



Toledo Correctional Institution

August 7, 2013
August 8, 2013
August 9, 2013

Carol Robison,
Report Coordinator

CORRECTIONAL INSTITUTION INSPECTION COMMITTEE REPORT ON THE INSPECTION AND EVALUATION OF TOLEDO CORRECTIONAL INSTITUTION

Dates of Inspection:	August 5, 2013 August 6, 2013 August 7, 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 Grace Snider, aide to Rep. Amstutz Molly Rafeld, aide to Rep. Duffey
Facility Staff Present:	Warden Edward Sheldon CIIC spoke with many additional staff throughout the course of the inspection.

Institution Overview

Toledo Correctional Institution (TOCI) is one of six facilities in the Ohio Department of Rehabilitation and Correction (DRC) that houses inmates at Level 3 (close) security classification levels; it also houses Level 4 (maximum) security inmates. The facility is located on 45.2 acres in Toledo, Ohio.ⁱ The institution's FY 2013 budget is \$29,285,647.ⁱⁱ The rated capacity for TOCI is 1,306 as of April 2012. As of August 5, 2013, the institution housed 1,287 inmatesⁱⁱⁱ (98.5 percent of capacity). The institution scored 100 percent compliance on the most recent ACA audit for mandatory standards and 99.3 percent compliance on non-mandatory standards.^{iv}

Demographically, 63.6 percent of the inmates are classified as black, 34.1 percent as white, and 2.3 percent as of another race.^v The average inmate age was 33.8 years.^{vi} The institution employs 340 staff, of which 224 are security staff.^{vii}

TOCI experienced a significant transition since the previous CIIC inspection with the addition of inmates at maximum security Level 4, which began in February 2012.

¹ There were three standards that were not met: a double-cell housing standard related to the dog program and unencumbered space, a double-cell standards related to the segregation unit, and a standard related to the lack of natural light in the day rooms.

Currently, approximately 18.7 percent of the total inmate population has a Level 4 security classification.^{2viii}

Inspection Overview

TOCI is an institution with significant challenges. The facility was built to be a single-celled facility and as such, it operated in its first decade as the favored Level 3 facility that received inmates who wanted to be there and who behaved in a manner to stay there. In early 2011, due to overcrowding, the DRC double-bunked the cells, resulting in double the population for staff to supervise and increasing inmate complaints as well as violence. In early 2012, the facility was handed another challenge with the addition of maximum security inmates, which is inherently a difficult population.

The population challenges have occurred at the same time as – and are likely a contributing cause to – record turnover in staff, with TOCI leading the Department and increasing. Many of the staff resignations are the result of investigations. TOCI has historically had challenges recruiting quality staff, particularly in healthcare.

With the staff turnover comes new security staff who, due to the union agreement, are generally placed on the maximum security unit, meaning that the least experienced staff are placed with the most challenging inmates. This combination is dangerous to both staff and inmates and the operation of the maximum security unit raised concerns.

As a result of these challenges, TOCI has faced a significant increase in prison violence, including assaults, fights, and disturbances. The facility has experienced three homicides within the past year, which is very concerning, as well as a suicide. Access to programs/activities is poor, with only one unit program running at the time of the inspection, with only four total inmates enrolled. Staff morale seemed low, with staff filing complaints with OSHA and using a billboard to protest conditions. Although the least of the concerns, fiscal accountability is lacking.

Positively, the Warden and the Operation Support Center are aware of these concerns and have been working to address them. The Level 3 units have been separated into privilege levels per the 3 Tier Plan and inmates reported few safety concerns on the 3A units. Warden Sheldon and his staff have been proactive and creative in the implementation of mission-specific housing units and security has increased through additional cameras throughout the institution. Staff accountability has increased under the Warden's leadership. Inmate survey responses were more positive than at comparator prisons. Thus, the Warden has taken positive steps forward, although they are in the face of ongoing and mounting challenges.

² As of July 2, 2013, there was a total population of 1,291 inmates, of which 243 inmates were classified as Level 4.

I. INSPECTION SUMMARY

SAFETY AND SECURITY: IN NEED OF IMPROVEMENT³

INDICATORS	RATING	FINDINGS
Assaults	In Need of Improvement	<ul style="list-style-type: none"> • Total inmate on inmate assaults increased by 112.9 percent from 2010 to 2012. • The rate of inmate on inmate assaults in 2012 was higher than the comparator prisons as well as the DRC average. • Total inmate on staff assaults increased by 73.5 percent from 2010 to 2012. • The rate of inmate on staff assaults in 2012 was higher than the comparator prisons and twice the DRC average.
Fights	Acceptable	<ul style="list-style-type: none"> • The rate of rule 19 convictions increased 6.2 percent from 2011 to 2012. • The rate of conduct reports for rule 19 violations at TOCI was lower than the comparator prisons and approximately the same as the DRC average.
Disturbances	In Need of Improvement	<ul style="list-style-type: none"> • In the first eleven months of 2012, TOCI reported 13 disturbances. The number of disturbances increased significantly in comparison to 2010. • The number of disturbances is higher than the comparator prisons and significantly higher than the DRC average.
Use of Force	Acceptable	<ul style="list-style-type: none"> • The review of use of force reports indicated officers' responses to

³ 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.

		<p>incidents were appropriate. Staff appeared to appropriately refer incidents to the use of force committee when necessary. Negatively, almost all inmates refused to provide a use of force statement. In addition, a few inmates were not seen by medical in a timely manner.</p> <ul style="list-style-type: none"> • Total uses of force increased by 174.2 percent in two years. The rate of use of force incidents increased 129.0 percent.
Control of Illegal Substances	In Need of Improvement	<ul style="list-style-type: none"> • A significantly higher percentage of inmates tested positive for drugs than the comparator prisons as well as the DRC average.
Rounds	Good	<ul style="list-style-type: none"> • Officers predominately documented rounds in the requisite 30 minute, staggered intervals. • Executive staff are consistently making rounds in all housing units. In a few units executive staff, particularly the Unit Management Chief, conducted more than the required amount.
Security Management	In Need of Improvement	<ul style="list-style-type: none"> • Staff were inconsistent for required shakedowns and a review of the unit logs indicated that some days no shakedowns or only half of the required number were performed. • Staff relayed that there was frequent blocking of the locks by inmates on every unit. Many cells had clotheslines or other makeshift items to support televisions. • Executive staff do not have a current incident tracking mechanism that is regularly discussed as part of staff meetings, nor are administrative actions taken in response to the data tracking. • There have been two homicides during the period evaluated by CIIC.

HEALTH AND WELLBEING: ACCEPTABLE

INDICATORS	RATING	FINDINGS
Unit Conditions	Good	<ul style="list-style-type: none"> • Cell conditions were rated as good in all cell blocks, as were the

		<p>majority of showers and common areas.</p> <ul style="list-style-type: none"> • No maintenance issues were noted for cells, although there were a few ice machines and microwaves noted as in need of repair.
Medical Services	In Need of Improvement	<ul style="list-style-type: none"> • The most recent internal audit found multiple concerning errors. • There was a backlog for Doctor Sick Call and Chronic Care clinics beyond 15 days. • The Doctor Sick Call and chronic care no-show/Against Medical Advice rates were above the DRC average. • Inmates reported that most nursing staff is unprofessional when addressing inmates and with respect to maintaining confidentiality of medical information.
Mental Health Services	Acceptable	<ul style="list-style-type: none"> • There is no backlog of inmates waiting to be assessed by psychiatry, and all mental health requests and informal complaints in the previous six months were responded to timely, • Two inmates were transferred to Residential Treatment Units within the last 12 months. Transfers took no longer than 48 hours, which is better than most institutions evaluated. • However, there has been one suicide in the past year and the facility has no Psychiatrist on-site at the facility.
Food Services	Good	<ul style="list-style-type: none"> • CIIC rated the quality of the sampled meals as good. • The food prep area was mostly clean. There were small amounts of food on the floor that was quickly cleaned up by inmate porters. • An incentive pay program allows inmates to receive a wage increase based on their performance evaluation. • The institution passed its most recent health inspection. • However, the responses from TOCI inmates were more positive than the responses received during previous inspections.
Recovery Services	Acceptable	<ul style="list-style-type: none"> • Assessment and enrollment percentages were about average for

		<p>all institutions.</p> <ul style="list-style-type: none"> • The most recent internal audit found that staff was doing an excellent job, although there were documentation errors. • However, the termination rate for TOCI's IOP program was significantly higher than the termination rate of comparator prisons.
Recreation	In Need of Improvement	<ul style="list-style-type: none"> • The recreation department is currently understaffed, which is negatively impacting and limiting the range of activities and special events planned for the inmate population. • CIIC inmate survey responses were negative. • Physical facilities appeared clean and no maintenance concerns were reported for recreation equipment.

FAIR TREATMENT: ACCEPTABLE

INDICATORS	RATING	FINDINGS
Staff/Inmate Interactions	Good	<ul style="list-style-type: none"> • Inmates participating in focus groups reported that there were many staff that were professional and helpful, although they also reported that others had poor communication and abused their authority. • Inmate survey responses were generally positive regarding staff. • However, the rate of grievances against staff actions was much higher than the comparator prison rate and the DRC average, and it increased from TOCI's rate in 2011.
Inmate Discipline	Acceptable	<ul style="list-style-type: none"> • RIB hearing procedures appeared to be followed, although there were more documentation errors than usual, including a lack of inmate signatures on appropriate forms. • Inmates were openly disrespectful to TOCI staff and CIIC staff without apparent concern for consequences and the facility has a prevalent rule 14 issue.

Inmate Grievance Procedure	Acceptable	<ul style="list-style-type: none"> • TOCI reported a low untimely and non-response rate for informal complaints. • Inmate survey responses were in line with other institutions. • Reviewed responses to informal complaints were sometimes lacking in information or redirected the inmate to the wrong supervisor.
Segregation	Good	<ul style="list-style-type: none"> • The facility appeared clean, particularly the showers, and inmates did not report any concerns regarding the unit itself. • Inmates who are in segregation for more than 30 days are offered a telephone call, which is positive, and the institution has created a special unit for inmates who are pending transfer to 4B. • A comparatively low number of inmates are waiting on a transfer or are under investigation for a lengthy amount of time.

REHABILITATION AND REENTRY: ACCEPTABLE

INDICATORS	RATING	FINDINGS
Access to Purposeful Activities	In Need of Improvement	<ul style="list-style-type: none"> • There is insufficient access to and existence of unit programs. • Although community service hours increased, the rate was significantly lower than both the comparator prison and DRC average. • The rate of enrollment in academic programs decreased and the waitlist increased. • No Advanced Job Training programs are offered since the cancellation of the Owens Community College contract.
Quality of Educational Programming	Acceptable	<ul style="list-style-type: none"> • GEDs given and GEDs passed increased significantly from FY 2010 to FY 2012; however, the rate of GEDs achieved in comparison to population was lower than the comparator prison average. • Classroom observation revealed marked differences in the quality of instruction and student participation in the two classes. • Lesson plans included acceptable indicators of planning, but lacked

		<p>consistent references to specific strategies, standards, interdisciplinary connections, differentiation/individualization of instruction, and applications to life or jobs.</p> <ul style="list-style-type: none"> • Student Goal Agreements could not be reviewed because they had reportedly not been created.
Library	Good	<ul style="list-style-type: none"> • Per capita rate of library materials available is significantly higher than the comparator prisons and significantly higher than the DRC average. • Access to legal materials and legal research in the law library is supported through eight legal computers, which is higher than both comparator prison and the DRC average. • Library materials are maintained on living units. • Total hours of library operation at TOCI are lower than the comparator prison and DRC average.
Ohio Penal Industries	N/A	<ul style="list-style-type: none"> • TOCI OPI bag shop closed approximately one year prior to the inspection.
Reentry Planning	Acceptable	<ul style="list-style-type: none"> • Staff relayed that the delivery of reentry services to inmates begins approximately four to six months prior to each inmate's release date. Staff demonstrated that they have an accountability system in place. • The TOCI library has a developed reentry resource center with two computers that are operational. • A majority of inmates relayed that they did not have problems with mail, visitation, or telephone access. • However, there was only one unit program operating at the time of the inspection and inmate focus group participants indicated that they do not receive enough personalized attention from Case Managers in reentry preparation.
Security Classification and Privilege Levels	Good	<ul style="list-style-type: none"> • Audited classification and reclassification records revealed no true overdue reviews.

