



Ohio State Penitentiary

**January 7, 2013
January 9, 2013
January 10, 2013**

**Adam Jackson,
Report Coordinator**

**CORRECTIONAL INSTITUTION INSPECTION COMMITTEE REPORT
ON THE INSPECTION AND EVALUATION OF THE
OHIO STATE PENITENTIARY**

Dates of Inspection:	January 7, 2013 January 9, 2013 January 10, 2013
Type of Inspection:	Unannounced
Legislators/CIIC Staff Present:	Joanna E. Saul, Director Gregory Geisler, Corrections Analyst II Adam Jackson, Corrections Analyst II Carol Robison, Corrections Analyst II Darin Furderer, Corrections Analyst I Jamie Hooks, Corrections Analyst I
Facility Staff Present:	Warden David Bobby CIIC spoke with many additional staff throughout the course of the inspection.

Institution Overview:

Ohio State Penitentiary is a supermax security prison, housing Level 4 and 5 inmates. It is located on 240 acres in Youngstown, Ohio, Mahoning County.¹ The institution's FY 2012 budget was \$32,401,138.² The rated capacity for Ohio State Penitentiary is 504. On the date of the inspection, the institution housed 471 inmates.³ The institution scored high on the most recent ACA audit.⁴

Demographically, 67.5 percent of the inmates are classified as black and 31.4 percent as white.⁵ The average inmate age was 31 years and one month.⁶ Of the 359 total staff, 71.6 percent were male and 28.4 percent were female.⁷ Of the total staff, 67.1 percent were classified as white, 31.2 percent as black, and 1.7 percent as other.⁸

Within the two years since the last CIIC inspection, the facility has experienced significant change. In late 2011, the Death Row population transferred from OSP to CCI.^b Additional Level 4/maximum security inmates were transferred to OSP, increasing its total population within the walls. In 2012, the OSP minimum camp closed.^c

^a In addition, 1.1 percent were classified as other.

^b Six Level 5 Death Row inmates remain at OSP.

^c The most recent American Correctional Association (ACA) audit of the facility was conducted June 16-18, 2010. The facility scored 100 percent compliant for mandatory standards and 99.5 percent compliant on non-mandatory standards. The two areas of noncompliance were due to insufficient natural light in the cells and the dayroom. ACA auditors granted the institution a waiver for each area of non-compliance.

I. INSPECTION SUMMARY

SAFETY AND SECURITY: GOOD⁴

INDICATORS	RATING	FINDINGS
Assaults	Acceptable	<ul style="list-style-type: none"> • Inmate on inmate assaults increased by two between 2010 and 2012. • Inmate on staff assaults increased by 400 percent between 2010 and 2012; however, staff relayed that the assaults were predominately minor.
Fights	Good	<ul style="list-style-type: none"> • The rate of conduct reports for rule 19 violations at OSP was significantly lower than the DRC average.
Disturbances	Exceptional	<ul style="list-style-type: none"> • OSP reported zero disturbances since 2010.
Use of Force	Acceptable	<ul style="list-style-type: none"> • Total uses of force increased by 135.7 percent between 2010 and 2012. However, the 2012 rate is still half the rate of the comparator prison. • Use of chemical agents increased by 357.1 percent between 2010 and 2012.
Security Threat Groups	Good	<ul style="list-style-type: none"> • OSP had the highest rate of rule 17 violations in comparison to other prisons. • 55.6 percent of OSP's institutional population is STG-affiliated; the high rate of documented gang activity is therefore likely positive, if the greater documentation is due to greater surveillance by staff.

⁴ CIIC ratings are based on a four point scale: Exceptional, Good, Acceptable, and In Need of Improvement. Ratings for the overall area are based on the balance of the indicator ratings for that area. A rating of "Exceptional" for an indicator means that there is no room for improvement and, generally, that the facility performs above other prisons. A rating of "Good" for an indicator means that the prison more than meets the standard, but is not significantly better than other prisons or there is still room for improvement. A rating of "Acceptable" for an indicator means that the prison just meets the standard or meets the standard with minor exceptions. A rating of "In Need of Improvement" for an indicator means that the prison does not meet standards, is significantly different from other prisons in a negative manner, or that CIIC staff had serious concerns.

Access to Illegal Substances	Exceptional	<ul style="list-style-type: none"> In the most recent test of a random sample of the inmate population, zero inmates tested positive for drug use.
Rounds	Good	<ul style="list-style-type: none"> Officers generally documented rounds in staggered, 30 minute intervals. The Warden and the DWO documented rounds four times within the one month period reviewed; DWSS documented rounds approximately three times per unit, the Inspector twice.
Shakedowns	Exceptional	<ul style="list-style-type: none"> Officers documented at least the requisite four shakedowns per shift for all reviewed days.
Cell Security Check	In Need of Improvement	<ul style="list-style-type: none"> CIIC staff observed that many inmates obstructed the cell door window and the cell windows, creating a security concern. Some of the cells had holes in the walls, graffiti, and clothing lines. Many cells had inappropriate photographs on the walls, including sexually graphic pictures.
Staff Planning/ Intelligence	Deferred	<ul style="list-style-type: none"> Staff indicated that they were still collecting data at the close of the calendar year to analyze.
Significant Inmate Survey Responses		<ul style="list-style-type: none"> Zero inmates reported that the institution was unsafe. 94.4 percent of responding inmates indicated that they had not been harassed, threatened, or abused by other inmates at OSP. At least 90 percent of responding inmates indicated that it was difficult to get illegal drugs or alcohol.

HEALTH AND WELLBEING: GOOD

INDICATORS	RATING	FINDINGS
Unit Conditions	Good	<ul style="list-style-type: none"> Most inmates kept their cells clean and orderly. The average level of cleanliness for dayrooms was rated as acceptable, with some trash or debris on the ranges.

		<ul style="list-style-type: none"> • Multiple inmates relayed concerns regarding cell temperatures; a review of the prior CIIC inspection report from January 2011 indicates that this is an ongoing concern. • Maintenance concerns were minimal.
Medical Services	Good	<ul style="list-style-type: none"> • Facilities were acceptable in terms of overall cleanliness. • Backlogs for Nurse Sick Call, Doctor Sick Call, and Chronic Care Clinics were zero. • Staff reported zero vacancies. • Staff and inmate communication was overall positive. • However, the AMA (Against Medical Advice) rate was 25 percent for chronic care inmates.
Mental Health Services	Good	<ul style="list-style-type: none"> • Staff reported zero vacancies. • Staff reported zero backlogs.
Food Services	Acceptable	<ul style="list-style-type: none"> • Inmates relayed concerns regarding the poor taste of the meat and the food temperatures; however, CIIC staff rated the sampled meals as excellent. • Inmates also relayed concerns regarding the sanitary conditions of the trays. CIIC staff noted that many trays appeared cracked and worn.
Recovery Services	Good	<ul style="list-style-type: none"> • 10.7 percent of the total population was involved in Recovery Services programming in 2012. • Staff may need to evaluate whether they have effectively prioritized placement for inmates at higher risk levels.
Recreation	Good	<ul style="list-style-type: none"> • Physical facilities appeared clean and there were no reported maintenance concerns. • Staff provided most of the activities permitted for the supermax security level and has been very proactive in developing creative recreational opportunities, such as a wellness program.

Significant Inmate Survey Responses

- 69.3 percent of responding inmates were unsatisfied with the quality of the food at OSP.

FAIR TREATMENT: GOOD

INDICATORS	RATING	FINDINGS
Staff Accountability	Acceptable	<ul style="list-style-type: none"> • The majority of inmate respondents to CIIC’s survey indicated that most staff conducted themselves professionally and spoke to inmates professionally. • 40.8 percent of respondents indicated that they had been harassed, threatened, or abused by staff at OSP at some point, with the most common response indicating that it had involved insulting remarks. • The 2012 rate of grievances against staff actions was higher than both the DRC average and the comparator prison.
Inmate Discipline	Good	<ul style="list-style-type: none"> • Review of both RIB hearings and closed RIB cases indicates that OSP staff are diligent in following DRC policies.
Inmate Grievance Procedure	Acceptable	<ul style="list-style-type: none"> • 11.3 percent of responses to informal complaints were outside of the seven day timeframe. • 72.2 percent of grievance dispositions were extended beyond the fourteen day timeframe. • Overall, responses were professional and responsive to inmates’ concerns; however, staff could be more diligent in conducting an investigation of inmates’ concerns and/or providing explanation to inmates.
Segregation	Good	<ul style="list-style-type: none"> • Inmates relayed few concerns and stated that they were receiving appropriate privileges. • The unit appeared clean, but there was need for improvement in cell security issues.

Significant Inmate Survey Responses		<ul style="list-style-type: none"> (See Staff Accountability)
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REHABILITATION AND REENTRY: ACCEPTABLE⁵

INDICATORS	RATING	FINDINGS
Access to Purposeful Activities	Acceptable	<ul style="list-style-type: none"> Inmates have significant restrictions placed on their ability to work or engage in activities outside of their cell due to the high security environment. However, staff relayed several initiatives to increase access to programming and to incentivize inmate participation, doing what they can to work within the limitations of security needs.
Quality of Educational Programming	Acceptable	<ul style="list-style-type: none"> The passage rate of GED completions is slightly higher than the comparator prison and significantly higher than the rate across the DRC. 20.4 percent of the total OSP inmate population completed an academic program and received a certificate in FY 2012. Instructional materials were lacking, as the instructor had only a flip chart and a marker.
Library	Good	<ul style="list-style-type: none"> OSP had the highest rate of materials to population in the DRC, triple the DRC average and nine times the rate of the comparator prison. The librarian has implemented creative initiatives to encourage inmate reading. The institution employs a full-time paralegal.

⁵ Staff disagreed with the rating of Acceptable, relaying that the institution is doing a better than acceptable job at preparing maximum and supermax inmates for reentry. Staff relayed that objective data, including the number of OSP inmates who are involved in programs or who have completed programs, indicates that staff have been very successful. Staff stated that their success is further indicated by the type of programs that are offered, the unique delivery, and the number of inmates involved.

		<ul style="list-style-type: none"> The resource section should be considered for improvement and expansion.
Ohio Penal Industries	N/A	<ul style="list-style-type: none"> OSP does not operate an OPI shop.
Reentry Planning	Acceptable	<ul style="list-style-type: none"> Opportunities for communication with family members or the community are strictly limited by DRC policy due to the security classification level of the inmates. Staff relayed that they are in the process of implementing an extensive reintegration program that will be operational in February 2013.
Security Classification and Privilege Levels	Good	<ul style="list-style-type: none"> Staff relayed that they are up to date with security classification reviews. A majority of inmate respondents indicated that they knew the criteria to reduce their security classification and privilege levels.
Significant Inmate Survey Responses		<ul style="list-style-type: none"> No significant issues.

FISCAL ACCOUNTABILITY: GOOD

INDICATORS	RATINGS	FINDINGS
Overtime Management	Good	<ul style="list-style-type: none"> Staff relayed that they are rarely, if ever, mandated to work additional hours.
Cost Savings Initiatives	Good	<ul style="list-style-type: none"> Staff relayed that they had significantly reduced water and gas utility costs from 2011 to 2012. Staff relayed that they had not completed energy and waste audits required by DRC policy, which needs to be addressed.
Training	Good	<ul style="list-style-type: none"> Staff demonstrated that they had completed required training.
Evaluations	In Need of	<ul style="list-style-type: none"> Staff reported high rates of untimely completion of staff evaluations.

	Improvement	<ul style="list-style-type: none">• Officers interviewed by CIIC indicated a desire for change in evaluations, including that they be conducted by the immediate supervisor and include more specific feedback.
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RECOMMENDATIONS SUMMARY

- Staff should evaluate the increase in inmate-on-staff assaults in 2012 and determine contributing causes and patterns. Staff should also evaluate the high rate of rule 17 violations and determine contributing causes and patterns.
- Staff should develop a plan to address cell security issues.
- Executive staff should review use of force documentation procedures with medical staff and shift supervisors to ensure accuracy and consistency with use of force reports. Executive staff should also consider reviewing incident report writing with line staff.
- Staff should evaluate the cause for the high AMA rate for chronic care caseload inmates to determine if actions could be taken to reduce the rate.
- Staff should respond in a timely manner to informal complaints.
- Staff should fully investigate inmates' concerns and provide more information to the inmate in their informal complaint responses.
- Staff should complete energy and waste audits required by DRC policy.
- Staff should ensure that evaluations are conducted timely.
- Staff should consider evaluating whether level 2 and 3 inmates are effectively prioritized in Recovery Service programs.
- Staff should consider conducting a satisfaction survey of inmates regarding the quality and preparation of the meals (seasoning, temperature, etc.).
- Staff should consider evaluating whether additional instructional materials and supplies could be provided for the instructor within DRC policy and security considerations, such as a whiteboard, electronic medium, etc.
- Staff should consider expanding the reentry resource section of the library.
- Staff should consider developing strategies to actively promote interaction with the inmate population, including both security and unit staff.
- Staff should consider strategies to ensure that the immediate supervisors can perform evaluations.
- Staff should consider developing additional feedback to give to staff during evaluations to improve overall staff performance and satisfaction.

OSP/DRC RESPONSE TO CIIC IDENTIFIED CONCERNS

<p>Issue</p>	<p>Problem noted by CIIC – Employee Evaluations Staff reported high rates of untimely completion of staff evaluations. Officers interviewed by CIIC indicated a desire for change in evaluations, including that they be conducted by the immediate supervisor and include more specific feedback.</p>	
	<p>The Ohio State Penitentiary has developed a plan of action to address the CIIC concerns and recommendations for Employee Performance Evaluations. The below information is our action plan to address the concerns.</p> <p>A. The Personnel Department Supervisor will continue to enforce and monitor the timeliness of personnel evaluations, and to notify the responsible Supervisors when personnel performance evaluations for their areas are due.</p> <p>B. The timeliness of completing personnel evaluations will be considered in each responsible Supervisor’s annual performance evaluation.</p> <p>C. The Personnel Department Supervisor will recommend corrective action to the Warden, when performance evaluations are past due.</p> <p>D. ePerformance, the new online, self-service tool to be used for initiating and completing performance evaluations will go-live and be available for OSP use beginning January 28th. Some of the benefits to using ePerformance include:</p> <ul style="list-style-type: none"> • Easier to align and cascade performance expectations from agency to position • Allows attachments (e.g. thank you notes, awards) • Spell check and ability to review language for appropriate workplace terms and phrases • Automatic notifications are sent when an action is required to advance the performance evaluation process • Electronic signature authentication • Electronically maintains historical records <p>E. Direct Supervisors will be responsible for delivering and discussing the performance evaluations with their staff.</p>	<p>Person Responsible 1. Katrett Huckleby, PO3</p>
	<p>Comments: DRC’s Expectation is 100% timeliness on employee evaluations. Plan of action accepted. T.Ishee</p>	

<p>Issue</p>	<p>Problem noted by CIIC – Condition of Inmate Cells CIIC staff observed that many inmates obstructed the cell door window and the cell windows, creating a security concern. Some of the cells had holes in the walls, graffiti, and clothing lines. Many cells had inappropriate photographs on the walls, including sexually graphic pictures.</p>	
	<p>The Ohio State Penitentiary has developed a plan of action to address the CIIC concerns and recommendations for the condition of the inmate cells. The below information is action steps we took to address the concerns.</p> <p>A. On January 10th, 2013 Warden David Bobby put the below notice out to every inmate. The notice was taken to every cell and hand delivered by the unit team to the inmates.</p> <p>To: All OSP Inmates</p> <p>From: D. Bobby, Warden</p> <p>Date: January 10, 2013</p> <p>Subject: Cells</p> <p>For several months now, a memo has been broadcast on TV in reference to pictures and papers hanging on the walls. Some inmates have disregarded this directive and continue to violate this rule. In particular, those inmates who have pornographic pictures in plain view and papers covering the windows are violating this rule. Beginning next week, the Unit Staff will begin cell inspections to check for compliance. Please review the memo that is broadcast on the TV or ask your Unit Staff for clarification if you do not know what is expected. Thank you for your cooperation in this matter.</p> <p>B. A Roll Call notice was put out on January 10th, 2013 to all Corrections Officers in response to the above directive from Warden Bobby.</p> <p>The unit team has put information out to the inmates that they are not to cover their cell windows, doors, or lights and that the staff must be able to see into the cell. With this in mind the following will be enforced when making rounds.</p> <ol style="list-style-type: none"> 1. When conducting security checks, Officers are to have inmates remove any paper or other objects that they have covering their light fixtures, back cell window, or the door window that would impede the officer seeing the inmate. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Betty McDonough, UMA 2. Robert Wolfe, UM 3. Glenn Booth, UM
	<p>Comments:</p>	

<p>Issue</p>	<p><i>Problem noted by CIIC – Condition of Inmate Cells (Continued)</i> CIIC staff observed that many inmates obstructed the cell door window and the cell windows, creating a security concern. Some of the cells had holes in the walls, graffiti, and clothing lines. Many cells had inappropriate photographs on the walls, including sexually graphic pictures.</p>	
	<p>2. The inmate will be directed to remove the covering from the windows or light fixture so that the officers conducting the security checks can see the inmate. If the inmate refuses to remove items from the windows or light fixture the OSP Shift Commanders Office will be notified.</p> <p>3. Officers must be positive they are seeing a living, breathing person when making their security checks.</p> <p>C. A “Hip Pocket” Training Topic was put out to all Corrections Officers that the Shift Supervisors. while making their rounds, would address with them the below topics:</p> <p><u>TOPIC OF DISCUSSION STARTING 01-11-2013</u></p> <p>The unit team has put information out to the inmates that they are not to cover their cell windows, doors, or lights and that the staff must be able to see into the cell. With this in mind, the following will be enforced when making rounds.</p> <p>1. When conducting security checks, officers are to have inmates remove any paper or other objects that they have covering their light fixtures, back cell window, or the door window that would impede the officer seeing the inmate.</p> <p>2. The inmate will be directed to remove the covering from the windows or light fixture so that the officers conducting the security checks can see the inmate. If the inmate refuses to remove items from the windows or light fixture the OSP Shift Commanders Office will be notified.</p>	<p><i>Person Responsible</i></p> <p>1. <i>Betty McDonough, UMA</i> 2. <i>Robert Wolfe, UM</i> 3. <i>Glenn Booth, UM</i></p>
	<p><i>Comments:</i></p>	

