

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Inmate Orientation	PAGE <u>1</u> OF <u>6</u>
	NUMBER: 52-RCP-10
RULE/CODE REFERENCE:	SUPERSEDES: 52-RCP-10 dated 01/02/15
RELATED ACA STANDARDS: 4-4228; 4-4281-1; 4-4284; 4-4290; 4-4499 2-CO-3C-01; 2-CO-4A-01; 2-CI-1A-1; 2B-1; 3A-1; 4A-9	EFFECTIVE DATE: April 5, 2016
	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 standard procedural guidelines for the orientation of inmates to the Ohio Department of Rehabilitation and Correction.

III. APPLICABILITY

This policy applies to staff and inmates assigned to parent institutions within the Ohio Department of Rehabilitation and Correction. Specifically, these policy requirements apply during the inmate's orientation phase immediately following an intra-system transfer of the inmate from one facility to another within the agency or assignment to a reception center as a parent institution immediately following reception.

IV. DEFINITIONS

Institution Orientation - Orientation to be given to any of the aforementioned for the purpose of orientating them to their current institution and its available services and programs.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to provide that, except in unusual circumstances, orientation for inmates assigned to their parent institution within the Department is completed within seven (7) calendar days after admission.

VI. PROCEDURES

A. Initial Intake at Parent Institutions

1. Immediately upon arrival at the facility, each inmate shall be issued an inmate handbook and shall sign for receipt of the handbook on an Inmate Orientation Checklist (DRC4141).
2. Inmate handbooks shall be translated into the inmate's native language, where possible. Staff shall explain the information to inmates where obvious barriers to comprehension exist and document this assistance on the Inmate Orientation Checklist (DRC4141). All facility inmate handbooks shall include, but not be limited to, the following issues/items:
 - a. Procedures to access health services;
 - b. Guidelines of the medical co-payment program and information explaining the Department's use of generic medications;
 - c. Procedures to access mental health services and program availability of mental health services;
 - d. Procedures to access dental services;
 - e. The inmate grievance process and information regarding appropriate supervision according to Administrative Rule 5120-9-04, Appropriate Supervision, Discrimination, and Racial Issues;
 - f. Inmate disciplinary procedures to include chargeable offenses and ranges of penalties;
 - g. A summary of institution rules, programs and services. Program availability information must be included for at least the following areas: release planning, offender job linkage, recovery services, education (e.g. career-tech, vocational, college opportunities), religious services, library services and commissary;
 - h. ADA accommodation process;
 - i. Reentry – RMT/RAP process or Ohio Risk Assessment System (ORAS);
 - j. Procedures governing inmate visitation to include, but not be limited to, the following:
 - i. Facility address/phone numbers, directions to the facility and information about local transportation;
 - ii. Days and hours of visitation;
 - iii. Approved dress code and identification requirements for visitors;
 - iv. Items authorized in the visitation room;
 - v. Special rules for children;
 - vi. Authorized items that visitors may send to the inmate;
 - vii. Special visits.
 - k. Prison Rape Elimination Act Information (see Appendix A)
 - l. Mail procedures to include, but not be limited to, information in accordance with Administrative Rules 5120-9-17, Incoming Mail; 5120-9-18, Outgoing Mail; 5120-9-19, Printed Material; and Department policy 75-MAL-01, Inmate Mail;
 - m. Explanation of the kite communication system and advisement that response time to kites is seven (7) calendar days;
 - n. Information regarding Department policy to conduct searches of inmates, their property, the physical plant of the institution, vehicles, visitors, employees and other persons, other areas and items as needed to detect, control, and remove contraband from