FISCAL ACCOUNTABILITY: IN NEED OF IMPROVEMENT

INDICATORS	RATINGS	FINDINGS
Staffing	In Need of Improvement	<ul style="list-style-type: none"> • In CY 2012, TOCI had a 37.3 percent increase in overtime payouts. The amount paid in overtime was higher than the DRC average. • In CY 2012, the 16.5 percent turnover rate was more than double the DRC average. • In FY 2012, training completion rates ranged from 87.5 percent to 100 percent. • In CY 2012, TOCI staff completed 33.6 percent of their required performance evaluations on time. Significantly worse than the DRC average. • Most officers rated morale as “average” or “low” mostly due to feeling unsafe and a perceived lack of support from the administration.
Fiscal Responsibility and Needs	In Need of Improvement	<ul style="list-style-type: none"> • Scored 77.8 percent on their most recent fiscal audit. • Reported \$26,043.00 in cost savings for FY 2013. • In CY 2012, TOCI reduced their total utility costs by 4.4 percent from CY 2011. • In FY 2012 and 2013, the recycling revenue was significantly less than the DRC average.
Property	In Need of Improvement	<ul style="list-style-type: none"> • The FY 2012 property payouts increased by \$1,626.68 and were significantly worse than the DRC average.

RECOMMENDATIONS SUMMARY

- Evaluate the increase of violence including assaults and disturbances and develop strategies to address.
- Evaluate the increase in use of force incidents.
- Ensure that inmates are seen by medical as soon as possible (within reason) following a use of force incident.
- Executive staff should review use of force documentation procedures with shift supervisors to ensure accuracy, consistency, and completion of all forms within use of force reports.
- Ensure that cell extraction team members do not wear helmets during the video introductions.
- Develop additional strategies to reduce the presence of illegal substances, which could include more strictly regulating visitation room procedures.
- Ensure that the requisite number of shakedowns are completed and accurately documented. Develop strategies for additional accountability.
- Track critical incidents on an ongoing basis, review regularly with security staff, and develop actions in response to the data tracking.
- Evaluate each homicide and contributing causes and take administrative actions in response.
- Increase the level of security in the maximum security unit, including control of cuffports and stricter inmate movement.
- Develop strategies to address the fact that the newest staff are placed in the maximum security unit.
- Document and terminate medical staff that demonstrate a consistent inability to meet acceptable standards of care and professional demeanor.
- Develop strategies to decrease reduce Doctor Sick Call no-shows, and to ensure all inmates on the chronic care caseload are seen on time.
- Develop strategies to decrease the number of early terminations from the IOP program.
- Fill the General Activity Therapist position.
- Ensure that all RIB documentation is appropriately completed and that adequate reviews are completed.

RECOMMENDATIONS SUMMARY

- Ensure that educational staff are delivering educational materials to inmates who are in segregation for 60 days or more, per DRC policy.
- Increase inmate access to unit programs.
- Create and complete student goal agreements.
- Ensure that all applicable Ohio standards are met during the next fiscal audit.
- Evaluate the overtime payout and develop methods to reduce overtime hours.
- Evaluate the turnover rate and develop strategies to improve officer retention such as peer mentoring.
- Ensure that all staff complete their required in-service training.
- Ensure that all performance evaluations are completed timely.
- Develop strategies to improve staff morale, which could include requesting a cultural assessment by the Operation Support Center and seeking input from correctional officers regarding inmate movement and behavior.
- Develop and implement strategies to increase the recycling revenue for FY 2014.
- Develop and implement strategies to reduce property loss, which could include creating a Property Loss Committee to investigate the reason(s) why inmates file property loss claims.

ADDITIONAL SUGGESTIONS

- Consider developing additional strategies to acquire use of force statements from inmates.
- Consider evaluating the number of ice machines that were either not operational or that were producing an insufficient amount of ice for the population.
- Consider developing strategies to reduce the wait-time for inmates who arrive at the infirmary for their appointments.
- Consider developing strategies to improve the communication of test results to inmates in a timelier manner.
- Consider surveying inmates immediately after their appointments to improve the quality of services provided.
- Consider developing strategies to acquire onsite psychiatric coverage at the institution.
- Consider acquiring volunteers from the community to assist with supplementary mental health programs such as activity therapy and art therapy.
- Consider surveying inmates regarding the food quality to determine if there are options to improve the quality of the meals without increasing costs.
- Consider strategies to increase the range of recreational activities and special events available to Level 3 inmates.
- Consider having the Inspector calculate on an annual or semiannual basis the staff who most frequently appear in inmate complaints and conducting corrective counseling.
- Consider evaluating the increase in grievances regarding use of force and staff accountability from CY 2011 to 2012.
- Consider the rate of untimely responses to inmate complaints and developing strategies to address.
- Consider developing strategies to improve staff responses to informal complaints, which could include training during in-service.
- Consider evaluating inmate disrespect to staff, inclusive of rule 14 violations and/or inappropriate interactions with female staff.
- Consider evaluating the reduced rate of academic enrollment, which could include developing additional vocational and job-related programs.

ADDITIONAL SUGGESTIONS

- Consider strategies to improve staff and inmate accountability to ensure inmate attendance in classes.
- Consider developing strategies to increase opportunities for participation in community service programs.
- Consider developing an OPI shop.
- Consider evaluating the Case Manager workload.

DRC RESPONSE

Issue	<p>Problem noted by CIIC - Assaults</p> <p>Total inmate-on-inmate assaults increased by 112.9 percent from 2010 to 2012. The rate of inmate on inmate assaults in 2012 was higher than the comparator prisons as well as the DRC average. Total inmate on staff assaults increased by 73.5 percent from 2010 to 2012. The rate of inmate on staff assaults in 2012 was higher than the comparator prisons and twice the DRC average.</p> <p>Recommendations Noted by CIIC</p> <p>Develop strategies to evaluate the increase of violence including assaults and disturbances.</p>				
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	<p>Comments: ToCI had undergone a mission change during this time frame which has lead to an increase in assault reporting numbers for 2012. ToCI had increased its L3 inmate population by 60% in 2011 (inside the fence), however, began to reduce the inmate double bunked population in order to house Level 4a offenders. It should be noted the Inmate population demographics significantly changed during the reporting period reflected within the CIIC's report. TOCI's population breakdown for the years reported was as follows:</p> <ul style="list-style-type: none"> • 2010: 15% Level 1 offenders; 85% single cell Level 3 offenders; • 2011: 0.25% Level 1 offenders (PC unit); 99.75% double bunked L3 offenders; • 2012: 83% double bunked L3 offenders; 17% Level 4 offenders <p>Violence reduction continues to remain a top priority at ToCI. In 2012, ToCI developed incentive criteria for our existing housing units, providing offenders with the opportunity to participate in merit housing. In line with the ODRC prison reform of security levels 3a and 3b, ToCI established merit housing units meant to reward positive behavior (level 3a offenders) while providing additional staff resources to housing meant for 3b offenders. Additional staff resources were provided not only to ensure staff are available to address inmate needs, but also to provide continued monitoring of the more disruptive L3b and L4a offenders. Supportive Officer posts (A1 Support, C1 Support and C3 Support) were established to address and control inmate movement in and out of these areas, which house the more disruptive inmates. Changes were made to the inmate meal schedule to</p>				

control and prevent inmate violence through the introduction of a separate meal time for 3b offenders and feeding L4a inmates within their housing units.

Staff presence has been increased within the institution by ensuring the Warden, Executive Staff, and Unit Staff are available daily at “The Point”, a common area of the institution for inmates to have their needs addressed. With the implementation of the Ohio Plan, Unit staff is now available during evening hours and on the weekends to address any inmate issues that may arise. Through combined efforts with investigation of Security Threat Groups, it should also be noted that the inmate culture since the double-bunking and implementation of ODRC’s Three Tier prison system has significantly been affected. Due to changes in the inmate security level classification system, TOCI receives a higher number of STG profiled inmates. Inmates who have “active” or “disruptive” STG classifications by design must remain at L3 or higher security institutions. Because TOCI houses both L3 and L4 offenders, a higher concentration of STG profiled inmates will remain at TOCI until they are programmed and dropped to “passive” designations. Increased monitoring of these security threat groups has allowed the institution to better classify offender’s privilege levels and attempt to prevent assaults from occurring. It should be noted that thus far in 2013, the number of inmate on inmate (15) and inmate on staff assaults (32) are reduced when compared to the 2012 assault numbers. This indicates a downward trend in assaults for TOCI, showing that violence reduction methods implemented are having a positive effect on the inmate population.

Issue	<p>Problem noted by CIIC - Disturbances In the first eleven months of 2012, TOCI reported 13 disturbances. The number of disturbances increased significantly in comparison to 2010. The number of disturbances is higher than the comparator prisons and significantly higher than the DRC average.</p> <p>Recommendations Noted by CIIC Develop strategies to evaluate the increase of violence including assaults and disturbances.</p>	
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	<p>Comments: The number of disturbances from January 2013 to present has decreased, with only 4 disturbances reported. Violence reduction methods cited in the Assault section above have also contributed to the reduction in the amount of disturbances reported. It should be noted that the increase in L3 population in 2011 – 2012 also contributed to the high 2012 disturbance numbers.</p>	

Issue	<p>Problem noted by CIIC – Control of Illegal Substances A significant higher percentage of inmates tested positive for drugs than comparator prisons as well as the DRC average.</p> <p>Recommendations Noted by CIIC Develop additional strategies to reduce the presence of illegal substances, which could include more strictly regulating visitation room procedures.</p>				
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	<p>addition of a second investigator we have also been able to increase our surveillance and investigation capabilities as it concerns visitation. This has resulted in the arrest of multiple visitors who have been caught while conveying contraband into the TOCI visitation room. Additionally, through the utilization of investigative techniques such as phone monitoring, letter screening, and confidential informants, we have been able to successfully stop several suspected conveyances before they had an opportunity to fully transpire. Several of these interdictions have resulted in the suspension of visiting privileges for visitors who have failed to fully comply with our visitation rules. The investigators office has also adopted a "Visitation Hot List" whereby we monitor specific inmates that have to come to our attention through the aforementioned investigative techniques. This approach has resulted in several contraband confiscations and subsequent visitation restrictions. The efforts to end the conveyance of contraband within the visitation room are a continuous process. In an effort to minimize the introduction of contraband into the visitation room we recognize that some improvements can be implemented: 10-15 minute rounds throughout the visitation room by the visiting officer; re-aligning the orientation of the inmate seating within the visitation room so that offenders are mandatorily assigned a seat that faces the visiting room officer at all times; as well as increased supervisor rounds.</p>
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Issue	<p>Problem noted by CIIC – Security Management Staff were inconsistent for required shakedowns and a review of the unit logs indicated that some days no shakedowns or only half of the required number were preformed.</p> <p>Recommendations Noted by CIIC Ensure that the requisite number of shakedowns are completed and accurately documented. Develop strategies for additional accountability.</p>				
	<table> <tr> <td data-bbox="283 477 1373 954"> <p>Tasks</p> <ol style="list-style-type: none"> 1. A roll call topic has been completed addressing the importance of shakedowns to be conducted twice a shift with emphasis on documenting these shakedowns. 2. Unit Managers and Unit Sergeants have been tasked during their daily rounds to include check of shakedown logs to ensure compliance. 3. A Lieutenant has been assigned to each housing unit and will also inspect daily shakedown logs for compliance. 4. Officers who are non compliant in shakedowns will be verbally instructed to complete shakedowns at the time of inspection; any discrepancies will be reported to the Unit Manager for corrective action. </td><td data-bbox="1373 477 1906 954"> <p>Person Responsible</p> <ol style="list-style-type: none"> 1. Major 2. Unit Managers; Sergeants 3. Major; Lieutenants 4. Unit Managers, Sergeants, Lieutenants 5. Unit Managers, Sergeants, Lieutenants </td></tr> <tr> <td colspan="2" data-bbox="283 954 1906 987">Comments:</td></tr> </table>	<p>Tasks</p> <ol style="list-style-type: none"> 1. A roll call topic has been completed addressing the importance of shakedowns to be conducted twice a shift with emphasis on documenting these shakedowns. 2. Unit Managers and Unit Sergeants have been tasked during their daily rounds to include check of shakedown logs to ensure compliance. 3. A Lieutenant has been assigned to each housing unit and will also inspect daily shakedown logs for compliance. 4. Officers who are non compliant in shakedowns will be verbally instructed to complete shakedowns at the time of inspection; any discrepancies will be reported to the Unit Manager for corrective action. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Major 2. Unit Managers; Sergeants 3. Major; Lieutenants 4. Unit Managers, Sergeants, Lieutenants 5. Unit Managers, Sergeants, Lieutenants 	Comments:	
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Comments:					