Issue	<p><i>Problem noted by CIIC – Condition of Inmate Cells (Continued)</i> CIIC staff observed that many inmates obstructed the cell door window and the cell windows, creating a security concern. Some of the cells had holes in the walls, graffiti, and clothing lines. Many cells had inappropriate photographs on the walls, including sexually graphic pictures.</p>	
	<p>3. Officers must be positive they are seeing a living, breathing person when making their security checks.</p> <p>4. In addition to the above, the topics of discussion should include:</p> <ul style="list-style-type: none"> a. Discuss the importance of why Officers need to conduct good security checks. b. Discuss the importance of why it is important that the inmates have their cell windows clear. c. Discuss the importance of why it is important to have items removed from the walls. d. Discuss the importance of good quality shakedown. <p>D. Supervisors were directed to do additional rounds through the inmate living areas and address any inmate’s cell that was not in compliance while making their rounds.</p>	<p><i>Person Responsible</i></p> <ul style="list-style-type: none"> 1. Betty McDonough, UMA 2. Robert Wolfe, UM 3. Glenn Booth, UM
	<p><i>Comments: This is an agency-wide issue. Sometimes difficult to enforce due to the security level of the inmates at OSP. Balancing enforcement of this rule with the possibility of use of force and potential injury to staff and/or inmates is delicate. Plan of action accepted.</i> <i>T. Ishee</i></p>	

Issue	Recommendation noted by CIIC - Timeliness of Informal Complaint Resolution Responses 11.3 percent of responses to informal complaints were outside of the seven day timeframe.	
	Tasks 1. Continue to monitor the standard of less than 15% for untimely ICR responses. 2. Remind staff of the importance of timely ICR responses at Department Head and Executive Staff Meetings. 3. Issue monthly reports of compliance and non-compliance to the Warden.	Person Responsible 1. Mark Thomas, Inspector
	Comments: Plan of action accepted. T. Ishee	

Issue	Recommendation noted by CIIC - Vague Informal Complaint Resolution Responses Staff could be more diligent in conducting an investigation of the inmates' concerns and/or provide more information to the inmates in their Informal Complaint Resolution responses.	
	Tasks 1. Remind staff at Department Head and Executive Staff Meetings that ICR responses should reflect an understanding of the complaint, be responsive to the issue, cite any relevant departmental or institutional rules or policies and specify the action taken, if any. 2. Monitor ICR's for vague responses and send individual reminder notices as needed.	Person Responsible 1. Mark Thomas, Inspector
	Comments: Plan of action accepted. T. Ishee	

Issue	Recommendation noted by CIIC – Staff should consider evaluating whether inmates have effectively prioritized level 2 and 3 inmates in Recovery Services programs.	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Continue to prioritize inmates in Recovery Services programs giving preference to Recovery Services level 3 inmates first, level 2 inmates second and level 1 inmates third. Consideration must also be given to: within 2 years to out date, STG Lieutenant approval and inmate’s current ability to participate – i.e. segregation placement, education class, Mental Health watch, Medical issues, etc. 2. Monitor prioritization of inmates in Recovery Services 	<p style="text-align: center;">Person(s) Responsible</p> <ol style="list-style-type: none"> 1. J.Casedy, Coordinator 2. M.Cooper, Coordinator 4. D.M.Thomas, Supervisor 5. C.Smith, QIC
	<p>Comments: Security levels, STG, Separations, etc. are all important safety considerations. Plan of action accepted. T. Ishee</p>	

Issue	<p>Recommendation noted by CIIC - Staff should evaluate the cause for the high AMA rate for chronic care caseload inmates to determine if actions could be taken to reduce the rate. <i>A 25% refusal rate for chronic care inmates</i></p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Continue to send inmates individual appointment reminder memos prior to scheduled appointments. 3. Block Lieutenant & Unit Manager will be informed of refusals and follow up will be done asap to alleviate the complaint of not being called and will take place early with the goal of maintaining the appointment slot for same day follow-up. 4. Nurse Practitioner will follow-up on the block with repeat chronic care refusers. 	<p style="text-align: center;">Person Responsible</p> <ol style="list-style-type: none"> 1. M. Lapushansky, HCA 2. C. Smith, QIC 3. N.Carter, Nurse Practitioner 4. G.Booth, Unit Manager 5. R.Wolfe, unit Manager
	<p>Comments: Plan of action accepted. T. Ishee</p>	

Issue	Recommendation noted by CIIC - Staff should consider conducting a satisfaction survey of inmates regarding the quality and preparation of the meals (seasoning, temperature, etc.)	
	<p>Tasks</p> <ol style="list-style-type: none"> Daily Administrative Duty Officer will continue to sample meals & report on the temperature & quality. Staff will assess the need to replace damaged trays. Trays will be replaced according to assessed need. 	<p>Person</p> <ol style="list-style-type: none"> J. Severn, Food Service Supervisor All ADO Officers
	Comments: Plan of action accepted. T. Ishee	

Issue	Recommendation noted by CIIC – Staff should consider expanding the reentry resource section of the library.	
	<p>Tasks</p> <ol style="list-style-type: none"> Library Advisory Committee will review the reentry resources section of the library & assess the need for more materials. 	<p>Person(s) Responsible</p> <ol style="list-style-type: none"> B. Jones, Librarian K. Litzenberger, Principal
	Comments: DRC’s recently approved 10 week reentry program for high security releases will assist with reentry resources/materials at OSP. Warden Bobby played a key role in the program’s development. Plan of action accepted. T. Ishee	

Issue	Recommendation noted by CIIC - Staff should evaluate whether additional instructional materials & supplies could be provided for the instructor within DRC policy and security considerations, such as whiteboard, electronic medium, etc.	
	Tasks 1. Staff will assess the need for added instructional materials & electronic medium and then discuss at department meeting to ascertain if further action is required.	Person Responsible 1. K. Litzenberger, Principal 2. D. Thomas, Acting DWSS
	Comments: Plan of action accepted. T. Ishee	

Issue	Recommendation noted by CIIC – Staff should complete all necessary energy and waste audits as required by policy.	
	Tasks 1. Complete all necessary energy and waste audits as required by DRC policy 22-BUS-17.	Person Responsible 1. Kirk Northcott, Maintenance Supervisor
	Comments: This is a priority initiative for ODRC. Plan of action accepted. T. Ishee	

Issue	Recommendation noted by CIIC - Executive staff should review use of force documentation procedures with medical staff and shift supervisors to ensure accuracy and consistency with use of force reports. Executive staff should also consider reviewing incident report writing with line staff.	
	Tasks 1. Discuss use of force documentation at the next Operations meeting. Invite the HCA and other key medical staff . 2. HCA to discuss use of force documentation with medical staff at shift change report . 4. Review incident report writing with line staff through the use of “hip-pocket” training.	Person Responsible 1. Joe Hurst, Major 2. Mary Helen Lapushansky, HCA 3. Chris Harris, Captain
	Comments: Plan of action accepted. T. Ishee	

Issue	Recommendation noted by CIIC - Staff should consider developing strategies to actively promote interaction with the inmate population, including both security and unit staff.	
	<p>Tasks</p> <ol style="list-style-type: none"> OSP is a Control Prison operating under the DRC's Three Tier System. OSP staff in their weekly operations meetings will continue to seek additional ways to promote safe but meaningful interactions and activities between inmates and staff. Under three tier, the guiding principles for control prisons require a host of inmate to inmate and inmate to staff interactions. OSP has recently changed from indirect to direct contact with the level 4AT population. Additionally, ADO and Administrative staff are required to make additional rounds in the inmate housing units along with many of its service and program providers. 	<p>Person Responsible</p> <ol style="list-style-type: none"> UMC Major
	Comments: Plan of action accepted. T. Ishee	

Issue	Recommendation noted by CIIC - Staff should evaluate the increase in inmate-on-staff assaults in 2012 and determine contributing causes and pattern.	
	<p>Tasks</p> <p>Using the Back to Basics approach, with the assistance of the Violence Oversight Committee, OSP will evaluate all violence indicators to try and ascertain causes and patterns.</p>	<p>Person Responsible</p> <ol style="list-style-type: none"> Jeff Remmick, DWO Joe Hurst, Major
	Comments: Plan of action accepted. T. Ishee	

II. SAFETY AND SECURITY

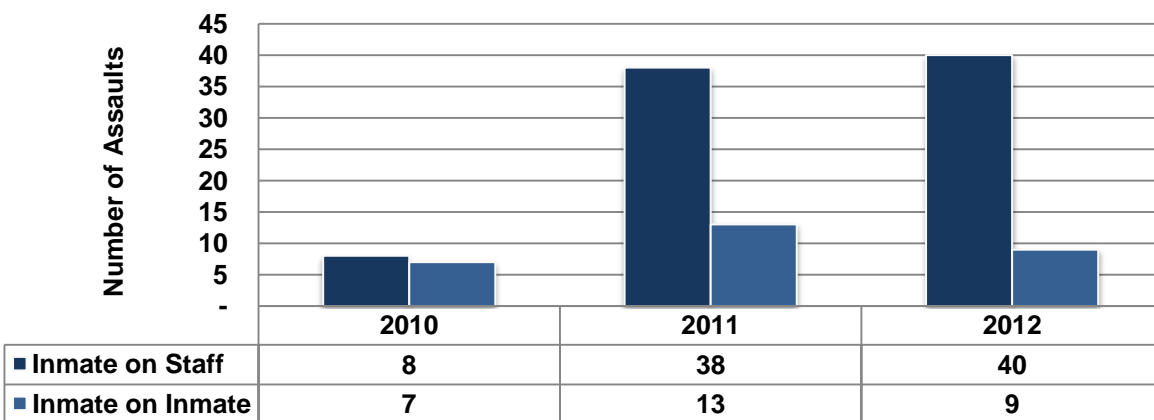
CIIC EXPECTATION: Prisons will provide a safe and secure environment for all inmates.

A. ASSAULTS

In 2012, there were nine reported inmate on inmate assaults.⁹ Of the total, five were physical assaults and four were harassment assaults. There were no sexual assaults reported during this period.¹⁰ Total inmate on inmate assaults increased by only two from 2010 to 2012.

The institution also reported 40 inmate on staff assaults in 2012.¹¹ Of the total, 67.5 percent were physical assaults, 22.5 percent were harassment assaults, 2.5 percent were sexual assaults, and 7.5 percent were inappropriate physical contact.¹² Total inmate on staff assaults increased by 400 percent from 2010 to 2012. Staff relayed that the assaults were generally minor and the increase is likely due to the change in inmate population within this same time period.

Chart 1
Total Assaults
CY 2010 - 2012



B. FIGHTS^f

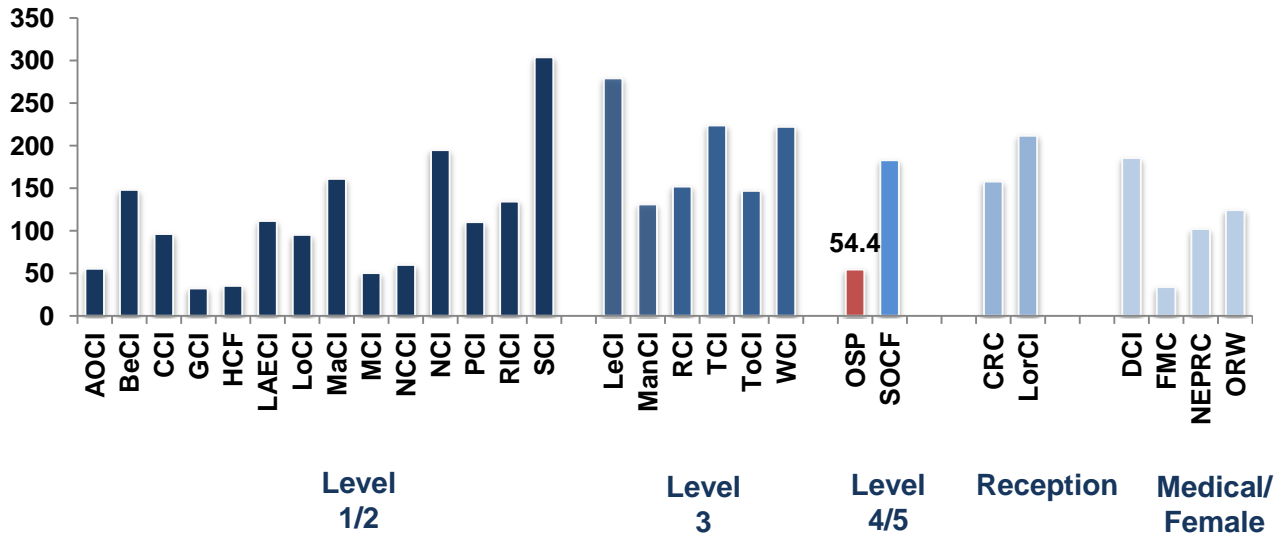
Fights are documented via conduct reports and RIB hearings. In 2012, the institution recorded a rate of 54.4 RIB convictions for fights per 1,000 inmates.⁹ This rate is

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

⁹ The rate was obtained by dividing the total number of rule 19 violations for January through November 2012 by the average monthly institutional population for that same time period.

significantly lower than the comparator prison and the DRC average. The following provides a comparison of the rate of fights per population across the DRC.

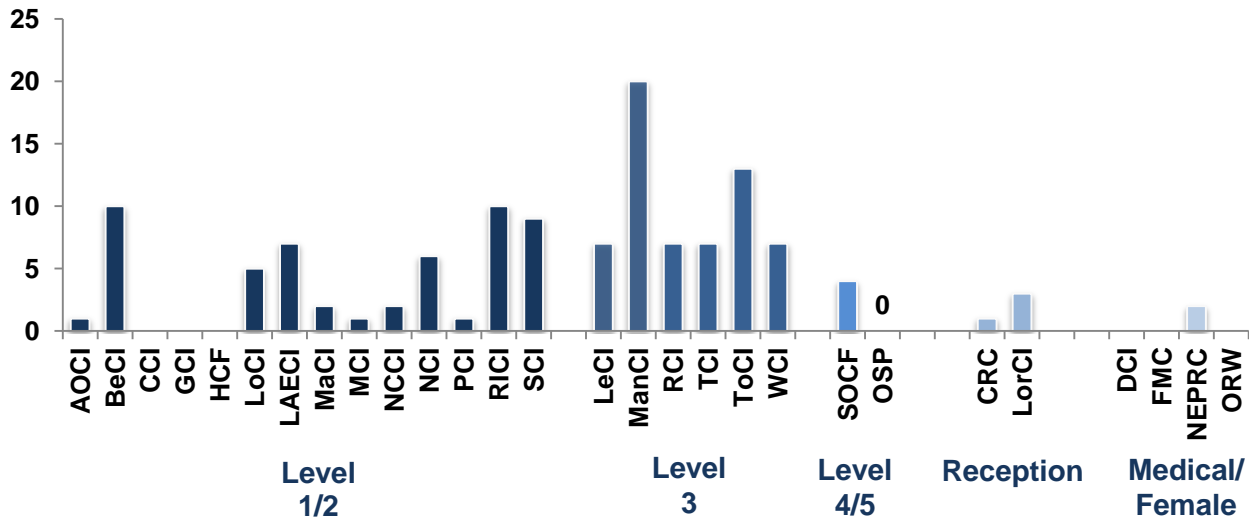
Chart 2
Rule 19 Violations (Fights)^h
January – November 2012



C. DISTURBANCES

In the first eleven months of 2012, OSP reported zero disturbances,¹³ which is below the DRC average. This is a decrease from the two reported disturbances in 2011.

Chart 3
Total Disturbances
January – November 2012



^h Rate is per 1,000 inmates.

D. USE OF FORCE

In 2012, the facility reported 99 use of forceⁱ incidents.¹⁴ Of the total, 77.8 percent incidents involved black inmates and 22.2 percent involved white inmates. Compared to 2010, in which 42 uses of force were reported, total uses of force increased by 135.7 percent in two years. Staff relayed that this is likely due to the change in population. Further, it should be noted that the rate of uses of force in 2012 at OSP was almost half that of the nearest comparator prison, SOCF.

In 2012, chemical agents (mace) were used 64 times. This is 357.1 percent more^j than chemical agents were used in 2010, in which chemical agents were used 14 times.¹⁵ In the six months prior to the inspection date (July 2012 – December 2012), chemical agents were used 30 times.

CIIC's review of use of force includes a sample of 20 randomly selected use of force reports. The review consisted of an evaluation of each report for policy compliance. Overall, the use of force reports appeared to be in compliance with DRC policies with the exception of minor documentation errors. CIIC also noted a couple occurrences of identical language among officer incident reports.

