manager and observation of the facilities. Overall, the CIIC inspection team rated mental health services as excellent, with zero areas in need of improvement.

⁴⁵ Ross Correctional Institution, personal communication, January 12, 2012.

⁴⁶ CIIC Database of Contacts and Concerns, June 1, 2011 – December 31, 2011.

⁴⁷ Ross Correctional Institution, personal communication, January 12, 2012.

⁴⁸ Ibid.

Facilities

Mental health facilities at Ross Correctional Institution include six crisis cells (including four in the infirmary and two in segregation), seven offices for meeting with inmates (six in the main area and one in Medical that is used to meet with inmates on crisis watch), and two small group rooms. Overall, the CIIC inspection team rated the facilities as excellent in terms of overall cleanliness and orderly appearance due to lack of clutter and debris.

Staffing

Adequate staffing has a clear and direct connection to patient care. At the time of the inspection, the facility had seven positions, of which zero were vacant. However, one Psychology Assistant is scheduled to retire next month.

Access to Mental Health Staff

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

Based on a review of data provided by institutional staff, the average time period between submission of a mental health service request form and appointment with mental health staff was two days. The average time period between referral to the psychologist or psychiatrist and the appointment was up to ten days (psychiatry services at RCI are provided via web cam). The average response time to kites was within seven days. The average response time to informal complaints was within seven days with an average of one received every two months. The current backlog to see treatment providers is zero.

Multiple staff members expressed concerns about being able to implement new initiatives in mental health services at current staffing levels. Specifically, offering wellness groups to non-caseload inmates is expected to increase demand for services. Related concerns were raised about program space as the two group rooms are small. A third problem was access to appropriate equipment to scan treatment records to the psychiatry provider for review prior to web cam sessions with inmates.⁴⁹

Positively, mental health staff generally reported a supportive working relationship among peers. The Mental Health Manager described a mutually cooperative relationship with other departments across the institution.

⁴⁹ Ross Correctional Institution, personal communication, January 12, 2012.

Inmate Communication

Many inmates write to CIIC in regards to their mental health needs. Only one mental health related communication was received regarding mental health services at RCI between June 1, 2011 through December 31, 2011.⁵⁰

Further information regarding Mental Health Services can be found in the inspection checklist in the Appendix.

C. FOOD SERVICES

The overall inspection of the Ross Correctional Institution food services consisted of the dining hall (including both the north and south dining halls), the kitchen preparation area, and the loading dock. CIIC also attended the general meal period and spoke with staff regarding the inmate workforce.

Overall, the food service at the facility was considered acceptable. The dining hall floor and tables were clear of any debris or food particles. Although there was some food around the serving line and small amounts on the floor (under the serving line), most of the kitchen prep area and serving line were very clean. Reportedly, staff members have a slight problem with roaches in the basement of food services, but pest control is aware of the issue and it is currently under control.

In 2011, zero inmates relayed concerns to the CIIC regarding food services at Ross Correctional Institution.⁵¹

Meal

Pursuant to Section 103.73 of the Ohio Revised Code, a general meal period was attended on the day of the Inspection. The menu consisted of tuna salad, two slices white bread, steamed cabbage, green beans, white rice, one banana, and frosted cake. CIIC and most inmates rated the meal as acceptable. The meal did not receive a rating of excellent due to the bland flavors of the majority of the meal components.

Dining Hall

On the day of the inspection, the atmosphere in the dining hall was calm and orderly. Inmates are called to the dining hall according to housing unit. Inmates in both the north and south dining halls were racially integrated at most tables. The cleanliness of the dining hall was rated excellent due to no observable cleanliness issues or food on the ground.

⁵⁰ CIIC Database of Contacts and Concerns, June 1, 2011 – December 31, 2011.

⁵¹ CIIC Database of Contacts and Concerns, January – December 2011.

Kitchen Prep Area

As of 2011, the cost per inmate meal at Ross Correctional Institution was \$1.22.⁵² In comparison, the average DRC cost per inmate meal for FY 2011 was \$1.07.⁵³ The conditions of the kitchen prep area were excellent due to a lack of any cleanliness issues observed. During CIIC's last biennial inspection of Ross Correctional Institution, there were concerns regarding sheets of ice forming on the floor of some freezers, but this issue was remedied. According to staff, Ross Correctional Institution passed its most recent health inspection in July 2011.⁵⁴ The fire equipment was inspected once a month, but was not checked during the month of December 2011.⁵⁵

The kitchen consisted of five kettles, four ovens, four coolers, and three freezers. The only appliances reportedly in need of repair are three tilt grills, but staff relayed that the grills are not a necessity for the kitchen and will likely be removed in the future, rather than repaired.⁵⁶

Inmate Workers

There were 153 inmates assigned to food services. Inmates are selected to work in food services by going through a hiring process that includes completing an application and interview with two food service managers.⁵⁷ All inmates hired to work in food services are automatically part of the food service incentive program, discussed below.

Incentive Program

During inspections and in separate correspondence to CIIC, inmates have relayed that working in food service is considered a punishment.⁵⁸ As a result, some institutions have developed incentive programs to make food service more attractive to inmates. Ross Correctional Institution is one such institution, with its entire inmate worker population participating in the incentive program. Staff relayed that the incentive program enhances the quality of worker food services recruits. Inmates earn a monthly wage starting at \$28.00 (\$18.00 as their general wage plus \$10.00 as part of the incentive program). Inmates receive a performance evaluation annually. A good performance review allows an inmate to be promoted, including a raise. Inmate cooks are the highest paid workers in food services and the top cook positions earn up to \$40.00 per month.⁵⁹

⁵² Ross Correctional Institution, personal communication, January 9, 2012.

⁵³ Ohio Department of Rehabilitation and Correction, personal communication, January 7, 2011.

⁵⁴ Ross Correctional Institution, personal communication, January 9, 2012.

⁵⁵ Ibid.

⁵⁶ Ibid.

⁵⁷ Ibid.

⁵⁸ "Evaluation of Correctional Food Services." <http://www.ciic.state.oh.us/food-services/view-category.html>. February 14, 2011

⁵⁹ Ross Correctional Institution, personal communication, January 9, 2012.

Loading Dock

The loading dock was clean and clear of any debris. Staff relayed that the institution was planning to downsize its dumpster/trash compactor as part of a cost savings initiative whereby the institution will increase recycling in the upcoming year.⁶⁰

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

D. HOUSING UNITS

The housing units at Ross Correctional Institution were observed to be calm, with inmates engaged in quiet and productive activities. There was a sense of well-being among the inmates, who communicated predominantly positive comments regarding various aspects of their unit life.

Housing Unit Conditions

Of the eight general population housing units, the average level of cleanliness for bunk areas and cells was rated as acceptable, based on observations of beds made to specifications and an absence of clutter or property in disarray within inmates' personal space. The average level of cleanliness for dayrooms was rated as acceptable, based on cleanliness and orderliness of the areas. The rating was not placed at excellent only due to an observable need to clean air vents and due to the condition of the aging showers. It must be noted that the showers throughout the institution are on a schedule for replacement and the budgeted work has been started in one unit, to be continued until all showers have been replaced.⁶¹

The single dormitory at Ross Correctional Institution contains 16 showers, 8 toilets, and 8 urinals for common use by approximately 234 inmates. On the date of the inspection, there were zero inoperable showers, one inoperable toilet, and one inoperable urinal. There were also two inoperable sinks in the dorm. The average level of restroom cleanliness was rated as acceptable, due to the number of inoperable units and due to less than full cleanliness. It was noted that cleanliness issues were predominantly associated with the age and condition of the units. The average level of shower cleanliness was rated as acceptable, also due to the age and disrepair of the shower stalls, which made them difficult to clean to an excellent level.

There are 16 showers in each housing unit, which serve approximately 125 inmates per pod. There were four inoperable showers reported during the inspection. The average level of shower cleanliness was rated as acceptable, due to the difficulty of trying to fully clean showers in need of structural repairs. Work orders have reportedly been submitted and replacement of some of the showers has been started. Replacement will continue until all showers have been replaced⁶². Every cell is outfitted with a toilet and on the date of the inspection there were reportedly three inoperable toilets.

⁶⁰Ibid.

⁶¹ Ross Correctional Institution, personal communication, January 9, 2012.

⁶² Ibid.

Segregation Unit

The segregation count on the day of the inspection was 50 with the majority of inmates under Local Control (LC) status. Of the total segregation inmates, two were held for investigation from the neighboring institution, Chillicothe Correctional Institution. The cleanliness of the segregation unit was rated as acceptable, based on observations of some writing on cell walls and build-up of dirt on the air vents. The four crisis cells were rated as excellent.

E. COMMISSARY

Each institution maintains and operates a commissary for inmates to purchase food/snacks, hygiene products, and other small items.⁶³ CIIC's inspection of the commissary in a correctional facility focuses on three primary areas: facilities/inventory, inmate access to the commissary, and financials. Overall, the CIIC inspection team rated the commissary as excellent with no areas in need of improvement.

Facilities/Inventory

The commissary facilities at Ross Correctional Institution were clean and well maintained. The commissary inventory was noted to be organized and there have reportedly not been issues of theft by inmates.⁶⁴

Access to Commissary

Inmates with security classification Level 2 are permitted to spend \$125 per month; and inmates with security classification Level 3 are permitted to spend \$100 per month at the commissary.⁶⁵ Throughout the inspection there were zero concerns from inmates regarding their access to the commissary.

Financials

The average profit margin for the commissary at the institution is 12 percent. The 11 inmates who work in the commissary receive an average pay of \$24 per month. Staff relayed that their Vendors are located or have a regional office in Ohio.⁶⁶ More information regarding the commissary can be found in the Appendix.

⁶³ To order commissary items, the inmates must turn in their commissary sheet, which is a form indicating items they wish to purchase. From there an inmate worker will fill the order, staff will charge the inmate account, and items will be given to the inmate. The profits are placed in the institution's Industrial and Entertainment (I and E) funds, which are reinvested back into the institution. All inmate property must fit within a 2.4 cubic foot storage box.

⁶⁴ Ross Correctional Institution, personal communication, January 9, 2012.

⁶⁵ Ibid.

⁶⁶ Ibid.

SECTION VI. EVALUATION OF PROGRAMS

A. PROGRAM EVALUATION

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

Facilities

Educational facilities at Ross Correctional Institution include classrooms on both the north side and south side of the institution. Overall, the CIIC inspection team rated the facilities as acceptable. Two of the three observed classrooms were small relevant to the number of students in these rooms. The number of students and the local weather conditions on the inspection date contributed to make the room temperature somewhat uncomfortably warm. Visibility between students and instructors was very good.

Staffing

At the time of the inspection, the facility had ten positions for academic and vocational programming, of which zero were vacant. The educational staff also includes one Educational Specialist, one Principal, one Educational Administrator, and one Librarian. The office of one DRC Regional Principal is located within the Ross Correctional Institution school facility. There are five college instructors that deliver programming at Ross Correctional Institution through Advanced Job Training options.⁶⁷

Access to Programming

Access to programming is evaluated based on the current waitlist. As of the November 2011 education monthly report submitted to CIIC, there were 224 inmates enrolled in academic programs and 287 inmates on the academic waitlist, a ratio of 1 to 1.28.⁶⁸ In comparison, for November 2011, there were 6,354 inmates enrolled in academic programming across the DRC and 8,628 inmates on the waitlist, a ratio of 1.36.⁶⁹ Classrooms observed during the inspection were full with students engaged in the instruction. To increase the number of students in educational programming, some revisions to the recreation schedule were reportedly recently made at Ross Correctional Institution.

⁶⁷ Requested data, Ross Correctional Institution, January 9, 2012.

⁶⁸ Ohio Central School System Monthly Enrollment Report, Ross Correctional Institution, November 2011

⁶⁹ Ohio Central School System Monthly Enrollment Reports, DRC institutions, November 2011.

Quality of Programming

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

Outcome Measures: In FY 2011, ending June 2011, there were 83 inmates who received a GED at the facility. In comparison, an average of 61.25 inmates received a GED at institutions of similar security levels during the same time period. In addition, 200 inmates completed an educational program and received a certificate, and 34 inmates completed a career-technical program and received a certificate at Ross Correctional Institution in FY 2011.

On-Site Observation: During the inspection, a member of the CIIC inspection team observed the following three programs: GED math (south), GED math (north), and Carpentry. Key findings included the engagement of numerous inmate tutors in every class observed. All tutors were actively assisting other inmates in either one-on-one peer tutoring or in small groups of three or more inmates. All teachers displayed excellent content knowledge, excellent pedagogical or instructional skills, and receptiveness and helpfulness in clarifying points and offering further explanations.

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

B. LIBRARY/LAW LIBRARY SERVICES

Each institution has a library and a law library. The libraries serve as a valuable resource for inmates by providing many forms of reading and assistance related to reentry and legal work.

Facilities

The Librarian was very knowledgeable and is available to inmates except on Fridays and Saturdays. There are approximately 18 inmates assigned to work in the library. There are five computers (Westlaw equipped). Computers are accessible only by staff and legal aides. There are three typewriters available for inmate use.

Materials

The Ross Correctional Institution library maintains a collection of approximately 7,030 total items.⁷⁰ The per capita use of library materials was 0.65 items per inmate for November 2011.⁷¹ The library maintains a separate collection of 60 Hispanic books, and several hundred African-American books, which are integrated into the full collection of books. The library participates

⁷⁰ Library Monthly Report, Ross Correctional Institution, November 2011.

⁷¹ Ibid. This calculation was based on a population of 2,267 inmates.

in an interlibrary loan arrangement. In November 2011, inmates made 61 requests through the inter-library loan program.⁷²

Access to the Library and Law Library

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

According to the Library Monthly Report, the Ross Correctional Institution library was open for a total of approximately 96 hours during the month of November 2011.⁷³ More than 1,822 inmates used the library during November 2011. Approximately 12,182 inmates were served by the library for the six-month period from July through December 2011.⁷⁴ Further information regarding the inspection of the library and the library schedules can be found in the Appendix.

C. RECREATION

Evaluation of recreational facilities is based on three factors: facilities, activities, and access. CIIC rated the recreation at Ross Correctional Institution as acceptable, with the only concern being the number of inmates who relayed complaints regarding access to recreation.