Issue	Problem noted by CIIC – Security Management CIIC's review of the cells indicated some cells had windows covered, towels on the floor, and material in locks. Many had clotheslines or other makeshift items to support televisions.	
	Tasks <ol style="list-style-type: none"> 1. Notification has been made through unit postings and town hall meetings to the inmate population that any items found their cell out of compliance with TOCI institutional rules will be considered contraband and confiscated with conduct reports issued. 2. Continue Unit Team cell checks which require a member of the unit staff team to physically enter every cell one time per day to look for cell non-compliance issues. 3. A Lieutenant has been assigned to each housing unit to assist unit officers to ensure cells are in compliance. 4. Unit Managers during their daily rounds will address cell non-compliance issues and provide additional support to the unit officer regarding cell compliance. 5. Continue Pod of the Month grading criteria which includes positive cell compliance as a category. A reward for the best pod within the block is provided as a positive reinforcement to the inmates to remain in cell compliance. 	Person Responsible <ol style="list-style-type: none"> 1. UMC, Unit Managers; 2. Unit Mangers, UMC, Major, DWO 3. Major; Lieutenants, Unit Officer 4. Unit Managers, Unit Officer 5. UMC, Administrative Lieutenant
	Comments:	

Issue	<p>Problem noted by CIIC – Security Management Executive staff does not have a current incident tracking mechanism that is regularly discussed as part of staff meetings, nor are administrative actions in response to the data tracking.</p> <p>Recommendations Noted by CIIC Track critical incidents on an ongoing basis, review regularly with security staff, and develop actions in response to data tracking.</p>				
	<table border="1"> <tr> <td data-bbox="283 475 1371 878"> <p>Tasks</p> <ol style="list-style-type: none"> 1. Reinstate tracking and monitoring system of where significant incidents are occurring within the facility to identify trends and hotspots. 2. Continue to complete After Action Reports for every significant incident and develop strategies in response to after action report findings. 3. Continue to conduct daily Operations Incident Review meetings to review significant incidents and After Action Reports. 4. Continue to review hot spots and trends during weekly Operations meetings. </td><td data-bbox="1371 475 1896 878"> <p>Person Responsible</p> <ol style="list-style-type: none"> 1. DWO, Major 2. Unit Managers, Major 3. Executive Staff, Shift Supervisors 4. Executive Staff, Department Heads, Shift Supervisors </td></tr> <tr> <td colspan="2" data-bbox="283 878 1896 1245"> <p>Comments: TOCI Executive staff and Department Heads do meet regularly to discuss significant incidents that occur within the facility both daily and weekly. Any significant incident which occurs has a corresponding After Action Report completed by either the Unit Manager over the effected unit or the Chief of Security. After Action Reports are reviewed during the weekly Operations meeting which occurs with all Executive staff, Department Heads and Shift Supervisors. In addition, Operations Incident Review meetings are held daily, every morning with Unit Staff, Shift Supervisors, and members of the Executive staff. During both Operations meetings and daily Incident review meetings, trends are discussed as well as planning for additional resources to be deployed to institution hot spots. TOCI will reinstate “Facility Cop” as a method of data tracking for the institution to assist in determining hot spots and trends.</p> </td></tr> </table>	<p>Tasks</p> <ol style="list-style-type: none"> 1. Reinstate tracking and monitoring system of where significant incidents are occurring within the facility to identify trends and hotspots. 2. Continue to complete After Action Reports for every significant incident and develop strategies in response to after action report findings. 3. Continue to conduct daily Operations Incident Review meetings to review significant incidents and After Action Reports. 4. Continue to review hot spots and trends during weekly Operations meetings. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. DWO, Major 2. Unit Managers, Major 3. Executive Staff, Shift Supervisors 4. Executive Staff, Department Heads, Shift Supervisors 	<p>Comments: TOCI Executive staff and Department Heads do meet regularly to discuss significant incidents that occur within the facility both daily and weekly. Any significant incident which occurs has a corresponding After Action Report completed by either the Unit Manager over the effected unit or the Chief of Security. After Action Reports are reviewed during the weekly Operations meeting which occurs with all Executive staff, Department Heads and Shift Supervisors. In addition, Operations Incident Review meetings are held daily, every morning with Unit Staff, Shift Supervisors, and members of the Executive staff. During both Operations meetings and daily Incident review meetings, trends are discussed as well as planning for additional resources to be deployed to institution hot spots. TOCI will reinstate “Facility Cop” as a method of data tracking for the institution to assist in determining hot spots and trends.</p>	
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Issue	<p>Problem noted by CIIC – Security Management There have been three homicides in the past year.</p> <p>Recommendations Noted by CIIC Evaluate each homicide and contributing causes and take administrative actions in response.</p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Continue After Action Review of all significant incidents and implement any findings to prevent future incidents. 2. Develop additional pro-social programming to assist in violence reduction. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. DWO, Major 2. UMC
	<p>Comments: Violence reduction is of the utmost priority for TOCI. After action reports have been generated for each homicide that identified contributing causes. Strategies for improvements and administrative changes were developed and implemented to prevent these incidents from reoccurring in the future.</p>	

Issue	Problem noted by CIIC – Medical Services The most recent internal audit found multiple concerning errors.	
	Tasks <ol style="list-style-type: none"> 1. Action Plans were submitted to ODRC Bureau of Audits and all were approved. 2. Action Plans will be re-audited prior to ACA audit in May 2014. 	Person Responsible <ol style="list-style-type: none"> 1. H. Godsey Rn, Acting HCA, all RN's 2. H. Godsey Rn, Acting HCA, all RN's
	Comments: All ACA standards, including all mandatory standards were found to be in compliance. The only non compliant standards were Ohio Standards. Action plans were submitted and approved for all non-compliant Ohio standards. All action plan implementation steps have been started and those that have not already been completed have final completion dates between October and December of 2013. These are being tracked by the DWSS, HCA and WA. These standards will also be re-audited by the Bureau of Audit Compliance prior to May 2014.	

Issue	<p>Problem noted by CIIC – Medical Services There was a backlog for doctor sick call and chronic care clinics beyond 15 days. The doctor sick call and chronic care no show/against medical advice rates were above the DRC average.</p> <p>Recommendations Noted by CIIC Develop strategies to decrease, reduce doctor sick call no shows and to ensure all inmates on the chronic care caseload are seen on time.</p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Educate all nurses on the importance of contacting offenders who are a no show for their scheduled doctor appointment within a fifteen minute timeframe. Double check if it is in certain areas that continues to have an increase in no shows to the medical department. Develop a plan for that area. 2. Continue with our current improvement plan of extra doctor's hours, reconciling in a timely manner, and re-passing of no shows. 3. Meet with security staff to determine if passes are being given to inmates and if officers are honoring medical passes. 4. Begin implementing passes for medical every 15 minutes to cut down on number of inmates with passes to medical at the same time. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. H. Godsey RN, Acting HCA, all RN's 2. H. Godsey Rn, Acting HCA, all RN's 3. H. Godsey, Rn, Acting HCA and Major Parker, Chief of Security 4. H. Godsey, Rn, Acting HCA and Major Parker, Chief of Security 5. 6.
	<p>Comments:</p>	

Issue	<p>Problem noted by CIIC – Medical Services Inmates reported that most nursing staff is unprofessional when addressing inmates and with respect to maintaining confidentiality of medical information.</p> <p>Recommendations Noted by CIIC Document and terminate medical staff that demonstrates a consistent inability to meet acceptable standards of care and professional demeanor.</p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Hold a staff meeting and stress the importance of professionalism and meeting standards of care in their scope of practice. 2. Inform all staff that Q & A's will be conducted if standard of care is not met. 3. Continue to address the issue of professionalism and proper standards of care in monthly staff meetings and in-service training sessions. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. H. Godsey, RN, Acting HCA, K. Henderson ACHA 2. K. Henderson, AHCA 3. H. Godsey, RN, Acting HCA and K. Henderson, ACHA 4. 5. 6.
	<p>Comments:</p>	

Issue	<p>Problem noted by CIIC - Recreation The recreation department is currently understaffed, which is negatively impacting and limiting the range of activities and special events planned for the inmate population. CIIC inmate survey responses were negative. Physical facilities appeared clean and no maintenance concerns were reported for recreation equipment.</p> <p>Recommendations Noted by CIIC Fill the General Activity Therapist position.</p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Fill the General Activity Therapist vacancy in the Recreation Department. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. UMC, Personnel
	<p>Comments: TOCI is in need of the GAT position to be filled. The Unit Management Chief is in the process of screening applications in order to conduct interviews for this position. In 2008, the Recreation Supervisor position was eliminated due to budgetary constraints. TOCI has made a request to the Operational Support Center to reinstate the Recreation Supervisor position, as well as an additional General Activity Therapist position.</p>	

Issue	<p>Problem noted by CIIC – Access to Purposeful Activities There is insufficient access to and existence of unit programs. Although community service hours increased, the rate was significantly lower than both comparator prison and DRC average.</p> <p>Recommendations Noted by CIIC Increase inmate access to unit programs.</p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Continue with scheduled Fall Quarter programming schedule for Reentry programs beginning September 2013. 2. Provide facilitator training to Case Managers for Thinking for a Change, Victim Awareness and Inside Out Dads. 3. Increase the number of inmates involved in community service programs. 4. Increase the number of community service projects to include more in-cell community service activity. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. UMC, Unit Managers, Case Managers 2. OSC, UMC 3. B Unit Manager, B Unit Secretary 4. B Unit Manager, B Unit Secretary
	<p>Comments: During the CIIC inspection, TOCI had recently ended its Summer Quarter programming schedule. During the Summer Quarter, TOCI ran the following Re-Entry approved programs: 2 Sessions of Victim Awareness, Inside Out Dads, Thinking for a Change and Money Smart. All programs with the exception of Thinking for a Change, ended in July. TOCI has scheduled a new cycle of programming to begin in September to include an additional session of Thinking for a Change (for a total of 2 sessions), 1 Inside Out Dads, 1 Money Smart and 2 Sessions of Victim Awareness. ToCI just held Thinking for a Change Facilitator Training August 26-29, 2013, with over 10 new ToCI staff being trained to facilitate this program. New unit staff have also been scheduled to attend Victim Awareness Facilitator training in the near future. One barrier to providing programming is the requirement for 3 out of the 4 Re-Entry approved programs offered at TOCI to have facilitator training. All Re-Entry approved program facilitators, with the exception of Money Smart, must be facilitator trained. ToCI is also working on recruiting and training staff in other departments to facilitate groups and programs and is actively recruiting volunteers for this purpose. However, despite these obstacles, many pro-social programs and meaningful activities have been developed and offered to the offender population.</p> <p>Community Service projects are limited at TOCI due to the inmate's security level and space issues. However, TOCI is in the process of increasing its community service by soliciting projects that can be completed in-cell by offenders, targeting the L3B, L4 and Segregation inmate populations.</p>	

Issue	Problem noted by CIIC – Access to Purposeful Activities The rate of enrollment in academic programs decreased and the waiting list increased.	
	Tasks <ol style="list-style-type: none"> 1. A new teacher was recently hired and is now also providing classroom instruction 2. GED preparation tutoring/testing has been implemented in the Units 3. Approval to hire a Career Tech teacher has been granted. 4. Enhance volunteer efforts to assist the institution to facilitate Tutoring efforts. 	Person Responsible <ol style="list-style-type: none"> 1. DWSS 2. Unit Managers 3. DWSS
	Comments:	

Issue	Problem noted by CIIC – Access to Purposeful Activities No advanced job training programs are offered since the cancellation of the Owens Community College contract.	
	Tasks <ol style="list-style-type: none"> 1. College level classes are being provided by the University of Toledo Professors as part of the Inside Out program 2. Computer repair classes are still being offered through Education 3. ToCI will research and pursue different grant opportunities for additional programming 4. Enhance volunteer efforts to assist facilitation of advanced job training programs 	Person Responsible <ol style="list-style-type: none"> 1. Unit Managers/Case Managers 2. DWSS 3. DWSS 4. DWSS
	Comments: ToCI has/had no control over the cancellation of the Owens Community College contract.	