E. SECURITY THREAT GROUPS (STGs)

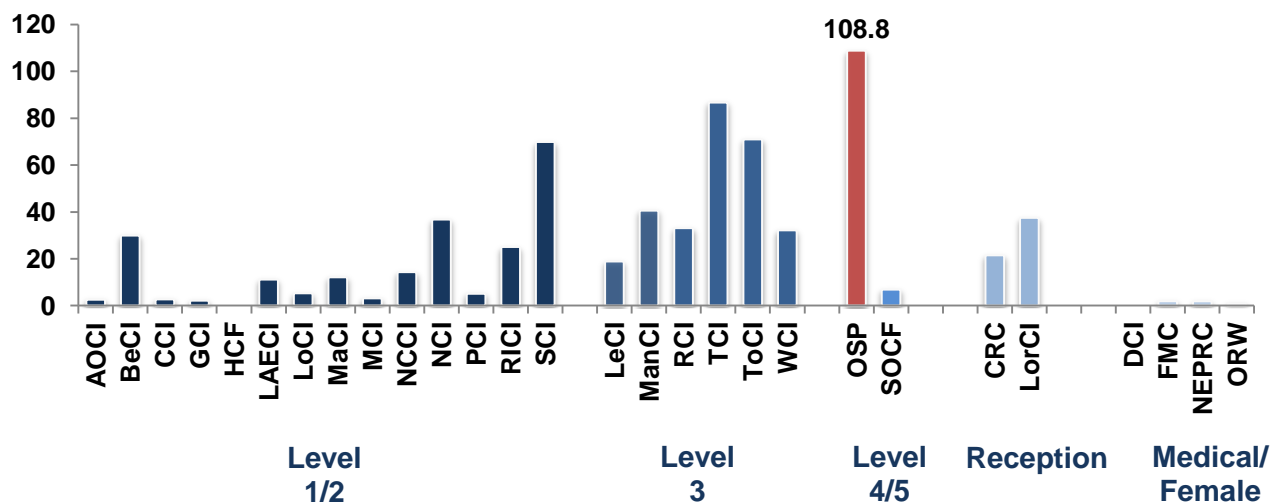
As of January 2, 2013, there were 262 STG-affiliated inmates, which is 55.6 percent of the institutional population.¹⁶ In comparison, 16.6 percent of the total DRC population was identified as having some form of STG affiliation in 2012.¹⁷ The following chart provides a comparison of institutions by rate of rule 17 (unauthorized group activity) violations.^k OSP's rate is significantly higher than its nearest comparator prison, SOCF. However, the facility also has the greatest STG-affiliated population the DRC. As it is therefore likely that the amount of STG activity is high, the high rate of rule 17s likely indicates that staff are actively providing surveillance and documenting incidents, which is positive.

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

^j The increase in the use of chemical agents is likely due to the change in the inmate population, and may also be due to DRC policy changes.

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

Chart 4
Rule 17 Convictions¹
January – November 2012



F. ACCESS TO ILLEGAL SUBSTANCES

Each DRC institution conducts monthly random urinalysis tests of a random sample of its population. The most recent test at the facility was conducted on December 21, 2012. The institution screened 14 inmates, but no inmates were found positive for an illegal substance.

In addition, the CIIC survey indicated that 94.9 percent of inmate respondents said it is difficult to get illegal drugs / tobacco into the prison. Similarly 90 percent of inmate respondents reported it was difficult to get alcohol into the prison.

G. ROUNDS

- Housing unit officers are required to conduct security check rounds at least every 30 minutes at staggered intervals. A review of officers’ security check logs indicated that staff were predominately following this requirement, with the occasional exception of third shift on at least two housing units.
- Executive staff are also required to perform rounds through each housing unit. A review of the employee sign-in logs from December 6, 2012-January 6, 2013 indicated that most of the executive staff conducted their rounds through each unit once per week. The Warden and Deputy Wardens were particularly visible in the units during the 30 day period. Deputy Warden of Special Services appeared to generally complete rounds three times per unit during the time period; the Inspector appeared to conduct rounds approximately twice within the time period.

¹ Rate is per 1,000 inmates.

H. SHAKEDOWNS (CELL/BUNK SEARCHES)

Housing unit officers are required to search inmates' cells/bunks for contraband, including illegal drugs and weapons. A review of the shakedown logs indicated that staff consistently conduct the requisite four cell searches per shift.

I. CELL SECURITY CHECKS

CIIC's evaluation of cell security raised concerns. CIIC staff observed that many inmates obstructed the cell door window and the cell windows, creating a security concern as staff could not see into the cell without the aid of a flashlight. This also affects security in other areas; for example, medical staff stated that poorly lit cells can aid "cheeking" of medication. In addition, some of the cells had holes in the walls, graffiti, and clothing lines. Many cells had inappropriate photographs, including sexually graphic pictures.

J. STAFF PLANNING/INTELLIGENCE

At the time of the discussion with CIIC staff, OSP staff provided explanations for the increases/decreases in fights, uses of force, assaults, and STG activity; however, they had not yet conducted their review of 2012 data. Therefore, CIIC staff defers this section.

SAFETY AND SECURITY RECOMMENDATIONS

- Staff should evaluate the increase in inmate-on-staff assaults in 2012 and determine contributing causes and patterns.
- Staff should develop a plan to address cell security issues, such as the obstruction of cell windows and cell door windows, and the presence of graffiti and inappropriate pictures.
- Executive staff should review use of force documentation procedures with medical staff and shift supervisors to ensure accuracy and consistency with use of force reports. Executive staff should also consider reviewing incident report writing with line staff.

III. HEALTH AND WELLBEING

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

A. UNIT CONDITIONS

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

Ohio State Penitentiary has four housing units (A-D). Each unit has eight pods (32 total) consisting of an upper and lower range, dayroom, and recreation area. In addition to the general population pods, a celled segregation pod is located in D-unit. Additional information regarding segregation is available in a separate section.

Of the four general population housing units, the average level of cleanliness for cells was rated as acceptable. Most inmates kept their cells clean and orderly. No inmates complained of any issues with pests. However, many inmates complained that the temperatures in their cell were too hot or too cold. CIIC noted varying temperatures between units. A review of the prior CIIC inspection report from January 2011 indicates that inmate complaints regarding cell temperatures is an ongoing issue. Staff relayed that they are aware of the issue and indicated that they pass extra blankets to inmates when needed.

The average level of cleanliness for dayrooms was rated as acceptable based on only small amounts of trash on the floors and tables. Staff relayed that porters clean the unit ranges of trash on a regular basis.

Maintenance concerns were minimal. There are two showers in each pod, which serve approximately 15 inmates per pod. There was one inoperable shower reported during the inspection. The average level of shower cleanliness was rated as acceptable, due to the stainless steel shower stalls that provided an easier surface for inmate porters to clean and maintain.

Every cell is outfitted with a toilet and on the date of the inspection there was reportedly one inoperable toilet. According to staff, two toilets were repaired on the day of the inspection. The toilets were reportedly inoperable for less than 24 hours before maintenance responded to the request for repair. The quick response to maintenance concerns was noteworthy. In comparison, CIIC has found that some institutions may wait up to seven days or more for their maintenance issues to be addressed.

B. 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 staff and inmate communication. The inspection includes information collected from interviewing the

health care administrator, observations of the facilities and focus group discussions (one comprised of inmates and one comprised of staff). Overall, the CIIC inspection team rated medical services as **GOOD**, with no areas in need of improvement.

Facilities

Medical facilities at the Ohio State Penitentiary include six offices, six exam rooms, four infirmary beds, a records area, and three bathrooms. Each block also has an area that can be used for sick call appointments with inmates. Overall, the CIIC inspection team rated the facilities as acceptable in terms of overall cleanliness and orderly appearance.

Staffing

Adequate staffing has a clear and direct connection to patient care. At the time of the inspection, the facility had one Chief Medical Officer, one Nurse Practitioner, 10 Registered Nurses, four Licensed Practical Nurses, a contract dentist, a dental assistant, a hygienist, a phlebotomist, a diet tech, two health information technologists one of whom handles scheduling. There were no vacant positions reported.

Access to Medical Staff^m

- The average time period between submission of a health service request form and appointment with medical staff was 24 hours.
- The average time period between referral to the doctor and appointment with the doctor was less than 48 hours.
- The average response time to kites was two to three days.
- The average response time to informal complaints was also two to three days.
- The current backlogs for Nurse Sick Call, Doctor Sick Call, and Chronic Care Clinics are reported to be zero.
- However, staff reported that there was a high AMA (Against Medical Advice) rate of 25 percent for chronic care caseload inmates; it is not known what actions, if any, are being taken to address this rate to ensure adequate healthcare is being provided.

Medical Deaths

According to records, there has only been one unexpected death since January 2011, which was reportedly due to natural causes.

^m 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.

Staff Communication

A focus group of medical staff was conducted, who relayed the following:

- The services provided exceeds the standards of care provided in the community;
- Collegial review has improved care and has decreased the number of expensive outside specialty medical consults. However, they relayed there is a lot of medications wasted by inmates who chose not to cooperate with their treatment, and too many non-indigent inmates are still provided over the counter medications regardless of their ability to purchase them from the commissary;
- “Cheeking” of select medications is reportedly a problem.ⁿ

Inmate Communication.

CIIC staff conducted two focus groups of inmates in regard to medical care.

- Overall, inmates in both groups relayed that they were satisfied with the care they received, and reported no serious issues.
- Inmates on the chronic care caseload expressed that they are comfortable talking with most of the medical staff, and praised the chronic care doctor for doing a thorough job.
- Inmates relayed that the staff conducts good follow-ups, frequent checkups, and ensures that medication refills happen quickly.
- A review of CIIC’s database from the last biennium revealed that only six inmates relayed concerns regarding the medical care at the institution.

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

C. MENTAL HEALTH SERVICES

CIIC’s inspection of Mental Health Services in a correctional facility focuses on three primary areas: cleanliness of facilities, staffing, and access to mental health staff. Overall, the CIIC inspection team rated mental health services as **GOOD**, with no areas in need of improvement.

ⁿ “Cheeking” medications literally means that inmates orally take the pill into their mouth, but do not swallow it, generally in order to sell to other inmates later. Inmates reportedly use several structural factors to their advantage when attempting to cheek medications such as poorly lit cells and a cell doors. The medical staff uses countermeasures such as blood draws to determine if the correct quantity of a certain medication is circulating in the inmate’s blood stream. If levels are below the expected limits, then the (physician can order the medication stopped) medication can be stopped by the physician until counseling with the provider occurs. The inmates can also receive a conduct report. However, inmates reportedly use the threat of hunger strikes to protest this method of discipline until they “get what they want,” according to staff.

Facilities

Mental health facilities at the Ohio State Penitentiary include facilities shared with the medical department. The staff has offices apart from the infirmary, which were noted to be adequate. Overall, the CIIC inspection team rated the facilities as acceptable in terms of overall cleanliness and orderly appearance.

Staffing

Adequate staffing has a clear and direct connection to patient care. At the time of the inspection, the facility had one psychologist, a psychiatrist, two independent licensed non-psychiatric staff, two psychological assistants, and one contracted health information technician position. There were no vacant positions reported.

Access to Mental Health Staff^o

- The average time period between submission of a mental health service request form and appointment with mental health staff was one to two days. However, they can occur sooner if staff assesses the request is in need of more urgent attention.
- The average time period between referral to the psychologist or psychiatrist and the appointment was also reported to be one to two days, although these appointments can also occur immediately if the situation is assessed to be an emergency.
- The average response time to kites was reported to be one to two days.
- The average response time to informal complaints was reported to be up to one week.
- There were no backlogs in any of these areas reported by staff.

Suicides, Suicide Attempts, and Self-Injurious Behavior

Since January 2011, there has reportedly been zero completed suicides, one suicide attempt, and only four incidents of self-injurious behavior, one of which required medical treatment outside of the facility.

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

D. FOOD SERVICES

CIIC's inspection of food services includes observation of the food preparation and dining areas, an interview with the Food Services Manager, and eating the inmate meal.

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

Overall, food services was rated as **GOOD**,^p with concerns reported regarding the quality of the meal and sanitation of food trays.

Meal

- On the day of the inspection, two members of CIIC staff ate the inmate meal, which consisted of the following: cheeseburger pizza, potatoes, salad, and diced oranges. CIIC staff rated the meal as **excellent** based on the tasteful quality of the cheeseburger pizza and the potatoes.
- Inmates relayed concerns on-site regarding the poor taste of the meat and the food temperatures. Inmates relayed that the meat is never cooked at the appropriate temperatures. The meat is either soft and undercooked or overcooked and unwanted by the inmates. Further, **69.3 percent** of inmates responding to CIIC's inmate survey indicated that they were either unsatisfied or very unsatisfied with the quality of the food.
- Inmates in A-block relayed concern regarding the food temperature once the meals are delivered.^q According to staff, lunch meals were delivered during count which caused a delay of up to 30 minutes in issuing the inmate trays. As a result, inmates received meals that were often cold and hard to consume.¹⁸ When this concern was brought to the attention of the administration, the issue was immediately addressed.

Food Preparation Area

- The counters and floor were clear of any debris and were recently cleaned by the morning staff. However there were small amounts of water on the floor that were left over from the efforts of the morning work crew.
- The institution passed its most recent county health inspection^r on December 18, 2012.¹⁹ The county health department found four (out of a possible 43) minor violations which included finding small amounts of debris in a sink used to wash hands.²⁰
- One area of concern was in regard to the conditions of the food trays. During the inspection of the housing units, inmates relayed concerns that the trays were unsanitary. During the inspection of the kitchen prep area, many of the trays appeared to be worn and cracked as result of their constant use. Although CIIC observed a stack of dirty trays left unattended in the wash room, staff relayed that the afternoon kitchen staff would clean the trays when they arrived. A review of the most recent kites from inmates indicated that most inmate concerns were in regard to the size of the food portions, not the sanitary conditions of the trays.

^p It should be noted that unlike other institutions, which employ general population inmates as food service workers, the Ohio State Penitentiary uses ex-inmates.

^q In most institutions, inmates eat their meals in the inmate dining hall. However, due to the high security level, inmate meals are transported to their housing units in hotboxes.

^r The institution, which had previously received one health inspection per year, will receive health inspections twice per year beginning in 2013.

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

E. RECOVERY SERVICES

CIIC's evaluation of Recovery Services in a correctional environment focuses primarily on access and quality (as determined by DRC staff). Overall, CIIC rates Recovery Services as **GOOD**.

Access

- The institution offers three pre-treatment programs, which consists of alcohol and other drug (AOD) programming; motivational engagement therapy (MET), and the "STEPS" program. These programs build upon each other and are intended to prepare inmates for treatment programming that will be made available to them upon earning transfer to a lower security level facility. In 2012, 37 inmates were enrolled in AOD programming with 32 completions; 21 inmates were enrolled in MET programming, with 14 completions; and, four inmates were enrolled in STEPS, with all four completing the program. Based on these numbers, 10.7 percent of the total population was involved in Recovery Services programming.
- Inmates are screened based on risk level.⁵ Staff relayed that the change in the inmate population has negatively impacted staff's ability to assess risk level due to higher security inmates being more likely to be uncooperative or to underreport substance abuse.
- There were five inmates screened as recovery services level one who were enrolled in these programs, with only two completing the program. The number of inmates that are screened as recovery services level two who completed these programs was 22. The number of inmate screened as recovery services level three who completed these programs was 26. Given the level ones enrolled in the programs and the high number of level twos, staff may need to evaluate whether inmates have been effectively prioritized based on risk level.

Quality

- CIIC's review of the most recent Operation Support Center audit of the facility's recovery service programs indicates that the facility is in line with DRC policies.

⁵ Each inmate is screened for the need for addiction services and assigned a number associated with a recovery services level. This number indicates the degree to which inmates are in need of addiction services. Inmates are scored from zero to three; zero indicating no need of services, to three indicating chronic need for addiction services. This number is determined through completion of a need for services assessment that gives an overall score resulting in the assignment to one of the recovery services levels. Inmates who score either two or three are most in need of treatment; thus, they should be prioritized for programming.

The DRC auditors gave it excellent marks and cited that the staff are doing an outstanding job with the resources at their disposal.[†]

F. RECREATION

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

Facilities

Recreation facilities at OSP consist of on-unit individual recreation rooms, enclosed with plexiglass, and outdoor recreational areas, enclosed by cement walls. Inmates may choose to recreate indoors or outdoors, but only one inmate is permitted to recreate in each of the individual areas. There are two recreation rooms per housing pod and one outdoor recreation space for every two pods. Physical facilities appeared clean and there were no reported maintenance concerns.

Activities

Activities offered to inmates at OSP are limited due to the facility's high security level and per DRC policy 77-REC-01, which lists permissible activities for each inmate security level. In the individual recreation areas described above, inmates generally have access to a pull-up/dip bar, medicine ball, exercise ball, jump rope, as well as basketballs in the outdoor recreation areas. At any time inmates may kite the Recreation Supervisor for art supplies and puzzle books or to make movie requests. Staff relayed that yoga videos are also played through the institution's movie channel. The facility recently began offering an inmate wellness program that consists of education on exercise and healthcare, as well as individual fitness challenges, among others.

Access

Access to recreation remains an issue of concern for CIIC, as numerous letters regarding various DRC institutions have indicated inmates' dissatisfaction with hours allowed. Inmates at OSP are permitted to recreate for one hour, five days per week and may choose between indoor or outdoor recreation. CIIC's survey of inmates found that 29.3 percent of responding inmates were satisfied or very satisfied with access to recreation, 37.3 percent were neutral regarding access, and that 33.3 percent were unsatisfied or very unsatisfied with access.

[†] Ohio Department of Rehabilitation and Correction, "Bureau of Recovery Services Site Visit Report of the Ohio State Penitentiary," July 10, 2012.

HEALTH AND WELLBEING RECOMMENDATIONS

- Staff should consider evaluating the cause for the high AMA rate for chronic care caseload inmates to determine if actions could be taken to reduce the AMA rate so that staff are ensuring regular evaluation of inmates' health.
- Staff should consider conducting a satisfaction survey of inmates regarding the quality and preparation of the meals (seasoning, temperature, etc.) to determine whether inmates' satisfaction of the meals can be improved, while still conforming to DRC policy.
- Given the level ones enrolled in Recovery Service programs and the high number of level twos, staff may need to evaluate whether inmates have been effectively prioritized based on risk level.

IV. FAIR TREATMENT

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

CIIC's evaluation of fair treatment within a correctional setting focuses on the following areas: Staff Accountability, Rules Infraction Board, the Inmate Grievance Procedure, and Segregation. Overall, CIIC rates fair treatment at OSP as **GOOD**, with no areas of improvement noted.

A. STAFF ACCOUNTABILITY

CIIC's survey of inmates includes questions pertaining to staff treatment. Overall, CIIC rates staff accountability as **ACCEPTABLE**.

The following are the questions asked and the answers received:

- 58.3 percent of respondents (n=72) indicated that most staff conducted themselves professionally;
- 53.5 percent of respondents (n=71) indicated that most staff speak to them and other inmates professionally;
- 69.4 percent of respondents (n=72) indicated that the Case Manager was accessible to them;
- 47.3 percent of respondents (n=74) indicated that the Unit Manager was **not** accessible to them; and,
- 40.8 percent of respondents (n=71) indicated that they had been harassed, threatened, or abused by staff at OSP, with the most common response indicating that it had involved insulting remarks.