Facilities

The conditions of the recreational facilities were clean and orderly. The equipment was reportedly in good working order, and repairs are made by maintenance as needed. The recreation department has no equipment specifically designed for disabled inmates, but the existing options are modified as much as possible to accommodate disabled inmates.⁷⁵

Activities

There are several different recreational activities at the facility, which include seasonal sports leagues, unit recreational activities, and indoor fitness activities.

Access

Access to recreation remains an issue of concern for CIIC, as numerous letters have indicated inmates' dissatisfaction with hours allowed. The hours of recreation have reportedly recently been adjusted so that housing units use the facilities on a staggered schedule, which allows for an increased number of inmates to participate in programming. The net result has been to improve educational programming participation; yet, some inmates voiced dissatisfaction with somewhat less recreation access.

⁷² Library Monthly Report, Ross Correctional Institution, November 2011.

⁷³ Ibid.

⁷⁴ Ibid.

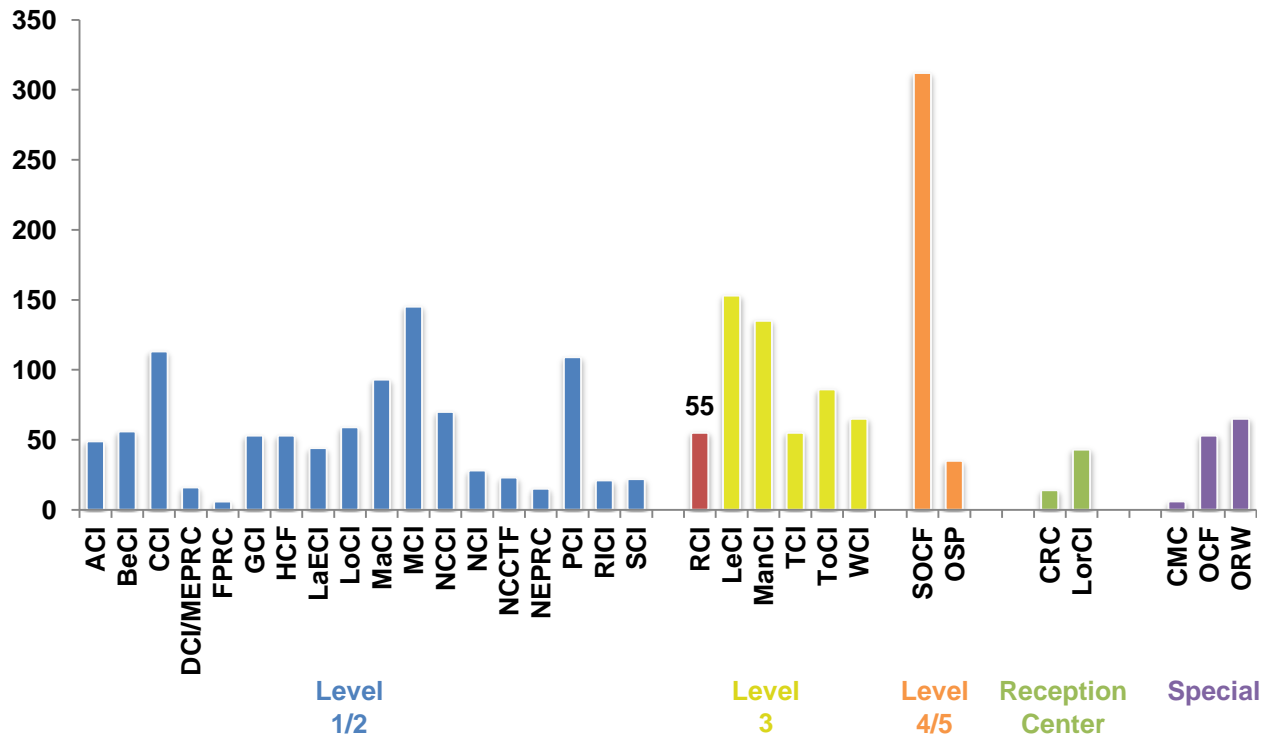
⁷⁵ Ross Correctional Institution, personal communication, January 9, 2012.

SECTION VII. INMATE COMMUNICATION

Inmates interviewed during the inspection were asked what changes they would make at the Institution. Of the 108 inmates interviewed, the top three suggestions made by inmates fall into the following categories: (1) programming and the need for additional access to programming of various types for more inmates (23 of inmates); (2) recreation and the need to extend the hours that recreation is available, particularly for inmates on the south side of the institution (23 of inmates); and (3) food services and the quality, variety, and quantity of foods served to inmates (20 of inmates).⁷⁶

In CY 2010, CIIC received 55 contacts from or regarding inmates at Ross Correctional Institution, of which 147 concerns were reported. The institution ranked 13 among all DRC institutions for total number of contacts.⁷⁷ The top three concerns reported to CIIC regarding Ross Correctional Institution were: Staff Accountability, Non-Grievable issues (generally related to inmate discipline), and Special Management Housing (segregation).

Chart 9
2010 CIIC Contacts with Institutional Breakdown (DRC)⁷⁸



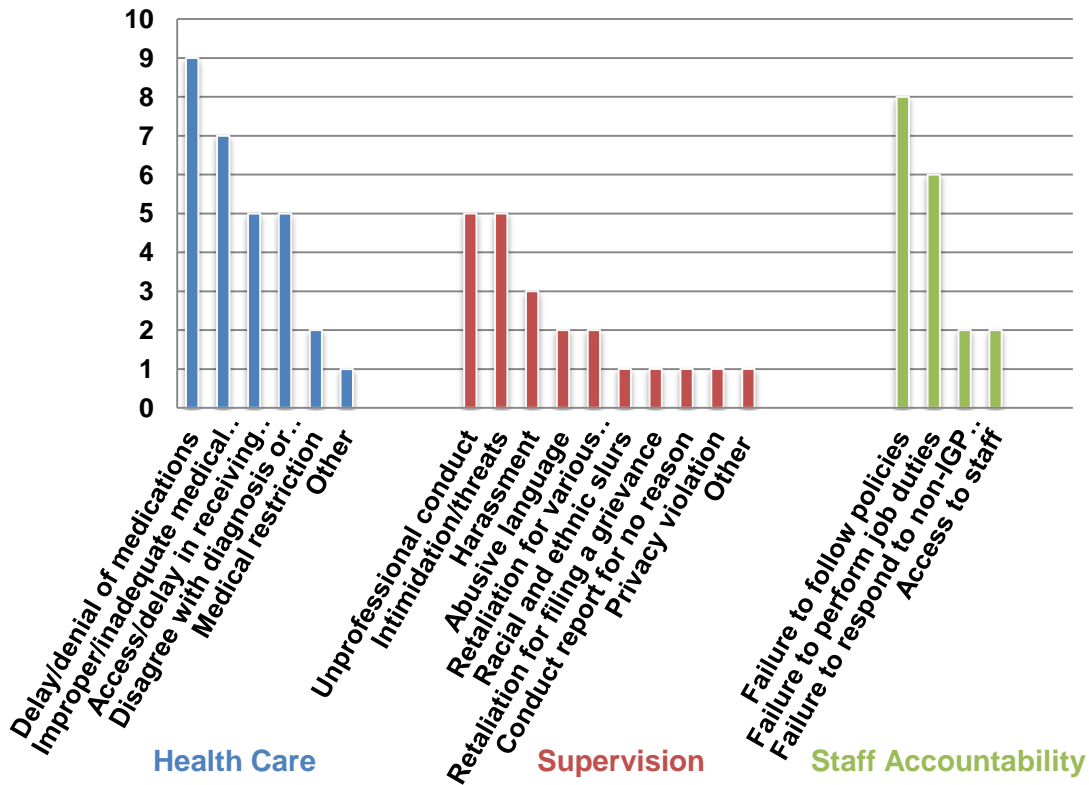
⁷⁶ Ross Correctional Institution, personal Communication, January 9, 2012.

⁷⁷ CIIC Database of Contacts and Concerns, January - December 2010.

⁷⁸ Ibid.

In comparison, the following chart provides a breakdown of the top three reported concerns regarding the facility within the past twelve months (January 1, 2011 through December 31, 2011).

Chart 10
Breakdown of Top Three Reported Concerns (Ross Correctional Institution)⁷⁹
January 1, 2011 through December 31, 2011



The top three concerns reported to CIIC regarding Ross Correctional Institution were: Health Care, Supervision, and Staff Accountability.

A. INQUIRIES

Written inquiries are conducted for the most serious concerns communicated to CIIC such as personal safety, medical, and use of force. CIIC conducted eight written inquiries regarding inmates at Ross Correctional Institution since January 2010. Four of the inquiries were in regard to personal safety. Additional inquiries dealt with use of force and excessive use of force, harassment from a correctional officer, inappropriate staff conduct, and medical services. .

⁷⁹ CIIC Database of Contacts and Concerns, January – December 2011.

SECTION VIII. APPENDIX

A. FULL LIST OF PROGRAMS

Educational Programs

As adult learners, participants enter educational programs with widely differing skills and abilities; therefore, courses are designed to meet individual needs rather than be restricted to grade level parameters. Students develop competencies in the areas of language arts, mathematics, and social skills through a variety of structured experiences facilitated by the program instructor. The educational programs at Ross Correctional Institution include academic, career-technical training, higher education, apprenticeships, and certified tutor training.⁸⁰

Academic courses include ABLE-Literacy Unit, ABE Instruction, Pre-GED Instruction, GED Instruction, Fast Track GED Instruction, Special Education Service, and title I Service (Improving the Academic Achievement of the Disadvantaged).⁸¹

Career-Technical training is offered through the following courses: Administrative Office Technology, Barbering, Carpentry, and Career Enhancement Training Modules (designed for short-term offenders to complete shorter versions of training in carpentry and AOT courses).⁸²

Higher education opportunities are available to qualified inmates through Hocking College in Advanced Job Training in two areas, Hospitality and Business Management (two year program) and Retail/Business Management (one year program).⁸³

Apprenticeship participants are selected and placed under an apprenticeship agreement with the Local Apprenticeship Advisory Committee for training in one of the skilled crafts covered by the Multi-Craft Apprenticeship Committee. The approved training will equip apprentices for future profitable employment in the community as skilled workers in a craft. The training promotes self-improvement and citizenship. The four apprenticeships that are offered at Ross Correctional Institution are Animal Trainer (two year program), Baker (three year program), Cook (two year program), and Landscape Management Technologist (one year program).⁸⁴

The Tutor Training program is provided through workshops to certify tutors representing all areas of the institution. The training is based on the Ohio Central School System-Correctional Education Association Tutor Training model. Trained (inmate) tutors are then available to all institutional programs with priority given to meeting the education department needs.⁸⁵

Other Programs and Activities

⁸⁰ Ross Correctional Institution, personal communication, January 10, 2012.

⁸¹ Ibid.

⁸² Ibid.

⁸³ Ibid.

⁸⁴ Office of Offender Reentry, Ohio Department of Rehabilitation and Correction, December 2010.

⁸⁵ Ross Correctional Institution, personal communication, January 10, 2012.

Beyond educational programs, the institution offers inmates programs, such as the following reentry approved programs:⁸⁶

- Thinking for a Change
- Responsible Family Life skills
- Inside Out Dad
- Cage Your Rage
- Victim Awareness
- Personal Responsibility of Violence Elimination (PROVE)
- Money Smart
- Recovery Services/Intensive Outpatient Program (IOP)
- Recovery Services/Alcohol and Other Drug (AOD) Education

Within the following section, B. Schedules, this inspection report references the range of programs and activities found in various areas of the institution, such as recreation, religious services, and unit or life skills programs. The names and types of programs as well as the times they are available to inmates are provided.

It is noted that recreational *activities* are not considered programs, but are included in this collection of schedules and information as part of the array of options to inmates. Both programs and activities are beneficial to inmates by reducing idle time and giving inmates something constructive and/or productive to do during their incarceration.

⁸⁶ Office of Offender Reentry, Ohio Department of Rehabilitation and Correction, December 2010.

B. SCHEDULES

RCI Mental Health Groups

Joanne Haines	Monday 1:00 pm -Wellness Group (2) Tuesday 1:00 pm – SAMI ()
Diane Steva	Tuesday 1:00 pm - Managing Life Skills (8) Wednesday 1:00 pm – Creative Coping Skills (7)
Velma Kell	Wednesday 1:00 pm - Creative Expressions (8) Thursday 1:15 pm -Taking a chance on change/Thinking Errors (8)
Ed Smith	Monday 1:15 pm – American Experience (5) Thursday 1:15 pm – Support/Therapeutic Group (6) Friday 1:15 pm – Support/Therapeutic Group (6)
Dave Martin Jo Ward	Days and times vary - Med Compliance Education (varies) Pain Clinic – As needed by Medical Sleep Clinic – Under construction waiting further details
April Prophet	Tues, Wed, Thurs, & Fri mornings (Treatment Group)
Chase Queen	Friday afternoon (Aftercare Treatment)