- the institution to prevent its entrance into the institution and to provide for its disposition per Administrative Rule 5120-9-55, Contraband;
- o. Inmate personal grooming information in accordance with Administrative Rules 5120-9-25, Appearance and Grooming of Male Inmates, and 5120-9-25.1, Appearance and Grooming of Female Inmates;
 - p. Inmate property limits and guidelines governing the control of personal property and funds belonging to inmates per Department policy 61-PRP-01, Inmate Personal Property;
 - q. Explanation of the availability of Department policies and Administrative Rules in the library as directed by Department policy 58-LIB-01, Comprehensive Library Services;
 - r. The application process for obtaining a social security card, State of Ohio identification card, birth certificate, and valid driver's license;
 - s. Parole Board overview which includes the different type of release hearings and reviews;
 - t. Information regarding Department policy on the electrical appliance co-pay program per Department policy 61-PRP-03, Electricity Usage Co-payment Program;
 - u. Information regarding unauthorized group activities (see section VI.C.3.j of this policy);
 - v. Information on how an inmate may restore their voting rights and how to access Voter's Rights Information through the Reentry Resource Library;
 - w. If an inmate has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, the inmate shall be offered a follow-up meeting with a medical or mental health practitioner within fourteen (14) days of the intake screening. This may be accomplished by the inmate forwarding a kite to the medical or mental health departments;
 - x. If an inmate has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, the inmate shall be offered a follow-up meeting with a mental health practitioner within fourteen (14) days of the intake screening. This may be accomplished by the inmate forwarding a kite to the mental health departments.

3. Handbook Distribution Method

All new inmates receiving an inmate handbook shall retain a personal copy for a minimum of fourteen (14) calendar days, including holidays and weekends. Upon possessing the handbooks for the minimum fourteen (14) days, all inmates shall return their personal copies of the handbook to their unit staff. Institutions shall establish procedures to ensure an appropriate number of inmate handbooks are maintained to facilitate all inmates having equitable access to inmate handbooks. At all times, a sufficient number of inmate handbooks shall be available in all housing units (e.g. officer's station) and in the library. This directive includes all special management housing areas.

4. Inmate Handbook Annual Review Process

The Managing Officer shall designate a staff member to be responsible for coordinating and/or conducting an annual review of the inmate handbook to ensure all information contained is accurate and properly updated with affected policy revisions/development. At a minimum, the person responsible for this process shall ensure written documentation of the annual review process is maintained for five (5) years. This documentation shall include

all original and revised information so it can be determined what handbook information has been revised.

5. Inmate Handbook Printing

All institutions are required to have their inmate handbooks printed by the Ohio Penal Industries printing shop.

B. Additional Initial Intake Processing Guidelines

1. Upon arrival at the institution, each inmate shall also be informed verbally and in writing about how to access medical and mental health services, informed of the medical co-payment guidelines, and informed verbally and in writing about the inmate grievance process in accordance with Department policy 68-MED-01, Medical Services. Receipt of health care orientation information given to inmates shall be documented on the Intra-system Transfer and Receiving Health Screening Form (DRC5255). On the same date of the inmate's arrival, the receipt of all the above listed information shall also be documented on the designated section of the Inmate Orientation Checklist (DRC4141).
2. Each inmate shall also be provided with a verbal explanation and written information regarding sexual misconduct consistent with Department policy 79-ISA-01, Prison Rape Elimination, upon arrival at any facility. On the same date of the inmate's arrival, the receipt of the above listed information shall also be documented on the designated section of the Inmate Orientation Checklist (DRC4141).
3. If an inmate has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, the inmate shall be offered a follow-up meeting with a medical or mental health practitioner within fourteen (14) days of the intake screening. This may be accomplished by the inmate forwarding a kite to the medical or mental health departments.
4. If an inmate has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, the inmate shall be offered a follow-up meeting with a mental health practitioner within fourteen (14) days of the intake screening. This may be accomplished by the inmate forwarding a kite to the mental health departments.
5. The Suicide Awareness Video shall be shown during inmate orientation.