CIIC's evaluation of staff accountability includes a review of grievance data. In 2012, there were 88 total grievances regarding staff actions.^u The rate of grievances against staff when compared against OSP's average population in 2012 was five times higher than the DRC average and twice as high as its nearest comparator prison (SOCF). In comparison to 2011, there were slight increases in grievances in supervision and staff accountability; however, these are likely due to the increase and change in population within the past two years.

B. INMATE DISCIPLINE

CIIC's evaluation of inmate discipline^v includes observation of a selection of Rules Infraction Board (RIB) hearings and a review of a random sample of closed RIB cases. Overall, CIIC rates inmate discipline at OSP as **GOOD**.

^u Grievances against staff actions are categorized into the following: supervision, discrimination, force, and staff accountability.

^v Inmates charged with a rule infraction are given a conduct report (also known as a ticket). All conduct reports are first heard by a hearing officer; if the offense is a minor offense, the hearing officer may

On the day of the review, CIIC staff observed three cases. In all three cases, CIIC found:

- The RIB panel spoke clearly and communicated professionally with the inmate;
- The RIB panel confirmed the inmate rights form and that the inmate had received a copy of the conduct report prior to the hearing;
- The RIB panel read to the inmate the written summary of the inmate's statement and received confirmation that it was accurate;
- The RIB panel sought and consulted evidence where applicable; and,
- The RIB panel engaged in meaningful deliberation of both the evidence and the sanctions.

CIIC's review of RIB also includes a review of 20 cases, selected at random from all cases closed within the six months prior to the inspection date. CIIC found the following:

- All hearings were held within the seven day timeframe;
- Conduct reports listed the appropriate rule violations and included a detailed statement of the inmate behavior constituting a rule violation;
- All inmate rights forms were completed (with the exception of where the inmate refused to participate, in which case all rights were not waived);
- All mental health screens were completed when appropriate;
- Inmates frequently refused to participate in the process, such as refusing to attend the RIB hearing; and,
- The one issue that was found was immediately corrected on-site.

Overall, CIIC's review indicates that OSP staff are diligent in following DRC hearing and review procedures.

C. INMATE GRIEVANCE PROCEDURE (IGP)

CIIC's evaluation of the inmate grievance procedure^w includes a review of a random sample of informal complaints and grievances, observation of the Inspector, and data analysis. Overall, CIIC rates the inmate grievance procedure at OSP as **ACCEPTABLE**.

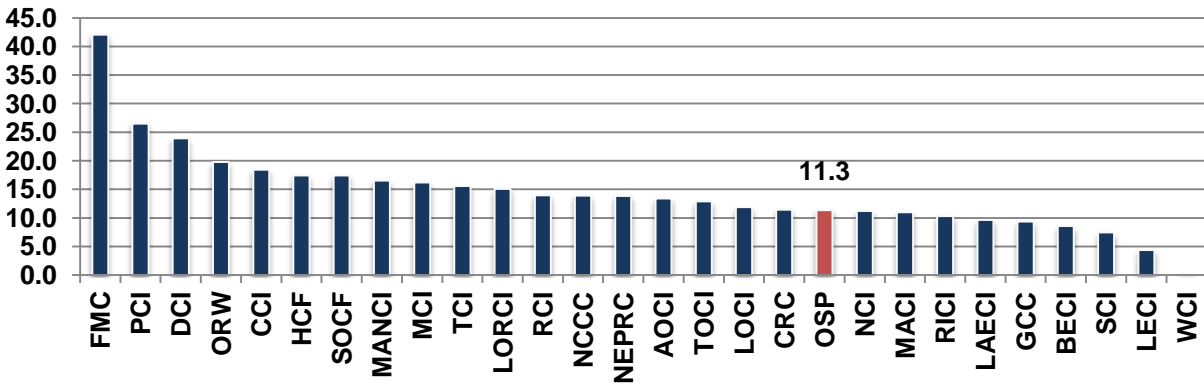
Timely staff responses to informal complaints have a large impact on inmates' perception of the effectiveness of the grievance procedure. In 2012, the Inspector documented receiving 1,595 informal complaints. To those, 1,578 received a response,

dispose of it himself. More serious offenses must be referred to the RIB, which is a two-person panel that conducts a formal hearing, including witness testimony and evidence.

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

of which 11.3 percent were outside of the seven day timeframe mandated by DRC administrative rule. Both the rate of non-response and the rate of untimely responses are below the DRC average for 2012.^x However, the Inspector relayed that in the previous year his rate of untimely responses was much lower due to his submission of a report to the Warden with a list of names of staff who were not responding in a timely manner; he indicated that he would begin this practice again, as untimely response rates have since risen.

Chart 5
Untimely Response Rates to Informal Complaints by DRC Institution
CY 2012



In 2012, there were 306 grievances filed. Of the 313 grievances completed,^y 83.4 percent were denied and 15.7 percent were granted.^z The granted rate is only slightly below the DRC average^{aa} and twice as high as the closest comparator prison, SOCF. The top three categories with the most grievances were Personal Property with 60, Health Care with 57, and Supervision with 55.

Inspectors are expected to dispose of grievances within fourteen days to ensure timely response to inmates’ concerns. While extensions are permitted (and may be necessary for Inspectors to have time to fully investigate inmates’ allegations), a high rate of extensions may affect inmates’ perceptions of the effectiveness of the grievance procedure and their willingness to use it.

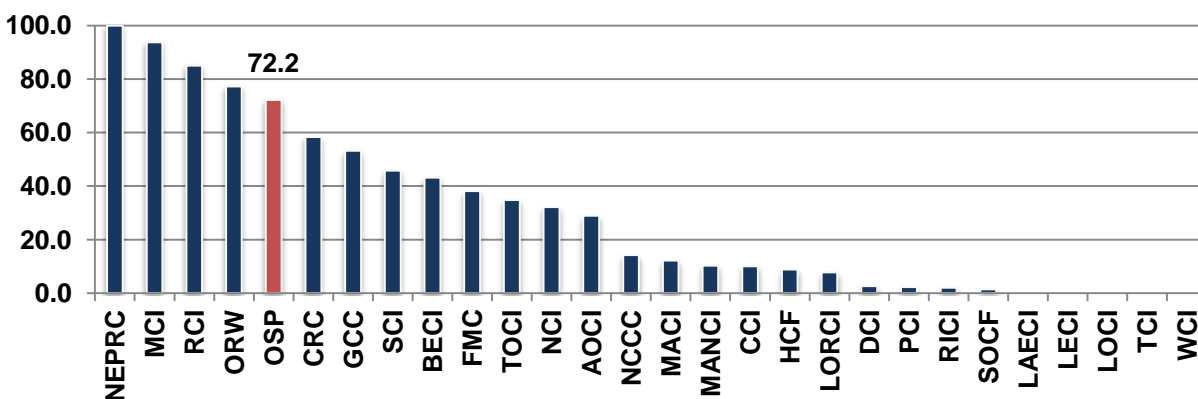
^x In 2012, the average non-response rate for informal complaints was 3.0 percent. The average rate of untimely responses was 14.4 percent.

^y The number of grievances completed is greater than the number of grievances received due to the Inspector having 18 grievances on hand to complete at the beginning of the year.

^z Three grievances were withdrawn by the inmate.

^{aa} Excluding NEPRC, in which only two grievances were filed in 2012, the DRC average rate of grievances granted was 17.1 in 2012.

Chart 6
Percent of Grievance Dispositions Requiring Extensions by Institution
CY 2012



CIIC’s evaluation of the grievance procedure includes conducting a review of a random sample of informal complaints and grievances. CIIC’s review of 21 informal complaints and 10 grievances found the following:

- Of the informal complaint responses, all responses were professional and generally provided information and attempted to address inmate concerns. However, staff could be more diligent in conducting an investigation of inmates’ concerns and/or providing explanation to inmates.^{bb}
- Of the grievance dispositions, all responses were professional, timely, and provided evidence that the Inspector had conducted an investigation. In two instances, the Inspector could have been more specific in naming the policies and administrative regulations that he reviewed, rather than simply stating that he conducted a review of policies and regulations.

CIIC’s observation of the Inspector was brief, but he approached inmates’ cell fronts to inquire into their concerns and they appeared to be familiar with him, indicating that he is visible on the units.

^{bb} For example, one inmate stated that his food loaf was under weight. The response was that food loaves are weighed before and after cooking; however, there was no indication that the respondent checked any logs to determine whether the policy was in fact followed. Similarly, another inmate alleged that during an incident in which his blood pressure was high, the doctor returned him to his cell without performing a full assessment. The response indicated that his blood pressure would be checked in the future, but did not indicate that any chart review was conducted regarding the specific incident in question. A third complaint alleged that the temperature was not right in his cell; the response indicated that the HVAC Tech would be contacted, but did not indicate that the HVAC Tech in fact checked the cell or corrected the issue.

D. SEGREGATION

CIIC's evaluation of segregation consists of an observation of the unit. CIIC rates segregation as **GOOD**, with the only area in need for improvement being cell security issues similar to those noted in the housing units.

At the time of the inspection, there were 15 inmates held in the segregation unit, including five on Security Control (SC), seven on Disciplinary Control, and three on Local Control. All of the inmates on SC status had entered SC within the previous week. Similar to the rest of the prison, the cells themselves appeared clean. The only concerns were cell security issues, due to the presence of graffiti and the obstruction of windows in some of the cells. The one observed shower was rated as acceptable in its cleanliness, with some soap scum on the floor. There were no current maintenance concerns reported. Inmates reported that they were receiving meals, opportunities for recreation, and opportunities to clean their cells. They reported very few concerns.

FAIR TREATMENT RECOMMENDATIONS

- Staff should be encouraged to respond in a timely manner to informal complaints, potentially through the Inspector's practice of submitting a list of staff names to the Warden.
- Staff should be encouraged to fully investigate inmates' concerns and provide more information to the inmate in their informal complaint responses.

V. REHABILITATION AND REENTRY

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

CIIC's evaluation of rehabilitation and reentry includes a review of data, direct observations of educational programming, inmate and staff focus groups, administrative interviews and inmate survey responses. Overall, CIIC rates rehabilitation and reentry at OSP as **ACCEPTABLE**, given the high security environment.

A. ACCESS TO PURPOSEFUL ACTIVITIES

CIIC's evaluation of access to purposeful activities includes a review of data, an analysis of inmate idleness, staff interviews, and inmate surveys. Overall, CIIC rates access to purposeful activities as **ACCEPTABLE**, given the high security environment.

CIIC noted the following issues:

- Inmates have significant restrictions placed on their ability to work outside of their cell or unit due to the high security environment; thus, inmates do not have institutional jobs as found in institutions with lower security levels;
- Level 5 inmates are generally locked down for the majority of the day;
- Even when inmates have the opportunity to leave their cells and interact with others (medical appointments, disciplinary hearings, programming, etc.), staff relayed that some refuse;
- There is no physical school;
- The maximum student-teacher ratio in the program booth is only six students to one teacher; and,
- The movement restrictions associated with inmate security classification levels prohibit the offering of career-technology programs.

However, staff and unit administrators reported that they work to provide as many opportunities for meaningful activities as they can, within DRC policy, in the following ways:

- Educational programming is brought to the students on their units through a program booth, cell-to-cell in person, or through the use of networked television broadcasting;
- If a recreation period is cancelled for any reason, it is replaced with a recreation period at a different time;
- The rate of inmates enrolled to inmates on waitlists for academic programs is better than the DRC average;^{cc}

^{cc} For FY 2012, there were 304 inmates enrolled in academic programs and 95 inmates on the academic waitlist, a ratio of one enrollee to 0.31 waitlisted inmates. In comparison, across the DRC institutions, there were 16,216 inmates enrolled in academic programs for FY 2012, and there were 7,448 inmates on the waitlist for a ratio of one enrollee to 0.46 waitlisted inmates.

- Staff incentivize inmate participation in activities and programs include an additional visit and/or visitor, a free photo, extra phone calls, extra commissary spending limit, a bed move, a vacation day from work, a legal kit, and the purchase of three additional CDs. Staff expanded an incentive that give inmates three extra hours of television viewing after lights out; and,
- Staff relayed initiatives to increase access to educational programs, including an effort to acquire six laptop computers for the computerization of the GED program taking effect in 2014 and the installation of program tables that will allow for more inmates to be involved in the same program.

B. QUALITY OF EDUCATIONAL PROGRAMMING

CIIC's evaluation of the quality of educational programming in a correctional institution focuses on data analysis, a document review, direct observation of at least one program, and inmate survey responses. Overall, CIIC rated the quality of programming as **ACCEPTABLE**, given the high security environment.

Outcome Measures for FY 2012

- The passage rate of GED completions at OSP is slightly higher than the rate for the comparator prison, SOCF, and significantly higher than the rate across the DRC.^{dd}
- 20.43 percent (123 inmates) of the total OSP inmate population completed an academic program and received a certificate in FY 2012.

On-Site Observation

CIIC staff observed only one program due to inspection timeframe restrictions. However, in that class, the following was noted:

- Student behavior was predominantly positive. The teacher used appropriate verbal strategies and redirected student attention when needed.
- However, instructional materials, instructional supplies, and the physical plant provisions were inadequate, due to cuffing and shackling requirements, the absence of a surface for writing in each booth, and the availability of merely a flip chart and markers for instructional purposes. The high security nature of the environment necessarily limits the opportunities for inmate movement, but additional instructional materials and supplies could be provided for the instructor.

^{dd} In FY 2012, ending June 2012, there were 38 inmates who completed the GED program and passed the GED test at the Ohio State Penitentiary, for a passage rate of 76 percent. In comparison, at the Southern Ohio Correctional Facility, the other DRC institution at Level 4/5, there were 95 inmates who received the GED, for a passage rate of 71 percent. The DRC average for FY 2012 was 63 percent.

C. LIBRARY

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

Facilities

The library appeared clean, organized, with adequate space for library materials. However, inmates do not have physical access to the library.

Access

Access to library materials is defined by the availability of materials to inmates, which includes the responsiveness of the librarian to inmate requests.

- OSP had the highest rate of materials to population in the DRC, triple the DRC average and nine times the rate of the comparator prison, SOCF.^{ee}
- Library materials must be requested and delivered to inmates on their living units. Requests are immediately fulfilled.
- Staff reported fewer hours of library operation than the statewide average, but the librarian stated that she makes herself available on both first and second shift and on weekends.^{ff}
- Inmates have knowledge and full access to all library materials through a continually updated catalog publicized on the institution's network channel and also available in hardcopy on their living units. New materials are advertised to inmates through the closed circuit network;
- The librarian has implemented creative initiatives to encourage inmate reading. She maintains a reading profile for inmates with frequent use of the library and voluntarily provides additional publications that match their individual literary interests.
- Inmates have access to legal services through a full-time paralegal, since they do not have access to computers for legal research.
- Several inmates relayed to CIIC positive comments regarding the librarian and legal service.

Reentry

A dedicated Reentry section of each Library may include a variety of reentry materials. The reentry section includes a normal range of materials and resources^{gg} but does not include any innovative resources to promote inmates' reentry success.

^{ee} The rate was obtained by comparing the total number of library materials reported in the December institutional library report compared to the weekly population report for December 31, 2012.

^{ff} Although the hours of operation for the single month of June 2012 were 113, placing the institution under the statewide average of 173.8 hours of operation, services that month were provided to 1,935 inmates.

D. OHIO PENAL INDUSTRIES

The prison industries that make up the Ohio Penal Industries (OPI) provide opportunities for inmates to acquire meaningful work skills. The Ohio State Penitentiary does not operate any OPI industries.

E. REENTRY PLANNING

CIIC's evaluation of reentry planning^{hh} includes interviews of staff, a focus group of inmates,ⁱⁱ an evaluation of inmate idleness, document review, and inmate survey responses. Overall, CIIC rates **ACCEPTABLE**, given the high security environment. With the full implementation of the Reintegration Program in February 2013, the OSP reentry effort could be rated as good in the future.

- Opportunities for communication with family members, which studies have shown is instrumental in reentry success, are strictly limited due to the security classification level of the inmates. Specifically, inmate visitation and phone calls are limited;
- As stated in a prior section, even when inmates have the opportunity to interact with other persons, some refuse. The cell security issues noted in this report – inmates blocking the cell windows and cell door windows – are also a method for inmates to isolate themselves, with some of the inmates appearing to voluntarily live in darkness. This isolation may negatively impact reentry as inmates will suddenly be thrust into a socially inclusive environment upon release.
- Staff hold meetings with inmates regarding recommended programs, housing, job placement, and other release issues on an as-needed frequency. Inmates meet with the Unit Management Chief and their assigned Case Manager as often as needed, with meetings more frequent during the 90 to 120 day period prior to release; and,
- Written materials regarding reentry are provided to the inmate.^{jj}

^{gg} The Reentry section at OSP includes self-help materials to impact social skills and behavior modification, job resources for resume writing and interviewing, and county-by-county resources with contact information relevant to medical and mental health services, housing, clothing, food, educational services, and contact information for Job and Family Services representatives.

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

ⁱⁱ CIIC did not conduct a focus group of inmates at OSP due to time constraints; however, CIIC staff did interview a couple inmates who were within a short time of release.

^{jj} Materials include items in the Reintegration Program Packet. The packet includes a Transition Skills workbook, PASSPORT to Action booklet, Bureau of Motor Vehicles (BMV) study books and exam, information regarding a family/friend orientation session, material addressing expectations of themselves, reestablishment of relationships, and sources of community support, such as county-by-county videos. The Ohio State Penitentiary assures that inmates receive and understand how to use the Making Sense of Services Can Lead to Empowerment (M.U.S.C.L.E.) information in their Reentry Resource Guide to equip inmates with county by county information to assist the reentry process by providing the

F. SECURITY CLASSIFICATION AND PRIVILEGE LEVELS

CIIC's evaluation of security classification and privilege levels includes a review of documentation and the inmate survey responses. Overall, CIIC rates this area as **GOOD**.

- Staff demonstrated that they are up to date with security classification reviews. CIIC staff did not evaluate privilege level reviews at OSP. Staff relayed that the Level 5 security classification review process operates on a delayed schedule that is out of their control.
- 63.5 percent (n=74) of inmate respondents to the survey indicated that they knew the criteria to reduce their security classification and privilege levels.