**EDUCATION CLASS SCHEDULE
October 3, 2011 - June 30, 2012**

TEACHER NAME	LOCATION	CLASS SCHEDULE	ASSIGNMENT	DAY/TIME
S. Pierce 1/5/2012 through 2/2012 North School	South School	7:40AM-9:00AM, 9:00AM-10:30AM 11:45AM-1:15PM, 1:30PM-3:00PM Title 1 - 3 hrs. AM + 3 hrs. PM	ABE PRE-GED + GED (15) ABE PRE-GED + GED (15)	M-F 7:30 - 3:30
J. Johnson	South School	7:40AM-9:00AM, 9:00AM-10:30AM 11:45AM-1:15PM, 1:30PM-3:00PM Title 1 - 3 hrs. AM + 3 hrs. PM	ABE PRE-GED + GED (15) ABE PRE-GED + GED (15)	M-F 7:30 - 3:30
J. Gray	North School	7:40AM-9:00AM, 9:00AM-10:30AM 11:45AM-1:15PM, 1:30PM-3:00PM Title 1 - 3 hrs AM + 3 hrs. PM	ABE PRE-GED + GED (15) ABE PRE-GED + GED (15)	M-F 7:30 - 3:30
P. Candlish Sharon Pierce will be covering 1/5/2012 through Feb-12	North School	7:40AM-9:00AM, 9:00AM-10:30AM 11:45AM-1:15PM, 1:30PM-3:00PM Title.1 - 3 hrs AM + 3 hrs PM	ABE PRE-GED + GED (15) ABE PRE-GED + GED (15)	M-F 7:30 - 3:30
A. Allman	North School	6-1 HOUR CLASSES	TITLE 1 (10)	M-F 7:30 - 3:30
A. Pettit	North School	7:40AM-9:00AM, 9:00AM-10:30AM 11:45AM-1:15PM, 1:30PM-3:00PM	SPECIAL EDUC (8) SPECIAL EDUC (8)	M-F 7:30 - 3:30
J. Green	North Career Tech. School	7:40AM-10:30AM 11:45AM- 3:20PM	CARPENTRY (20) CAREER ENHANCE.	M-F 7:30 - 3:30
S. Clark	South Career Tech. School	7:40AM-10:30AM 11:45AM- 3:20PM	AOT (20) CAREER ENHANCE.	M-F 7:30 - 3:30
L. Rickett	Barber Career Tech. School	7:40AM-10:30AM 11:45AM- 3:20PM	BARBERING (15)	M-F 7:30 - 3:30
R. Jackson	Barber Career Tech. School	7:40AM-10:30AM 11:45AM- 3:20PM	BARBERING (15)	M-F 7:30 - 3:30
J. Spearry	Librarian (non-degreed)	7:40AM-10:45AM + 12:30PM-2:45PM 12:30PM-2:45PM + 5:30PM-8:30PM	LIBRARY LIBRARY	T/W/TH 7:30-3:30 S/M 12:30-8:30
T. Patterson	South School Reg, Principal's Office		SSA #5 PRINCIPAL	M-F/7AM-3PM
D. Forcum	South School		GUID. COUNCELOR	M-F/7AM-3PM
Jaqui Patterson	South School		EDUCATION SPECIALIST	M-F/7AM-3PM
K. Parks	South School		SCHOOL ADMIN.	M-F/7:30-3:30
Contractor -Hocking (North School)			HOCKING COLLEGE COORD	M-F/7-3
TEACHER PREPARATION 10:30AM-11:15AM				

H O U R S		Period #1 7:30am - 10:30am		DECEMBER 2011				North Units: 1, 2, 3, & 4					
		Period #2 1:00pm - 3:30pm		<i>Library schedule</i>				South Units: 5, 6, 7, 8 & J					
		EVENINGS 6:00 P.M. to 8:00 P.M.		SUNDAY'S LEGAL ONLY									
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
1		2012						1		2		3	
Happy New Year								UNIT LIBRARY		UNIT LIBRARY		UNIT LIBRARY	
UNIT LIBRARY								December				OCTOBER	
4 AM		5 North		6 South		7 North		8 South		9		10	
1:00 LEGAL 1H - 2H		AFTERNOON 1:00 pm		7:30 - 10:30am 6H - 8H - JB		7:30 - 10:30am 3H & 4H		7:30 - 10:30am 5H - 7H - JA					
2:15 LEGAL 3H - 4H		1H & 2H		1:00 - 3:30pm 5H - 7H - JA		1:00 - 3:30pm 1H & 2H		1:00 - 3:30pm 6H - 8H - JB		UNIT LIBRARY		UNIT LIBRARY	
SOUTH LEGAL 6:00 - 7:00 PM 5H - 7H & JA 7:00 - 8:00 PM 6H - 8H & JB		EVENING 6:00 - 8:00pm 3H & 4H											
11 North		12 North		13 South		14 North		15 South		16		17	
1:00 LEGAL 3H - 4H		AFTERNOON 1:00 pm		7:30 - 10:30am 5H - 7H - JA		7:30 - 10:30am 1H & 2H		7:30 - 10:30am 6H - 8H - JB					
2:15 LEGAL 1H - 2H		3H & 4H		1:00 - 3:30pm 6H - 8H - JB		1:00 - 3:30pm 3H & 4H		1:00 - 3:30pm 5H - 7H - JA		UNIT LIBRARY		UNIT LIBRARY	
SOUTH LEGAL 6:00 - 7:00 PM 6H - 8H & JB 7:00 - 8:00 PM 5H - 7H & JA		EVENING 6:00 - 8:00pm 1H & 2H											
18 North		19 North		20 South		21 North		22 South		23		24	
1:00 LEGAL 1H - 2H		AFTERNOON 1:00 pm		7:30 - 10:30am 6H - 8H - JB		7:30 - 10:30am 3H & 4H		7:30 - 10:30am 5H - 7H - JA					
2:15 LEGAL 3H - 4H		1H & 2H		1:00 - 3:30pm 5H - 7H - JA		1:00 - 3:30pm 1H & 2H		1:00 - 3:30pm 6H - 8H - JB		UNIT LIBRARY		UNIT LIBRARY	
SOUTH LEGAL 6:00 - 7:00 PM 5H - 7H & JA 7:00 - 8:00 PM 6H - 8H & JB		EVENING 6:00 - 8:00pm 3H & 4H											
25		26		27 South		28 North		29 South		30		31	
UNIT LIBRARY		UNIT LIBRARY		7:30 - 10:30am 5H - 7H - JA		7:30 - 10:30am 1H & 2H		7:30 - 10:30am 6H - 8H - JB		UNIT LIBRARY		UNIT LIBRARY	
Christmas				1:00 - 3:30pm 6H - 8H - JB		1:00 - 3:30pm 3H & 4H		1:00 - 3:30pm 5H - 7H - JA					

ATTENTION: SUNDAY'S ARE FOR LEGAL WORK ONLY

Recovery Services

Chase Queen's current group schedule is as follows:

Monday 8AM – 10AM - Alcohol – Other Drug Education Group for rule #39 violators –
Held in the F2 group room - currently in recess

Tuesday 1PM – 2:15 PM – Substance Abuse / Mentally Ill (SAMI) – Held in the Mental
Health large group room

Wednesday 8AM – 10AM – Alcohol – Other Drug Education Group – Held in the chapel

Friday 1PM – 3PM – CBT / IOP Aftercare Program - Held in the F2 group room

December 2011

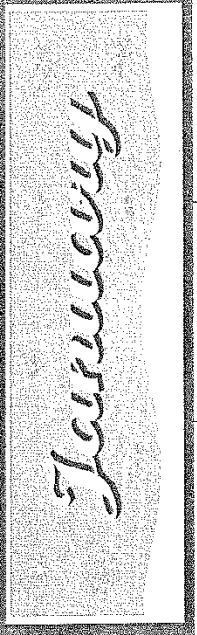
F-Building Program Room Schedule

Mon	Tue	Wed	Thu	Fri
			1 8-10 Cage Your Rage-GS 1-3 Recovery Services M. Smith	2 8-10 Victim Awareness ST &RH 1-3 Recovery Services-Aftercare
5 Recovery Services AOD ED 8-10:30, CQ 1-3 Thinking For A Change TP&JRB	6 1-3—APA Workshop	7 8-10 Inside Out Dad (F Bldg) MS 1-3 Thinking for Change-TP&JB	8 8-10 Cage Your Rage-GS 1-3 Recovery Services M. Smith	9 8-10 Victim Awareness ST &RH 1-3 Recovery Services-Aftercare
12 Recovery Services AOD ED 8-10:30, CQ 1-3 Thinking For A Change TP&JRB	13 1-3—Free as an Eagle—PROVE (ST)	14 8-10 Inside Out Dad (F Bldg) MS 1-3 Thinking for Change-TP&JB	15 8-10 Cage Your Rage-GS 1-3 Recovery Services M. Smith	16 8-10 Victim Awareness ST &RH 1-3 Recovery Services-Aftercare
19 Recovery Services AOD ED 8-10:30, CQ 1-3 Thinking For A Change TP&JRB	20 1-3—Free as an Eagle—PROVE (ST)	21 8-10 Inside Out Dad (F Bldg) MS 1-3 Thinking for Change-TP&JB	22 8-10 Cage Your Rage-GS 1-3 Recovery Services M. Smith	23 8-10 Victim Awareness ST &RH 1-3 Recovery Services-Aftercare
26 Recovery Services AOD ED 8-10:30, CQ 1-3 Thinking For A Change TP&JRB	27 1-3—Free as an Eagle—PROVE (ST)	28 8-10 Inside Out Dad (F Bldg) MS 1-3 Thinking for Change-TP&JB	29 8-10 Cage Your Rage-GS 1-3 Recovery Services M. Smith	30 8-10 Victim Awareness ST &RH 1-3 Recovery Services-Aftercare

RCI Chaplain Schedule Jan-12

REV: 1/5/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
North Christian 8am	State Holiday	Small Group 9am Count Down to Free 1PM	Fr. Griffin 8am Recovery Serv. 9am-1pm Music Practice 8:30 am	Chapel Library 1pm, North	Prayer Team 9AM Jehovah's Witness 1:00 pm	Catholic Mass 7:30 Jehovah's Witness 1:00 pm
South Christian 1pm	Small Group 1pm Alpha 6pm, North One Community 6pm, South	Music Practice 1pm Alpha 6pm, South One Community 6pm, South	Chaplain's Group, 8:30 am Spanish Catholic 1pm, North Ringer Study 1pm, North Ringer Study 6pm, South	Keene Prayer and Share, North 1pm Keene Prayer and Share, South 6pm Chaplain's Study	Don Ringer	Don Ringer
8	9	10	11	12	13	14
North Christian 8am	Music Practice 8:30 am Chaplain's Study 8:30 am	Small Group 9am Count Down to Free 1PM	Fr. Griffin 8am Recovery Serv. 9am-1pm Music Practice 8:30 am	Chapel Library 1pm, South	Catholic Mass 7:30 Jehovah's Witness 1:00 pm	Catholic Mass 7:30 Jehovah's Witness 1:00 pm
South Christian 1pm	Small Group 9am Rankborn Bible Study, 1pm	Small Group 1pm Alpha 6pm, North One Community 6pm, North Denny Bible Study 6pm, North	Chaplain's Group, 8:30 am Spanish Catholic 1pm, South Ringer Study 1pm, South Ringer Study 6pm, North	Keene Prayer and Share, South 1pm Keene Prayer and Share, North 6pm Chaplain's Study	Prayer Team 9AM Don Ringer	Don Ringer
Evening Chapel 6pm	Men on Move, Mr Stanley 6pm	Denny Bible Study 6pm, South	Denny Bible Study 6pm, South	Chaplain's Study	PM Reserved for IMAM	PM Reserved for IMAM
TBA	15	16	17	18	19	20
South Christian 8am	Dr. Martin Luther King Day	Bibe College Count Down to Free 1PM	Fr. Griffin 8am Recovery Serv. 9am-1pm Music Practice 8:30 am	Bibe College 8am	Prayer Team 9AM	Catholic Mass 7:30 Jehovah's Witness 1:00 pm
North Christian 1pm	Small Group 9am Rankborn Bible Study, 1pm	Small Group 1pm Alpha 6pm, South One Community 6pm, South Denny Bible Study 6pm, South	Chaplain's Group, 8:30 am Spanish Catholic 1pm, North Bible Study 1pm, North Bible Study 6pm, South	Chapel Library 1pm, North Keene Prayer and Share, North 1pm Keene Prayer and Share, South 6pm Chaplain's Study	Prayer Team 9AM	Catholic Mass 7:30 Jehovah's Witness 1:00 pm
Evening Chapel 6pm	Men on Move, Mr Stanley 6pm	Denny Bible Study 6pm, South	Denny Bible Study 6pm, South	Chaplain's Study	PM Reserved for IMAM	PM Reserved for IMAM
TBA	22	23	24	25	26	27
South Christian 8am	Music Practice 8:30 am Chaplain's Study 8:30 am	Bibe College 1pm Count Down to Free 1PM	Fr. Griffin 8am Recovery Serv. 9am-1pm Music Practice 8:30 am	Bibe College 8am	Prayer Team 9AM	Catholic Mass 7:30 Jehovah's Witness 1:00 pm
North Christian 1pm	Small Group 9am Rankborn Bible Study, 1pm	Small Group 1pm Alpha 6pm, North One Community 6pm, North Denny Bible Study 6pm, North	Chaplain's Group, 8:30 am Spanish Catholic 1pm, South Bible Study 1pm, South Bible Study 6pm, North	Chapel Library 1pm, North Keene Prayer and Share, North 1pm Keene Prayer and Share, South 6pm Chaplain's Study	Prayer Team 9AM	Catholic Mass 7:30 Jehovah's Witness 1:00 pm
Evening Chapel 6pm	Men on Move, Mr Stanley 6pm	Denny Bible Study 6pm, North	Denny Bible Study 6pm, North	Chaplain's Study	PM Reserved for IMAM	PM Reserved for IMAM
Dr Joel King, Speaker	29	30	31			
KAIROS #24	Music Practice 8:30 am Chaplain's Study 8:30 am	Bibe College 1pm Count Down to Free 1PM	Bibe College 1pm Recovery Serv. 9am-1pm Music Practice 8:30 am	Bibe College 8am	Prayer Team 9AM	Catholic Mass 7:30 Jehovah's Witness 1:00 pm
South Christian 8am	Small Group 9am Rankborn Bible Study, 1pm	Small Group 1pm Alpha 6pm, South One Community 6pm, South Denny Bible Study 6pm, South	Chaplain's Group, 8:30 am Spanish Catholic 1pm, South Bible Study 1pm, South Bible Study 6pm, North	Chapel Library 1pm, North Keene Prayer and Share, North 1pm Keene Prayer and Share, South 6pm Chaplain's Study	Prayer Team 9AM	Catholic Mass 7:30 Jehovah's Witness 1:00 pm
North Christian 1pm	Men on Move, Mr Stanley 6pm	Denny Bible Study 6pm, South	Denny Bible Study 6pm, South	Chaplain's Study	PM Reserved for IMAM	PM Reserved for IMAM
Normal Schedule in F-2						
South Christian 8am	Men on Move, Mr Stanley 6pm	Denny Bible Study 6pm, South	Denny Bible Study 6pm, South	Chaplain's Study	PM Reserved for IMAM	PM Reserved for IMAM
North Christian 1pm	Men on Move, Mr Stanley 6pm	Denny Bible Study 6pm, South	Denny Bible Study 6pm, South	Chaplain's Study	PM Reserved for IMAM	PM Reserved for IMAM



Volunteers

Alfred Marcus

Chaplain Litter

Line and Recovery Propriety

Griffin

Post in all housing units and Chapel entrance.