C. Seven (7) Calendar Day Institution Orientation Program

1. There shall be a formal orientation program in place at all institutions for newly arriving inmates to be orientated to their new surroundings. When a literacy or language problem prevents an inmate from understanding any of the information provided during this period, a staff member or translator shall assist the inmate.
2. The only exception to this directive is short-term, transitional inmates at the Franklin Medical Center (FMC) Zone A and inmates that are placed in special management status within seventy-two (72) hours of their arrival at an institution. Short-term FMC Zone A and newly arriving special management status inmates shall be orientated on those items

required upon arrival as directed by section VI.C.3 of this policy and documented in the designated section of the Inmate Orientation Checklist (DRC4141). Accordingly, upon a newly arriving inmate's release from special management status, the orientation requirements (7 calendar days) shall be completed within seven (7) calendar days.

3. This program shall occur within seven (7) calendar days after their arrival at the institution. At a minimum, the inmate shall receive information in the following areas:
 - a. A review of the inmate handbook to include all major programs and services within the facility.
 - b. The inmate shall receive information on suicide awareness and shall review the mental health services information in the inmate handbook.
 - c. Any procedures, rules and regulations unique to the institution (e.g. fire safety and sanitation issues).
 - d. An overview of programs and services unique to the institution (e.g. correctional industries opportunities).
 - e. An overview of the Ohio Risk Assessment System (ORAS) and how it shall be utilized to prioritize programming resources.
 - f. Information on Ohio Revised Code 2921.36, which prohibits drug traffic by offender, visitors, and penalties for all parties.
 - g. Information on Ohio Revised Code 2907.03 which prohibits engaging in any sexual act with any individual under the supervision of DRC and any employee of the Ohio Department of Rehabilitation and Correction.
 - h. Information on Department policy 31-SEM-07, Unauthorized Relationships. This policy prohibits any personal or business relationship with any individual under the supervision of DRC which has not been approved by the Appointing Authority.
 - i. The inmate shall receive information on the proper handling and safe usage (including personal protective equipment availability) of the chemicals used for cleaning their cells/bed areas.
 - j. The inmate shall receive information regarding unauthorized group activities. Unauthorized group activities are prohibited by Rule (17) of Administrative Rule 5120-9-06, Inmate Rules of Conduct. All inmates shall not engage, whether individually or in concert with others, in:
 - i. Forming, organizing, promoting, encouraging, recruiting for, or participation in, etc., an unauthorized group;
 - ii. Possessing, creating, reproducing, using or circulation, etc., any material related to an unauthorized group;
 - iii. Communicating support of association with or involvement in any unauthorized group. The form of communication may be verbal (written or spoken) as through codes, jargon, etc., or non-verbal communication as through hand signs, symbols, displays, drawings, graffiti distinctive clothing, hair styles, colors, ornaments, etc.;
 - iv. Participation in criminal activities or disruptive activities such as disturbances, riots, fostering racial or religious hatred, or union activities;
 - v. ODRC has zero tolerance for violence and unauthorized group activities;
 - vi. Violating institutional rules or directives or state or federal laws.
 - k. Information to include eligibility requirements on Intensive Program Prisons, Transitional Control, Risk Reduction Sentencing and 80% Judicial Release.
 - l. Information on the dangers of tattooing and review of Rules 57 and 58 of the Inmate Rules of Conduct.

- m. The inmate shall view the PREA education video.
 - n. All information listed on the designated seven-calendar day section of the Inmate Orientation Checklist (DRC4141).
- D. Completion of the institution orientation shall be documented on the Inmate Orientation Checklist (DRC4141), signed and dated by the inmate, and shall be scanned into OnBase.
- E. Inmate Housing and Cell Assignments

Unit staff/count office shall honor all mental health and/or medical accommodations, or other relevant information when determining the inmate's housing assignment. Such determination shall be made taking into consideration any information relayed as a result of the mental health screening conducted per Department policy 67-MNH-02, Mental Health Screening and Assessment Activities.