Issue	<p>Problem noted by CIIC – Staffing In CY 2012, TOCI had a 37.3 percent increase in overtime payouts. The amount paid in overtime was higher than the DRC average. In CY 2012, the 16.5 percent turnover rate was more than double the DRC average.</p> <p>Recommendations Noted by CIIC Evaluate the overtime payout and develop methods to reduce overtime hours. Evaluate the turnover rate and develop strategies to improve officer retention such as peer monitoring.</p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Assign shift scheduling and overtime tracking to one staff person in order to better monitor overtime hours. 2. Continue to fill vacancies and conduct interviews to increase potential employees in the hiring pool. 3. Continue recruitment efforts to build pool of applicants. 4. Initiate corrective action on employees who show pattern abuse for call offs. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Major, DWO 2. Personnel 3. Personnel 4. Shift Supervisors, Unit Managers, Personnel
	<p>Comments: TOCI has evaluated the contributing factors to the high amount of overtime. TOCI is in the process of filling vacant positions which is one of the major contributing factors. In addition, 7 new Lieutenant positions were added and filled in order to reduce the amount of Shift Supervisor overtime. One of the Lieutenant positions has been assigned as the Shift scheduler and tracker of overtime. This position will allow better accountability of overtime tracking, as well as decrease the amount of inadvertent overtime called due to shift schedule discrepancies.</p> <p>On the day of the inspection, TOCI reported 42 total vacancies including 19 correctional vacancies.</p> <ul style="list-style-type: none"> • 9 vacancies in food service. On September 8, 2013 the food service operations will switch from state services to private contracts. • Correction Officers- TOCI currently has 9 positions as the required 4% to remain vacant • At the time of the visit several positions were in the process of interviewing and selecting. Some positions had start dates scheduled. The breakdown is as follows: <ol style="list-style-type: none"> 1. Warden Secretary – Filled on 8/11/2013 2. Human Capital Management Analyst 2- Waiting for the part time position ceiling to be raised and pending governor's officer final approval. Applicant had been interviewed and selected. 3. Maintenance Worker 3 Position- is in the interview process. 	

	<ol style="list-style-type: none"> 4. Storekeeper 2- pending warehouse privatization. 5. General Activity Therapist – currently being screened for selection. 6. Admin Professional 1- currently being screened for selection. 7. Correctional Program Specialist- Selection starts on 9/08/2013. 8. TCH- V-BO-SY S3- Is posted currently. 9. TCH ABE (GED) 2- Vacant. 10. Program Administrator 3- Selected starts on 09/08/2013. 11. Ohio Administrative and Revised Codes. The time table for all of the current officer vacancies to be filled is currently in the process and most are scheduled to start 09/08/2013 12. Social Worker 2- Selected and started on 8/26/2013. 13. Corr Lieutenant- In the selection process. 14. Corr Officer – 9 start the academy on 9/8/13.
	<p>On 7/25/2013 Correction officer Interviews were held. 9 Officers were selected and completed the background and drug test requirements. The Officer's are scheduled to attend the Corrections Training Academy on September 9, 2013. Three Correction Officer position numbers are being held until the completion of the layoffs. This would leave 3 additional vacancies which are from staff that have recently been promoted and are in the process of being filled. Once a position becomes vacant, request to fills are completed and sent for approval to be posted. Once approved, positions are posted and filled according to applicable collective bargaining agreements and Ohio Administrative and Revised Codes. The time table for all of the current officer vacancies to be filled is currently in the process and most are scheduled to start 09/08/2013.</p> <p><u>Turnover ratio:</u> There was a total of 127 staff who terminated their employment with ToCI. Of that number, 70 were either removals or resignations as a direct result of pending investigations. Other factors contributing to staff turnover are pay, staff cut backs, work levels, hours, benefits and retirement changes. TOCI has increased the recruitment activity for the Institution and State of Ohio by becoming active in working with several 4 year colleges, 2 year colleges, technical institutes, military reserve units, Ohio Job and Family Services and attending job fairs to recruit well qualified candidates. The colleges include; Toledo University, Bowling Green State University, Brown Mackie College, Harrison College, Tiffin University, Owens Community College, Defiance College, Herzing University, Lourdes University, Alpha Company 1-148th Infantry (Walbridge Ohio), ITT Technical University. TOCI is in the process of adding more universities in the fall.</p>

Issue	<p>Problem noted by CIIC – Staffing In FY 2012, training completion rates ranged from 87.5% to 100%.</p> <p>Recommendations Noted by CIIC Ensure that all staff completes their required in-service training.</p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 5. Security staff have already implemented a system to give officers time while on duty to work on e-learning assignments. 6. All non-security staff have been advised to complete all e-learning prior to the June deadline or disciplinary action could ensue. 7. Lists will be delivered to supervisors on a quarterly basis specifying who has NOT completed e-learning. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Major Parker/Shift Supervisors 2. D.Mitchell, WA 3. B. Jameson, Training Officer 4. 5. 6.
	<p>Comments: It should be noted that it was only the e-learning portion of the in-service training that not all staff completed. This was due to scheduling problems for line staff and the addition of extra e-learning trainings being added just prior to the June deadline.</p>	

Issue	<p>Problem noted by CIIC – Staffing In CY 2012, ToCI staff completed 33.6% of their required performance evaluations on time. Significantly worse than the DRC average</p> <p>Recommendations Noted by CIIC Ensure that all performance evaluations are completed timely.</p>		
	<table border="1"> <tr> <td data-bbox="283 370 1369 911"> <p>Tasks The State of Ohio is currently in the process of switching to an electronic performance evaluations process. Management level employees had performance evaluations completed this fall. The bargaining unit positions are currently in the process of training and finalization of the processes. To improve the evaluation process several steps have been taken.</p> <ol style="list-style-type: none"> 1. Electronic performance Evaluations Process is in the process of being implemented. 2. All officer evaluations are being tracked by the Admin Lt. 3. TOCI is pending final approval for a part time Human Capital Management Analyst 2 position to assist with the current workload and expectations. </td><td data-bbox="1369 370 1908 911"> <p>Person Responsible</p> <ol style="list-style-type: none"> 1. Jeff Richmond, Personnel Director 2. Administrative Lieutenant 3. Jeff Richmond, Personnel Director </td></tr> </table>	<p>Tasks The State of Ohio is currently in the process of switching to an electronic performance evaluations process. Management level employees had performance evaluations completed this fall. The bargaining unit positions are currently in the process of training and finalization of the processes. To improve the evaluation process several steps have been taken.</p> <ol style="list-style-type: none"> 1. Electronic performance Evaluations Process is in the process of being implemented. 2. All officer evaluations are being tracked by the Admin Lt. 3. TOCI is pending final approval for a part time Human Capital Management Analyst 2 position to assist with the current workload and expectations. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Jeff Richmond, Personnel Director 2. Administrative Lieutenant 3. Jeff Richmond, Personnel Director
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	<p>Comments: The Human Resources Department has been downsized by budget cuts over the years and currently operates with only 2 people for 399 staff.</p>		

Issue	<p>Problem noted by CIIC – Staffing Most Officers rated morale as “average” or “low” mostly due to feeling unsafe and a perceived lack of support from the administration.</p> <p>Recommendations Noted by CIIC Develop strategies to improve staff morale, which could include requesting a cultural assessment by the Operation Support Center and seeking input from correctional officers regarding inmate movement and behavior.</p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Complete a cultural assessment for TOCI. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. OSC, DWO, Major
	<p>Comments: TOCI is currently working with OSC to schedule a cultural assessment to review such factors as moral within the institution. Effort has been made by TOCI administrative staff to improve the working relationship with OCSEA. This relationship has improved greatly since the new elections were held in the Spring of 2013. Exit interviews are conducted by Personnel to assess why staff is leaving and strategies are put into place to address the reasons cited when applicable. Exit surveys have included the following reasons for leaving employment at TOCI: increase in pay at new employment, staff cut backs and work levels, hours, benefits and retirement changes. It should also be noted that only 8 officers, or 3.5% of the total, were interviewed for this observation/finding.</p>	

Issue	<p>Problem noted by CIIC – Fiscal Responsibility and Needs Scored 77.8% on their most recent fiscal audit.</p> <p>Recommendations Noted by CIIC Ensure that all applicable Ohio standards are met during the next fiscal audit.</p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. All bank statements for Internal Funds are accurately reconciled in to the appropriate checkbook/Cactus and DBA by the 10th of each month. 2. Inmate groups all pay annual dues of \$6 or less. The only exception is the Jaycees, who are required to pay an additional \$1 towards state/national dues per DRC policy 73-GRP-01 3. All inmate group expenditures are approved by the Warden in advance. 4. Accountability report is being completed monthly 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Cashier Supervisor 3. 4. 5. 6.
	<p>Comments: It should be noted that this was not a fiscal audit but part of the 2012 internal management audit. The standards mentioned are not mandatory fiscal standards. Also, both of the standards mentioned were corrected and found in compliance during ToCI's re-inspection on 2/21/13. These standards were also found in compliance during the 2013 internal management audit which was conducted in June, 2013.</p>	

Issue	<p>Problem noted by CIIC – Fiscal Responsibility and Needs In FY 2012 and 2013, the recycling revenue was significantly less than the DRC average</p> <p>Recommendations Noted by CIIC Develop and implement strategies to increase the recycling revenue for FY 2014.</p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Purchase pulping machine and increase savings through use of pulping food products. 2. Continue current recycling initiatives and increase revenues through those processes. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Dave Wolfe, Health and Safety 2. Dave Wolfe, Health and Safety 3. 4. 5. 6.
	<p>Comments: It should be noted that ToCI began its recycling initiative in FY 2012 and has increased revenues for FY 2013.</p> <p>Prior to 2012, all recycling was sent to the Lucas County Recycling and they claimed the revenue for the recycling.</p> <p>Also, it should be noted that the physical layout of the facility and the EPA regulations surrounding the soil at the institution makes implementing some recycling endeavors impossible.</p>	

Issue	<p>Problem noted by CIIC – Property The FY 2012 property payouts increased by \$1,626.68 and were significantly worse than the DRC average.</p> <p>Recommendations Noted by CIIC Develop and implement strategies to reduce property loss, which could include creating a property loss committee to investigate the reason why inmates file property loss claims.</p>	
	<p>Tasks</p> <ol style="list-style-type: none"> 1. Allocate a Property Supervisor, who will work in conjunction with the Inspector, to oversee inmate pack up procedures and property issues. 2. Initiate a Back 2 Basics committee to review property procedures at TOCI. The Inspector will be an integral part of this committee and will provide oversight for any proposals or procedure changes. 	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Major, DWO, IIS 2. Major, DWO, IIS
	<p>Comments: An evaluation had been previously completed indicating the high amount of property loss filed by the offenders is related to the institution 2.4 pack up procedures when inmate goes to segregation. A Lieutenant has been designated as the Property Supervisor and is now accountable for all inmate 2.4 pack up and property issues. This Lieutenant has been tasked to streamline the property pack up process and oversee theft/loss report investigations. Emphasis has been placed on the reduction of lost or misplaced items through this new duty assignment.</p>	

Additional Recommendations from CIIC:

Issue	<p>Recommendations Noted by CIIC- Use of Force</p> <p>Evaluate the increase in use of force incidents. Ensure that inmates are seen by medical as soon as possible (within reason) following a use of force incident. Executive staff should review use of force documentation procedures with shift supervisors to ensure accuracy, consistency and completion of all forms within the use of force reports. Ensure that cell extraction team members do not wear helmets during video introductions.</p>
	<p>Comments:</p> <p>TOCI continues to monitor both the number of use of force incidents as well as the circumstances surrounding the use of force. The increase in use of force incidents is directly correlated to the increase in inmate population in 2012, as well as the increase in more disruptive inmates admitted to TOCI in line with the ODRC Three Tier prison system. Shift supervisors have been tasked to ensure all inmates are seen within a reasonable time frame by medical staff preceding a use of force incident. When security escorts an offender to the clinic area for a clinic check related to a use of force, the RN shall see that individual as soon as the RN has completed their current task and before the start of another task. When a nurse receives a call from a Correction Officer in a locked down area the RN shall report to that site to complete a clinic check on the offender as soon as possible.</p> <p>Create a tracking log for all use of force checks and review on a weekly basis. Executive staff will review use of force documentation with shift supervisors to ensure accuracy and will emphasize corrective action if documentation errors continue to occur. Instruction has already been provided to all shift supervisors related to the expectations of completion of the use of force packets accurately. In addition, Managing Director of Operations Voorhies did conduct Use of Force Chairperson training 10/24/12 emphasizing accuracy in reporting during this 8 hour session. Regarding the removal of helmets for video introductions, ToCI will continue to follow DRC policy 310-SEC-29 Sections D7 and E5.</p>

Issue	Recommendations Noted by CIIC- Security Management Increase the level of security in the maximum security unit, including control cuff ports and stricter inmate movement.
	Comments: TOCI has allowed cuff ports to remain open in order to reduce deprivation issues with offenders. Open cuff ports permit the offenders the ability to communicate with their peers and institutional staff during lock down times. If a security concern arises, it is addressed on an individual basis with the offender through the inmate disciplinary process and cuff port restrictions. At no time does TOCI approve of blocking the locking mechanism or using makeshift handles to control the use of cuff ports by the inmates. A notice will be issued to inmates that if strings/handles are found, cuff ports blocked and or mirrors being used will be determined to be misuse of property and/or contraband and removed. The inmate will be subsequently issued a conduct report for such infractions. Unit staff has been tasked to work with the Unit officers to remove any such items found. According to the Three Tier Prison manual, congregate recreation/out of cell time for L4A offenders is at minimum three hours per day in groups of 20 or more. TOCI's operation of the L4A units is in line with the Three Tier prison manual.