South Recreation

Schedule of Activities

October 2010- November 2011

Basketball League	November 25 , 2010-	March 15, 2011
Dart League	Jan 5 -	February 30, 2011
Volleyball (Indoor)	April 1 -	May 1, 2011
Softball League	June 1 -	September 31, 2011
Basketball (Summer)	July 3 -	September 3, 2011
Horseshoes League	June 1 -	August 31, 2011
Handball	June 1 -	August 31, 2011
Volleyball (Outside)	July 1 -	August 1, 2011
Football- Flag	September 15, 2010	October 31, 2010
Soccer League	September 15, 2009	November 31, 2010

Activities Offered Year Around

- Arts & Crafts/ Bedside Program
- Monthly Pod Tournaments (Board Games)
- Aerobics/ Yoga- Program is scheduled based in entrust

**Ross Correctional Institution - North Recreation Schedule
January 2012**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 7:00-8:15 1 8:15-9:30 4B 1:00-2:10 2 2:15-3:30 4A 6:00-8:00 3	2 7:30-9:00 4B 9:15-10:30 2 1:00-2:10 4A 2:15-3:30 3 6:00-8:00 1	3 7:30-9:00 2 9:15-10:30 4A 1:00-2:10 3 2:15-3:30 1 6:00-8:00 4B	4 7:30-9:00 4A 9:15-10:30 3 1:00-2:10 1 2:15-3:30 4B 6:00-8:00 2	5 7:30-9:00 3 9:15-10:30 1 1:00-2:10 4B 2:15-3:30 2 6:00-8:00 4A	6 7:30-9:00 1 9:15-10:30 4B 1:00-2:10 2 2:15-3:30 4A 6:00-8:00 3	7 7:00-8:15 4B 8:15-9:30 2 1:00-2:10 4A 2:15-3:30 3 6:00-8:00 1
8 7:00-8:15 4B 8:15-9:30 1 1:00-2:10 3 2:15-3:30 2 6:00-8:00 4A	9 7:30-9:00 2 9:15-10:30 3 1:00-2:10 1 2:15-3:30 4A 6:00-8:00 4B	10 7:30-9:00 3 9:15-10:30 1 1:00-2:10 2 2:15-3:30 4A 6:00-8:00 4B	11 7:30-9:00 4A 9:15-10:30 4B 1:00-2:10 2 2:15-3:30 6:00-8:00 1	12 7:30-9:00 1 9:15-10:30 2 1:00-2:10 4A 2:15-3:30 4B 6:00-8:00 3	13 7:30-9:00 2 9:15-10:30 4A 1:00-2:10 3 2:15-3:30 1 6:00-8:00 4B	14 7:00-8:15 4A 8:15-9:30 3 1:00-2:10 1 2:15-3:30 4B 6:00-8:00 2
15 7:00-8:15 3 8:15-9:30 1 1:00-2:10 4B 2:15-3:30 2 6:00-8:00 4A	16 7:30-9:00 1 9:15-10:30 4B 1:00-2:10 2 2:15-3:30 4A 6:00-8:00 3	17 7:30-9:00 4B 9:15-10:30 2 1:00-2:10 4A 2:15-3:30 3 6:00-8:00 1	18 7:30-9:00 2 9:15-10:30 4A 1:00-2:10 3 2:15-3:30 1 6:00-8:00 4B	19 7:30-9:00 4A 9:15-10:30 3 1:00-2:10 1 2:15-3:30 4B 6:00-8:00 2	20 7:30-9:00 3 9:15-10:30 1 1:00-2:10 4B 2:15-3:30 2 6:00-8:00 4A	21 7:00-8:15 1 8:15-9:30 4B 1:00-2:10 2 2:15-3:30 4A 6:00-8:00 3
22 7:00-8:15 4B 8:15-9:30 2 1:00-2:10 4A 2:15-3:30 3 6:00-8:00 1	23 7:30-9:00 2 9:15-10:30 4A 1:00-2:10 3 2:15-3:30 1 6:00-8:00 4B	24 7:30-9:00 4A 9:15-10:30 3 1:00-2:10 1 2:15-3:30 4B 6:00-8:00	25 7:30-9:00 2 9:15-10:30 3 1:00-2:10 1 2:15-3:30 4A 6:00-8:00 4B	26 7:30-9:00 4A 9:15-10:30 4B 1:00-2:10 2 2:15-3:30 3 6:00-8:00 1	27 7:30-9:00 1 9:15-10:30 2 1:00-2:10 4A 2:15-3:30 4B 6:00-8:00 3	28 7:00-8:15 3 8:15-9:30 1 1:00-2:10 4B 2:15-3:30 2 6:00-8:00 4A
29 7:00-8:15 1 8:15-9:30 4B 1:00-2:10 2 2:15-3:30 4A 6:00-8:00 3	30 7:30-9:00 4B 9:15-10:30 2 1:00-2:10 4A 2:15-3:30 3 6:00-8:00 1	31 7:30-9:00 2 9:15-10:30 4A 1:00-2:10 3 2:15-3:30 1 6:00-8:00 4B				

Note: North Units can recreate outside effective 12-1-2011 with the exception of the evening period 6:00PM-8:00PM. 2A will be permitted to recreate with all afternoon and evening periods, except with 4A and 4B. The evening recreation period (6:00pm-8:00pm) will be inside only

Niland Vinzant/ Recreation Director

Jeff Lisath Deputy Warden or Operations

Please note that haltime will be two way traffic inmates have : 10min to enter or leave the Rec. yard

Haltime Periods
9:00am 2:10pm 7:00pm

SOUTH RECREATION SCHEDULE

November

Sunday	Monday	Tuesday	Wenesday	Thursday	Friday	Saturday
		1	2	3	4	5
		7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 POPS-5B-6H	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:00-9:30 OPEN REC 1:30-3:30 OPEN REC 5:30-8:00 OPEN REC.
6	7	8	9	10	11	12
7:00-9:30 OPEN REC 1:30-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 POPS-7H-8H	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:00-9:30 OPEN REC 1:30-3:30 OPEN REC 5:30-8:00 OPEN REC.
13	14	15	16	17	18	19
7:00-9:30 OPEN REC 1:30-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 POPS-5B-6H	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:00-9:30 OPEN REC 1:30-3:30 OPEN REC 5:30-8:00 OPEN REC.
20	21	22	23	24	25	26
7:00-9:30 OPEN REC 1:30-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 POPS-7H-8H	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:00-9:30 OPEN REC 1:30-3:30 OPEN REC 5:30-8:00 OPEN REC.
27	28	29	30			
7:00-9:30 OPEN REC 1:30-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 OPEN REC.	7:30-10:30 OPEN REC 1:00-3:30 OPEN REC 5:30-8:00 POPS-5B-6H			

J Dorm will be permitted to come to Recreation every period.

C. DATA TABLES

Table 1.				
Inspector's Report				
January 1, 2010 through December 31, 2010				
Grievance Numbers				
Total Number of Grievances Filed During Year	214			
Total Number of Inmates Who Filed Grievances During Year	127			
Highest Number of Grievances Filed by Single Inmate	14			
Grievances on Hand at Beginning of This Period	10			
Grievances Received during this period	214			
Total	224			
Grievances Completed During This Period	197			
Grievances on Hand at End of This Period	27			
Total	224			
ICR Summary				
Number of Informal Complaints Received	924			
Number of Informal Complaint Responses Received	909			
Number of Informal Complaint Responses Untimely	118			
Granted	W	B	O	Total
Granted – Problem Corrected	10	3	0	13
Granted – Problem Noted, Correction Pending	2	2	0	4
Granted – Problem Noted, Report/Recommendation to the Warden	5	4	0	9
Subtotal Granted	17	9	0	26
Denied				
Denied – No Violation of Rule, Policy, or Law	25	17	0	42
Denied – Staff Action Was Valid Exercise of Discretion	52	18	0	70
Denied – Insufficient Evidence to Support Claim	21	25	0	46
Denied – False Claim	0	0	0	0
Denied – Failure to Use Informal Complaint Procedure	2	1	0	3
Denied – Not within the Scope of the Grievance Procedure	3	3	0	6
Denied – Not within Time Limits	0	2	0	2
Subtotal Denied	103	66	0	169
Withdrawn at Inmate's Request	2	0	0	2
Pending Disposition	2	2	0	4
TOTALS	124	77	0	201
Extensions				

14-Day Extensions	100
28-Day Extensions	34
Total	134

**Table 2.
Use of Force with Racial Breakdown
CY 2010**

	Black	White	Other	Total
Use of Force Incidents	130	105	1	236
Percentage	55.1	44.5	0.4	100.0%
Action Taken on Use of Force Incidents:				
Assigned to Use of Force Committee for Investigation	106	73	0	179
Logged as "No Further Action Required"	26	31	1	58
Referred to the employee disciplinary process	0	0	0	0
Referred to the Chief Inspector	0	0	0	0
Number of investigations not completed within 30 days and extended				
	2	2	0	4
Number of extended investigations from previous month that were:				
Completed	21	30	0	51
Not Completed	52	35	0	87

**Table 3.
Use of Force with Racial and Monthly Breakdown
CY 2010**

	Black	White	Other	Total
January	8	8	0	16
February	6	1	0	7
March	2	5	1	8
April	9	7	0	16
May	13	9	0	22
June	23	14	0	37
July	12	20	0	32
August	11	10	0	21
September	3	13	0	16
October	12	8	0	20
November	16	7	0	23
December	15	3	0	18
Total	130	105	1	236

Table 4.
Assaults: Inmate on Inmate
CY 2009 through CY 2011

Category of Assault	2009	2010	2011
Physical Assault	57	40	29
Harassment Assault	3	7	0
Sexual Assault	0	0	0
Total	60	47	29

Table 5.
Assaults: Inmate on Staff
CY 2009 through CY 2011

Category of Assault	2009	2010	2011
Physical Assault	14	18	11
Harassment Assault	13	5	5
Sexual Assault	3	0	1
Inappropriate Contact	5	0	2
Total	35	23	19

Table 6.
Investigator Monthly Report Summary by Type of Investigation
CY 2011

Investigations	Cases Initiated
Drugs (Staff/Inmate)	0
Drugs (Inmate/Visitor)	4
Drugs (Mail/Package)	11
Drugs (Staff)	0
Drugs (other)	16
Positive Urinalysis	43
Staff/Inmate Relationship	0
Staff Misconduct	4
Assault-(Inmate on Staff)	5
Assault (Inmate on Inmate)	27
Sexual Assault (Inmate on Inmate)	0
Other:	41
Background Investigations	143
Total	294

D. INSPECTION CHECKLISTS

Inspector: Dunkle

Facility: RCI

Date: 1/12/12

INFIRMARY:

	FACILITY		
1	Overall appearance: Excellent, Acceptable, In Need of Improvement		Excellent
1a	Ask to see documentation of cleaning schedule for all functional areas.		yes
1b	Work areas of the infirmary appear organized? (Observe for cluttered exam rooms etc.)	<input checked="" type="radio"/> YES NO	
1c	Exam rooms conducive to confidentiality?	<input checked="" type="radio"/> YES NO	
1d	Document the number of exam rooms, beds for medical, and crisis cells.	Exam Rooms: 4, 1 ER exam room Beds for Medical: 24 beds Crisis Cells: 4 in medical (don't use 2 in seg)	
1e	Staff uses personal protective equipment (gloves, masks, etc) to control risks for acquiring and transmitting infections. 68-MED-18	<input checked="" type="radio"/> YES NO	
1f	Clearly marked sharps containers and other bio-medical waste containers are present in all exam rooms (68-MED-18, 10-SAF-13). (Look in all exam rooms. If possible, observe where waste is stored prior to disposal.)	<input checked="" type="radio"/> YES NO	
1g	Are inmate porters trained to use personal protective equipment to clean up and dispose of infectious waste? (10-SAF-13)	<input checked="" type="radio"/> YES NO	
2	Is all medical and dental equipment operational? (Are there any broken pieces?)	<input checked="" type="radio"/> YES NO	
2a	Do you have any special equipment needs?		x ray equipment works but technology is old - digital xray machine
	STAFFING		
3	Review the Table of Organization: vacancies. How many positions are outsourced? How is the agency performing?		3rd shift RN ATC HITS working out better than expected lab + x ray tech is working out (contract services)

Inspector: Dunkle

Facility: RCI
Date: 1/12/12

3a	How long have these positions been vacant?		RN vacant since November she was on vacation - Official December 1st
3b	Do the Health Care supervisors work late shifts periodically to monitor infirmary operations? (How often)	<input checked="" type="radio"/> YES <input type="radio"/> NO	monthly staff mtg / shift 1st + 2nd 5/wk 3rd 2x/mo. Asst. HCA - 5/wk.
3c	Is overtime of RNs most often mandated or voluntary? What is the average number of hours each month?	voluntary	Hours: 16 on average
3d	What steps are taken to address staff burnout? (Peer support groups, counseling, etc.)	switch job assignments, rotate as much as possible	
3e	What is the annual average turnover of nurses at the institution?	Maybe 1 a year	
ACCESS TO MEDICAL STAFF			
4	How many inmates are enrolled in chronic care clinics at the institution? (68-MED-19)	Inmates: 851 Clinics: 7	
4a	What is the backlog of inmates enrolled in chronic care clinics?	6 - OTC = 2 4 - waiting on labs (just got new lab tech)	
4b	What percentage of CC inmates have been no-shows/AMAs?	no shows not allowed - have them found 5-8% dr. + nurse sick call	
4c	How much time between submitting a health services request form and actually being seen?	24 hrs. max	
4d	How much time between being referred by a nurse to being seen at DSC?	48 hrs.	
4e	What is the back log of Nurse/Doctor Sick Call?	NSC: ϕ DSC: ϕ	
5	Review kite log (6 months): how many answered? How many pending? How long between submission and response?	Usually w/in 7 day response Average 244/months 16 Kites pending 200/11/11 12/11 205 10/11 220 8/11 234 11/11 257 9/11 210 7/11 244	
6	Review ICR log (6 months): how many answered? How many pending? How long between submission and response?	10/11 13 9/11 8 11/11 6 8/11 9 4 Pending 12/11 1 1/12 1 7 business days	