REENTRY AND REHABILITATION RECOMMENDATIONS

- Staff should evaluate whether additional instructional materials and supplies could be provided for the instructor within DRC policy and security considerations, such as a whiteboard, electronic medium, etc.
- Staff should consider expanding the reentry resource section of the library.
- Staff should consider developing strategies to actively promote interaction with the inmate population, including both security and unit staff, and not allow inmates to isolate themselves.

Reintegration Program Packet and maintaining daily or as needed meetings between the Case Managers and each inmate prior to their release date. The Reentry Resource Guide assists individuals with locating community resources and information to foster strong and safe communities.

VI. FISCAL ACCOUNTABILITY

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

CIIC's evaluation of fiscal accountability includes a review of the following: the most recent fiscal audit conducted by an external auditor, overtime hours, cost saving initiatives, staff interviews, and documentation review. OSP was rated 100 percent compliant in the most recent fiscal audit conducted by an external auditor.²¹ Overall, CIIC rates fiscal accountability as **GOOD**.

A. OVERTIME MANAGEMENT

CIIC's evaluation of overtime includes data analysis^{kk} and staff interviews. Overall, CIIC rates overtime management as **GOOD**.

- In staff interviews, officers stated that they are rarely, if ever, mandated to work additional hours. Staff further relayed that any overtime hours are distributed on a voluntary and seniority basis.

B. COST SAVINGS

CIIC's evaluation of cost savings includes an interview of staff regarding the implementation of cost saving initiatives, both those required by policy^{ll} and those independently developed by staff, and a data analysis. Overall, CIIC rates this area as **GOOD** due to the significant cost savings; however, staff failed to conduct requisite energy and waste audits in CY 2012,^{mmm} which needs to be addressed.

- Staff relayed ongoing innovative initiatives to reduce costs, including the purchase of remote scanners for commissaryⁿⁿ and a baler for cardboard,^{oo} more fuel-efficient vehicles^{pp} and lawn mower,^{qq} and reduced inmate clothing costs.^{rr}

^{kk} CIIC did not review overtime data from OSP.

^{ll} According to DRC policy 22-BUS-17, "Energy Conservation and Waste Reduction," each institution is required to establish green initiatives that include recycling, energy conservation, and waste reduction. Institutions that earn money through recycling initiatives deposit the money into a centralized fund, from which they receive 50 percent back that must be reinvested into the institution.

^{mmm} Per policy 22-BUS-17, each institution is also required to conduct annual energy and waste audits to determine the effectiveness of the institution's efforts to reduce waste and conserve energy. The purpose of the waste audit is to identify additional waste to be diverted, evaluate trends in waste disposal from the previous year, and determine the success of the current waste diversion program. The energy audit analyzes utility usage in an effort to determine additional methods to save money and energy.

ⁿⁿ Purchasing a remote scanner for commissary allowed staff to scan and bag all commissary products more efficiently. Previously, six to eight inmates would pull product, scan it, and then bag the item. The new remote scanner allows staff to scan and bag all commissary items in half the time by saving approximately eight hours of staff time per week.

^{oo} Purchasing a baler reduced the amount of staff time needed to bind cardboard to pallets. Prior to purchasing the Baler, two staff members stacked and bound the cardboard to the pallets. The Baler saves approximately three hours of staff time per week.

- OSP staff engage in recycling, resulting in average monthly waste compactor savings was \$1,254.76^{ss} and \$1,996.42 of revenue.^{tt 22}
- In CY 2012, the institution developed several energy conservation initiatives.^{uu} OSP staff significantly reduced their utility costs, with a 45.5 percent reduction in water usage and a 4.1 percent reduction in gas usage.²³ The 2011-2012 utility costs and savings are illustrated in the chart below:

Energy Type	2011	2012	Percent Change
Water ^{vv}	\$148,431.41	\$80,942.51	-45.5%
Gas ^{ww}	\$156,985.59	\$92,455.45	-41.1%
Electric ^{xx}	\$410,455.81	\$387,841.21	-5.5 %

C. TRAINING

CIIC's evaluation of training consists of a document review and staff interviews. Overall, CIIC rates this area as **GOOD**.

^{pp} The institution implemented more efficient transportation methods which included replacing two Crown Victorians with two Ford Focus vehicles. The Ford Focus vehicles enable staff to get 35 to 37 miles to the gallon compared to only 20 miles to gallon from the Crown Victorians. The institution also increased its transportation fleet from three to four vehicles which has reduced the number of staff travel reimbursements.

^{qq} The institution purchased a zero turn mower to replace the standard tractor that was used to mow the institution lawn. The zero turn mower is more fuel efficient and saves approximately eight hours of staff time per week.

^{rr} Previously, inmates transferred to the institution did not bring their uniforms from their previous institution. Ohio State Penitentiary uniforms were green while the rest of the Ohio prisons wore blue. The institution now allows the blue uniforms to be transferred with the inmates. As a result, the institution does not have to provide uniforms for each inmate transfer. Ohio State Penitentiary can potentially save \$4,500 per year.

^{ss} OSP recycles paper, plastic, cardboard, and metal and aluminum cans. Cardboard was the most recycled item in CY 2012 with 12,750 pounds.

^{tt} In FY 2012, OSP sold recycled scrap metal, tin, and cardboard to a local recycling company. In accordance with policy, OSP used 50 percent (\$998.21) of the earnings on facility maintenance issues.

^{uu} The developed energy conservation initiatives included: replacing standard light bulbs with LED bulbs that reduced the amount of wattage and energy used; recycling used plastic, oil, anti-freeze, tires, and batteries; and purchasing and installing motion sensors in 2013 to ensure lights are turned off in all areas.

^{vv} Comparison reflects the invoices received during the following periods: January-December 2011 and January-December 2012.

^{ww} Comparison reflects the invoices received during the following periods: January- November 2012 and January 2011- November 2011. December 2012 bill was not received by the January 7, 2013 inspection.

^{xx} Comparison reflects the invoices received during the following periods: January- October 2012 and January 2011- October 2011. November and December 2012 bill had not been by the January 7, 2013 inspection.

- Staff demonstrated that in the four mandatory areas,^{yy} training completion rates ranged from 98.3 to 99.7 percent in FY 2012.^{zz}
- In CIIC interviews of officers, staff relayed that they complete annual trainings on time and that they are adequately trained for their position.

D. EVALUATIONS

CIIC's evaluation of evaluations consists of a document review and staff interviews. CIIC's rates this area as **IN NEED OF IMPROVEMENT**.

- In CY 2012, OSP staff completed 194 (71.9 percent) of 270 required performance evaluations^{aaa} on time.²⁴ The institution had their largest percentage (23.8 percent) of late responses in the second quarter of CY2012.²⁵
- Officers interviewed during the inspection relayed concerns regarding the staff evaluation process. Many officers relayed a desire for their evaluations to be conducted by their immediate supervisors. As a result, most officers were graded as "meets" and questioned if the evaluations were necessary and relevant.²⁶ In addition, some officers relayed that they did not received a performance evaluation each year.

FISCAL ACCOUNTABILITY RECOMMENDATIONS

- Staff should complete energy and waste audits required by DRC policy.
- Staff should ensure that evaluations are conducted timely.
- Staff should consider strategies to ensure that the immediate supervisors can perform evaluations, including supervisors transferred to other units or promoted to other positions.
- Staff should consider developing additional feedback to give to staff during evaluations to improve overall staff performance and satisfaction.

^{yy} According to DRC policy, 39-TRN-02 ("In-Service Training"), the prisons are mandated by the CTA to ensure custody staff receives annual re-certification training on the following topics: firearms, unarmed self-defense, CPR/First Aid, and in-service training. These topics are derived from Administrative Regulations, Legislative/Judicial Requirements, ACA Standards, DRC policies, and/or other Department Training Advisory Council recommendations. The goal of each institution is for all required staff to complete 100 percent of their required training by the end of each fiscal year.

^{zz} 2012 fiscal year period includes July 1, 2011- June 30, 2012.

^{aaa} The DRC requires each institution to report the number of performance evaluations that were conducted in a timely manner for each quarter of the calendar year. Each member of staff is expected to receive an annual evaluation. Supervisors are notified one month before their evaluations are due in an effort to ensure timely responses. However, there are no sanctions in place for supervisors who do not submit their performance evaluations within the required time.

SECTION VII. APPENDIX

A. INMATE SURVEY

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

At OSP, CIIC staff gave or attempted to give surveys to 90 inmates. Inmates were selected using a stratified systematic sampling method: at the start of the inspection, institutional staff provided a printout of inmates by housing unit and every fifth inmate was selected. CIIC staff provided an explanation of the survey to each selected inmate. At the end of the first day of the inspection, CIIC staff conducted a sweep of the housing units to collect the surveys. CIIC received 75 completed surveys, representing 15.9 percent of the total OSP population.

The questions and the response rates are replicated on the following pages.

DRC Inmate Interview

DO NOT WRITE YOUR NAME OR NUMBER ON THIS FORM

The Correctional Institution Inspection Committee is a legislative committee that inspects the prisons of Ohio and evaluates programs, operations, conditions, and the grievance procedure. We ask you to complete this survey to help us evaluate the prison. Your answers to these questions will remain anonymous. Once you have completed the survey, you can hand it back to us while we are still on the unit or in the afternoon. Thank you for your time and assistance.

DEMOGRAPHICS

Q1 What is your race?

White.....	27 (36.0%)
Black.....	41 (54.7%)
Hispanic.....	4 (5.3%)
Other.....	3 (4.0%)

Q2 How old are you?

Under 21.....	3 (4.0%)
21-25.....	16 (21.3%)
26-30.....	20 (26.7%)
31-35.....	15 (20.0%)
36-40.....	8 (10.7%)
41-45.....	8 (10.7%)
46-50.....	2 (2.7%)
51-55.....	2 (2.7%)
Over 55.....	1 (1.3%)

Q3 How long have you been incarcerated on this number?

Less than 1 year.....	0 (0.0%)
1-2 years.....	4 (5.3%)
2-5 years.....	30 (40.0%)
5-10 years.....	23 (30.7%)
10-15 years.....	13 (17.3%)
15-20 years.....	1 (1.3%)
Over 20 years.....	4 (5.3%)

Q4 Are you within one month of release?

Yes.....	3 (4.0%)
No.....	72 (96.0%)

Q5 What types of offense(s) have you been convicted of? (Check all that apply)

Crime against person (excluding sex offense).....	28 (37.8%)
Sex offense.....	1 (1.4%)
Property offense.....	11 (14.9%)
Drug offense.....	15 (20.3%)
Fraud.....	1 (1.4%)
Other.....	34 (45.9%)

HEALTH AND WELLBEING

Q6 Please answer the following regarding your unit.

	Yes	No
Do you normally have enough clean clothes for the week?	57 (76.0%)	18 (24.0%)
Are you normally able to shower every day?	54 (73.0%)	20 (27.0%)
Do you normally receive clean sheets every week?	17 (23.3%)	56 (76.7%)
Do you normally have the opportunity to request and receive cleaning chemicals every week?	57 (77.0%)	17 (23.0%)

Q7 How clean do you feel that your unit is?

Very Clean.....	9 (12.0%)
Somewhat Clean.....	37 (49.3%)
Somewhat Unclean.....	21 (28.0%)
Very Unclean.....	8 (10.7%)

Q8 How satisfied are you with the quality of the food here?

Very Satisfied.....	1 (1.3%)
Satisfied.....	3 (4.0%)
Neutral.....	19 (25.3%)
Unsatisfied.....	16 (21.3%)
Very Unsatisfied.....	36 (48.0%)

Q9 Have you filed a health service request form (aka sick call slip) within the past year?
 Yes..... 56 (74.7%)
 No 19 (25.3%)

If yes, were you seen within two days?
 Yes 25 (34.2%)
 No 28 (38.4%)
 N/A..... 20 (27.4%)

Q10 Are you on the chronic care caseload?
 Yes..... 24 (32.0%)
 No 51 (68.0%)

If yes, are you receiving your timely follow-ups?
 Yes 22 (41.5%)
 No 8 (15.1%)
 N/A..... 23 (43.4%)

Q11 Overall, how satisfied are you with the quality of healthcare provided by the following:

	Very Satisfied	Satisfied	Neutral	Unsatisfied	Very Unsatisfied	N/A
Nurses	6 (8.2%)	24 (22%)	37 (08%)	11 (03%)	11 (03%)	6 (8.2%)
Doctor	6 (8.2%)	15 (22%)	28 (8%)	19 (3%)	16 (4%)	12 (3%)
Dentist	4 (18.2%)	28 (4%)	21 (6%)	8 (1%)	10 (8%)	12 (2%)

Q12 Do you have any emotional or mental health problems?
 Yes..... 13 (17.3%)
 No 62 (82.7%)

If yes, do you feel that you are receiving adequate services from mental health staff?
 Yes 3 (5.8%)
 No 17 (32.7%)
 N/A..... 32 (61.5%)

Q13 Do you have a substance abuse problem?
 Yes..... 7 (9.3%)
 No 68 (90.7%)

If yes, do you feel that you have access to recovery services programs?
 Yes 13 (25.0%)
 No 10 (19.2%)
 N/A..... 29 (55.8%)

Q14 How satisfied are you with access to recreation?
 Very Satisfied..... 9 (12.0%)
 Satisfied 13 (17.3%)
 Neutral 28 (37.3%)
 Unsatisfied 13 (17.3%)
 Very Unsatisfied..... 12 (16.0%)

Q15 How often is recreation shut down?
 Never / rarely 32 (43.8%)
 1-2 times per week 35 (47.9%)
 3 or more times per week 6 (8.2%)

FAIR TREATMENT

Q16 Overall, do you normally have access to the following:

	Yes	No
Kites	33 (44.0%)	42 (56.0%)
Informal Complaints	38 (51.4%)	36 (48.6%)
Health Service Request Forms (sick call slips)	64 (87.7%)	9 (12.3%)

Q17 Have you filed an informal complaint at your current institution?
 Yes..... 43 (57.3%)
 No 32 (42.7%)

If yes, do you feel that your informal complaint(s) was dealt with fairly?
 Yes 10 (16.4%)
 No 32 (52.5%)
 N/A..... 19 (31.1%)

If yes, did you receive a response within seven days?

Yes18 (31.0%)
 No17 (29.3%)
 Did not receive a response 2 (3.4%)
 Just filed 2 (3.4%)
 N/A19 (32.8%)

Q18 Have you filed a grievance at your current institution?

Yes29 (39.7%)
 No44 (60.3%)

If yes, do you feel that your grievance was dealt with fairly?

Yes7 (12.3%)
 No23 (40.4%)
 N/A27 (47.4%)

If yes, did you receive a response within fourteen days?

Yes16 (28.1%)
 No9 (15.8%)
 Did not receive a response 2 (3.5%)
 Just filed 1 (1.8%)
 N/A29 (50.9%)

Q19 Have you ever filed a grievance appeal at your current institution?

Yes19 (26.0%)
 No54 (74.0%)

If yes, do you feel that your appeal was dealt with fairly?

Yes2 (3.8%)
 No18 (34.0%)
 N/A33 (62.3%)

If yes, did you receive a response within thirty days?

Yes7 (13.5%)
 No9 (17.3%)
 Did not receive a response 3 (5.8%)
 Just filed 2 (3.8%)
 N/A31 (59.6%)

Q20 Have you ever felt that you were prevented from filing a complaint, grievance, or appeal when you wanted to?

Yes35 (49.3%)
 No36 (50.7%)

Q21 If you have not used the grievance procedure, why not? (Check all that apply)

Grievance procedure does not work17 (28.3%)
 Staff retaliation15 (25.0%)
 Form not available14 (23.3%)
 Do not want to be a snitch 7 (11.7%)
 No problems / reason to use15 (25.0%)
 Other16 (26.7%)

Q22 Have you ever received a conduct report at this institution?

Yes57 (76.0%)
 No18 (24.0%)

If yes, do you feel that staff followed procedures? (Hearing Officer / RIB)

Yes13 (19.7%)
 No35 (53.0%)
 N/A18 (27.3%)

Q23 Overall, do most staff conduct themselves professionally?

Yes42 (58.3%)
 No30 (41.7%)

Q24 Overall, do most staff speak to you and other inmates professionally?

Yes38 (53.5%)
 No33 (46.5%)

Q25 Do you feel that your Case Manager is accessible to you?

Yes50 (69.4%)
 No20 (27.8%)
 Do not know who this is 2 (2.8%)

Q26 Do you feel that your Unit Manager is accessible to you?

Yes.....	32 (43.2%)
No	35 (47.3%)
Do not know who this is	7 (9.5%)

SAFETY

Q27 How safe do you feel inmates are at this institution from other inmates (violence, extortion, etc.)?

Very Safe	31 (43.7%)
Safe	22 (31.0%)
Neutral	18 (25.4%)
Unsafe	0 (0.0%)
Very Unsafe	0 (0.0%)

Q28 Have you been harassed, threatened, or abused by other inmates here?

Yes.....	4 (5.6%)
No	68 (94.4%)

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

<i>Insulting remarks (about you or your family or friends)</i>	3 (7.5%)
<i>Physical abuse (being hit, kicked or assaulted)</i>	0 (0.0%)
<i>Sexual abuse</i>	0 (0.0%)
<i>Feeling threatened or intimidated</i>	1 (2.5%)
<i>Having your commissary / property taken</i>	1 (2.5%)
<i>Debt</i>	0 (0.0%)
<i>Drugs</i>	0 (0.0%)
<i>Race or ethnic origin</i>	2 (5.0%)
<i>Religion / religious beliefs</i>	1 (2.5%)
<i>Sexual orientation</i>	0 (0.0%)
<i>Age</i>	2 (5.0%)
<i>Disability / medical condition</i>	0 (0.0%)
<i>You were new here</i>	1 (2.5%)
<i>Offense / crime</i>	0 (0.0%)
<i>Gang related issues</i>	0 (0.0%)
<i>N/A</i>	36 (90.0%)

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

Yes.....	29 (40.8%)
No	42 (59.2%)

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

<i>Insulting remarks (about you or your family or friends)</i>	18 (33.3%)
<i>Physical abuse (being hit, kicked or assaulted)</i>	5 (9.3%)
<i>Sexual abuse</i>	2 (3.7%)
<i>Feeling threatened or intimidated</i>	13 (24.1%)
<i>Having your commissary / property taken</i>	12 (22.2%)
<i>Debt</i>	0 (0.0%)
<i>Drugs</i>	0 (0.0%)
<i>Race or ethnic origin</i>	12 (22.2%)
<i>Religion / religious beliefs</i>	3 (5.6%)
<i>Sexual orientation</i>	0 (0.0%)
<i>Age</i>	2 (3.7%)
<i>Disability / medical condition</i>	1 (1.9%)
<i>You were new here</i>	4 (7.4%)
<i>Offense / crime</i>	1 (1.9%)
<i>Gang related issues</i>	4 (7.4%)
<i>N/A</i>	27 (50.0%)

Q30 If you have been harassed, threatened, or abused by either inmates or staff, did you report it?

