

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Inmate Communication/Weekly Rounds	PAGE <u>1</u> OF <u>6</u>
	NUMBER: 50-PAM-02
RULE/CODE REFERENCE:	SUPERSEDES: 50-PAM-02 dated 10/20/14
RELATED ACA STANDARDS: 4-4016; 4-4185	EFFECTIVE DATE: December 16, 2015
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish uniform guidelines to ensure that institution department heads, supervisors, and administrative staff conduct weekly rounds of inmate living and activity areas.

III. APPLICABILITY

This policy applies to all institutional and Franklin Medical Center employees determined to be department heads, supervisors, and administrative staff as designated by the Managing Officer.

IV. DEFINITIONS

Administrative Duty Officer – Administrative staff as determined by the Managing Officer to provide additional rounds beyond normal duty hours.

Administrative Staff - An exempt employee who is determined by the Managing Officer to be administrative staff.

Department Head - An employee who supervises a department at the institution to include security shifts.

Inmate Activity Areas - Work, education, recreation, program, and other areas in the institution where inmates can be contacted during day or evening hours.

Inmate Living Area - An area where inmates reside, including segregation. For purposes of this policy, the infirmary is not considered a living area.

Weekly UAR – An unannounced round conducted at least weekly by intermediate-level or higher-level supervisors to identify and deter staff sexual abuse and sexual harassment. Staff conducting the round is

prohibited from alerting other staff members that the supervisory round is occurring, unless such announcement is related to the legitimate operational functions of the facility.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to require the Managing Officer, Deputy Wardens, and Administrative Duty Officers to make unannounced visits to the institution's living and activity areas at least weekly to encourage informal contact with staff and inmates and to informally observe living and working conditions. In addition, each institution shall maintain a system of two-way communication between all levels of staff and inmates.

VI. PROCEDURES

The Managing Officer shall assign department heads, supervisors, and administrative staff to specific inmate living and activity areas ensuring that all areas are visited on a weekly basis. The Managing Officer shall determine the rotation of areas in writing. Assigned staff shall visit living and activity areas weekly and cannot delegate this duty. The Managing Officer, Deputy Wardens, and Administrative Duty Officers shall visit all living and activity areas at least weekly unless policy dictates more frequent visits.

A. Specific Expectation of Administrative Staff

1. Managing Officer

- a. **Living Units:** The Managing Officer shall make weekly rounds to all living units (including segregation) and this requirement cannot be delegated unless the Managing Officer is not available (e.g. vacation, training, etc.). Delegation of weekly living unit rounds shall only be assigned to the staff person acting in the Managing Officer's official capacity during their absence.
- b. **Activity Areas:** The Managing Officer shall make weekly rounds to all activity areas. This requirement may be delegated to a designee every other week. Delegation of weekly activity area rounds shall not be delegated to the staff responsible for also completing their own weekly rounds of these areas (Deputy Wardens, ADO).
- c. The Managing Officer shall make quarterly rounds to the sallyport, control center and perimeter post. This requirement shall not be delegated. Specific directives regarding these rounds are outlined in section C.5 of this policy.

2. Deputy Wardens

- a. Between all Deputy Wardens, all living (including segregation) and activity areas must be visited at least weekly and this requirement shall not be delegated unless scheduling prohibits (e.g. vacation, training, etc.). Delegation shall only be assigned to the staff person acting in their official capacity during their absence.
- b. The responsible Deputy Warden shall make monthly rounds to the sallyport, control center and perimeter posts. This requirement shall not be delegated. Specific directives regarding these rounds are outlined in section C.5 of this policy.

- c. The responsible Deputy Warden shall visit Health Care Services at least once each week.
 - d. The appropriate Deputy Warden is responsible for ensuring administrative staff visit their areas of responsibility a minimum of once per week in addition to weekly rounds assigned by the Managing Officer.
3. Security Staff and Unit Management
- a. The Security Chief shall make weekly rounds to the sallyport, control center and perimeter posts. This requirement shall not be delegated unless their absence from the institution is more than three (3) days in a work week. Specific directives regarding these rounds are outlined in section C.5 of this policy.
 - b. Security Chiefs are expected to visit the segregation units a minimum of once per week. This requirement shall not be delegated unless they are absent from the institution the entire week.
 - c. In accordance with Department Policy 310-SEC-31, Security Inspections and Challenges, a Shift Supervisor (Captain and/or Lieutenant) shall conduct unannounced rounds in each inmate occupied area at least once per shift. Unoccupied areas shall be visited at least one time each week per shift.
 - d. The Unit Management Chief shall visit all inmate living areas weekly including segregation. This requirement shall not be delegated unless their absence from the institution is more than three (3) days in a work week.

B. Administrative Duty Officer (ADO)

The Managing Officer shall ensure the facility provides additional rounds and opportunities for both staff and inmate communication by requiring an Administrative Duty Officer. The identification of administrative staff to be utilized as the ADO is at the discretion of the Managing Officer. The following minimum requirements shall be maintained:

1. The ADO shall provide daily additional coverage beyond normal duty hours that shall conclude no earlier than 8:00 p.m. during the week unless the ADO is completing 3rd shift rounds. Weekend coverage is required; however, the assigned hours are at the discretion of the Managing Officer. The daily coverage by the ADO shall not be delegated to the Shift Captain except on holidays which is at the discretion of the Managing Officer.
2. The Managing Officer is responsible for establishing a method of tracking and accountability for rounds on a weekly basis and shall ensure that during each seven-day period (Sunday through Saturday), the ADO conducts rounds on all shifts and covers all areas/posts within the facility.
3. The Managing Officer is responsible for developing a system of documenting the “content” of ADO rounds including issues, concerns, and any follow-up required. This

system shall ensure that appropriate referrals and follow-up take place for any issues/concerns identified by the ADO. At the Managing Officer's discretion, the issues/concerns identified by the ADO shall become part of the discussion at Executive Staff and Department Head meetings.