Attachments:

Appendix A Prison Rape Elimination Act Information for Inmate Handbook

Related Department Forms:

Inmate Orientation Checklist	DRC4141
Intra-System Transfer and Receiving Health Screening Form	DRC5255

APPENDIX A
(52-RCP-10)

Prison Rape Elimination Act Information for Inmate Handbook

PRISON RAPE ELIMINATION ACT (PREA)

It is the policy of the Ohio Department of Rehabilitation and Correction to provide a safe, humane and appropriately secure environment, free from the threat of sexual misconduct for all inmates by maintaining a program of prevention, detection, response, investigation and tracking. The Department shall maintain a zero tolerance for sexual misconduct in its institutions and in any facilities with which it contracts for the confinement of inmates. Sexual misconduct among inmates and by staff towards inmates is strictly prohibited. All allegations of sexual misconduct and/or sexual harassment shall be administratively and/or criminally investigated.

YOU HAVE THE RIGHT NOT TO BE SEXUALLY ABUSED OR HARASSED.

Incidents or suspicions of sexual abuse, sexual harassment and retaliation may be reported to ANY STAFF Member:

- Verbally to ANY STAFF MEMBER
- In writing to ANY STAFF MEMBER
- Operation Support Center (614) 995-3584 (No cost to call from inmate phone)
- Outside Agency Hot Line (614) 728-3155 (No cost to call from inmate phone)
- Inmates in Restrictive Housing may also anonymously report sexual misconduct or retaliation by writing to:

Bureau Chief of the Office of Quality Assurance and Improvement
Ohio Department of Youth Services
30 West Spring Street, 5th Floor
Columbus, Ohio 43215

Inmates shall be given the opportunity to remain anonymous upon request to the outside agency.

There will be NO retaliation for reporting incidents of sexual abuse or harassment.

Family and friends may report allegations of sexual abuse, sexual harassment and retaliation on your behalf:

- By calling (614) 995-3584
- By emailing DRC.ReportSexualMisconduct@odrc.state.oh.us

Within seven (7) days of your arrival or transfer to an institution, you will watch an Ohio Department of Rehabilitation and Correction, Prison Rape Elimination Act (PREA) education video. The video will inform you of ODRC's zero tolerance policy against sexual misconduct. The video is in English with a deaf interpreter. It also is closed caption with a Spanish outline at the end of the video. If you need additional assistance understanding

anything in the PREA inmate education video or institution inmate handbook, see your unit staff.

PREVENTION/DETECTION

All inmates shall be screened and assessed upon admission to the Department and for all subsequent intra-system transfers. All inmates shall be assessed for risk of sexual victimization or abusiveness within seventy-two (72) hours of intake and upon transfer to another institution. These screenings shall be initiated in the PREA Risk Assessment by medical personnel during intake medical assessments and shall be completed by unit management with the seventy-two (72) hour period. No sooner than fifteen (15) days, but no longer than thirty (30) days from the inmate's arrival at any institution, the inmate shall be reassessed regarding their risk of victimization or abusiveness based upon any additional, relevant information received since that last institution's intake screening of the inmate. Unit management shall complete the assessments. As a result of these screenings, inmates shall be assigned a PREA Classification.

The Unit Management Chief or their designees shall make appropriate housing assignments based upon PREA Classifications. The information shall be used to assist in housing, bed, work, education and programming assignments. If it is learned an inmate is subject to substantial risk of imminent sexual abuse, staff shall take immediate action to protect the inmate at risk of victimization.

Mental Health Services shall attempt to conduct an evaluation on all known inmate-on-inmate abusers within sixty (60) calendar days of learning of such history and offer treatment when deemed appropriate.

Unless otherwise precluded by Federal, State or local law, medical and mental health practitioners shall be required to report sexual abuse and to inform inmates of the practitioner's duty to report and the limitations of confidentiality at the initiation of services.

OPPOSITE GENDER ANNOUNCEMENTS

All staff members of the opposite gender, whether assigned to the unit or not, shall make the following announcement upon their arrival in a housing unit: "Male/Female in housing unit." If at any time the staff member leaves and returns to the housing unit, the proceeding announcement shall be repeated. The announcement is only required when an opposite gender staff enters a housing unit where there is not already another opposite gender staff member present. If opposite gender staff remain in the unit during shift change, the announcement shall always be made at the beginning of each shift.