Yes.....	21 (31.8%)
No	17 (25.8%)
N/A.....	28 (42.4%)

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

Yes	3 (5.6%)
No.....	18 (33.3%)
N/A.....	33 (61.1%)

Q31 Is it easy or difficult to get illegal drugs, including tobacco, in this prison?

Easy.....	1 (1.7%)
Neutral	2 (3.4%)
Difficult	56 (94.9%)

Q32 Is it easy or difficult to get alcohol in this prison?

Easy.....	2 (3.3%)
Neutral	4 (6.7%)
Difficult	54 (90.0%)

Q33 Is there frequent gang activity at this institution?

Yes.....13 (20.3%)
 No.....51 (79.7%)

Q34 What type of gang activity frequently occurs at this institution? (Check all that apply)

Assaults5 (8.2%)
 Theft.....3 (4.9%)
 Extortion.....2 (3.3%)
 Gambling3 (4.9%)
 Sex Trade0 (0.0%)
 Drug Trade.....2 (3.3%)
 Other.....8 (13.1%)
 N/A.....49 (80.3%)

REHABILITATION AND REENTRY

Q35 Do you know the criteria to reduce your security / privilege level?

Yes.....47 (63.5%)
 No.....27 (36.5%)

Q36 Have staff discussed with you what programs you should be taking while incarcerated?

Yes.....32 (44.4%)
 No.....40 (55.6%)

Q37 Have staff discussed a reentry plan for you?

Yes.....9 (12.7%)
 No.....62 (87.3%)

Q38 Do you know where you can find reentry resources for information related to the county you will be returning to?

Yes.....17 (24.3%)
 No.....53 (75.7%)

Q39 Do you know how to obtain the following after release?

	Yes	No	N/A
Housing	26 (36.1%)	37 (51.4%)	9 (12.5%)
Job	31 (43.1%)	33 (45.8%)	8 (11.1%)
State ID	41 (57.7%)	21 (29.6%)	9 (12.7%)
Food	31 (44.3%)	30 (42.9%)	9 (12.9%)
Continuing Health Care (medication, etc.)	21 (29.2%)	40 (55.6%)	11 (15.3%)
Recovery Services (NA, AA, etc.)	22 (30.6%)	34 (47.2%)	16 (22.2%)

Q40 How easy or difficult is it to get into the following activities in this prison?

	Easy	Neutral	Difficult	N/A
Prison Job	4 (5.8%)	16 (23.2%)	33 (62.3%)	6 (8.7%)
Vocational Training	3 (4.2%)	9 (12.7%)	41 (57.7%)	9 (12.5%)
Academic Programming (ABLE, Pre-GED, GED)	4 (19.4%)	3 (31.9%)	27 (37.5%)	11 (11.1%)
Unit Programs (Thinking for a Change, Victims Awareness, etc.)	29 (40.8%)	7 (38.0%)	3 (18.3%)	3 (2.8%)
Mental health/wellness programming	33 (47.1%)	10 (28.6%)	15 (15.7%)	6 (8.6%)
Recovery Service Programs (AOD, IOP, AA, NA, etc.)	24 (34.3%)	11 (30.0%)	5 (21.4%)	10 (14.3%)

Q41 Have you been involved in an educational program at this institution?

Yes..... 24 (33.3%)
 No 48 (66.7%)

If yes, how satisfied were you with the program?

Very Satisfied 9 (16.4%)
Satisfied 8 (14.5%)
Neutral 4 (7.3%)
Unsatisfied 1 (1.8%)
Very Unsatisfied 4 (7.3%)
N/A 29 (52.7%)

Q42 Have you been involved with any unit programs at this institution?

Yes..... 37 (51.4%)
 No 35 (48.6%)

If yes, how satisfied were you with the program?

Very Satisfied 9 (15.0%)
Satisfied 15 (25.0%)
Neutral 10 (16.7%)
Unsatisfied 3 (5.0%)
Very Unsatisfied 2 (3.3%)
N/A 21 (35.0%)

Q43 Have you had any problems with sending or receiving mail within the past six months?

Yes..... 27 (37.5%)
 No 43 (59.7%)
 N/A 2 (2.8%)

Q44 Have you had any problems accessing the telephone within the past six months?

Yes..... 21 (29.2%)
 No 46 (63.9%)
 N/A 5 (6.9%)

Q45 Have you had any problems receiving visits within the past six months?

Yes..... 14 (19.4%)
 No 48 (66.7%)
 N/A 10 (13.9%)

Final Comments

Q46 What is the most positive aspect of this prison?

74 (100.0%)

Q47 What would you most like to see changed here?

70 (100.0%)

B. INSPECTION CHECKLISTS

Inspector: Jackson

Facility: OSP
Date: 1-7-13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A-Block

Inmate Count: 121

		COMMENTS
2. What is the activity of the unit upon entrance?	Lockdown <input checked="" type="checkbox"/> Active <input type="checkbox"/> Disruptive <input type="checkbox"/>	
3. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	Became louder when CIIC entered
FACILITIES		
4. How clean are common areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	Some clutter, games left out
5. How many of the following are inoperative? Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>		
6. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Just repaired 2 toilets today
7. How quickly are maintenance work orders completed?		Some day or 24 hours at most
8. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	Looked in very good shape for 15 yrs. old
9. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	2nd Shift holes in a few walls
10. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
11. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	N/A
CELL SECURITY CHECK		
12. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. How many of the following: <u>20</u> - Cell window obstructed <u>1</u> - Towel on floor <u>4</u> - Inappropriate pictures <u>9</u> - Clotheslines <u>6</u>	Cell door window obstructed <u>16</u> Material in lock _____ Material in cuff port _____ Graffiti _____	
STAFF ACCOUNTABILITY		
14. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

Inspector: Jackson

Facility: OSP
Date: 1-7-13

15. Is the first aid box secured? -First Aid box checked <input type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	<i>No First Aid Box? Medical called as needed</i>
16. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
17. How many officers are on duty per shift?	1 st - 5 Floor, 1 escort 2 nd - 5 Floor 3 rd - 2 Floor	
18. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	4 per shift	Date <u>1/7</u> # <u> </u> Date <u>1/5</u> # <u> </u> Date <u>1/2</u> # <u> </u>

ACCESS TO CIIC, PROGRAMS, STAFF

22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<i>Schedules not posted but available on TV</i>
20. Are the following forms in stock on the unit? -Forms observed <input type="checkbox"/>	Kites <input type="checkbox"/> ICRs <input type="checkbox"/> HSRs <input type="checkbox"/>	

EXECUTIVE STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/11	4 pm	—	12/21	10:05 am	10:35 am	1/4	11:50 pm				
DWO	12/12	9:30 am	10:37 am	12/19	2:40 pm	2:50 pm	1/3	2:35 pm				
DWSS	12/16	8:20 am	9:00 am	12/28	10:45 am	11:55 am	1/2					
IIS	12/20	3 pm	?									
UMA												

ADDITIONAL COMMENTS (including inmate communication):
*long break dates: 12/6/12 - 1/6/13
 Above*
- No UMA for six months, not filled until January 2013
- Showers in good shape despite age of facility
- Heat in cells is a major concern

Inspector: Jackson

Facility: OSP
Date: 1-7-13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: B-Block

Inmate Count: 115

		COMMENTS
2. What is the activity of the unit upon entrance?	Lockdown <input checked="" type="checkbox"/> Active <input type="checkbox"/> Disruptive <input type="checkbox"/>	
3. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
FACILITIES		
4. How clean are common areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	too many games left + on the table
5. How many of the following are inoperative?	Toilets - 1 Sinks - 0 Showers - 1	
6. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
7. How quickly are maintenance work orders completed?	usually same day	
8. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	Showers mats in B2 need to be cleaned.
9. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	No porter in B-2 but porters located in others.
10. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
11. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
CELL SECURITY CHECK		
12. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	Some clutter
13. How many of the following: <u>18</u> - Cell window obstructed <u>2</u> - Towel on floor <u>6</u> - Inappropriate pictures <u>3</u> - Clotheslines <u>12</u>	Cell door window obstructed <u>12</u> Material in lock _____ Material in cuff port _____ Graffiti _____	
STAFF ACCOUNTABILITY		
14. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Some chemicals were being used by the porter

Inspector: Jackson

Facility: OSP
Date: 1-7-13

15. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	Box was opened staff did not know date
16. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	1-7-13
17. How many officers are on duty per shift?	1 st - 6 + 1 escort 2 nd - 5 3 rd - 3	
18. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
19. How many shakedowns are performed on each shift? -Log observed <input type="checkbox"/>	4 per shift	Date 1-7-13 # 1-7-13 Date 1-7-13 # 1-7-13 Date 1-6-13 # 1-6-13

ACCESS TO CIIC, PROGRAMS, STAFF

22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Information available on TV
20. Are the following forms in stock on the unit? -Forms observed <input type="checkbox"/>	Kites <input type="checkbox"/> ICRs <input type="checkbox"/> HSRs <input type="checkbox"/>	

EXECUTIVE STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/11	4:40 pm	4:25 pm	12/12	3:06 pm	3:30 pm	12/21	1:50 pm	2:20 pm	1/4	10:55 am	11:55 am
DWO	12/12	3:06 pm	?	12/12	10:44 am	11:45 am	1/4	10:47 am	?			
DWSS	12/16	9:05 am	9:40 am	12/28	11:25 am	11:45 am						
IIS												
UMA	1/4	10:50 am	11:55 am									

ADDITIONAL COMMENTS (including inmate communication):

Log Dates Above Based on Following Dates:
12/6/12 - 1/6/13

- No UMA for 6 months

Inspector: Saul

Facility: OSP
Date: 1/7

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: C-Block

Inmate Count: 113

		COMMENTS
2. What is the activity of the unit upon entrance?	Lockdown <input checked="" type="checkbox"/> Active <input type="checkbox"/> Disruptive <input type="checkbox"/>	
3. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
FACILITIES		
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How many of the following are inoperative?	Toilets - <input type="checkbox"/> Sinks - <input type="checkbox"/> Showers - <input type="checkbox"/>	
6. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	N/A
7. How quickly are maintenance work orders completed?	depends	
8. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	stainless steel very low soap sum
9. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
10. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	It's say cells cold
11. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains N/A - Ice machines N/A - Microwave(s) N/A	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
CELL SECURITY CHECK		
12. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	graffiti on walls, holes esp. c1 ↑
13. How many of the following: - Cell window obstructed <u>all many</u> - Towel on floor <u>did not view</u> - Inappropriate pictures <u>some</u> - Clotheslines <u>all some</u>	Cell door window obstructed <u>many</u> Material in lock <u>did not view</u> Material in cuff port <u>did not view</u> Graffiti <u>some</u>	
STAFF ACCOUNTABILITY		
14. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory <input type="checkbox"/> No	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	- 2 missing bottles due to broken over weekend - empty bottles

* due to security, did not open cells to check for these items

Inspector: Saul

Facility: OSP
Date: 1/7

15. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO												
16. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO												
17. How many officers are on duty per shift?	1 st - 6 + 2 2 nd - 6 + 2 3 rd - 2 + 1	control											
18. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	not always on 3rd shift											
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	4 per shift	Date <u>12/17</u> # <u>8</u> Date <u>12/18</u> # <u>13</u> Date <u>12/10</u> # <u>9</u>											
ACCESS TO CIIC, PROGRAMS, STAFF													
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	on TV											
20. Are the following forms in stock on the unit? -Forms observed <input type="checkbox"/>	Kites <input type="checkbox"/> → ICRs <input checked="" type="checkbox"/> HSRs <input type="checkbox"/> →	hand out 2x's weekly get from medical during rounds											
EXECUTIVE STAFF ROUNDS													
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out	
Ward	12/6	9:30	11:40	12/11	4:50	5:10	12/14	9:40	10:54	12/19	10:33	?	more
DWO	12/7	10:00	10:45	12/14	9:40	10:54	12/18	10:40	12:10	12/27	9:20	?	
DWSS	12/6	9:30	11:20	12/12	10:50	11:00	12/21	10:35	11:05	12/27	8:15	?	more
IIS	12/6	10:20	10:40	12/22	7:30	7:50							
UMA													
ADDITIONAL COMMENTS (including inmate communication): - IM says cells cold - IM flooded cell b/c wanted to talk to warden													

12/6
-
1/6

more
more

Inspector: Saul

Facility: OSP
Date: 1/7

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: D-Block #1

Inmate Count: 118

		COMMENTS
2. What is the activity of the unit upon entrance?	Lockdown <input checked="" type="checkbox"/> Active <input type="checkbox"/> Disruptive <input type="checkbox"/>	
3. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
FACILITIES		
4. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	basic concrete floor carpet
5. How many of the following are inoperative? Toilets - <input type="checkbox"/> Sinks - <input type="checkbox"/> Showers - <input type="checkbox"/>		
6. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	N/A
7. How quickly are maintenance work orders completed?		
8. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	some have soap scum
9. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
10. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
11. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
CELL SECURITY CHECK		
12. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	see below but otherwise clean
13. How many of the following: - Cell window obstructed <u>many</u> - Towel on floor <u>did not view</u> * - Inappropriate pictures <u>many</u> - Clotheslines <u>some</u>	Cell door window obstructed <u>many</u> Material in lock <u>did not view</u> * Material in cuff port <u>did not view</u> * Graffiti <u>some</u>	
STAFF ACCOUNTABILITY		
14. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Bottles do not match inventory

*due to security, did not open cells to check for these items

Inspector: Saul

Facility: OSP
Date: 1/7

15. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO												
16. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO												
17. How many officers are on duty per shift?	1 st - 6 + 2 2 nd - 6 + 2 3 rd - 2 + 1												
18. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO	Not always staggered											
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	4 per shift	Date <u>1/2</u> # <u>8</u> Date <u>1/4</u> # <u>8</u> Date <u>12/17</u> # <u>9</u>											
ACCESS TO CIIC, PROGRAMS, STAFF													
22. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	on TV											
20. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>												
EXECUTIVE STAFF ROUNDS													
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out	
Ward	12/11	4:30	4:30	12/21	10:40	11:35	12/26	1:00	2:17	12/31	10:25	10:52	more
DWO	12/10	12:09	13:07	12/17	10:47	11:47	12/28	10:12	11:05	1/4	10:00	10:40	
DWSS	12/28	12:20											
IIS	12/14	10:20	10:40	12/22	8:00	8:30							
UMA Major	12/10	6:09	?	12/10	12:09	13:07	12/26	1:00	2:19	12/31	10:25	10:52	more
ADDITIONAL COMMENTS (including inmate communication):													

12/6
-
1/6

Inspector: 676

Facility: OSP
Date: 1/10/13

AREA INSPECTED: INMATE HEALTH SERVICES

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	6	Yes No	Yes No	
Exam Rooms	6	Yes No	Yes No	
Infirmary Beds	4	Yes No	Yes No	
Records Areas	1	Yes No	Yes No	
Bathrooms	3	Yes No	Yes No	
Waiting Area	0	Yes No	Yes No	
Is the space available sufficient to perform duties?		Yes No	Comments:	
Do other government agencies inspect your facility?		Yes No	Which agencies and how frequently? <i>Dept of Health for reportable occurrences fire inspector</i>	
SAFETY and SANITATION				
Review documentation of cleaning schedule. <i>contractor cleans the infirmary each day for one hour.</i>				
Observed <input type="checkbox"/> <i>not available</i>				
Overall appearance of infirmary.		Excellent <input type="checkbox"/>	Acceptable <input checked="" type="checkbox"/>	Needs Improvement <input type="checkbox"/>
Comments: <i>Clean and organized</i>				
Are inmate porters trained to clean/dispose of biohazards per 10-SAF-13? Documentation <input type="checkbox"/>		Yes No	Comments: <i>no porters used for medical anymore block porters are trained vaccinated - documentation in HSB of</i>	
Are clearly marked sharps/ biohazard containers present in all exam rooms? Observed <input checked="" type="checkbox"/>		Yes No	Comments:	
Are employees employing universal precautions per 68-MED-18? Observe (if possible) <input type="checkbox"/>		Yes No	Comments: <i>no opportunity to observe.</i>	

Inspector: GTL

Facility: OSP
Date: 1/10/13

STAFFING and ADMINISTRATION		
Table of Organization:		
MD/ALP 1	NP/PA 1	RN 10 LPN 4 Pharmacist 0
Pharm Tech NA	DDS 1	DDS Asst. 1 Hygienist 1
X-Ray Tech 0	Lab Tech 1	Diet Tech 1 HIT 2 Secretary 0
Scheduler (SALVED HIT) Other <u>MOBILE X-RAY/ULTRASOUND PCL CONTRACT</u>		
Do you have consistent physician/ALPs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Comments: <u>OVERALL IT HAS BEEN CONSISTENT PREVIOUS MD: 6 YRS</u>	
List any vacancies: (include length of time vacant)	Comments: <u>NO VACANCIES</u>	
List any contract staff	Comments: <u>ATC AGENCY, 2 HITS, 1 PHLEBOTOMIST</u>	
Are there any current concerns related to their performance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Comments: <u>TURNOVER AND BRINGING NEW CONTRACTORS UP TO SPEED</u>	
What is the annual average turnover of nursing staff?	Comments: <u>1 in 2012</u>	
What are some of the reasons nurses leave?	Comments: <u>HEALTH RELATED MATTERS AND TRANSFER TO FACILITIES CLOSER TO HOME.</u>	
Nursing Overtime	Average OT hours per month: <u>VALUES 48 HRS</u>	Usually mandatory or voluntary? <u>VALUES IF NO ONE PUTS IN FOR OPENING THEN MANDATION OCCURS</u>
Do supervisors work late shifts to monitor operations?	<u>Yes</u> No	How often? <u>NO SET SCHEDULE AS NEEDED</u>
Do interdisciplinary meetings occur with departments? Mental Health Security Education	<u>Yes</u> No <u>Yes</u> No <u>Yes</u> No	Comments: <u>QUARTERLY MEETINGS MDDT - AS NEEDED EACH MONTH EDUCATION, NOT OFTEN, AS NEEDED DELIVERY SERVICES - DAILY SCREENING</u>