Inspector: Dunkle

Facility: RCI
Date: 1/12/12

7	What are the most common outside referrals made? What is most commonly offered an alternate treatment plan?	Outside ref: <u>infectious disease (HIV)</u> Offered alternate treatment plan: <u>lifestyle change + changes in rec. meds to something formulary</u>	
8	Verify these numbers (since January 2010)	1. # Expected Deaths: <u>0</u> 2. # Unexpected Deaths: <u>2</u> 3. # Suicides: <u>0</u> 4. # Homicides: <u>1</u> 5. # Deaths at Local Hospital: <u>2</u> 6. # Deaths at OSU: <u>0</u> 7. # Deaths at CMC: <u>0</u> 8. # of MRSA cases: <u>5</u> 9. # of broken jaws: <u>— at least 1/month</u> 10. # of HIV cases: <u>current case track = 27 all meds but 1</u>	
9	Is information provided to inmates on how and when to seek health care services during orientation? (68-MED-01)	<input checked="" type="radio"/> YES	NO
9a	Is an ongoing teaching program to promote health and hygiene practices provided to inmates by staff? (If not, why not?) (68-MED-01)	<input checked="" type="radio"/> YES	NO <u>health fair</u> <u>MRSA posters</u> <u>pharmlet center lobby</u>
9b	Are inmates with special needs, infectious diseases, and other health needs provided counseling and education as needed? (Describe type.)	<input checked="" type="radio"/> YES	NO
10	Is there an emergency management plan in place to deal with either emergencies or disasters to address larger than normal amounts of inmate/staff injuries? (Individual medical emergency, tornado, fire, or mass disturbances.)	<input checked="" type="radio"/> YES	NO
10a	How often is medical staff trained on the emergency management plan?	<u>monthly</u>	<u>drills, suicide, 4 min response</u>
DOCUMENTATION			
11	Medical records are kept in a secure location and handled to ensure confidentiality. (Observe for records that are kept in open areas that could be picked up by anyone).	<u>yes</u>	

3 new cases

Inspector: Dunkle

Facility: RCI
Date: 1/12/12

11a	Does each inmate have an individual medical record and health risk assessment completed? (If not what is the timeline to complete this? How many have not been completed?)	<input checked="" type="radio"/> YES NO	
11b	How frequently are patient records audited for accuracy and errors or missing data? (Ask to see an example of an audit. How many deficiencies were identified in the last audit?)	monthly	
11c	How frequently is staff training conducted related to patterns of errors identified by records audits? (What is the process?)	monthly. pointpoints, chart reviews, staff meetings	
11d	Are targets set for improving patient care for staff to achieve? (Ask for an example)	<input checked="" type="radio"/> YES NO	Action plans - need to show 50% for 3 months before discontinued then recheck
11e	Active CQI Action Plans?	<input checked="" type="radio"/> YES NO	11 plans 12 mos.
11d	Subject of Action Plans/Plan to Address	transfer summaries coming in process issues Oxygen license posted, pill room too warm for pills	
12	How many Healthcare Occurrences in last 6 months?	13 last 6 mos.	
12a	Types of HCOs?	- med errors - inmates transfer in w/out charts without meds, etc	
12b	Identified factors contributing to HCOs?	- wrong label on med package	
12c	Recommendations resulting from HCO investigations?	- double check labels - CQI meetings + medical meeting w/ pharmacy - communication w/tn sending institution	

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

quarterly - CQI
quarterly - med administrative meeting
monthly - all 3 shifts

Additional Information:

Inspector: Dunkle

Facility: RCI
Date: 1/12/12

MENTAL HEALTH SERVICES:

	FACILITY/DATA		
1	Document the number of crisis cells and offices and classrooms/conference rooms	Crisis Cells: Offices: Conference rooms:	4 IHS, 2 reg. not used 1-145 - 6 MHS 2 grp rooms / conf. room
1a.	How many inmates are on the MH caseload?	Total MH Caseload:	312
1b.	How many inmates are on mandated medications?	On Psychotropic Medication:	145 (10 mandated)
1c.	Number of suicide attempts since January 2011 (Any completed?)		2 ϕ Completions
2	Work areas of the offices appear organized?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
3	Are Mental Health records kept in a secure location and handled to ensure confidentiality? (Observe for records that are kept in open areas that could be picked up by anyone).	<input checked="" type="radio"/> YES <input type="radio"/> NO	
3a	Does each inmate have an individual mental health file completed within 14 days? 07-ORD-11	<input checked="" type="radio"/> YES <input type="radio"/> NO	
3b	How frequently are patient records audited for accuracy and errors or missing data?		monthly
3c	How frequently is staff training conducted related to patterns of errors identified by records audits? (What is the process?)		quarterly - identified by START + CQI
3d	Are targets for improving patient care set for staff to achieve? (Ask for an example)		Better triage caseload for what needs are based on case-by-case basis
	STAFFING/PROGRAMS		
4	Table of Organization (vacancies)		RTF - PAZ will retire next month
4a	What is the annual average turnover of independently licensed staff at the institution?		Others taken off TO in cuts ϕ since 2007

Inspector: Dunkle

Facility: RCI
Date: 1/12/12

4b	What steps are taken to address staff burnout? (Peer support groups, counseling, etc.)		practical jokes fellowship at lunch open door policy
5	Do you make weekly rounds in segregation? What issues are most frequently reported?		yes - wants cell more - crowded waiting too on transfer to PC at OCC = don't like cellie
6	What is the back log of inmates waiting to be seen by staff?	Psychiatry? <input type="checkbox"/>	backlog - just at time Non-Psychiatry? <input type="checkbox"/> most tx plans are overdue
6a	What programs are currently offered to the inmates on mental health caseload?		wellness, SAMI, Anger Mgt, Monitors + support, Bipolar, Creative Expressions (Art, Poetry, etc) Financial + Emotions Management, Social Skills
6b	If an inmate needs an RTU, how long before they are transferred?		at least 3 days
7	Is information provided to inmates on how and when to seek mental health care services during orientation? (68-MED-01)	<input checked="" type="radio"/> YES <input type="radio"/> NO	provided by Unit Sgt. showing tape of psychologist
7a	Is there education for inmates regarding mental health issues? What & how? (other than programs)	<input checked="" type="radio"/> YES <input type="radio"/> NO	health fair pain mgmt. with medical flyers in dorms sag round handouts
DOCUMENTATION			
8	Is DOTS maintained for each inmate?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
8a	Is the Institutional Active Caseload distributed weekly?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
9	Number of Kites/month:	Answered within 7 days? <u>yes</u>	
9a	Number of ICRs/month:	Answered within 7 days? <u>yes</u> 1/2 mos.	
9b	Average response time to MH referrals?	2 working days on average	
9c	Length of wait for initial psychiatry appointment? (new to caseload or new arrival)	10 days on average	
9d	Active CQI Action Plans?	no	
9e	Subject of Action Plans/Plan to Address	<u>Ø</u>	
10	How many Healthcare Occurrences in last 6 months?	9 all last year	
10a	Types of HCOs?	suicide attempts SIBS	

Inspector: Dunkle

Facility: RCI
Date: 1/12/12

10b	Identified factors contributing to HCOs?	inmate mental status
10c	Recommendations resulting from HCO investigations?	<ul style="list-style-type: none"> - refresh on not giving extra property not on the list - inmate got razor while on watch

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

Additional Information:

quarterly SPART
 quarterly medical
 quarterly CQI
 As needed

Inspector: Hicks

Facility: RCI
Date: 1/19/12

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"/>	- just workers
2. How many staff are assigned to supervise inmates in the dining hall?	1 st - 5 coordin. 1 manag. 2 nd - 5 coordin. 1 manag.	
3. Menu on the day of the inspection.		
4. The inmate meal rated:	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	tuna potatoes sausage string beans, bread (like banana, rice, cabbage)
5. Are groups of inmates predominately mixed races or segregated races?	Mixed	
6. How clean is the dining area?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
7. What is the temperature of the food in the serving line?	Before - 180°/140° During - 180°/160° After - 180°/160°	oatmeal/eggs (breakfast)
8. Are trays scraped in a different area from the food serving line?	YES NO	
KITCHEN PREP AREA (including tools and equipment)		COMMENTS
9. How clean is kitchen area?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
10. Does the equipment appear to be clean?	YES NO	
11. Is a chit system used to issue tools to inmate workers?	YES NO	
12. Is the quantity of the food served according to the menu?	YES NO	
13. Is soap available in the inmate/staff bathroom?	YES NO	
14. Are knives issued according to procedure?	YES NO	
15. Are inmates supervised while using knives?	YES NO	
16. Is fire equipment operational and inspected according to schedule?	YES NO	not updated for month of Dec. 2011
17. What is the date of the last inspection by health inspectors? Did the facility pass?	7/21/2011	YES - passed
18. Have there been any recent concerns regarding inmate health issues due to	YES NO	

Inspector: Hooks

Facility: RCI
Date: 1-9-12

Food: 2

food?		
19. How often is the cooking equipment sanitized?	<u>daily</u>	
20. Is a kite log maintained?	YES <input type="radio"/> NO <input checked="" type="radio"/>	<u>use ICBS/plates, but very few</u>
21. Are all chemicals secured?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
22. Are the surrounding walls, floors, and the receiving racks that hold washed meal trays clean and sanitized on a regular basis?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
23. Are there open trash containers near food preparation or dish wash areas?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
FOOD STORAGE AND APPLIANCES		COMMENTS
24. The number of appliances?	Freezers-3 Coolers-4 Ovens-4 Kettles-5	
25. Are any appliances in need of repair?	<u>3 tilt grills not working</u>	
26. Are there any standing puddles of water on the ground? Is there ice on the floor of coolers?	YES <input type="radio"/> NO <input checked="" type="radio"/>	<u>minimal ice spots</u>
27. Do the coolers and freezers appear orderly and clean?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
28. Is stored food wrapped and dated?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
29. Are containers of food stored off of the ground?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
30. Is a safe distance maintained from the top of the stored food to the ceiling?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
31. Are dishes/utensils washed/rinsed at appropriate temperatures (wash 150 degrees/rinse 180 degrees)?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
INMATE WORKERS		COMMENTS
32. How many inmate workers are assigned to the food services department?	<u>153</u>	
33. How are inmates selected?	<u>application, interviewed by 2 managers</u>	
34. What is the monthly wage?	<u>\$19 + min cost up to \$40 total w/incent.</u>	
35. Do inmates receive performance evaluations?	<u>Yes</u>	<u>(annually)</u>
Is so; are raises available for good performance?	<u>Yes</u>	

Inspector: Hooks
 Food: 3

Facility: RCI
 Date: 1-9-12

36. Are all inmate workers trained regarding proper hygiene?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
37. Are all inmate workers trained on proper handling of equipment?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
38. Are all inmate workers and staff wearing hair nets?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
39. Are all inmate workers and staff handling food wearing gloves?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
40. How could the current program be improved?	Incentive program helps greatly bc we well and can fire as needed		
INCENTIVE PROGRAMS		COMMENTS	
41. Are incentive programs offered to increase inmate participation?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	to put better performance merit
42. How many inmates participate in the program(s)?	all		
43. How are inmates selected?	all app + interviews (general hiring)		
44. What is the monthly wage?	min. staff at \$10 + \$10 up to \$40		
45. Do inmates receive performance evaluations?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
If so, are raises available for good performance?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	bc get promoted to better posit.
46. How could the program(s) be improved?	—		
LOADING DOCK		COMMENTS	
47. Is the trash dock free of odors, loose garbage bags, and bugs?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
48. Are there any current pest issues?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	issues w/ treatment - working w/ pest control
49. How clean is the dock area?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>		
ADDITIONAL COMMENTS:			

Inspector: W. Robinson

Facility: RCI
Date: 1-9-12

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: J Dorm

Inmate Count: 234

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. Bathroom facility count	Toilets - 8 Urinals - 8 Sinks - 10 Showers - 16	
6. How many are inoperative?	Toilets - 1, <i>wo are -</i> Urinals - 1, <i>wo are -</i> Sinks - 2, <i>wo submitted</i> Showers - 0	<i>} wait for parts</i>
7. Is soap available in each bathroom?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
8. How clean are <u>toilets/urinals</u> ?	Excellent <input checked="" type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
9. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
10. How often are shower/toilet facilities cleaned?	<i>3x day</i> <i>2x each shift (3)</i> <i>1x third shift</i>	
11. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<i>lock box</i>
13. What is the room temperature?	<i>~ 74°</i>	
14. Is the current <u>CIIC</u> memo posted?	<input checked="" type="radio"/> YES <input type="radio"/> NO	

Inspector: Robison

Facility: RCI
Date: 1-9-12

J. Davis (2)

15. Are the commissary, programs, and library schedules posted?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
16. Are kites in stock on the unit?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
17. Are informal complaint forms in stock on the unit?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
18. Are health service request forms in stock on the unit?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	out of stock @ inf
19. Are views of beds in dorms obstructed?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	typical dorm
20. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd - 2		
21. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	<input type="radio"/> NO	10-20 min apart
22. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>			random selection 1 / shift + more as needed
23. Are laundry facilities operational?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	4 w 4 d
24. Are all phones operational?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	all OK
25. Are all drinking fountains operational?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
26. Are dorm lights turned on all night, with the exception of security lights? <i>only</i>	<input type="radio"/> YES	<input checked="" type="radio"/> NO	
ADDITIONAL COMMENTS (including inmate communication): could use new flooring in shower & new drains (gets snaked often) & new apron power wash showers 3x week			

Inspector: Saul

Facility: RCT
Date: 1/9/12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 1-A

Inmate Count: ~~126~~ 122

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	Prior to lockdown
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are <u>inoperative</u> ?	Toilets - 0 Sinks - 0 Showers - 1 →	no reports upper range
6. How clean are shower facilities?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs improve <input type="checkbox"/>	
7. How often are shower facilities cleaned?		daily - cleaned every shift power washed weekly
8. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	N/A
9. Are cleaning materials kept secure?	YES <input checked="" type="radio"/> NO <input type="radio"/>	All bottles full
10. What is the room temperature?		comfortable
11. Is the current CIIC memo posted?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
12. Are the commissary, programs, and library schedules posted?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
13. Are kites in stock on the unit?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
14. Are informal complaint forms in stock on the unit?	YES <input type="radio"/> NO <input checked="" type="radio"/>	from Sgt
15. Are health service request forms in stock on the unit?	YES <input type="radio"/> NO <input checked="" type="radio"/>	

Inspector: Saul

Facility: RCI
Date: 1-9-12

1A(2)

16. How many cell door windows are obstructed?	<input type="radio"/>	
17. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd - 1	
18. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 per shift (1 per CO)	
20. Are laundry facilities operational?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
21. Are all phones operational?	YES <input checked="" type="radio"/> NO	1 st prone inoperative 2 nd prone drops calls
22. Are all drinking fountains operational?	YES <input checked="" type="radio"/> NO	has not worked for 3 mos.
23. Are cell lights turned on all night (excluding security lights)?	YES <input checked="" type="radio"/> NO	