Issue	Recommendations Noted by CIIC- Security Management Develop strategies to address the fact that the newest staff is placed in the maximum security unit.
	Comments: According to the Statewide Pick A Post agreement with OCSEA, the highest senior employee has the right to choose their own post assignment. Posts in the L4 unit are considered one of the least desirable posts to work by staff. TOCI will continue to work with the local OCSEA chapter to explore strategies to provide additional incentives for seasoned officers to bid these posts. In addition, a Lieutenant has been assigned to the L4 unit in order to support Unit staff and Unit correctional officers with security issues.

Issue	Recommendations Noted by CIIC- Recovery Services Develop strategies to decrease the number of early terminations from the IOP Program.
	Comments: Recovery Services staff will increase motivational interviewing with inmates to encourage program completion and provide intervention for inmates who are going through various issues. The Recovery Services staff will also have an early intervention meeting with the inmate and other departments within the institution prior to termination. Finally, in the past, when an inmate was approved for a level 2 decrease and transfer, he was terminated from the IOP program due to the pending transfer and his possible inability to complete all portions of the program. Inmates will now be permitted to stay in the program up until they transfer to another institution.

Issue	Recommendations Noted by CIIC- Inmate Discipline Ensure that all RIB documentation is appropriately completed and that adequate reviews are conducted.
	Comments: A new RIB Chair has been appointed and has been trained on the importance of details in the RIB process and the related forms. Adequate reviews are being, and will continue to be conducted in accordance with DRC policy.

Issue	Recommendations Noted by CIIC- Quality of Educational Programming Ensure that educational staff is delivering educational materials to inmates who are in segregation for 60 days or more, per DRC policy.
	Comments: According to Education staff, if the inmate goes to segregation for a period of thirty days and is a mandatory student or in special education, it is expected for the teacher to go to segregation and give the inmate the necessary work. The student will also go back to school upon release from segregation if their 100 days in school are not finished.

II. SAFETY AND SECURITY

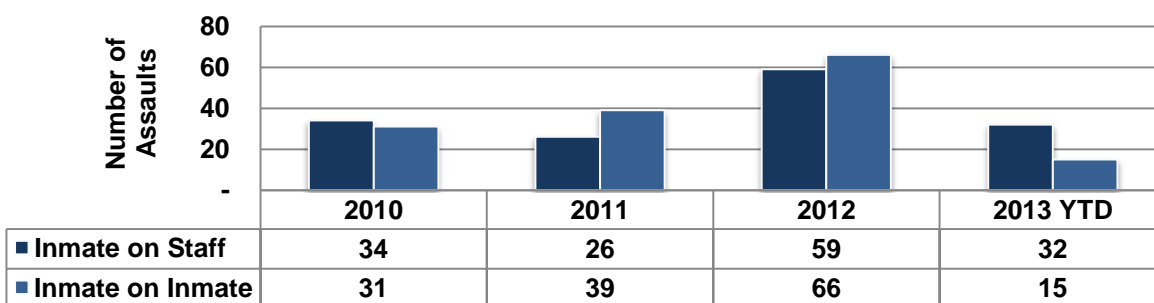
CIIC EXPECTATION: Prisons will provide a safe and secure environment for all inmates.

A. ASSAULTS

CIIC's evaluation of assaults focuses on the number of assaults at the institution in comparison to two years prior at the institution, comparator prisons, and the DRC average. Overall, the CIIC inspection team rated assaults as **IN NEED OF IMPROVEMENT**.

- In 2012, there were 66 reported inmate on inmate assaults.^{ix} Of the total, 89.4 percent were physical assaults and 10.6 percent were harassment assaults.^x Total inmate on inmate assaults increased by 112.9 percent from 2010 to 2012.
- The rate of inmate on inmate assaults in 2012 was higher than the comparator prisons as well as the DRC average.^{4xi}
- The institution also reported 59 inmate on staff assaults in 2012.^{xii} Of the total, 40.7 percent were physical assaults, 35.6 percent were harassment assaults, 13.6 percent were inappropriate physical contact, and 10.2 percent were sexual assaults.^{xiii} Total inmate on staff assaults increased by 73.5 percent from 2010 to 2012.
- The rate of inmate on staff assaults in 2012 was higher than the comparator prisons and twice the DRC average.^{5xiv}

Chart 1
Total Assaults
CY 2010 - 2013



⁴ The rate of inmate on inmate assaults in 2012 was 47.3 per 1,000 inmates. The rate of inmate on inmate assaults in 2012 for the comparator prisons was 33.48 per 1,000 inmates (projected rate based on data from January through September 2012). The rate of inmate on inmate assaults in 2012 for DRC was 29.05 per 1,000 inmates (projected rate based on data from January through September 2012).

⁵ The rate of inmate on staff assaults in 2012 was 42.3 per 1,000 inmates. The rate of inmate on staff assaults in 2012 for the comparator prisons was 25.68 per 1,000 inmates (projected rate based on data from January through September 2012). The rate of inmate on staff assaults in 2012 for DRC was 20.91 per 1,000 inmates (projected rate based on data from January through September 2012).

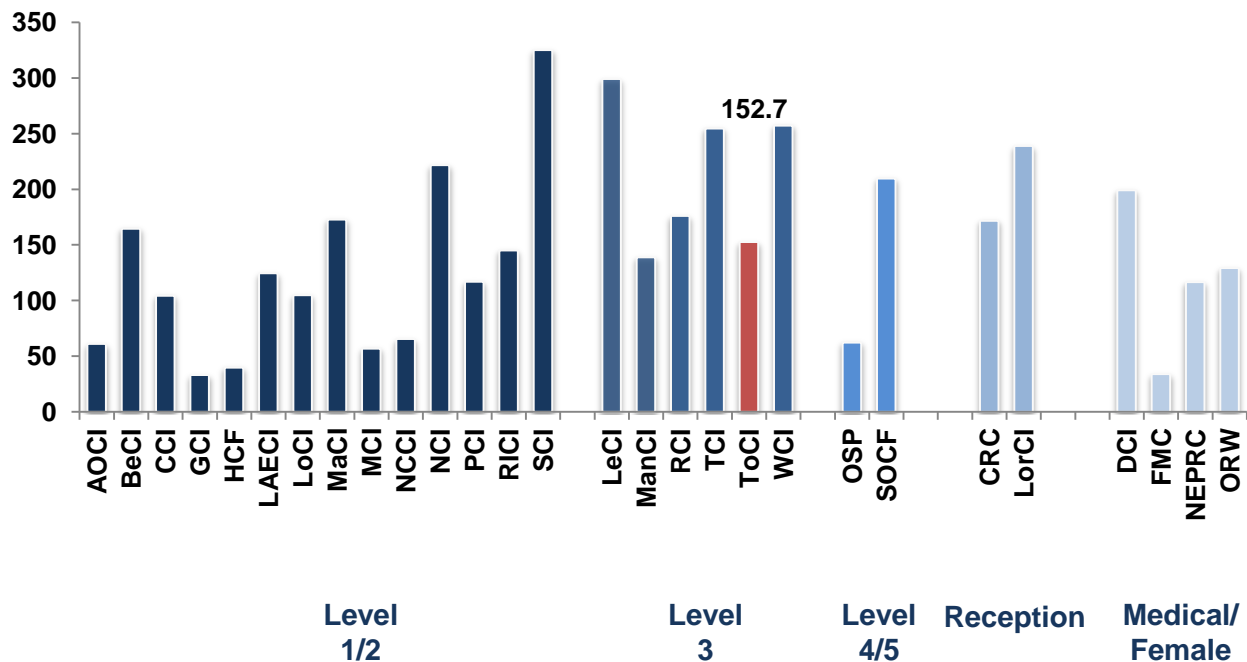
B. FIGHTS⁶

CIIC's evaluation of fights focuses on the rate of rule violations for fights at the institution in comparison to the previous year's rate, comparator prisons, and the DRC average. Overall, the CIIC inspection team rated the rate of fights as **ACCEPTABLE**.

- Fights are documented via RIB convictions for rule 19 (fight) violations. The rate of rule 19 convictions increased 6.2 percent from 2011 to 2012.⁷ In 2012, the institution recorded a rate of 152.7 RIB fight convictions per 1,000 inmates.⁸
- The rate of conduct reports for rule 19 violations at TOCI was lower than the comparator prisons and approximately the same as the DRC average.

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

Chart 2
Rule 19 Violation (Fights) Rates⁹
CY 2012



⁶ 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.

⁷ In 2011, the facility reported 198 (143.8 per 1,000 inmates) rule 19 convictions; in 2012, the facility reported 213 (152.7 per 1,000 inmates) rule 19 violations.

⁸ The rate was obtained by dividing the total number of rule 19 violations for 2012 by the average monthly institutional population for that same time period.

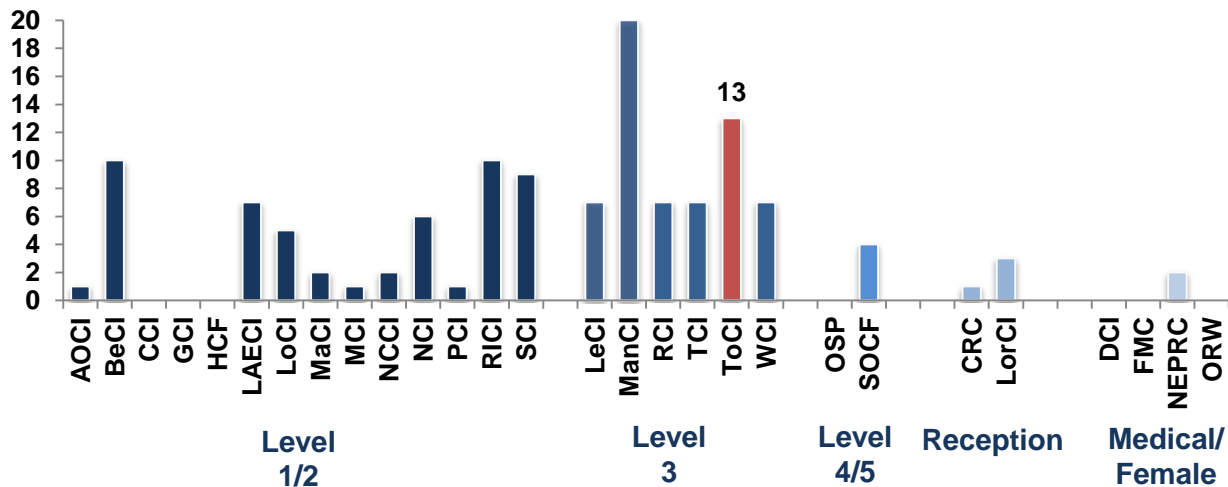
⁹ Rate is per 1,000 inmates.