12 in 6 months

Inspector: GTC

Facility: OSP
Date: 4/10/13

ACCESS		
Is information provided to new inmates regarding how and when to seek medical care?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? INTAKE PACKET, INSTITUTIONAL NETWORK HAS NOTIFICATION
Do nurses notify medical providers of non-compliance with medication?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Comments IF MISS 3 DAYS, THEY ARE ALP IS NOTIFIED, PUT ON SICK CALL THEY ARE COUNSELING
Are inmates educated when changes to their treatment plan made?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? SEE <input checked="" type="radio"/> IN ADVANCE TO NOTIFY THEM OF CHANGES, ATTEMPT TO
Are inmates with special needs or infectious diseases provided with education/counseling?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Types? VIA ID RN, RN LIAISON FOR CANCER CARE PTS, WELLNESS UNIT - EL RN AIDS TO BLOCK AHEAD OF CCDCS TO REQUEST INFORMATION - <input checked="" type="radio"/> CAN SIGN UP FOR WELLNESS
How many inmates are in Chronic Care?	Total all clinics?	
In any clinic?		
HIV: 3 Liver(HepC): 20 Cardiac: 109 Oncology: 3 PPd(TB): 1		
Pulmonary: 34 Diabetes: 9 Lipid: 35 Pain: 9		
Gen Med: 34 Seizures: 3		
Each inmate on the Chronic Care caseload has a plan of care that specifically addresses their condition.	<input checked="" type="radio"/> Yes <input type="radio"/> No	How developed? DEVELOPED BY DR.
Is there a backlog among Chronic Care clinics?	Yes <input checked="" type="radio"/> No	How many?
Chronic Care inmates who are no-show/AMA	Percentage 95% AMA	Comments - PROVIDE ADVANCE NOTICE OF CLINICS PRIOR TO APPT TO RESCHEDULE
What measures are taken to ensure compliance?	Comments: RNS TAKING REFUSALS <input checked="" type="radio"/> TO BRW	
Are Patient satisfaction surveys conducted?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Comments 1 FOR DX, MEDS, NSC AND INSTANCES SURVEY (AND SURVEYS TO DR) - IF SOMETHING NEGATIVE ON SURVEY IS RETURNED, IT IS PROMPTS audit of records - some w/ IDs, likes etc

Inspector: GTC

Facility: OSP
Date: 1/10/13

	#	Response Time?	Backlog?
Kites (last 6 months)	723	2-3 DAYS	NO
Informal Complaints (last 6 months)	3e	2-3 DAYS	none reported
Nurse Sick Call (from Health Service Request)	← 1272	within 24 hrs	night staff does triage none
Doctor Sick Call (from nurse referral)	← 690 (249 from RN)	within 48 hrs	-nsc not down on weekends, but staff 48hrs
Outside Consults (from doctor referral)	← 20		none - signed by JCP within 14 days PP - signed within 48 hrs
EQUIPMENT			
Is all medical and dental equipment operational?	Yes No		How long for repair: w/in 1 week if needed
Any specialized or additional equipment needed?	Yes No		Comments
DOCUMENTATION AND TRAINING			
How are records kept secure to ensure confidentiality? Observed <input checked="" type="checkbox"/>	Comments: Secure in records office or kept under control of staff		
How soon after intake are inmate medical records reviewed to ensure continuity of care between facilities?	Comments: supposed to be on the same day		
How frequently are patient records audited?	Comments: VIA OCCURRENCES, INCIDENTS - RNA VISITS, IN CONNECTION w/ QIC PROCESS		
Is staff training conducted related to patterns of errors identified by records audits?	When? AS NEEDED	Process? - put out education - follows corrective counseling process	
Are targets for improving patient care set for staff to achieve?	Yes No		Example? NOT EXPLICIT, ALWAYS STRIVES TO IMPROVE CARE

?

Inspector: BTC

Facility: OSP
Date: 1/10/13

How are staff trained on departmental policies and procedures?	Comments: new staff orientation, ongoing throughout work or when occurrences happen	
How routinely are nurses required to demonstrate competence for routine procedures?	Comments: Cippinott annually - insertion of art roadway, CPR, A&B, B&G's - switchover of fences, station, tractor	
What opportunities for continuing education are available?	Comments: Based on when Cent of C announces 1-D 2x yr, Assessment classes, CE classes CPR T&G	
Does staff receive training in emergency response and equipment? Are drills conducted?	Yes <input checked="" type="radio"/> No <input type="radio"/>	How Often? Quarterly, Season based
What is the response time to emergencies?		
Statistics since January 2011		
	Expected Deaths	0
	Unexpected Deaths	1
	Suicides	0
	Homicides	0
	MRSA Cases	4

* most occurred at the camp,
* sometimes same inmate, different site

Inspector: Geisler

Facility: OSP

Date: 1/10

AREA INSPECTED: MENTAL HEALTH SERVICES

FACILITIES					
	#	Clean?	Organized?	Comments	
Offices	37	(Yes) No	(Yes) No		
Conference Rms	1	(Yes) No	(Yes) No		
Classrooms	4	(Yes) No	Yes No	OBSERVED ONLY TWO	
Records Areas	1	(Yes) No	(Yes) No		
Crisis Cells					
Describe number of crisis cells and location: 3 same cells, 2 in R and D for MHT observation only					
How clean are the crisis cells?	Excellent <input type="checkbox"/>		Acceptable <input checked="" type="checkbox"/>		Needs Improvement <input type="checkbox"/>
Do crisis cells have clear visibility?	(YES) NO				
Do cells have protective secure screening on the windows and are they intact?	(YES) NO				
STAFFING					
Independently Licensed Non-Psychiatry	2				
Psychiatrists/Advanced Level Providers	1				
	- psych assistants				
Other staff (non-clerical)	2				
List any vacancies	NONE				
List any contract staff	1 HIT				

Inspector: Greister

Facility: CSP
Date: 1/15

MENTAL HEALTH SERVICES CONT.

CASELOAD			
Total Caseload	# 30	Non-Psychiatry Backlog?	
Psychiatric Caseload	# 16	Backlog?	
Any inmates on mandated medications?	# 0	Types?	
Suicide Attempts (since January 2011)	# 1		
Self-Injurious Behavior (past year)	# 4	3 swimmers } DID NOT RESULT IN 1 cut } OUTSIDE WOOD TWT	
Inmates Transferred to RTU (past year)	# 10	Average wait time per inmate? 2 days	
ACCESS			
	# (last six mos.)	Response Time?	Backlog?
Kites	318	24-48 hrs	no
Referrals	88	1-14 days Mtu 1-2 days	no
Informal Complaints	2	7 days	No
Mental Health Requests	200 est from NCI	urgency is assessed as needed	
Segregation Rounds	Frequency? Weekly	Issues reported? - environmental conditions - normally non-MH issues	Assessment post-seg placement? 30 days 90 days
Time period for initial psychiatry appointment?		2 weeks Mtu make referrals right away if emergency	
What information is provided to new inmates re MH care?		Orientation Form	
CRISIS PREVENTION			
What strategies do you employ for crisis intervention?	See inmate immediately upon report if legitimate concern of self harm, put in Mtu and see every 24 hrs.		
What measures are taken to prevent suicide?	watch, 15-min c. calls		

always refer on call to address crisis ←

Inspector: Geisler

Facility: OSP
Date: 1/10

MENTAL HEALTH SERVICES CONT.

RESTRAINTS				
Have restraints been used on any inmates in the past six months?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Total #?	# on MH caseload?	Type of restraint?
		0		
If yes to above, how long were inmates in the restraints?	NA	How often are inmates in restraints checked by staff?		
What type of training do staff receive in regard to restraints?	Describe: In service staff training monthly.			
Have any injuries resulted from restraints in the past six months?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Example?		
ACCOUNTABILITY				
What is the system for maintaining patient and record confidentiality?	Doors double locked			
How do you ensure that mental health information is kept current on DOTS?	Updated by clinicians when treatment plan updated			
Is the MH caseload list distributed weekly?	Yes <input checked="" type="radio"/> No <input type="radio"/>	Who receives? clinicians + MH treatment team		
Do interdisciplinary meetings occur with the following departments?	Yes <input checked="" type="radio"/> No <input type="radio"/>	Describe: MDTT meetings + quarterly QI		
	Yes <input checked="" type="radio"/> No <input type="radio"/>			
	Yes <input type="radio"/> No <input type="radio"/>	Plus monthly meeting wardens Dept Head meeting		
Outside of the QIC process, how frequently are patient records audited?	Describe: Elevated monitoring monthly summary			

Inspector: Geister

Facility: OSP
Date: 1/10

MENTAL HEALTH SERVICES CONT.

What actions are taken if errors are revealed through the audit?	<i>Corrected by clinicians as identified & shared with other staff - staff education</i>	
Are targets for improving patient care set for staff to achieve?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Example? <i>Weekly mt to address team meetings</i>
PROGRAMS		
What evidence-based MH programs are currently offered to inmates?	<i>Thinking For a Change Anger Creating New Choices</i>	
Any additional programs offered?	<i>TV Mental Health Programs</i>	
How many inmates participate in the programs?	<i>81 in MH programs.</i>	

81

Inspector: Jackson

Facility: OSP
Date: 1-7-13

AREA INSPECTED: FOOD SERVICES

DINING HALL		COMMENTS		
1. What is the atmosphere of the dining hall upon entrance?	Calm <input type="checkbox"/> Tense <input type="checkbox"/>			
2. How many staff are assigned to supervise inmates in the dining hall?	1 st - 2 nd -			
3. Menu on the day of the inspection.	<i>Cheeseburger Pizza, diced Potatoes, Salad, Oranges</i>			
4. The inmate meal rated:	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	<i>Based on concerns relayed during visit 1st day inspection of housing units</i>		
5. CIIC rated the meal:	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>			
6. Are groups of inmates predominately mixed races or segregated races?				
7. How clean is the dining area?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>			
8. What is the temperature of the food in the serving line?	Item	Before	During	After
	<i>Cheeseburger Pizza</i>	<i>172</i>	<i>170</i>	
	<i>Noodles</i>	<i>180</i>	<i>180</i>	<i>180</i>
	<i>Potatoes</i>	<i>180</i>	<i>180</i>	<i>180</i>
9. Are trays scraped in a different area from the food serving line?	YES NO			
KITCHEN PREP AREA (including tools and equipment)		COMMENTS		
10. How clean is kitchen area?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	<i>Some water on floor due to cleaning waiting for afternoon crew</i>		
11. Does the equipment appear to be clean?	YES NO			
12. Is a chit system used to issue tools to inmate workers? -Chit closet observed <input checked="" type="checkbox"/>	YES NO	<i>Sign in/out log sheet observed</i>		
13. Is the quantity of the food served according to the menu?	YES NO			
14. Is soap available in the inmate/staff bathroom?	YES NO			
15. Are knives issued according to procedure? If so, are inmates supervised	YES NO YES NO	<i>Called to the table</i>		
16. What is the date of last fire equipment inspection? -Extinguisher checked <input checked="" type="checkbox"/>	DATE: <i>January 2013</i>			
17. What is the date of the last inspection by health inspectors? Did the facility pass?	DATE: <i>12-18-12</i> (will see 25 year) <i>inspect</i> PASS FAIL <i>4 minor issues: Remove debris out of 43 possible issues</i>			
18. What is the date of the last visit from the DRC Food Service Administrator?	<i>April 2012</i>			

Inspector: Jackson

Facility: OSP
Date: 1-9-13

19. Have there been any recent concerns regarding inmate health issues due to food? Are 72-hour test trays used?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
20. How often is the cooking equipment sanitized?	YES <input type="radio"/> NO <input checked="" type="radio"/>	every use - 3x/day
21. Is a kite log maintained? Inmates' Biggest Concern(s)? -Log observed <input type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	reviewed last 7 days of files - keeps lists Food portion but we have Bigg's kitchen w/ main on file December not completed yet 1st of each month
22. Monthly Inventory and Usage Report Maintained? -Previous month log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	November
23. Are all chemicals secured? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	Amounts were documented
24. Are the surrounding walls, floors, and the receiving racks that hold washed meal trays clean and sanitized on a regular basis?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
25. Are there open trash containers near food preparation or dish wash areas?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
FOOD STORAGE AND APPLIANCES		COMMENTS
26. The number of appliances?	Freezers- 1 Coolers- 2 Ovens- 2 (small) Kettles- 0	Grilles/Skillets- 2
27. Are any appliances in need of repair? -Service Call or work order requested <input checked="" type="checkbox"/>	1 + 1 skillet	(2 coolers need repaired) - no work order, will be repaired
28. Are there any standing puddles of water on the ground?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
29. Do the coolers and freezers appear orderly and clean? Is there ice on the floor of coolers?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
30. Is stored food wrapped and dated? Storage shelves observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	- No Ice Dated 1/2 + 1/3 some: 12/27
31. Are containers of food stored off of the ground?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
32. Does the shelf-life of non-perishable items exceed 90 days?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
33. Does the shelf-life of perishable items exceed 7 days?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
34. Is a safe distance maintained from the top of the stored food to the ceiling?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
35. Are dishes/utensils washed/rinsed at appropriate temperatures (wash 150 degrees/rinse 180 degrees)?	YES <input checked="" type="radio"/> NO <input type="radio"/>	Maintenance coming Tues day to replace part 174 - final Rinse to water at main
INMATE WORKERS		COMMENTS
36. How many inmate workers are assigned to the food services department?	N/A	OSP - No Inmate Workers
37. How are inmates selected?		

Been working since last April

Inspector: Jackson

Facility: OSP
Date: _____

38. What is the monthly wage?	\$11.98 per hour - CCA Workers		
39. When do inmates receive performance evaluations?	YES	NO	
Are raises available for good performance?	YES	NO	
40. Are all inmate workers trained regarding proper hygiene? -Forms observed <input type="checkbox"/>	YES	NO	
41. Are all inmate workers trained on proper handling of equipment? -Forms observed <input type="checkbox"/>	YES	NO	
42. Are all inmate workers and staff wearing hair nets and gloves?	<input checked="" type="checkbox"/> YES	NO	
43. How could the current program be improved?	* - This time of year, only 5 on shift Sometimes staff sabotage. * - Workers fighting sickness.		
INCENTIVE PROGRAMS		COMMENTS	
44. Are incentive programs offered to increase inmate participation?	YES	NO	
45. How many inmates participate in the program(s)?			
46. How are inmates selected?			
47. What is the monthly wage?			
48. Do inmates receive performance evaluations? If so, are raises available for good performance?	YES	NO	
	YES	NO	
LOADING DOCK		COMMENTS	
49. Is the trash dock free of odors, loose garbage bags, and bugs?	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Som loose garbage
50. Are there any current pest issues?	YES	<input checked="" type="checkbox"/> NO	Exterminate once per month.
51. How clean is the dock area? Loading dock observed <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>		
ADDITIONAL COMMENTS/IMPROVEMENTS : - Observed recycling carts up stairs, + cardboard / outside recycling Bin was outside near camp / outside near of Loading Dock			

ADO Meal Review : Most Recent 12-22-2012

↳ given to Warden's Secretary

Inspector: JH

Facility: OSP
Date: Jan. 7

AREA INSPECTED: RECREATION

ACCESS TO RECREATION	COMMENTS	
1. Are activities available to all inmates, including those with disabilities?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Examples: - stock of books - aft. puzzles (for a week)
2. How many hours per day are inmates permitted to recreate?	Each IM gets 5 hours; per week	8am - 10pm MWFSS
3. Example of typical recreation/yard schedule:	Morning hours: ___:___ - ___:___ Afternoon hours: ___:___ - ___:___ Evening hours: ___:___ - ___:___ N/A	
4. How many inmates/housing units are permitted to recreate at any one time?	Up to 3 inmates, (2 inside, 1 outside) + 1 on range	
5. How many inmates are involved in the following:	N/A Music Program → 4A's can get guitars N/A Arts/Crafts Program → order supplies, + keep in stock in rec. room	
6. How frequently is recreation shut down due to staffing/unexpected issues?	Rarely <input type="checkbox"/> Sometimes (2-3 times per week) <input type="checkbox"/> N/A Frequently (3+ times per week) <input type="checkbox"/>	
7. Describe any obstacles to inmate access to recreation:	- security level, no group meeting, etc. + limited on what can do	
8. Where are activities posted for inmate information?	By TV	How frequently are they updated: as needed for event - picture days, fantasy leagues, food days
FACILITIES	COMMENTS	
9. Does recreation equipment appear to be clean and in good working order?	<input checked="" type="radio"/> YES <input type="radio"/> NO	.
10. What equipment is in need of maintenance?	None; need some ^{replaced} balls/jumprope need replaced	
11. How many staff are assigned to supervise inmates?	1st <input type="radio"/> 2nd <input type="radio"/> Just Rec. super Sat 730-330 w/late night/weekend	
12. How many inmate program assistants are assigned to the recreation department?	TWO - 1 level 5 does Fantasy sports stats - 1 level 4A pictures in visit.; inventory	
VARIETY/SELECTION OF ACTIVITES	COMMENTS	
13. How often are new activities introduced?	Rare, but new wellness program June - aft. → every 6 months	
14. What are examples of unique/innovative recreational opportunities provided at this institution?	↓ medical, recovery all play role [deliver pamphlets; cash to SK → w/ jumprope	

Inspector: JH

Facility: CSP
Date: 1/7/13

RECREATION CONT.