4. The Administrative Duty Officer shall make rounds to the sallyport, control center and perimeter posts at an established frequency as determined by the Managing Officer. Specific directives regarding these rounds are outlined in Section C.5 of this policy. Documentation of such rounds and security procedures reviewed shall be noted in the ADO report. Any discrepancies or security concerns shall be immediately reported to the Security Chief.
5. At the beginning of each meal, a sample tray shall be prepared and evaluated daily by the ADO, shift supervisor, or designee. The ADO shall record an evaluation of all three meals per day on the Daily Food Service Evaluation Form (DRC4233E): one by sampling a meal and the other two meals through communication with the shift supervisor or designee that sampled the other meals based on feedback from staff monitoring inmate response to the meals served. If there was a menu substitution or the evaluation score is poor, a copy of the Daily Food Service Evaluation Form (DRC4233E) shall be forwarded to the Regional Food Service Contract Monitor.
6. At the beginning of each meal, the ADO, shift supervisor, or designee shall evaluate the dining facility for appearance and basic sanitation. The ADO shall record an evaluation of all three meal periods per day on the Daily Food Service Evaluation Form (DRC4233): one by evaluating a meal period and the other two meal periods through communication with the shift supervisor or designee that evaluated the other meals. If there was a significant sanitation concern or the evaluation score is poor, a copy of the Daily Food Service Evaluation form (DRC4233) and Food Service Incident Report (DRC1000FS) shall be forwarded to the Regional Food Service Contract Monitor.

C. Quality Rounds

1. Rounds shall be conducted with the purpose of assessing the functioning of a specific area within the facility including any maintenance issue affecting the area/location. Rounds shall also serve as an effective mechanism for gauging the climate of the institution for both staff and inmates and for identification and deterrence of staff sexual abuse and sexual harassment. In doing so, staff conducting rounds shall talk with the staff assigned to the respective area and inquire about issues/concerns they may have; talking with inmates (or making oneself available to have dialogue); looking at sanitation issues; and examining operational issues (specific to the area).
2. Rounds in living areas shall include all the above, but shall also include visual inspection of cells/dorms, property levels and its relative level of organization (clutter or the absence thereof), the availability of kites, ICRs, and Health Service Request forms. Segregation rounds shall include all of the above, but also include policy compliance and documentation on the Secure Unit Individual Record Sheet (DRC4118) and other related forms such as Secure Unit Daily Activity Log (DRC4117). Segregation rounds shall include a visual inspection of every inmate in every cell. The same standard shall apply when making rounds in Residential Treatment Units (RTUs).

3. Assigned staff shall observe and speak to staff and inmates in the designated areas and follow up on any concerns that have been raised by directing their inquiry to the appropriate department or individual.
4. Staff shall not alert other staff members that supervisory rounds are occurring unless such announcement is related to the legitimate operational function of the facility.
5. Sallyport, Control Center, and Perimeter Post Specific Guidelines

When visiting these areas, the following systems/processes shall be reviewed:

- a. Observe a shift change while making a round in the control center looking at the key issuance process, picture ID verification, and perimeter zone checks.
 - b. Examine equipment assigned to each area to ensure good working order.
 - c. Review surveillance cameras located in each area.
 - d. Review perimeter alarm documents for frequencies of zone activations and appropriate acknowledgement of staff assigned to the control center and perimeter post.
 - e. Discuss post specific information with assigned staff to ensure their working knowledge of the post.
 - f. Observe vehicle and/or pedestrian traffic being processed in and out of the sallyport.
 - g. Observe a shift change with the perimeter post ensuring continuity of security while the change is taking place.
 - h. Review the post activity logbook covering the two (2) weeks prior to the inspection, and note the review in the log.
6. An Incident Report (DRC1000) shall be written, when warranted, if there are any irregularities, sanitation deficiencies, or violations of departmental or institutional policies and procedures.

D. Documentation of Rounds

1. Assigned staff shall sign in/sign out on the Employee Visit Record (DRC6011) when entering/exiting the designated areas and shall use red ink when signing.
2. All intermediate or higher level supervisors, to include Managing Officer, Deputy Wardens, Administrative Duty Officers, Unit Management Chief, Security Chief, Captains and Lieutenants, who conduct unannounced rounds shall document "UAR" in the Reason for visit column of the Employee Visit Log (DRC6011) in each area visited.
3. Any staff member designated to complete the Managing Officer's or Deputy Warden's weekly rounds as permitted in sections A.1.a, A.1.b, and/or A.2 shall document "UAR" in the Reason for Visit column of the Employee Visit Log (DRC6011) in each area.

E. Inmate Contacts

The inmate kite system shall be utilized as the means of two-way communication between all levels of staff and inmates. All kites (DRC2005) shall be answered within seven calendar days and logged on the Kite Log (DRC2355). Responses shall be either written directly on the kite received or on the Kite Response Form (DRC4180). A written or electronic copy of the Kite Log (DRC2355) shall be maintained in the respective areas in accordance with the Department Record Retention Schedule.

Related Department Forms:

Incident Report	DRC1000
Kites	DRC2005
Kite Log	DRC2355
Secure Unit Daily Activity Log	DRC4117
Secure Unit Individual Record Sheet	DRC4118
Kite Response	DRC4180
Daily Food Service Evaluation – Staff	DRC4233
Employee Visit Record	DRC6011