C. DISTURBANCES¹⁰

CIIC's evaluation of disturbances focuses on the number of disturbances in the first eleven months at the institution in comparison to two years prior, comparator prisons, and the DRC average. Overall, the CIIC inspection team rated disturbances as **IN NEED OF IMPROVEMENT**.

- In the first eleven months of 2012, TOCI reported 13 disturbances. The number of disturbances increased significantly in comparison to 2010.^{11xv} The number of disturbances is higher than the comparator prisons and significantly higher than the DRC average.¹²

Chart 3
Total Disturbances by Institution
January – November 2012



D. USE OF FORCE

CIIC's evaluation of use of force focuses on the number of use of force in comparison to two years prior, comparator prisons and the DRC average. Overall, the CIIC inspection team rated use of force as **ACCEPTABLE**.

- In 2012, the facility reported 362 use of force¹³ incidents.^{xvi} Compared to 2010, in which 132 uses of force were reported, total uses of force increased by 174.2

¹⁰ Disturbances are defined as any event caused by four or more inmates that disrupts the routine and orderly operation of the prison.

¹¹ There were three disturbances at the institution in 2010.

¹² The average number of disturbances for the comparator prisons was 10.2 and the average for DRC system-wide was 4.5.

¹³ Further information regarding use of force incidents can be found in the Glossary.

percent in two years. The rate of use of force incidents increased 129.0 percent.¹⁴

- In 2012, 74.3 percent of use of force incidents involved black inmates, 24.0 percent involved white inmates, and 1.7 percent involved inmates of another race.¹⁵ In comparison to the racial breakdown of the institution, there was a slightly higher percentage of use of force incidents on black inmates.
- The use of force rate in 2012 was significantly higher than the comparator prisons as well as the DRC average.¹⁶
- In 2012, chemical agents (mace) were used 227 times.^{xvii} This is significantly more than chemical agents were used in 2010, in which chemical agents were used 76 times.^{xviii}
- CIIC's review of use of force includes a sample of 20 randomly selected use of force reports as well as any available video. Key findings include:
 - Officers' responses to incidents were appropriate.
 - Staff appeared to appropriately refer incidents to the use of force committee when necessary.
 - The majority of statements were thorough and clearly stated directives given prior to force.
 - Almost all inmates refused to provide a use of force statement.¹⁷
 - A few inmates were not seen by medical in a timely manner.
 - Several minor documentation errors were present throughout the review.
 - Only one video was available during the review and staff could not locate a planned use of force video during the inspection.¹⁸
 - During the review of a cell extraction video, team members did not follow proper procedures when introducing themselves.¹⁹
- Inmates in several focus groups relayed concerns regarding the premature use and overuse of OC spray. Inmates relayed examples where OC spray was utilized when inmates were no longer resistant or incidents where they felt that verbal commands were not exhausted prior to the utilization of OC spray, which they felt would have prevented the need for its use. Inmates in one focus group also relayed concerns that the response time for inmates to be checked by medical staff following a use of force incident was too slow.

¹⁴ In the same time period, the population increased by 19.7 percent, with the addition of Level 4 inmates.

¹⁵ This data is based on the institutional monthly use of force reports submitted by each institution to CIIC; the total of 362 incidents for CY 2012 was provided separately by the Operation Support Center.

¹⁶ The use of force rate at TOCI in 2012 was 259.5 per 1,000 inmates; the comparator prisons rate was 153.7 per 1,000 inmates. The DRC average was 85.7.

¹⁷ It is common for inmates to refuse to make statements; however, the number of refused statements was above the norm.

¹⁸ Staff later indicated the video was located and available. In addition, staff relayed that the other UOF incidents that had footage, was not burned to DVDs. However, staff relayed that in the future all UOF incidents that have video footage will have burned DVD's included in the packet.

¹⁹ Team members were wearing protective helmets during the introduction making it difficult to hear and identify the team member. Proper procedure requires the team member to have the helmet in hand with helmet number showing during the video introduction.

E. CONTROL OF ILLEGAL SUBSTANCES

CIIC's evaluation of control of illegal substances focuses on the percent of inmates who tested positive of an illegal substance at the institution for the previous calendar year in comparison to the percent of the comparator prisons and the DRC average. Overall, the CIIC inspection team rated control of illegal substances as **IN NEED OF IMPROVEMENT**.

- In 2012, 13.2 percent of the inmates tested positive for the presence of an illegal substance.^{20,21} This was a significantly higher percentage than the comparator prisons as well as the DRC average.^{22xix} The percent was the highest in the DRC.
- In response to CIIC's survey question pertaining to prohibited substances, inmates most frequently responded that alcohol/hooch, tobacco, marijuana, and heroin were available at TOCI. Please refer to the DRC Inmate Survey results in the Appendix for more information.
- The visitation room, frequently an area of contraband conveyance, was observed during the inspection. Visitors were allowed to stand, blocking the officer's line of sight of the inmate and other family members. Inmates also were able to place chairs in front of them, blocking the line of sight to their hands/laps.

F. ROUNDS

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

- Housing unit officers are required to conduct security check rounds at least every 30 minutes at staggered intervals. Officers predominately documented rounds in the requisite 30 minute, staggered intervals.²³
- Executive staff are also required to perform rounds through each housing unit.²⁴ A review of the employee sign-in logs²⁵ indicated that executive staff are consistently making rounds in all housing units. In a few units executive staff, particularly the Unit Management Chief, conducted more than the required amount.

²⁰ Each DRC institution conducts monthly urinalysis tests of a random sample of its population. The urinalysis tests for the presence of a broad range of substances. The institution randomly tested 912 inmates of which 120 tested positive.

²¹ 116 inmates tested positive for THC (marijuana), three tested positive for opiates, and one tested positive for PCP.

²² The average percent of positive drug test results in 2012 for the comparator prisons was 3.6 percent. The DRC average was 2.7 percent.

²³ In a couple pods on second shift, officers could have staggered rounds more. In addition, one officer on third shift was not always conducting staggered rounds.

²⁴ Visibility of leadership is important in the correctional environment. It indicates they are aware of the conditions within their facility, and it also serves to boost the morale of staff and inmates.

²⁵ CIIC's review of the employee sign-in logs generally covers the one month period prior to the date of the inspection.

G. SECURITY MANAGEMENT

CIIC's evaluation of security management focuses on: cell/bunk searches, cell security check, STG management, critical incident management, homicides, and inmate communication. Overall, CIIC rated security management as **IN NEED OF IMPROVEMENT**.

Maximum Security Unit

- In early 2012, TOCI added a maximum security population on C side. CIIC staff are deeply concerned regarding the operation of this unit, for the following reasons:
 - Due to the union agreement, the maximum security units are generally staffed by the least experienced housing unit officers, creating a dangerous combination. The unit perceptibly felt looser in security than the other maximum security institutions.²⁶
 - There was a large number of cuffports open on C side and inmates had tied string on both sides of the cuffports in order to self-operate them. This is a breach of security and presents a threat to the security of both inmates and staff. Further, inmates had placed mirrors in the cuffports, allowing them to monitor inmate and staff movement, which is concerning.²⁷
 - Inmates were allowed to congregate on the unit and go onto other ranges, sitting in front of the open cuffport and conversing with their associates.
 - In the course of the three day inspection, two separate C unit pods conducted group demonstrations by refusing their meal trays. This is troubling. At least one of the group demonstrations was over a minor issue (the syrup was placed on the waffles rather than to the side), which may indicate a power imbalance between staff and inmates.²⁸
 - The atmosphere of the units "felt" tense, as inmates were loud in their attention-seeking and complaints, although the complaints themselves were minor.²⁹
 - TOCI does not have the ability to quickly transfer inmates from the 4A block to a 4B institution for disciplinary reasons.³⁰

²⁶ As one example, while CIIC staff was on the unit, a housing unit officer released inmates from count early; although a one-time incident is not serious, it added to the sense that the officers either were not knowledgeable of procedures or did not strictly follow them.

²⁷ While CIIC staff was on the unit, an inmate was able to time a rule 14 violation ("seductive or obscene acts, including indecent exposure and masturbation") using this mirror.

²⁸ Staff's response was to lock the units down for one day and then release them from lockdown.

²⁹ The primary complaint relayed by inmates on C side appeared to be related to the lack of variety in movies.

³⁰ Due to system-wide overcrowding, transfers have become extremely delayed, especially at the maximum security level.

Cell/Bunk Searches (Shakedowns)

- Housing unit officers are required to search inmates' bunks/cells for contraband, including illegal drugs and weapons. Staff were inconsistent for required shakedowns and a review of the unit logs indicated that some days no shakedowns or only half of the required number were performed.

Cell Security Check

- During the inspection, CIIC staff check a random selection of cells in each unit for common cell security issues such as obstruction of windows, material in locks and cuff ports, inappropriate pictures, clotheslines, and graffiti. CIIC's review of the cells indicated some cells had windows covered and towels on the floor. Many had clotheslines or other makeshift items to support televisions.
- Staff relayed on-site that inmates throughout the housing units have been blocking the locks.³¹ However, only one blocked lock was observed by the CIIC inspection team.
- On the maximum security unit, inmates had rigged the cuffports to remain open and utilized string to operate them on their own initiative, which is a security threat.

STG Management

- As of January 2, 2013, there were 457 STG-affiliated inmates, which was 36.3 percent of the institutional population.^{xx} The institutional percentage of STG-affiliated inmates is higher than the comparator prisons and significantly higher than the DRC average.^{32xxi}
- STG activity is documented through rule 17 (unauthorized group activity) convictions.³³ The rate of rule 17 convictions increased significantly from 2010 to 2012.³⁴ The rate of rule 17 convictions was higher than the comparator prison as well as the DRC average.

Critical Incident Management

- A discussion regarding critical incident management was held with the Warden as part of the inspection. Executive staff do not have a current incident tracking mechanism that is regularly discussed as part of staff meetings, nor are administrative actions taken in response to the data tracking.

³¹ Staff filed a grievance with OSHA regarding the issue and its impact on security. Staff relayed that they have since conducted a retraining and that the issue has improved.

³² The percentage of STG-affiliated inmates for the comparator prisons was 31.2 and 16.6 percent system-wide for DRC.

³³ 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.

³⁴ In 2010, the facility reported a rate of 0.9 rule 17 convictions; in 2012, the facility reported a rate of 76.0 rule 17 violations.

- However, staff relayed that they have significantly increased the number of cameras in the institution, which has reportedly increased both inmate and staff accountability.

Homicides

- There have been three homicides in the past year, which is the highest of any DRC facility and highly abnormal.

Inmate Safety Ratings

- Survey results indicated a majority of inmates reported they are very safe, safe, or neutral (in terms of safety).
- Most focus group participants rated their level of safety as either neutral or safe due to their current housing unit, as most participants were currently assigned to the B Unit, which serves as one of the institution's merit housing pods. However, inmates relayed that if they were still in the A or C Unit that their level of safety would be lower.
- Inmates felt that the administration effectively divided the population by identifying problem inmates and segregating them from those inmates that have good institutional conduct. Inmates relayed that this increased their perception of safety and decreased property-related concerns in the higher privilege units.
- Focus group participants are also asked whether there are any vulnerable areas of the institution where inmate fights or misconduct take place. Most participants relayed that the administration did a thorough job of identifying "hotspots" in the institution and installing additional cameras to eliminate any blind spots.

SAFETY AND SECURITY RECOMMENDATIONS

- Develop strategies to evaluate the increase of violence including assaults and disturbances.
- Evaluate the increase in use of force incidents.
- Consider developing additional strategies to acquire use of force statements from inmates.
- Ensure that inmates are seen by medical as soon as possible (within reason) following a use of force incident.
- Executive staff should review use of force documentation procedures with shift supervisors to ensure accuracy, consistency, and completion of all forms within use of force reports.
- Ensure that cell extraction team members do not wear helmets during the video introductions.
- Develop additional strategies to reduce presence of illegal substances, which could include more strictly regulating visitation room procedures.
- Increase the level of security in the maximum security unit, including control of cuffs and stricter inmate movement.
- Ensure that the requisite number of shakedowns are completed and accurately documented. Develop strategies for additional accountability.
- Track critical incidents on an ongoing basis, review regularly with security staff, and develop actions in response to the data tracking.
- Evaluate each homicide and contributing causes and take administrative actions in response.
- Develop strategies to address the fact that the newest staff are placed in the maximum security unit.