STAFF ROUNDS

12-9-
1-9

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/14	6:51	7:05	12/21	9:47	10:00	1/2	6:50	7:05			
DWO	12/14	8:32	3:40	12/30	12:20	12:30	1/5	10:15	10:25			
DWSS	12/13	12:08	12:20	12/20	10:10	10:20	12/27	2:15	2:25	1/5	10:15	10:25
IIS	12/14	8:32	3:40	12/23	11:47	11:55	12/30	12:05	12:30	1/5	10:15	10:25
MA UMA												

ADDITIONAL COMMENTS (including inmate communication):

- can't adjust temp on showers
- have to turn on all showers to get proper temp in one

Inspector: Furderer

Facility: RCI
Date: 1-9-72

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 1 B

Inmate Count: 124

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input checked="" type="checkbox"/> Active <input type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- Some had paint chipped, but otherwise clean
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- minor soap scum issues
7. How often are shower facilities cleaned?	daily	
8. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
9. Are cleaning materials kept secure?	YES NO	
10. What is the room temperature?	do not keep log	
11. Is the current CIIC memo posted?	YES NO	- didn't see - on TV system
12. Are the commissary, programs, and library schedules posted?	YES NO	
13. Are kites in stock on the unit?	YES NO	- in sergeant's office
14. Are informal complaint forms in stock on the unit?	YES NO	- in sergeant's office
15. Are health service request forms in stock on the unit?	YES NO	

Inspector: Furderer

Facility: RCI
Date: 1-9-12

18(2)

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

STAFF ROUNDS

12/8 - 1/8

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/8	10:40	10:55	12/14	7:00	7:15	12/21	9:20	9:41	1/2	6:22	6:40
PWO	12/14	3:40	3:50	12/30	12:30	12:40	1/5	10:25	10:30			
DWSS	12/13	10:55	12:05	12/20	9:48	11:05	12/27	2:05	2:15	1/5	10:25	10:35
IIS	12/14	3:40	3:50	12/23	1:40	1:45	12/30	12:32	12:40	1/5	10:25	10:35
Major UMA	12/8	8:40	8:55	1/5	12:00	12:20						

ADDITIONAL COMMENTS (including inmate communication):

Inspector: Saul

Facility: RCI
Date: 1/9/12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: Z-A

Inmate Count: 125

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	All inmates out to draw
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	↓
3. How clean are cells?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	very clean
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	some soap scum on walls
7. How often are shower facilities cleaned?	every morning	
8. How clean are vents?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	N/A
9. Are cleaning materials kept secure?	YES <input checked="" type="radio"/> NO <input type="radio"/>	All bottles filled
10. What is the room temperature?	comfortable	
11. Is the current CIIC memo posted?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
12. Are the commissary, programs, and library schedules posted?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
13. Are kites in stock on the unit?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
14. Are informal complaint forms in stock on the unit?	YES <input type="radio"/> NO <input checked="" type="radio"/>	sgt
15. Are health service request forms in stock on the unit?	YES <input checked="" type="radio"/> NO <input type="radio"/>	

Inspector: Saul

Facility: RCI
Date: 1-9-12

2A(2)

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

STAFF ROUNDS

12-9-
1-9

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/14	7:13	7:25	12/21	9:20	9:35	1/2	6:45	6:30	1/9	11:04	11:15
DWO	12/14	12:02	12:05	1/5	10:30	10:37						
DWSS	12/13	11:45	11:55	12/21	1:04	1:20	12/27	1:55	2:10	1/5	10:33	10:37
IIS	12/23	1:30	1:42	12/30	12:02	12:10	1/5	10:30	10:37			
Major UMA												

ADDITIONAL COMMENTS (including inmate communication):

Inspector: Furderer

Facility: RCI
Date: 1-9-12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 2 B

Inmate Count: 125

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input checked="" type="checkbox"/> Active <input type="checkbox"/> Disruptive <input type="checkbox"/>	- maintenance work
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- Some had chipped paint
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- could use thorough cleaning to remove residue
7. How often are shower facilities cleaned?	<u>daily</u>	
8. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
9. Are cleaning materials kept secure?	<u>YES</u> NO	
10. What is the room temperature?	<u>do not keep log</u>	
11. Is the current CIIC memo posted?	YES <u>NO</u>	- on TV system
12. Are the commissary, programs, and library schedules posted?	<u>YES</u> NO	
13. Are kites in stock on the unit?	<u>YES</u> NO	
14. Are informal complaint forms in stock on the unit?	<u>YES</u> NO	
15. Are health service request forms in stock on the unit?	<u>YES</u> NO	

Inspector: Furderer

Facility: RCI

Date: 1-9-12

2B(2)

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

STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/8	10:30	10:45	12/14	7:27	7:40	12/21	9:10	9:25	1/2	6:07	6:20
DWO	12/14	3:20	3:25	12/30	12:10	12:19	1/5	10:37	10:49			
DWSS	12/13	11:35	11:45	12/21	12:20	1:29	12/27	1:50	2:00	1/5	10:37	10:49
IIS	12/14	3:20	3:25	12/23	1:01	12:30	12/30	12:10	12:17	1/5	10:37	10:49
Major VMA	12/8	8:25	?									

12/8-1/8

ADDITIONAL COMMENTS (including inmate communication):

- major ceiling issues

827
827
827

Inspector: Saut

Facility: RCI
Date: 1/11/12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 3A

Inmate Count: 126

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	ITs in day room
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are inoperative?	Toilets - 1 Sinks - 0 Showers - 0	should be fixed by end of day
6. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	Floors appear dirty floor torn up
7. How often are shower facilities cleaned?	daily	
8. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
9. Are cleaning materials kept secure?	(YES) NO	All
10. What is the room temperature?	comfortable	
11. Is the current CIIC memo posted?	YES (NO)	
12. Are the commissary, programs, and library schedules posted?	(YES) NO	Bball + chapel
13. Are kites in stock on the unit?	(YES) NO	
14. Are informal complaint forms in stock on the unit?	YES (NO) → Sgt	
15. Are health service request forms in stock on the unit?	(YES) NO	

Inspector: Saul
3A(2)

Facility: RCI
 Date: 1/9/12

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

STAFF ROUNDS

12/9-
1/9

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/14	7:38	7:50	1/3	2:32	2:45	1/9	10:42	11:00			
DWO	12/13	11:42	11:50	1/5	10:50	11:00						
DWSS	12/13	11:30	11:40	12/22	9:40	10:00	12/27	11:40	1:50	1/5	10:50	11:00
IIS	12/23	12:50	12:59	1/30	11:42	11:50	1/5	10:50	11:00			
Major VMA												

ADDITIONAL COMMENTS (including inmate communication):

roach - bottom range
 rodents
 - caught fungus on feet due to showers
 - want water sold in commissary
 - need to power wash
 - racially unbalanced

Inspector: Furderer

Facility: RCI

Date: 1-9-12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 3B

Inmate Count: 125

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- Some have issues with chipped paint
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- minor issues with Soap Scum and residue
7. How often are shower facilities cleaned?	daily	
8. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
9. Are cleaning materials kept secure?	YES NO	
10. What is the room temperature?	do not keep log	
11. Is the current CIIC memo posted?	YES NO	- didn't see memo - on TV system
12. Are the commissary, programs, and library schedules posted?	YES NO	
13. Are kites in stock on the unit?	YES NO	
14. Are informal complaint forms in stock on the unit?	YES NO	
15. Are health service request forms in stock on the unit?	YES NO	

Inspector: Furderer

Facility: RCE

Date: 1-9-12

3B(2)

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

STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/8	10:08	10:30	12/14	7:59	8:15	12/21	8:49	9:00	1/3	2:50	3:05
DWO	12/14	2:30	2:40	12/30	11:50	12:00	1/5	11:05	11:3			
DWSS	12/13	11:25	11:35	12/22	10:01	10:12	12/27	1:40	1:50	1/5	11:05	11:3
IIS	12/14	2:31	2:40	12/23	12:40	12:50	12/30	11:50	12:00	1/5	11:05	11:3
Major UMA	12/8	9:30	9:48									

12/8-1/8

ADDITIONAL COMMENTS (including inmate communication):

- major issues with ceiling

337
337
337

Inspector: Saul

Facility: RCI
Date: 1/9/12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 4A

Inmate Count: 115

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	IRTs on day room
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	no shower heads
6. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	upper range floor coming up soap sump
7. How often are shower facilities cleaned?	daily	
8. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
9. Are cleaning materials kept secure?	YES NO	2 empty due to cleaning
10. What is the room temperature?	comfortable	
11. Is the current CIIC memo posted?	YES NO	
12. Are the commissary, programs, and library schedules posted?	YES NO	
13. Are kites in stock on the unit?	YES NO	
14. Are informal complaint forms in stock on the unit?	YES NO	Sgt
15. Are health service request forms in stock on the unit?	YES NO	

Inspector: SWS
4A(2)

Facility: RCI
Date: 1-9-12

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

STAFF ROUNDS

12/18-
1/9

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/21	8:28	8:40	1/3	8:03	8:20	1/9	10:36	10:42			
DWO	1/5	11:06	11:15									
DWSS	12/22	7:55	8:00	12/27	1:30	1:45	1/5	11:06	11:15			
IIS	12/23	12:35	12:40	1/5	11:06	11:15						
WMA WMA												

ADDITIONAL COMMENTS (including inmate communication):

- more rec
- cable
- all cold water
- roaches - need extermination
- water damage on ceiling

Inspector: Furdecer

Facility: RCI
Date: 1-9-12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 4 B

Inmate Count: 118

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

Inspector: Furderer
4B(2)

Facility: RCE
 Date: 1-9-82

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

STAFF ROUNDS

12/25-1/9

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	1/3	3:23	3:46	1/9	10:32	?						
DWO	12/27	1:10	1:40	12/27	1:55	2:05	12/27	4:05	4:50	1/5	11:15	11:25
DWSS	12/27	1:05	1:30	1/5	11:15	11:35						
IIS	12/27	1:00	?	1/5	11:15	11:25						
Major UMA	12/27	1:10	1:40	12/27	4:25	4:50	1/9	8:25	8:35			

ADDITIONAL COMMENTS (including inmate communication):

- major issues with ceiling

OH
 OH
 OH

Inspector: Robison

Facility: RCI
Date: 1-9-12

AREA INSPECTED: (SEGREGATION) 5A

		COMMENTS
1. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
2. Inmate Count	SC - 5 DC - 22 LC - 70	PH pre-hear 8 INV Inmate 7 } 118
3. How clean are cells?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How clean are the <u>0</u> crisis cells?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	NA
5. How many are inoperative? <u>0</u>	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	all work
6. How often are toilet facilities sanitized?		IMs get chemicals & clean 5xwk.
7. How clean are <u>shower facilities</u> ?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	(will be power washed on Tuesday)
8. How often are shower facilities cleaned?		1/wk power washed 5/week
9. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	main control vent closed was shift - 1/month
10. What is the room temperature?	mid 70's	monitored daily hot weather due to paved roads.
11. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	YES NO	10 to 20 min. apart random
12. How many shakedowns are performed on each shift? -Log observed <input type="checkbox"/>	1 st - shakedown 2 nd - sometimes 3 rd - sometimes	log not readily available - had to search for it
13. Are individual log sheets maintained and <u>up to date</u> ? • Meals • Recreation in/out • Linen/towel exchange • Razor issue • Cell cleaning	YES NO	on IM doors
14. How often are medical rounds conducted?		Med comes 7 days/week on 2nd shift.

"Shakedown log is up to date for a review"

to be replaced w/ IM fabric

Inspector: Robison

Facility: RCI
Date: 1-9-12

5A(2)

15. How often are mental health rounds conducted?	<u>1/week</u>	<u>psych done by nurses</u> <u>psych assist. do 30+ 90 day</u>
16. Are kites in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<u>avail. upon request</u> <u>Seg. eval/Reviews</u>
17. Are informal complaint forms in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<u>avail. upon request</u>
18. Are health service request forms in stock on the unit?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<u>avail. upon request</u>
19. Describe inmate access to library and legal services?	<u>have to Kite law library for photo-copies or materials</u>	
20. How many cell door windows are obstructed?	<u>~ 2 @ deepest corner of floor due to angles from CO desk</u>	
21. Are inmates provided with the required cell furnishings, clothing, toilet paper, soap, etc?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<u>allowed to buy hygiene, but is also provided.</u>
22. Do religious services personnel have access to inmates in segregation?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<u>only if IM requests</u>

STAFF ROUNDS

12/8 →
1/6

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	1/5	9:30 a	9:55 a	12/20	9:15 a	9:25 a	12/8	2:46 pm	2:55 pm			
DWO	1/6	2 pm	2:15 pm	12/30	10:15 a	10:27 a	12/15	10:12 a	10:30 a	12/8	2:40 pm	2:55 pm
DWSS	1/6	10:48 a	10:58 a	12/29	12:50 pm	1:00 pm	12/16	8:55 a	9:05 a	12/8	2:40 pm	2:55 pm
IIS	1/6	2:06 pm	2:15 pm	12/20	1:40 pm	1:45 pm	12/22	8:35 a	8:55 a	12/15	10:12 a	10:30 a
Major	1/3	11:45 a	11:50 a	12/29	8:15 a	8:50 a	12/22	7:47 a	8:15 a	12/20	10:00 a	10:15 a

ADDITIONAL COMMENTS (including inmate communication and breakdown of inmates):

laundry - clean 3W. 3 d (see work)

Inspector: Horker

Facility: RCI
Date: 1-9-12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 5B

Inmate Count: 126

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	(leaving for lunch)
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	some clutter, but clean
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are inoperative?	Toilets - 2 (but not functional) Sinks - 0 Showers - 0 (but almost all leaking badly)	
6. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	
7. How often are shower facilities cleaned?	daily	lots of leaking (cracks, stains)
8. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	minimal, but id up
9. Are cleaning materials kept secure?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. What is the room temperature?	-	
11. Is the current CIIC memo posted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
12. Are the commissary, programs, and library schedules posted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
13. Are kites in stock on the unit?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
14. Are informal complaint forms in stock on the unit?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
15. Are health service request forms in stock on the unit?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

Inspector: Hooks
 SB(2)