<p>15. What inmate-led recreation programs are available at this institution (ex. aerobics, Zumba)?</p>	<p>Plans for using visitation new tables M/T 4A's? ↳ aerobics (P90X, crossfit)</p>
<p>16. What incentive-based health/wellness programs are provided at this institution (ex. Biggest Loser competition)?</p>	<p>None but all can do wellness programs</p>
<p>17. How often is the selection of movies rotated? <u>changes weekly</u></p>	<p>Number of movies in rotation: <u>3 min, up to 5</u></p>
<p>18. What intramural sports are available at this institution:</p> <p style="text-align: center;">N/A</p>	
<p>19. What are the top concerns inmates express about recreation?</p> <p>a. requests for movies</p> <p>b. constant requests for items (120 kites per week) - art supplies, puzzle books, etc.</p> <p>c.</p> <p>d.</p>	
<p>20. What activities or equipment would improve recreation?</p>	<p>- being able to use visit. room for aerobics/exercise</p>
<p>Describe Recreation Facilities:</p> <p>Each pod has 2 rec cells, w/ exercise ball, pull up bar</p> <p>Each block has 4 outside rec areas</p>	
<p>Additional Comments: <u>inmate behavior</u></p>	

(All new releases)

Inspector: _____

Facility: DSP

Date: 1/7/13

Physical Activities	Level 5
Aerobics	✓
Frisbee	✓
Handball	✓
Jogging	✓
Wellness Programs	✓
Yoga	✓ videos

Cultural / Arts	Level 5	Frequency
Cultural Ethnic Events	✓	Black History Month (poetry/art)
Crafts	✓	ongoing
Sign Language	-	-

Special Events	Level 5	Frequency
Inmate Health Fairs	-	-

+ Fantasy leagues

Inspector: JH

Facility: DSP
Date: 1/7/13

Physical Activities	Level 4
Aerobics	✓
Basketball Intramural	play sometimes, no league
Bowling (Rubberized Balls)	-
Bean Bag Toss	✓
Exercise Bicycles	-
Football Flag	-
Frisbee	✓
Handball	✓
Jogging	✓
Soccer Intramural	-
Volleyball	-
Wellness Programs	✓
Yoga	✓

Cultural / Arts	Level 4	Frequency
Cultural Ethnic Events	✓	
Crafts	✓	
Sign Language	-	-

Special Events	Level 4	Frequency
Art/Craft Shows	-	-
Inmate Health Fairs	-	-

Inspector: Saul

Facility: OSP
Date: 1/10

AREA INSPECTED: SEGREGATION

		COMMENTS
1. Inmate Count	SC 5 DC 7 LC 3	
2. How many cells have more than two inmates?	single-celled	
3. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
FACILITIES		
4. How clean are cells?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How clean are hallways/rec areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. How often are inmates allowed to clean their cells/ toilets, sinks?		
7. How many of the following are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
8. If any of the above are inoperative, have maintenance work orders been submitted?	YES NO	N/A
9. How quickly are maintenance work orders completed?	right away	
10. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	scrap sum
11. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	scrap sum
12. How clean are crisis cells? # of crisis cells _____	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	Did not observe
13. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
CELL SECURITY CHECK		
21. How many of the following:		
- Cell window obstructed <u>some</u>	Cell door window obstructed <u>some</u>	
- Towel on floor <u>did not view</u>	Material in lock <u>did not view</u>	
- Inappropriate pictures <u>none</u>	Material in cuff port <u>did not view</u>	
- Clotheslines <u>one</u>	Graffiti <u>some</u>	

Inspector: Saul

Facility: OSP
Date: 1/10

SEGREGATION CONT.

STAFF ACCOUNTABILITY		
15. Are cleaning materials kept secure?	YES NO	same as checklist for D Block
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input type="checkbox"/>	YES NO	↓
17. Is the first aid box secured? -First Aid box checked <input type="checkbox"/>	YES NO	
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input type="checkbox"/>	YES NO	
19. How many officers are on duty per shift?	1 st - 2 nd - 3 rd -	
20. Are officers performing regular security checks? -Log observed <input type="checkbox"/>	YES NO	
21. How many shakedowns are performed on each shift? -Log observed <input type="checkbox"/>		
22. Are individual log sheets maintained and up to date? • Meals • Recreation in/out • Linen/towel exchange • Razor issue • Cell cleaning -Log observed <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
23. How often are medical rounds conducted? -Log observed <input checked="" type="checkbox"/>	Daily each shift	
24. How often are mental health rounds conducted? -Log observed <input checked="" type="checkbox"/>	Daily	1/10 1/9 1/8 1/7 sign-in log
ACCESS TO CIIC, PROGRAMS, STAFF		
25. Is the current CIIC memo posted?	YES <u>NO</u>	on TV
26. Do inmates have access to the library?	<u>YES</u> NO	Describe: kiosk
27. Do inmates have access to religious services personnel?	<u>YES</u> NO	Describe: visits to unit

Inspector: Saul

Facility: OSP
Date: 1/10

SEGREGATION CONT.

28. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>		Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>											
29. Are the following available on the unit: - 5120-9 series of ARs - 56-DSC-01 - Inmate rules of conduct - Pen/pencil		Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	→ kite legal seg pen										
STAFF ROUNDS													
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out	
Ward	12/11	4:30	4:50	12/21	10:40	11:35	12/20	1:00	2:17	12/31	10:25	10:52	more
DWO	12/10	12:09	13:07	12/17	10:47	11:47	12/28	10:12	11:05	1/4	10:00	10:40	
DWSS	12/28	12:20											
IIS	12/4	10:20	10:40	12/22	8:00	8:30							
Major	12/10	6:09	?	12/10	12:09	13:07	12/20	1:00	2:19	12/31	10:25	10:52	more
ADDITIONAL COMMENTS (including inmate communication): 													

12/10
-
1/10

Corrections Analyst: C. Robinson

Facility: OSP
Date: 1-10-13

PRINCIPAL INTERVIEW

EDUCATIONAL PROGRAM EVALUATION – Feedback to Principal

CIIC CLASSROOM REVIEW	
1. Overall, classroom management and student behavior were rated as:	Exceptional <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> <i>Considering that this prison does not have classrooms due to security level, keeping requirements, teach & relate on needs skills/depth of explanations to delay concepts of lesson.</i> Needs Improvement <input type="checkbox"/>
2. Overall, instructional strategies and teaching methods were rated as:	Exceptional <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> <i>non-traditional setting given/limited strategies to reading, discussing, use of flip chart.</i> Needs Improvement <input type="checkbox"/> <i>given considerations of limitations placed on teaching process.</i>
3. Overall, classrooms were appropriate in size, acoustics, lighting, architecture, temperature, desks, seats, etc.	Exceptional <input type="checkbox"/> Acceptable <input type="checkbox"/> <i>Even though there are security measures required, some type of modified classroom should be designed & provided.</i> Needs Improvement <input checked="" type="checkbox"/> <i>"Cages" & keeping compromise learning.</i>
CIIC DOCUMENT REVIEW	
4. Overall, lesson plans were rated as:	Exceptional <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> <i>Split between acceptable and in need of improvement.</i> Needs Improvement <input type="checkbox"/>
5. Overall, student educational goal agreements were rated as:	Exceptional <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> <i>Need by teacher, not kept in prison.</i> Needs Improvement <input type="checkbox"/>

EDUCATIONAL ADMINISTRATOR INTERVIEW - Input from Principal

STUDENT POPULATION and ACCESS	
6. Current educational staff	1 Principal(s)/Assistant Principal - 1 1 Teachers (Academic, C-T, AJT, etc.) 0 Guidance Counselor/Educational Specialists - 0 1 Other: <i>Intervention Specialist</i>
7. Current vacancies (<u>1</u> total) <i>academic</i>	Positions: <i>due to retirement & death / I.T.</i>
8. What is the average or approximate student/teacher ratio? <i>col. Prof. Brother</i>	Academic - <i>6/1</i> Career-Tech - <i>NA</i> Other - <i>Reading, 6/1</i>
9. How many certified inmate tutors?	Academic - Career-Tech -
10. What initiatives have been implemented to increase access to educational programs?	<i>none @ OSP</i> <i>Justified, design of level restriction & need for eqing - no appropriate shifts C-T.</i>
11. Describe education delivery (method and frequency) to segregation, <i>OSP</i>	<i>cell to cell face to face</i> <i>cell to cell TV network</i> <i>Book</i>

Corrections Analyst: C. Rubin

Facility: OSP

Date: 1-10-13

STAFF PROFESSIONAL DEVELOPMENT	
12. Describe opportunities and support for staff professional development, such as <ul style="list-style-type: none"> Membership in association, trade, or professional group Attendance at association, trade, professional conferences Tuition support for continuing education or development 	none provided yes, fees paid (i.e. CEA conference) yes, tuition paid
13. Describe opportunities for internal evaluation and improvement, such as <ul style="list-style-type: none"> Principal evaluation of teachers Informal peer teacher feedback 	formal prin. eval. 2 years, informal if requested by teacher. none. Teachers are encouraged to not be pulled out of classroom. Teachers would have to use their vacation comp. time to observe another teacher.
14. Describe system for rewarding/incentivizing continuous professional development.	Union contracts award pay increases for completing continuing education.
SECURITY	
15. Is security staff on duty in the area during programming?	<input checked="" type="radio"/> YES <input type="radio"/> NO
16. Where is security staff located within the school setting?	on unit
17. Are teachers issued man-down instruments?	<input checked="" type="radio"/> YES <input type="radio"/> NO
18. Are all instructional materials and tools stored and accounted for in a safe manner?	<input checked="" type="radio"/> YES <input type="radio"/> NO - locked box on unit - or hand carried to class by teacher
INSTITUTIONAL NEEDS ASSESSMENT	
19. Date of last annual institutional needs assessment:	end of January 2012
20. What positives, negatives, or other 'take away' findings emerged?	a. inmates wanted more educational programming b. inmates want more opportunities for earned credit (is a legislative issue) c. (not a school issue)
SPECIALIZED EDUCATIONAL PROGRAMMING	
21. Does your institution offer any of the following specialized educational programs: <ul style="list-style-type: none"> Career-Technical Education Career Enhancement Programs (5 week modules in employment readiness, trades, and safety) Advanced Job Training (AJT) - college courses Apprenticeship Programs Title I (for educationally disadvantaged under 21 years) Transitional Education Program (TEP) Education Intensive Prison Program (EIPP) 	NONE * only have - gen. GED - GED - ABE (all are delivered during the same 80% time for instructional period)
22. What additional specialized educational programs are available?	a. - b. - NONE c. -
INSTRUCTIONAL MATERIALS and TECHNOLOGY	
23. Overall, are instructional materials provided to every student?	<input checked="" type="radio"/> YES <input type="radio"/> NO
24. Are instructional materials copyrighted or teacher-made?	Academic - Both are copyrighted. Career-Tech - Both are copyrighted.
25. Describe inmate student use of technology, if any.	Academic - NONE Career - Tech -
26. To what degree is all technology currently working?	Are repairs pending? TV network delivery is continuous. * PCs = N/A Currently

* Principal @ OSP has requested 6 laptops (battery operated in a moveable cart) for use with computerization of GED in 2014. (PCs would be networked. Technical questions re. corrections to take GED exam under research/review.)

Inspector: C. Robinson

Facility: OSP

Date: 1-10-13

AREA INSPECTED: LIBRARY/LAW LIBRARY

FACILITIES		
1. Does the area appear to be clean and well-maintained?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
2. Does the area have attributes of an inviting environment?	<input type="radio"/> YES <input type="radio"/> NO NA	all materials are req. from inmates on lists + librarian supplies to their housing unit
3. How many computers/typewriters are available for inmates' use? <i>a few inmates have their own typewriters</i>	<u>NA</u> _ PCs _ typewriters	How many are inoperable at this time? <u>1</u> Work orders submitted?
4. Describe the resources that are available electronically.	<u>NONE</u>	librarian provides copies per requests of digitally held documents
5. How often are new materials added to the library? - continuously - in budget order		What are your sources for new library materials? donations; mostly purchase
6. How many inmate workers are assigned to the library/law library?	<u>NA</u>	What duties do the library aides fulfill? <u>NA</u>
ACCESS		
7. What is the most frequent use of the library by the inmates? <i>request of</i>	<input type="radio"/> YES <input checked="" type="radio"/> NO	① Fiction, ② nonfiction, ③ Play away books on tape, ④ Library list - always updated, ⑤ specific topic info.
8. Are library services available daily, including weekends and evenings?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Books delivered 1st + 2nd shifts, including weekends.
9. What is the minimum amount of time that most inmates are able to use the library?	<u>NA</u>	
10. Is there a cap/limit on the number of inmates who may use the library at one time?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Cap/limit #: <u>NA</u>
11. Describe access to library materials for inmates housed in special management areas	<u>NA</u>	same for all, including medical or infirmary
12. Describe initiatives to maximize inmate access to the library and/or reading materials.		- Place new materials w/ info. on institutional network TV channel. - Acquire titles + author or all that inmates have interest in (librarian identifies this + acquires for inmates)
LEGAL		
13. Are DRC Administrative Rules (5120-9 series) available to inmates upon request?	<input checked="" type="radio"/> YES <input type="radio"/> NO	through assistance from one Paralegal, who assists inmates with legal research + requests (3 Paralegals in DRC - other two are at CCI + SOCF)

Inspector: Robison

Facility: OSP
Date: 1-10-13

14. Are forms on hand to allow inmates to file court actions?	YES NO	Is there assistance (from whom) available to inmate in completing these forms? <u>paralegal</u>
15. Describe access to legal research resources (e.g. LexisNexis, Westlaw)	<u>paralegal assists</u>	
16. How many computers are currently equipped for legal research?	#0 for inmates.	
REENTRY		
17. 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>- give family service contacts</u>	<ul style="list-style-type: none"> - help for behavior - Job Resource for resume, writing, cover letters, employability interviewing - County Resources + contact info - based on each inmate's specific needs - MH, clinic, housing, clothing, food, education, etc. 	
18. What resources are available to teach inmates how to prepare resumes, cover letters, etc.?	<u>see above</u>	
19. What specific materials and resources exist related to employment, companies, and job searches?	<u>see above</u>	
20. What reentry resource information is available to inmates on a county-by-county basis?	<u>yes</u>	
21. Describe your library stock of post-secondary educational materials and textbooks and other expository text.	<ul style="list-style-type: none"> - math. - Librarian picks up books from Youngstown State University 	
22. Describe initiatives that encourage literacy/reading (e.g. book clubs, reading circles)?	<ul style="list-style-type: none"> - Exposure to GED + GED videos - writing contests - closed network TV channel - poetry group 	
23. Describe the African-American/Hispanic/ethnic section.	<p><u>African American = highlighted entries on library list</u> <u>Hispanic = italicized entries on list.</u></p>	
<p>ADDITIONAL COMMENTS (including library/law library schedule):</p> <ul style="list-style-type: none"> - services are very personalized due to population @ OSP. - Inmates @ OSP may get 6+ books (more than most inmates) - librarians allow at one time.) 		

C. 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. The Warden **must** refer an incident to a use of force committee or the Chief Inspector in the following instances:

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

W

- Warden – Managing officer of each correctional institution.

Ohio Department of Rehabilitation and Correction Institution Acronyms

Allen Oakwood Correctional Institution.....	AOCI
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 Complex.....	NCCC
Northeast Pre-Release Center	NEPRC
Ohio Reformatory for Women	ORW
Ohio State Penitentiary	OSP
Pickaway Correctional Institution	PCI
Richland Correctional Institution.....	RiCI
Ross Correctional Institution	RCI
Southeastern Correctional Institution	SCI
Southern Ohio Correctional Facility.....	SOCF
Toledo Correctional Institution.....	ToCI
Trumbull Correctional Institution.....	TCI
Warren Correctional Institution	WCI

D. ENDNOTES

¹ Ohio Department of Rehabilitation and Correction: Ohio State Penitentiary website. Accessed at <http://www.drc.state.oh.us/Public/osp.htm>.

² Ibid.

³ Department Offender Tracking System Portal, Ohio Department of Rehabilitation and Correction, January 7, 2013.

⁴ American Correctional Association (ACA) Accreditation Report, Ohio State Penitentiary, August 2, 2010.

⁵ Ibid.

⁶ Information provided by Ohio State Penitentiary staff, January 9, 2013.

⁷ Monthly Fact Sheet, Ohio Department of Rehabilitation and Correction, accessed by <http://www.drc.state.oh.us/web/Reports/staffing/January%202013.pdf>.

⁸ Ibid.

⁹ Significant Incident Summary reports provided by Ohio State Penitentiary for the following periods: January 2012- December 2012.

¹⁰ Ibid

¹¹ Ibid

¹² Ibid

¹³ Ohio Department of Rehabilitation and Correction. "A Report on Assaults, Disturbances, Violence, and Prosecution in the Ohio Department of Rehabilitation & Correction: January 1, 2007 through September 30, 2012." P. 27.

¹⁴ Information provided by the Ohio Department of Rehabilitation and Correction, January 19, 2013.

¹⁵ Significant Incident Summary reports provided by Ohio State Penitentiary for the following periods: January 2010- December 2012.

¹⁶ Information provided by the Ohio Department of Rehabilitation and Correction.

¹⁷ Ibid.

¹⁸ Ibid.

¹⁹ Ohio State Penitentiary food service staff, personal communication, January 7, 2013.

²⁰ Ibid.

²¹ Ohio Department of Rehabilitation and Correction Bureau of Fiscal Audits Report, Ohio State Penitentiary, October 11, 2011.

²² Recycling Report, Ohio State Penitentiary, January 7, 2013.

²³ Ohio State Penitentiary Energy Star Manager reports for CY 2011 and 2012.

²⁴ Performance Evaluation Data, Ohio State Penitentiary, January 2012- December 2012.

²⁵ Performance Evaluation Data, Ohio State Penitentiary, January 2012- December 2012.

²⁶ Ohio State Penitentiary administrative staff, personal communication, January 7, 2013.