III. HEALTH AND WELLBEING

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

A. UNIT CONDITIONS

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

- The housing units at TOCI consisted of 16 celled pods within three units (A, B, and C). Each housing unit is single or double-celled, depending on security classification, has a dayroom, and other areas for programming and recreation. TOCI also has one segregation unit. (Additional information regarding the segregation unit is discussed in the Fair Treatment section of the report.)
- The cell conditions were predominantly rated as good in all cell blocks, with some inmate clutter and extensive pictures noted. Two pods were rated exceptional and three pods were rated acceptable. Every cell is equipped with a toilet and a sink. There were no maintenance issues reported.³⁵
- Common areas were rated as good in 15 pods and exceptional in one pod. Items that are commonly used by all inmates such as phones, laundry facilities, drinking fountains, ice machines and microwaves were operational in most units; however, there were a few ice machines and microwaves noted in need of repair to meet the volume of use. There was one phone inoperable. (A detailed review of the broken items in each unit is available for review in the checklists located in the Appendix.)
- The majority of showers were rated as good; with only minor soap scum or stains noted.
- Cleaning materials were appropriately stored in a locked box and all items were organized well. Regarding appropriate inventory, nearly all bottles were half full and the bottles matched inventory. The first aid boxes were secured and accounted for in all units. All fire extinguishers had been checked on a monthly basis.

B. MEDICAL SERVICES

CIIC's inspection of medical services in a correctional facility focuses on cleanliness of facilities, staffing, access to medical staff, and staff and inmates communication. The inspection includes information collected from interviewing the health care administrator, observations of the facilities and a focus group comprised of staff. CIIC does not evaluate the quality of medical care in a facility. Overall, the CIIC inspection team rated medical services as **IN NEED OF IMPROVEMENT**, particularly due to the poor internal review recently completed.

³⁵ It was relayed that repairs are often made very quickly, within the same day, but on occasion, a repair may take a few days.

Facilities³⁶

- The facilities were in excellent condition.
- The facility is equipped with modern exam rooms for clinical work, and sufficient administrative space for staff.³⁷
- The infirmary holding cells were noted to be in good condition.³⁸

Staffing

- Medical staffing appears similar to other institutions.^{39,40}
- Staffing levels have slightly increased since the April 2012 CIIC inspection of TOCI.⁴¹
- The institution currently has consistent advanced level providers that have been at the facility for longer than six months, but less than one year.⁴²
- There were no vacancies reported.⁴³

Access to Medical Staff⁴⁴

- There was no backlog for Nurse Sick Call, but there was a backlog for Doctor Sick Call.⁴⁵
- There was a small backlog of inmates waiting to be seen in chronic care clinics beyond 15 days.⁴⁶

³⁶ The infirmary consisted of five administrative offices, four exam rooms, four infirmary beds, one records area, one bathroom, a pill call window, one waiting area and a dental clinic. There were also areas for phlebotomy and x-rays services.

³⁷ Staff are currently using the tele-med conference room for the physician's office, which is something the HCA would like to change.

³⁸ One cell could not be occupied due to an inmate kicking out the window. Blankets and other debris were left in the cell.

³⁹ The nursing staff consists of 12 RNs, and four LPNs. Advanced level providers consisting of three physicians, and one Nurse Practitioner. Dental staff is contracted; they consist of one full time dentist, one dental assistant, and two hygienists. Other staff consists of x-ray technician, a phlebotomist, and two HITs, a Health Care Administrator and an Assistant Health Care Administrator. There is currently no Quality Improvement Coordinator.

⁴⁰ The reported staffing tables for other institutions of similar sized populations are approximately: SOCF has 12 RNs, and five LPNs; WCI has 13 RNs and three LPNs; TCI has 12 RNs and five LPNs; OSP has 10 RNs and four LPNs.

⁴¹ The previous inspection reported that there were three RN vacancies, one LPN vacancy, and one physician vacancy.

⁴² The ALPs have all been working at the institution for less than one year. However, the physician is not a board-certified family physician, and was employed a surgeon.

⁴³ There were no vacancies reported. A RN and a LPN had started the day of the inspection.

⁴⁴ Access to medical staff is evaluated based on several factors: (1) time period between inmate submission of a health service request form and appointment with medical staff; (2) time period between referral to the doctor and appointment with the doctor; (3) response times to kites and informal complaint forms; and (4) current backlogs for Nurse Health Call, Doctor Health Call, and Chronic Care Clinic.

⁴⁵ The staff was 19 inmates behind on doctor sick call beyond 72 hours on the day of the inspection.

⁴⁶ The staff was four clinics behind on the date of the inspection.

- Inmates reportedly wait no more than 48 hours to be seen in nurse sick call.⁴⁷
- The number of inmates on the chronic care caseload who were documented as No-Shows/Against Medical Advice for the past 90 days was reported to be 62. This was calculated to be 11.4 percent,⁴⁸ which is higher in comparison to most other institutions evaluated.
- 11.5 percent of inmates were documented as Doctor Sick Call “no-shows” during the first quarter of 2013, and 7.6 percent during the second quarter 2013.^{49,xxii} This is still higher than the overall DRC average during the same period.⁵⁰

Medical Deaths

- There were four inmate deaths in the time period evaluated by CIIC.⁵¹

Internal Review

- In the most recent internal management audit, the auditors found a significant number of failures of accountability and documentation errors in medical records. The number and gravity of the failures and errors are concerning.

Inmate Communication

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

- Inmates reported low satisfaction with medical services.⁵²
- Inmates reported that most nursing staff are unprofessional when addressing inmates and with respect to maintaining confidentiality of medical information.

⁴⁷ Of survey respondents, 66.7 percent (n=138) stated that they are “usually” or “sometimes” seen within two days of submitting a sick call slip. Inmates who participated in the focus groups also stated that they are seen within 24-48 hours after submitting a sick call slip. However, they stated that they often spend hours in the infirmary’s waiting room before being seen.

⁴⁸ These percentages are determined by dividing the number of no shows (NS/AMA) by the total number of appointments. The total number of chronic care appointments for the past 90 days was reported to be 545. The number of inmates who were NS was reported to be 62.

⁴⁹ According to monthly medical statistics provided for the second quarter, there were 1,479 Doctor Sick Call appointments and 113 no-shows. This is a decrease in the number of DSC no shows at the institution from the first quarter 2013. The DRC reported that they prefer the no-show rate to be under 10 percent, as it was the standard utilized by the court monitors during the Fussell Stipulation.

⁵⁰ For the entire DRC, the no show rate for the first quarter was calculated to be 6.5 percent, and 5.9 percent for the second quarter.

⁵¹ Two inmates died as a result of homicides, one died of natural causes at FMC, and one committed suicide.

⁵² Of survey respondents, 67.7 percent (n=133) reported that they were “neutral,” “satisfied” or “very satisfied” with the quality of care provided by nurses; 69.8 percent (n=129) reported they were “neutral,” “satisfied” or “very satisfied” with the care provided by the doctor; and 83.5 percent (n=127) were “neutral,” “satisfied” or “very satisfied” with their dental care. In comparison, the numbers for MANCI were 78.5, 69.4, and 74.1 percent, respectively; at LECI, 71.4, 65.5, and 69.9.

These factors make inmates less comfortable sharing concerns with staff and less likely to seek treatment when needed.⁵³

- Inmates expressed that they are seen quickly for sick call after submitting a health services request form. However, some inmates relayed waiting for hours to see the nurse after arriving at the infirmary.
- Inmates relayed that their medications are mostly refilled on time.
- Inmates enrolled in chronic care clinics relayed satisfaction with the timeliness and quality of their care.⁵⁴

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

C. MENTAL HEALTH SERVICES

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

Caseload

- 17.2 percent of the total inmate population (n=1,287) is on the mental health caseload.⁵⁵
- There were 131 inmates on the psychiatric caseload, with 65 inmates classified as Seriously Mentally Ill.

Facilities

- The mental health facilities consist of administrative areas, classrooms, and a secure records room shared with the medical department.
- There are three specially designated cells for observation of inmates experiencing mental health crisis.^{56,xxiii}

Staffing

- Staffing levels appear to be adequate considering the percentage of inmates on the mental health caseload at the facility.⁵⁷

⁵³ According to the inmates interviewed, staff attempt to minimize problems and put inmates off instead of dealing with it before the problem becomes worse.

⁵⁴ Inmates relayed that they would like to be informed of their test results in a timelier manner.

⁵⁵ There are 221 inmates on the mental health caseload, which accounts for 17.2 percent (n=1,287) of the population. On the day of the inspection, there were 131 inmates on the psychiatric caseload, and 65 inmates classified as seriously mentally ill (SMI). There were 19 inmates on the mental health caseload in segregation, five of which was considered SMI.

⁵⁶ Two cells are located in the infirmary, and two cells located in segregation. The cells located in the infirmary were observed to be in good condition. One crisis cell located in segregation was observed. An inmate had damaged the modular foam bed rendering it unable to be occupied.

- Psychiatric coverage at the facility is provided by a Nurse Practitioner assigned to monitor psychotropic medication issues. However, the facility has no Psychiatrist on-site at the facility,⁵⁸ which is out of line with comparator facilities.
- There are no vacancies.

Access to Mental Health⁵⁹

- Inmates referred to mental health are reportedly seen within two weeks. Inmates wait no longer than one week for an initial psychiatry appointment.
- There is no backlog of inmates waiting to be assessed by psychiatry.⁶⁰
- All mental health requests and informal complaints in the previous six months were responded to timely, and there was no reported backlog for either.
- Mental health staff makes rounds each week in segregation.⁶¹
- There are three inmates reported to be on mandated medications.
- There have been two transfers to a Residential Treatment Unit (RTU) during the previous 12 months. Transfers were generally made within 48 hours.^{xxiv}
- There were three inmates year to date who were referred to mental health that were not seen within the two weeks. However, they were referred to mental health to be evaluated for medical reasons.⁶²
- Inmate survey respondents were split regarding their access to mental health services, which is in line with comparator institutions.⁶³ Inmates reported high

⁵⁷ Staff currently consists of two psychologists, one Nurse Practitioner, two registered nurses, one Licensed Independent Social Workers (LISW) who is also the Mental Health Administrator, one Licensed Social Worker. There is no Quality Improvement Coordinator and one Health Information Technicians.

⁵⁸ There is no psychiatrist on-site at the facility. A psychiatrist from another facility meets with inmates via tele-medicine.

⁵⁹ 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.

⁶⁰ According to information provided, inmates come from other institutions whose evaluations are incomplete, or their records are not updated. There was a small back log of inmates waiting to have a new evaluation preformed on them by staff of TOCI.

⁶¹ Per policy, if an inmate on the caseload is in segregation over 30 days, staff is required to conduct an intensive screening of the inmate to assess him for stressors, and the likelihood for inflicting self harm. Subsequent reviews are conducted at 30 day intervals thereafter.

⁶² These inmates were potential candidates for HCV treatment that were referred to mental health for evaluation prior to initiating Interferon therapy. This therapy can cause severe depression in the patient, which therefore requires evaluation prior to starting and during treatment. According to DRC protocol, an evaluation must be performed by a psychiatrist or a psychologist prior to anti-viral therapy or if ongoing assessments are needed during the administration of the treatment. Inmates are assessed for axis I or axis II diagnoses substance abuse history and a suicide risk assessment. Current mental illnesses can impact the ability to successfully complete the treatment.

⁶³ 51.5 percent (n=103) of inmates that participated in the survey reported that they have adequate access to mental health services. In comparison, 50.0 percent of MANCI compound inmates and 64.9 percent of LECI compound inmates reported the same.

levels of satisfaction with mental health staff, also in line with comparator institutions.⁶⁴

Suicides, Suicide Attempts, and Self-Injurious Behavior

- Since January 2011, there has reportedly been one completed suicide and seven suicide attempts at the facility. Staff reported that there were five incidents of self-injurious behavior during the past year.
- Staff utilizes a variety of strategies for crisis intervention.⁶⁵
- Further information regarding mental health services can be found in the inspection checklist in the Appendix.

D. RECOVERY SERVICES

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

Access⁶⁶

- 76.7 percent of the population (n=1,287) has been assessed for recovery services. This is about the same for other institutions evaluated.
- Inmates who are in chronic need of recovery services were prioritized for programming.
- 8.9 percent of the institution's population (n=561) that are identified as eligible⁶⁷ were enrolled in formal recovery services programming, with 115 on the waiting list. The percentage of inmates enrolled in programming is about average for other facilities evaluated.