Facility: RCI
 Date: 1-9-12

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

12-8
to
1-8

STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	11/20	9:42	9:52	1/5	9:18	9:28						
DWO	12/15	10:22	10:40	12/30	10:28	10:32	1/6	2:15	2:22			
DWSS	12/16	8:45	8:55	12/27	12:35	12:45	1/6	10:45	10:52			
IIS	12/15	10:30	10:40	12/22	8:55	9:05	12/30	10:28	10:35	1/6	2:15	2:22
Major UMA	<input checked="" type="checkbox"/>											

ADDITIONAL COMMENTS (including inmate communication):

4 dogs

Inspector: Robison

Facility: RCI
Date: 1-9-12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 6A

Inmate Count: 126

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are <u>inoperative</u> ?	Toilets - 0 Sinks - 1 Showers - 0	
6. How clean are shower facilities? <i>- floor had chipped surface - floor stained</i>	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	1 shower constantly drips/runs
7. How often are shower facilities cleaned?	2 x 1st shift 2 x 2nd shift	
8. How clean are <u>vents</u> ?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	ply as needed
9. Are cleaning materials kept secure?	(YES) NO	box
10. What is the room temperature?	~ mid-70's	
11. Is the current CIIC memo posted? <i>*needs memo copy</i>	YES (NO)	request from Capt. Mech.
12. Are the commissary, programs, and library schedules posted?	(YES) NO	
13. Are <u>kites</u> in stock on the unit?	(YES) NO	on request or as needed
14. Are <u>informal complaint</u> forms in stock on the unit?	(YES) NO	upon request
15. Are <u>health service request</u> forms in stock on the unit?	(YES) NO	as needed

Inspector: Robison

Facility: RCI
Date: 1-9-12

6A(2)

16. How many cell door windows are obstructed?	<u>~ 12 cells in corners</u>
17. How many officers are on duty per shift?	<u>1st - 1 medium side</u> <u>2nd - 1 " "</u> <u>3rd - 1 " "</u>
18. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/> OK	<input checked="" type="radio"/> YES <input type="radio"/> NO <u>range checks every 30 min</u>
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/> OK	<u>@ least 1/day</u>
20. Are laundry facilities operational?	<input checked="" type="radio"/> YES <input type="radio"/> NO <u>3 w</u> <u>3 d</u>
21. Are all phones operational?	<input checked="" type="radio"/> YES <input type="radio"/> NO
22. Are all drinking fountains operational?	<input checked="" type="radio"/> YES <input type="radio"/> NO
23. Are cell lights turned on all night (excluding security lights)?	YES <input type="radio"/> <input checked="" type="radio"/> NO

STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/2	8:00	8:15	12/7	2:47	3:10	12/8	1:25	1:47	12/15	9:08	9:20
PWO				12/7	2:47	3:10	12/8	1:25	1:47	12/15	10:58	11:00
DWSS	12/6	9:10	9:20				12/8	11:25	11:47	12/16	8:25	8:35
IIS	12/7	2:30	2:40	12/15	10:50	11:00	12/22	9:32	9:37	12/30	10:55	11:02
Major UMA	12/12	12:15	12:30	12/16	12:30	12:40	12/19	11:30	11:45	12/28	9:40	9:48

A-66

12/20 10:19-10:31
12/30 10:55-11:02
12/29 12:11-12:05
1/9 10:18-1:10

ADDITIONAL COMMENTS (including inmate communication):

Ward. 1/5 8:46 - 9:00
DWO 1/6 2:28 - 2:36
DWSS 1/6 10:28 - 10:40
IIS 1/6 2:28 - 2:36

Inspector: JH

Facility: RCI
Date: 1/9/12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 6B

Inmate Count: 126

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	cluttered but pretty clean
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	redone, but lots of stains on wall one leaking very bad
7. How often are shower facilities cleaned?	daily	
8. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	minimal build up
9. Are cleaning materials kept secure?	YES NO	
10. What is the room temperature?	unknown	
11. Is the current CIIC memo posted?	YES NO	
12. Are the commissary, programs, and library schedules posted?	YES NO	
13. Are kites in stock on the unit?	YES NO	
14. Are informal complaint forms in stock on the unit?	YES NO	- but w/ CM
15. Are health service request forms in stock on the unit?	YES NO	

Inspector: JJA
6B(2)

Facility: RCI
 Date: 1/9/12

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

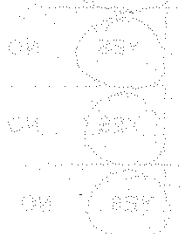
STAFF ROUNDS

12/6
1/6

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/7	300	315	12/15	903	920	12/20	9:42	10:09	1/5	840	700
DWO	12/7	300	315	12/13	715	725	12/15	1101	1108	12/30	1110	1120
DWSS	12/6	920	9:30	12/16	816	820	12/27	1210	1220			
IIS	12/7	241	250	12/15	1101	1108	12/22	937	948	12/30	1107	1120
Major UMA												

ADDITIONAL COMMENTS (including inmate communication):

- some staining on ceilings



Inspector: Robison

Facility: RCI
Date: 1-9-12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 1A

Inmate Count: 125

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 1	WS in; not yet repaired
6. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	replacements have started
7. How often are shower facilities cleaned?	1/1st shift 1/2nd	
8. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	needs cleaning; not done
9. Are cleaning materials kept secure?	YES NO	lock box in closet
10. What is the room temperature?	mid 70's	(today 84°)
11. Is the current CIIC memo posted?	YES NO	
12. Are the commissary, programs, and library schedules posted?	YES NO	
13. Are kites in stock on the unit?	YES NO	on request
14. Are informal complaint forms in stock on the unit?	YES NO	on request
15. Are health service request forms in stock on the unit?	YES NO	on request

Inspector: Robison

Facility: RCI
Date: 1-9-12

7A(2)

16. How many cell door windows are obstructed?		<i>corners top half behind desk</i>
17. How many officers are on duty per shift?	1 st - 1 2 nd - 1 3 rd - 1	
18. Are officers performing regular security checks? -Log observed <input type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	
19. How many shakedown are performed on each shift? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 3 rd shift common area <input checked="" type="checkbox"/> 1 st shift	
20. Are laundry facilities operational?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<i>3w 3d</i>
21. Are all phones operational?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
22. Are all drinking fountains operational?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
23. Are cell lights turned on all night (excluding security lights)?	YES <input checked="" type="radio"/> NO	<i>only</i>

(10-15 cells desk)

STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/2	8:21	8:34	12/7	3:00	3:22	12/8	2:30	2:35	12/15	8:12	9:10
DWO	12/7	3:00	3:22	12/8	2:30	2:35	12/15	11:10	11:16	12/30	11:21	11:30
DWSS	12/1	9:15	9:25	12/8	2:30	2:35	12/16	8:00	8:10	12/29	12:10	12:20
IIS	12/7	3:00	3:22	12/15	11:10	11:16	12/22	9:45	9:52	12/30	11:21	11:30
Major UMA	12/9	1:00	1:30	12/12	11:45	12:10	12/19	12:30	1:00	12/28	9:25	9:35

*12/20 10:46-10:55
12/5 8:26-8:40
12/6 2:45-2:52
12/6 10:09-10:20
12/6 2:45-2:52*

ADDITIONAL COMMENTS (including inmate communication):

[Faint handwritten notes and stamps are visible in this section, including "OK" and "12/15"]

Inspector: JH

Facility: Rci
Date: 1/5/11

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 7B

Inmate Count: 124

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	cluttered but clean
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	lots of mildew/staining -leaking - cracked
7. How often are shower facilities cleaned?	daily	
8. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	good amount of buildup
9. Are cleaning materials kept secure?	YES NO	
10. What is the room temperature?		
11. Is the current CIIC memo posted?	YES NO	
12. Are the commissary, programs, and library schedules posted?	YES NO	
13. Are kites in stock on the unit?	YES NO	
14. Are informal complaint forms in stock on the unit?	YES NO	
15. Are health service request forms in stock on the unit?	YES NO	

Inspector: JH

Facility: RCI
Date: 1/9/02

7B(2)

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

STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/17	825	340	12/15	830	80	12/20	1040	1100	1/5	756	810
PWO	12/17	325	310	12/15	1107	1126	12/30	1127	1135	1/6	252	305
DWSS	12/16	935	945	12/16	750	800	12/29	1200	1210	1/6	1000	1010
IIS	12/15	1107	1126	12/22	1052	1010	12/30	1127	1135	1/6	252	305
Major UMA												

12/6
1/6

ADDITIONAL COMMENTS (including inmate communication):

YES
 NO
 YES
 NO
 YES
 NO
 YES
 NO

Inspector: Robison

Facility: RCI
Date: 1-9-12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 8A

Inmate Count: 136

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	
7. How often are shower facilities cleaned?	5/wk power wash 1/wk	
8. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	
9. Are cleaning materials kept secure?	YES NO	lock box in pod about
10. What is the room temperature?	~80° today	
11. Is the current CIIC memo posted?	YES NO	
12. Are the commissary, programs, and library schedules posted?	YES NO	
13. Are kites in stock on the unit?	YES NO	
14. Are informal complaint forms in stock on the unit?	YES NO	
15. Are health service request forms in stock on the unit?	YES NO	

Inspector: Robison

Facility: RCI
Date: 1-9-12

16. How many cell door windows are obstructed?		5
17. How many officers are on duty per shift?	1 st - / 2 nd - / 3 rd - /	
18. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	YES NO	
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>		
20. Are laundry facilities operational?	YES NO	
21. Are all phones operational?	YES NO	
22. Are all drinking fountains operational?	YES NO	
23. Are cell lights turned on all night (excluding security lights)?	YES NO	

STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/2	8:14	8:00	12/7	3:35	3:42	12/5	8:28	8:40	12/20	10:48	11:00
DWO	12/7	3:35	3:42	12/5	11:22	11:30	12/30	11:40	11:50	1/6	2:55	3:07
DWSS	12/1	9:05	9:15	12/6	9:50	10:00	12/16	7:40	7:50	12/20	9:21	9:50
IIS	12/7	3:35	3:42	12/22	10:10	10:31	12/30	11:40	11:50	1/6	2:55	3:07
Major UMA	12/6	9:21	10:20	12/8	11:00	11:30	12/12	2:25	3:25	12/27	8:25	9:00

1/5 7:47-8:30
12/29 11:50-12:00
1/6 9:50-10:00

ADDITIONAL COMMENTS (including inmate communication):

Inspector: JH

Facility: RCI
Date: 1/9/12

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: 88

Inmate Count: 126

		COMMENTS
1. What is the activity of the unit upon entrance?	Lockdown <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
3. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	cluttered
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many are inoperative?	Toilets - <input type="checkbox"/> Sinks - <input type="checkbox"/> Showers - <input type="checkbox"/>	
6. How clean are shower facilities?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	UNDER REPAIR.
7. How often are shower facilities cleaned?		
8. How clean are vents?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
9. Are cleaning materials kept secure?	YES NO	
10. What is the room temperature?		
11. Is the current CIIC memo posted?	YES NO	
12. Are the commissary, programs, and library schedules posted?	YES NO	
13. Are kites in stock on the unit?	YES NO	
14. Are informal complaint forms in stock on the unit?	YES NO	
15. Are health service request forms in stock on the unit?	YES NO	

Inspector: JH
8B(2)

Facility: RCI
 Date: 1/9/11

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

STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	<u>12/7</u>	<u>337</u>	<u>?</u>	<u>12/15</u>	<u>800</u>	<u>820</u>	<u>12/20</u>	<u>1057</u>	<u>1110</u>	<u>12/23</u>	<u>947</u>	<u>10:00</u>
DWO	<u>12/7</u>	<u>337</u>	<u>?</u>	<u>12/15</u>	<u>1130</u>	<u>1148</u>	<u>12/30</u>	<u>1138</u>	<u>1139</u>	<u>1/6</u>	<u>308</u>	<u>312</u>
DWSS	<u>12/6</u>	<u>1000</u>	<u>1015</u>	<u>12/16</u>	<u>730</u>	<u>745</u>	<u>12/29</u>	<u>1145</u>	<u>1155</u>	<u>1/6</u>	<u>940</u>	<u>950</u>
IIS	<u>12/7</u>	<u>337</u>	<u>?</u>	<u>12/15</u>	<u>1130</u>	<u>1148</u>	<u>12/22</u>	<u>1030</u>	<u>1058</u>	<u>12/30</u>	<u>1133</u>	<u>1138</u>
Major UMA												

12/6
1/6

1/5 1248

1/6 940-8

ADDITIONAL COMMENTS (including inmate communication):

[Faint, illegible handwritten notes in the comments section]

Inspector: J.H.