All inmate health service departments, Frazier Health Center and Franklin Medical Center Zone A shall only announce once at the beginning of each shift. Opposite gender medical staff are in these units at all times.

Once the facility installs the PREA buzzer at the entrance of each housing unit, it shall replace the verbal announcement with a unique, audible sound which shall be heard at the farthest point within the housing unit. The only exceptions will be from 10:00 pm to 8:00

am, at which time the verbal announcement shall be made instead of the use of the PREA buzzer.

SELF-PROTECTION

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE!

Don't let your manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW".

Many sexual abusers choose victims who look like they won't fight back or are emotionally weak. WALK AND STAND WITH CONFIDENCE.

Avoid talking about sex and casual nudity. These things may be considered a come on or make another inmate believe you have an interest in a sexual relationship.

Placing yourself in debt to another inmate may lead to the expectation of repaying the debt with sexual favors. Do not accept commissary items or other gifts from other inmates.

Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff member IMMEDIATELY.

RESPONSE

Upon report of an allegation of inmate sexual abuse, staff shall:

1. Separate the alleged victim and abuser.
2. Request the alleged victim not take any actions that could destroy physical evidence.
3. Take appropriate steps to preserve, protect and collect any evidence.

The institution shall make available for the victim a rape crisis center victim advocate if available or a qualified institution victim support person.

TREATMENT

Medical Services Responsibilities

Follow appropriate protocol, assuring appropriate examination, documentation, transport to the local emergency department, testing for sexually transmitted diseases, counseling, prophylactic treatment, follow-up and referral for mental health evaluation.

Mental Health Responsibilities

Offenders referred to mental health by medical services following an allegation of sexual abuse shall be seen by an independently licensed mental health professional who shall complete further screenings or assessments consistent with Department policy.

The victim shall be offered medical and mental health evaluations and treatment as appropriate. Treatment shall be provided to the victim at no charge.

The victim shall be given access to victim advocates for emotional support, if needed, by providing them with mailing addresses and telephone numbers, including toll-free hotline numbers of Local, State or National victim advocacy or rape crisis organizations. This information shall be provided to the unit staff for communication to the inmates. The telephone calls to outside support services are not confidential.

The institution shall protect all inmates and staff who report sexual misconduct or cooperate with sexual misconduct investigations from retaliation by other inmates or staff. Emotional support services shall be offered to inmates or staff who fear retaliation for reporting sexual misconduct or for cooperating with investigations.

MEDICAL AND MENTAL HEALTH FOLLOW-UP

If the assessment indicates the inmate is at risk or has experienced prior sexual victimization, whether it occurred in an institution setting or in the community, staff shall offer a follow-up meeting with a medical or mental health practitioner with fourteen (14) calendar days of the intake screening. This may be accomplished by the inmate requesting the service at the time of the assessment or by forwarding a kite to the medical or mental health departments.

If the assessment indicates the inmate is at risk or had previously perpetrated sexual abuse, whether it occurred in an institution setting or in the community, staff shall offer a follow-up meeting with a mental health practitioner within fourteen (14) calendar days of the intake screening. This can be accomplished by the inmate requesting the service at the time of the assessment or by forwarding a kite to the mental health departments.

INVESTIGATIONS

All reports of sexual misconduct and retaliation shall be investigated and the findings documented in writing.

No institution shall require an inmate who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.

The institution investigator shall monitor all cases of retaliation.

A final decision on all allegations of sexual misconduct shall be issued by the institution investigator within ninety (90) calendar days of the initial filing.

If ninety (90) calendar days is not sufficient to make an appropriate decision, the institution investigator may extend the decision up to seventy (70) calendar days. The inmate shall be notified in writing of such extension and provide a date by which a decision shall be made.

Following an investigation into an inmate's allegation that he or she suffered sexual abuse in an institution, the institution investigator shall inform the inmate as to whether the allegation has been determined to be substantiated, unsubstantiated or unfounded.