Facility: RCI

Date: 1/9/12

AREA INSPECTED: SEGREGATION

		COMMENTS
1. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
2. Inmate Count	SC - DC - LC - mostly	48 + 2 from CEI for investig.
3. How clean are cells?	Excellent <input checked="" type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	No cleanliness issues some writing in cell walls
4. How clean are the <u>4</u> crisis cells?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	No cleanliness issues
5. How many are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
6. How often are toilet facilities sanitized?	M-F	
7. How clean are shower facilities?	Excellent <input type="checkbox"/> N/A Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	In individual cells
8. How often are shower facilities cleaned?	M-F & powerwash at least quarterly	
9. How clean are vents?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	-buildup on vents
10. What is the room temperature?		
11. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO	
12. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	1 st - 2 nd - 3 rd -	all cells each day
13. Are individual log sheets maintained and <u>up to date</u> ? • Meals • Recreation in/out • Linen/towel exchange • Razor issue • Cell cleaning	YES <input checked="" type="checkbox"/> NO	
14. How often are medical rounds conducted?	daily	

Inspector: JH

Facility: RCI

Date: 1/9/12

Seg. (2)

15. How often are mental health rounds conducted?	by request unsure of # of rounds	
16. Are kites in stock on the unit?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
17. Are informal complaint forms in stock on the unit?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
18. Are health service request forms in stock on the unit?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
19. Describe inmate access to library and legal services?	By kite	
20. How many cell door windows are obstructed?	Zero	
21. Are inmates provided with the required cell furnishings, clothing, toilet paper, soap, etc?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
22. Do religious services personnel have access to inmates in segregation?	<input checked="" type="radio"/> YES	<input type="radio"/> NO

chaplain makes rounds

STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	1/9	8:30	8:40									
DWO												
DWSS												
IIS												
Major												

* only
1/6-1/9

ADDITIONAL COMMENTS (including inmate communication and breakdown of inmates):

- cracked glass (?) in window to outside recreation area
- some cracks in floor tiles

Inspector: Furderer

Facility: RCI
Date: 1-9-11

AREA INSPECTED: COMMISSARY

		COMMENTS
1. How many inmates work in the commissary at this institution?	11	
2. How many staff members supervise the inmates during the hours of operation?	2	- supposed to have 3
3. How much money are inmates permitted to spend?	Level 2 - 125 Level 3 - 100	- privilege level also affects - twice per month
4. How often are commissary prices increased?		- prices change all the time
5. Are inmates notified of changes to commissary prices?	<input checked="" type="radio"/> YES <input type="radio"/> NO	- do what we can - price list posted every six months
6. What items are most popular?	- soups	
7. Which types of juice do you sell in the commissary?	orange and grape	
8. Are there any items you think should be added or removed from the commissary?	<input checked="" type="radio"/> YES <input type="radio"/> NO	- mandatory kosher meals should be removed - have to throw away - chili has limit at 3
9. How clean is commissary?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	granted - one item expensive
10. Have you had any issues with pests/rodents?	<input checked="" type="radio"/> YES <input type="radio"/> NO	- only ants
11. How often does the exterminator visit?	once per week	- request when need
12. Is the inventory organized and stored properly?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
13. Is inventory taken monthly?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
14. Have you had any inventory issues? (missing items, etc)	YES <input checked="" type="radio"/> NO	- nothing out of ordinary - well within reason
15. Have there been any issues of inmate theft from the commissary?	YES <input checked="" type="radio"/> NO	

Inspector: Furderer
Comm (2)

Facility: RCI
 Date: 1-9-12

16. Are inmates searched before and after their shifts?	<input checked="" type="radio"/> YES <input type="radio"/> NO	- shutdowns every day
17. How often are there problems of inmates using stolen IDs?	very rare	- two incidents in a year
18. What procedures are in place to ensure that inmates do not steal and then use other inmates' IDs?	- facial check - question if suspicious - stolen ID; reported in system	
19. How often are deliveries made?	daily	
20. How often do you run out of OTC Meds -Tylenol -Prilosec -Fish Oil	rarely	- only when vendor is out
21. Where are your vendors located?	ohio	
22. What is the average hourly/monthly wage for inmates in commissary?	\$24	
23. What is the average profit margin per month?	12%	
24. What is the average amount of money inmates spend per month?		- not sure off top of head
25. How could the commissary be more efficient/profitable?		- more space
ADDITIONAL COMMENTS (including description of area): 		

Inspector: Robison

Facility: RCI
Date: 1-9-12

AREA INSPECTED: RECREATION

		COMMENTS
1. Are activities available to all inmates?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
2. How many staff are assigned to supervise inmates?	1st - NA 2nd - NA <i>determined by volume of work by inmates.</i>	<i>Coordinator + 4 Act. Therapists cover 1st + 2nd shifts on staggered schedule</i>
3. Are activities posted for inmate information?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
4. Is equipment cleaned and sanitized on a regular basis?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
5. Are cleaning materials kept secure?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
6. Does recreation equipment appear to be in good working order?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
7. How many inmate workers are assigned to the recreation department?	<i>South side = 54 (level 1/2) North side = 28 (level 3)</i>	
8. Are inmate workers trained and is this documented?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<i>yes regarding hygiene cleaning. yes regarding program area (official) uses official testing</i>
9. Is a kite log maintained?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<i>Began doing this on January 10, 2012.</i>
10. Are activities available for inmates with disabilities?	YES <input checked="" type="radio"/> NO	<i>not specifically special needs are adapted</i>
ADDITIONAL COMMENTS (including description of recreational areas): <i>to be attempted as much as possible</i>		

Inspector: Robin

Facility: RCI
Date: 1-10-12

PROGRAM NAME: GED - month (south)

		COMMENTS
1. Are programs available to all inmates?	<input checked="" type="radio"/> YES NO	
2. How many students are in the observed class?	21	
3. What is the student/teacher ratio?	21:1	
4. Are instructional materials provided to every student?	YES <input checked="" type="radio"/> NO	photocopied read
5. Are instructional materials copyrighted or teacher-made?	Both	
6. Do students have use of technology as part of the observed program?	YES <input checked="" type="radio"/> NO	
7. Was the teacher using technology during the observed program?	YES <input checked="" type="radio"/> NO	
8. Was the technology functioning correctly?	YES NO	NA
9. Was the classroom appropriate in size, safety, acoustics, and lighting?	YES NO	- somewhat small + warm - ceiling light not manual lighting
10. Is security staff on duty in the area during programming?	YES NO	NA @ level 1 & 2 min
11. Is the teacher using a <u>lecture/demonstration</u> style of instruction, <u>question/answer</u> , or <u>group discussion</u> ?		yes yes yes
12. Do students appear to be responsive and engaged in the lesson?	<input checked="" type="radio"/> YES NO	
<p>ADDITIONAL COMMENTS:</p> <p>in PC lab they use ~2 programs (cover all 5 areas GED)</p> <p>" " " " Work Key</p> <p>" " " " had done programs - some finished</p>		

Inspector: Robison

Facility: RCI
Date: 1-10-12

PROGRAM NAME: GED - math (North) Team Teaching - Handled by 2 alternate DYS teachers - filling in for teacher on medical leave.

		COMMENTS
1. Are programs available to all inmates?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
2. How many students are in the observed class?	10	
3. What is the student/teacher ratio?	10/1	
4. Are instructional materials provided to every student?	YES <input checked="" type="radio"/> NO	
5. Are instructional materials copyrighted or teacher-made?		But no copies for students; photocopy in use
6. Do students have use of technology as part of the observed program?	YES <input checked="" type="radio"/> NO	
7. Was the teacher using technology during the observed program?	YES <input checked="" type="radio"/> NO	
8. Was the technology functioning correctly?	YES <input checked="" type="radio"/> NO	NA
9. Was the classroom appropriate in size, safety, acoustics, and lighting?	<input checked="" type="radio"/> YES <input type="radio"/> NO	good light, good ventilation, good size
10. Is security staff on duty in the area during programming?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
11. Is the teacher using a lecture/demonstration style of instruction, question/answer, or group discussion?		multiple strategies
12. Do students appear to be responsive and engaged in the lesson?	<input checked="" type="radio"/> YES <input type="radio"/> NO	although some were distracted
ADDITIONAL COMMENTS: Team teaching → good synergy DYS teacher → awesome / rapport & ability to use humor exceptional - while keeping straight face.		

Inspector: Robinson

Facility: RCI

Date: 1-10-12

PROGRAM NAME: Carpenter-Trade Carpentry

		COMMENTS
1. Are programs available to all inmates?	<input checked="" type="radio"/> YES NO	100% with GED or diploma
2. How many students are in the observed class?	14	
3. What is the student/teacher ratio?	14/1	
4. Are instructional materials provided to every student?	<input checked="" type="radio"/> YES NO	
5. Are instructional materials copyrighted or teacher-made?		Purdin Hall 2001
6. Do students have use of technology as part of the observed program?	<input checked="" type="radio"/> YES NO	computer tools of trade
7. Was the teacher using technology during the observed program?	YES <input checked="" type="radio"/> NO	lecture/class session
8. Was the technology functioning correctly?	<input checked="" type="radio"/> YES NO	no repairs pending
9. Was the classroom appropriate in size, safety, acoustics, and lighting?	YES <input checked="" type="radio"/> NO	lecture classroom was small / somewhat crowded - however, other conditions were acceptable.
10. Is security staff on duty in the area during programming?	<input checked="" type="radio"/> YES NO	walks rounds
11. Is the teacher using a lecture/demonstration style of instruction, question/answer, or group discussion?		lecture, plus diagrams, plus question/answer sessions.
12. Do students appear to be responsive and engaged in the lesson?	<input checked="" type="radio"/> YES NO	Very engaged in class.
<p>ADDITIONAL COMMENTS:</p> <p>Completion earn 1-year Certificate - completion of OISS - 30 hour OSHA card - Certification for NCCER (Florida)</p> <p>Employable in Construction Companies.</p> <p>lecture references to job - values - giving relevance to content + skill.</p> <p>Math review re calculations + reminders of formulas that they certain methods are applicable in certain situations.</p>		

Inspector: Robison

Facility: RCI
Date: 1-9-12

AREA INSPECTED: LIBRARY/LAW LIBRARY

		COMMENTS
1. Does the area appear to be clean and well-maintained?	<input checked="" type="radio"/> YES NO	porter cleans daily
2. Are DRC Administrative Rules (5120-9 series) available to inmates upon request?	<input checked="" type="radio"/> YES NO	also, binders w/ ARs and librarian prints ARs on request
3. How many computers/typewriters are available for inmates' use? <i>5 (Westlaw) - (lib. aides use: own. rms donot)</i>	<input type="radio"/> PCs <input checked="" type="radio"/> typewriters	How many are inoperable at this time? <i>(pc + 1 type)</i> Work orders submitted? <i>2 w/ 1 for repairs</i>
4. How often are computers/typewriters cleaned?	<input checked="" type="checkbox"/> PCs <input checked="" type="checkbox"/> typewriters	cleaned weekly by porters
5. Are library services available daily, including weekends and evenings?	<input checked="" type="radio"/> YES NO	Sun. eve. and Mon. eve.
6. Does the library participate in inter-library loan programs?	<input checked="" type="radio"/> YES NO	What is an average number of items requested per week through interlibrary loan? <i>15-20 requests</i>
7. How many inmate workers are assigned to the library/law library? <i>18 total (porters, reference room, 7-day room, circulation, legal assistance) (10 South & 8 North)</i>		What duties do the library aides fulfill?
8. Are inmates housed in special management areas permitted to use the law library? How? <i>send letters to request materials. (lib. makes copies)</i>	<input checked="" type="radio"/> YES NO	How often does a cart of materials go to special management housing units? <i>every 6-7 weeks (paperbacks)</i>
9. Is a kite log maintained?	<input checked="" type="radio"/> YES NO	What is the most frequent issue kited to the librarian? <i>log is updated every two weeks.</i>
10. Are there separate sections for African-American/Hispanic/ethnic literature? <i>Hispanic books - in separate section. African Amer. books - integrated into regular book collection.</i>	<input checked="" type="radio"/> YES NO	Approximately how many titles or items exist in each ethnic literature group? <i>Hisp. = 60 Af.Amer. = several hundred</i> Are ethnic collections growing, and if so, from what sources? <i>donations & purchases</i>
11. Are forms on hand to allow inmates to file court actions?	<input checked="" type="radio"/> YES NO	Is there assistance (from whom) available to inmate in completing these forms? <i>legal aides</i>
12. How often are new materials added to the library? <i>when permitted.</i>		What are your sources for new library materials? <i>donations (ie. state govt) and sales + donations + purchases</i>

Inspector: Robison
 Library (2)

Facility: RCI
 Date: 1-9-12

<p>13. Is there a cap or limit on the number of inmates who may use the library at one time? If so, what is the limit? <u>79 is the limit</u></p>		<p>Usually, ~60 inmates, + workers, + librarian</p>
<p>14. What is the minimum amount of time that most inmates are able to use the library, based on the hours the library is open? <u>1 hour on Sundays + Monday all day + evening</u></p>	<p>Also 3-3 1/2 hrs. blocks of time throughout the week</p>	<p>(North day); (South eve) (North)</p>
<p>15. How would you describe your 'reentry section' of the library? What types of materials and specific resources are included in that part of the library? <u>a ReEntry Guide is available for Counties and offices, books on</u></p>		<p>Are there computers <u>none</u> dedicated for preparing resumes, cover letters, etc., and is assistance available? plus contact information entrepreneurship, etc.</p>
<p>16. What specific materials and resources exist related to employment, companies, and job searches? <u>Books on starting business, resume writing, etc.</u></p>		
<p>17. Describe your library stock of post-secondary educational materials and textbooks and other expository text. <u>not many college level (BS) educ. books in library.</u></p>	<p>not much exists. Only a few actual textbooks, mostly related to the various programs @ RCI.</p>	
<p>18. Has there been any effort to locate nonfiction or fiction resources from websites and offer them to inmates through a closed network (local area network or LAN)? <u>no</u></p>		<p>Please describe efforts and/or issues in that regard. One inmate is creating a proposal for access to books & supplemental educational games and activities via Nook or Kindle e-books. Plan holds for a kiosk in library, inmate purchase use of kiosk & use an e-book device to read in the library. Seeking a company sponsor/donation of the devices.</p>
<p>19. What is the most frequent use of the library by the inmates who live here? 1. <u>Law (most used)</u> 2. <u>a fiction (2nd most used)</u></p>		
<p>ADDITIONAL COMMENTS (including library/law library schedule): <u>3 pcs are used by library aides for circulation; but no PCs are used by general inmate population.</u></p>		

It would increase degree of access to books & also educational applications related to topic and genre;

SECTION IX. GLOSSARY OF TERMS

A

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

B

- Brunch – Served on weekends as a cost savings initiative.
- Bureau of Classification – Office located at 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 in the following instances:

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

W

- Warden – Top administrator at each correctional institution.

Ohio Department of Rehabilitation and Correction Institution Acronyms

Allen Correctional Institution	ACI
Belmont Correctional Institution	BeCI
Chillicothe Correctional Institution	CCI
Correctional Reception Center	CRC
Dayton Correctional Institution	DCI
Franklin Medical Center	FMC
Grafton Correctional Institution	GCI
Hocking Correctional Facility	HCF
Lake Erie Correctional Institution	LaeCI
Lebanon Correctional Institution	LeCI
London Correctional Institution	LoCI
Lorain Correctional Institution	LorCI
Madison Correctional Institution	MaCI
Mansfield Correctional Institution.....	ManCI
Marion Correctional Institution	MCI
Noble Correctional Institution	NCI
North Central Correctional Institution.....	NCCI
North Coast Correctional Treatment Facility	NCCTF
Northeast Pre-Release Center	NEPRC
Oakwood Correctional Facility.....	OCF
Ohio Reformatory for Women.....	ORW
Ohio State Penitentiary	OSP
Pickaway Correctional Institution	PCI
Richland Correctional Institution	RiCI
Ross Correctional Institution	RCI
Southeastern Correctional Institution	SCI
Southern Ohio Correctional Facility.....	SOCF
Toledo Correctional Institution.....	ToCI
Trumbull Correctional Institution.....	TCI
Warren Correctional Institution	WCI