⁶⁴ 73.3 percent (n=86) of survey respondents reported that they were "neutral", "satisfied" or "very satisfied" with the quality of care provided by mental health staff. In comparison, 72.6 and 78.3 percent of LECI compound inmates reported the same.

⁶⁵ For inmates in crisis, staff is available to assist with these situations, and provide weekend coverage. In an effort to prevent suicide, officers conduct rounds routinely in the housing areas. Mental health staff also makes rounds in the institution, and can respond to other staff requests to see inmates who are demonstrating warning signs of self-harm or suicide.

⁶⁶ Each inmate is screened using an assessment tool for the need for addiction services, and is assigned a number associated with a recovery services level. This number indicates the degree to which offenders are in need of addiction services. Offenders are scored from zero to three; zero indicating no need of services, to three indicating chronic need for addiction services. This number is determined through completion of a need for services assessment that gives an overall score resulting in the assignment to one of the recovery services levels. Offenders who score either two or three are most in need of treatment; thus, they should be prioritized for programming.

⁶⁷ Inmates who are eligible for formal recovery services programming are considered recovery services level two or three. Formal programming at TOCI consists of the Intensive Outpatient Program (IOP). Other groups like Alcoholics Anonymous and Narcotics Anonymous are facilitated by volunteers, which are open to general population inmates regardless of their assessed recovery services level. The AOD program is an educational program is no longer facilitated at the institution. It was reserved for inmates that did not require intensive treatment programs, and would benefit from educational programming.

- There was an average of 47 inmates reported to be participating in supplementary groups like Alcoholics Anonymous, and 41 inmates participating Narcotics Anonymous in a continuous basis. The total appears in line with comparator institutions.⁶⁸
- There are no housing areas reserved for inmates involved in recovery service programming.
- Inmate survey respondents were evenly split regarding whether they have adequate access to recovery service programs,⁶⁹ which is more positive than at comparator prisons.⁷⁰

Quality

- The most recent DRC audit of the facility's recovery service programs occurred May 20, 2013. At that time, the auditors reported that the Recovery Services Department was doing an excellent job providing treatment to the inmate population. However, there were charting and documentation discrepancies as well as administration errors that were noted to be in need of improvement.^{xxv}
- The termination rate for TOCI's IOP program was 43.12 percent in FY 2012. This rate is significantly higher than the termination rate of comparator prisons, which was 29.8 percent.^{71,72xxvi} The high rate may indicate a lack of appropriate inmate selection and retention strategies.

E. FOOD SERVICE

CIIC's inspection of food services includes eating the inmate meal, and observation of the dining hall, food preparation area, and loading dock. CIIC also interviews the Food Service Manager. Overall, food service was rated as **GOOD**.

Meal

- CIIC sampled two inmate meals.⁷³ The first meal was rated as good based on the proper preparation of the meal and the quality of the main entrée.⁷⁴ The second

⁶⁸ MANCI and LECI reported 159 and 134 inmates, respectively. These institutions have double TOCI's population, but TOCI's numbers are still low, comparatively.

⁶⁹ 58.3 percent (n=151) of inmates reported that they used alcohol and drugs prior to incarceration. 50.0 percent (n=124) reported that they had adequate access to recovery services programming.

⁷⁰ At MANCI and LECI, 66.3 percent and 73.6 percent, respectively, of inmate respondents reported that they did not have adequate access.

⁷¹ According to the Bureau of Recovery Services 2012 Annual Report, there were 47 early terminations from the Intensive Outpatient Program with 58 successful completions out of 109 participants. A variety of incentives are available for inmates if they successfully complete programs. Incentives include earned credit, risk reduction, reentry coupons, and eligibility for 80 percent release under HB 86.

⁷² TOCI has the third highest termination rate in the entire Department.

⁷³ The meals were sampled on August 5 and consisted of a meat loaf patty, oven brown potatoes (substitute for cottage potatoes), two slices of white bread, coleslaw, and an apple. The second meal was sampled on August 6, 2013 and consisted of chicken salami, vegetable soup, broccoli, chocolate pudding, white cake, applesauce, and one slice of white bread.

meal was rated as good based on the seasoning and preparation of the side items.

- Most inmates interviewed⁷⁵ by CIIC rated the meals as in need of improvement based on the quality of the food, how the meals are prepared, and the lack of variety offered on the daily menu.^{76xxvii} However, survey responses from TOCI inmates regarding satisfaction with the meals were more positive than the responses received during previous inspections.⁷⁷
- A review of the food service kite log⁷⁸ found several concerns relayed by inmates including the quality of the meal and the size of the portions.⁷⁹
- The most recent staff evaluation of the inmate meal was rated as good and fair.⁸⁰

Dining Hall

- CIIC observed small amounts of debris on the floor under the dining hall tables as inmates ate lunch. However, the serving line was clear of any debris.

Food Preparation Area

- The food prep area was mostly clean. There were small amounts of food on the floor that was quickly cleaned up by inmate porters.
- The institution passed its most recent health inspection on February 6, 2013 with five minor violations.^{81xxviii}

⁷⁴ The meatloaf patty prepared by TOCI inmate food service workers was the best of the meatloaf entrees sampled during previous inspections.

⁷⁵ During August 6, 2013 inspection of the food service operations, CIIC asked several inmates their opinion of the meals served at TOCI.

⁷⁶ Each of the meals sampled by CIIC included spinach as the vegetable. Spinach was scheduled to be served on July 22. However on July 23, green beans were scheduled to be served. However, spinach was served a substitute.

⁷⁷ 68.5 percent of total survey respondents (n=149) indicated that they were either “unsatisfied” or “very unsatisfied” with the quality of the food served. In comparison, an average of 71.8 percent⁷⁷ of the inmates surveyed during previous inspections were “unsatisfied or very unsatisfied” with their meals.

⁷⁸ Per DRC Policy 50-PAM-02 (“Inmate Communication/Weekly Rounds”), the inmate kite system is a means of two-way communication between all levels of staff and inmates. All kites are required to be answered within seven calendar days and logged on the Kite Log.

⁷⁹ In addition to relaying concerns regarding the quality of the meal and portion sizes, inmates also relayed concerns regarding the quality of the meals, how the meals are prepared, and a request for a religious meal or a special diet meal.

⁸⁰ Each DRC institution assigns one staff member, the Administrative Duty Officer (ADO), to taste and evaluate the quality of the inmate meal. The most recent evaluation of an inmate lunch meal was August 4, 2013. Staff rated the meatloaf and potatoes as good and rated the Cole slaw as fair.

⁸¹ According to Food Service staff, the following five violations were considered minor: Monitor temperature of food during transportation to segregation; hand sink near the walk-in area was not sealed to the wall; observed damage to walk-in cooler doors; health inspector observed the three compartment sink with sanitation that was less than the required amount; and observed areas of low grout throughout the kitchen and damaged flooring tiles.

Incentive Program

- TOCI offers an incentive pay increase to inmates based on their performance evaluation. Inmates can earn wage increases up to \$31 per month and \$44 per month depending on their job assignment.^{82xxix}

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

F. RECREATION

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

Facilities

- Physical facilities⁸³ appeared clean and no maintenance concerns were reported by staff for recreation equipment or facilities.

Activities

- Currently, the recreation department is understaffed,⁸⁴ which is negatively impacting and limiting the range of activities and special events planned for the inmate population.⁸⁵
- Negatively, inmates are only offered approximately half of the activities that are permitted for Level 3 inmates, per policy, including an average selection of organized sports leagues.⁸⁶

⁸² Inmates earn an initial \$19 per month when assigned to food service. Then can earn a monthly wage increase to \$31 per month based on their performance evaluation. Inmate cooks and storeroom workers earn \$24 per month and may receive an incentive increase to \$44 per month based on their performance evaluation.

⁸³ Indoor recreation facilities at TOCI consist of a gymnasium that includes a basketball court, a music room, and an equipment area. Outdoor recreation facilities include several basketball courts, a softball diamond, sand volleyball, open field space, a walking track, an area with several pull-up/dip bar stations, and several bleachers.

⁸⁴ Reportedly, the recreation supervisor position was eliminated several years ago due to budgetary cuts and was being run by one general activity therapist (GAT). That GAT position is currently vacant, thus the recreation department has no dedicated staff. A corrections officer, the Deputy Warden of Operations, and the Unit Management Chief are sharing duties to ensure that inmates still receive their requisite recreation time until the position is filled.

⁸⁵ The only special events/programs relayed by staff included the following: (1) a 5k race; (2) a music program; and (3) a program called Step It Up (an aerobics program focusing on weight loss and mobility).

⁸⁶ Organized sports leagues include basketball (indoor and outdoor), softball, soccer, sand volleyball, and handball. These leagues are organized by inmate commissioners that are selected to coordinate teams and schedule games.

Access

- Staff reported that recreation runs daily from 7:00am to 9:15pm, divided into seven rotating sessions lasting up to one and a half hours each. Staff relayed that the recreation department generally runs according to schedule. However, the majority of respondents to CIIC's inmate survey reported that the recreation schedule is only sometimes followed.⁸⁷
- Inmates were surveyed regarding their level of satisfaction with access to recreation. The largest number of respondents reported being unsatisfied or very unsatisfied with access,⁸⁸ however, the TOCI survey results were still average compared to other institutions inspected thus far in 2013.
- Inmates in multiple focus groups relayed concerns regarding the lack of special events scheduled through recreation and a desire for a greater variety of activities. Focus group inmates did not relay concerns regarding the recreation schedule, finding that it is generally followed. Inmates also relayed concerns regarding the movie selection process, feeling that too many children's movies are shown.⁸⁹

⁸⁷ CIIC's survey of inmates found that 28.0 percent of respondents (n=150) reported that the recreation schedule is usually or always followed, 57.3 percent reported that it is only sometimes followed, and 14.7 percent reported that it is rarely or never followed.

⁸⁸ CIIC's survey of inmates found that 20.5 percent of respondents (n=151) were very unsatisfied, 25.2 percent were unsatisfied, 31.1 percent were neutral, 15.2 percent were satisfied, and 7.9 percent were very satisfied with access to recreation.

⁸⁹ Staff relayed the following: as long as the movie requested by an inmate is appropriate, it is added to the movie queue. So, if a children's movie is requested (which they often are), it will be placed on the list. Staff relayed that inmates are not permitted to make requests at this time because the waitlist/queue is 400 movies long.

HEALTH AND WELLBEING RECOMMENDATIONS

- Consider evaluating the number of ice machines that were either not operational or that were producing an insufficient amount of ice for the population.
- Document and terminate medical staff that demonstrate a consistent inability to meet acceptable standards of care and professional demeanor.
- Develop strategies to decrease reduce Doctor Sick Call no-shows, and to ensure all inmates on the chronic care caseload are seen on time.
- Consider developing strategies to reduce the wait-time for inmates who arrive at the infirmary for their appointments.
- Consider developing strategies to improve the communication of test results to inmates in a timelier manner.
- Consider surveying inmates immediately after their appointments to improve the quality of services provided.
- Consider developing strategies to acquire onsite psychiatric coverage at the institution.
- Consider acquiring volunteers from the community to assist with supplementary mental health programs such as activity therapy and art therapy.
- Develop strategies to decrease the number of early terminations from the IOP program.
- Consider surveying inmates regarding the food quality to determine if there are options to improve the quality of the meals without increasing costs.
- Fill the General Activity Therapist position.
- Consider strategies to increase the range of recreational activities and special events available to Level 3 inmates.

IV. FAIR TREATMENT

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

A. STAFF/INMATE INTERACTIONS

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

- Inmates participating in several CIIC focus groups reported mixed opinions regarding treatment by the correctional officer staff. When asking inmates how well they got along with staff, inmates relayed that there were many staff that were professional and helpful, but that there were an equal number of officers that inmates felt had poor communication or abused their authority/power.
- Inmate survey responses included several positive comments regarding staff.
- The majority of inmates responded that housing unit officers are responsive to their needs, professional, and fulfilling job duties.⁹⁰
- A lower percentage of inmates reported that they had been harassed, threatened, or abused by staff at the institution,⁹¹ with the most common incidents involving insulting remarks, or feeling threatened or intimidated.
- Slightly higher percentages of inmates reported feeling that their Case Manager or Unit Manager was helpful than at comparator prisons.⁹²
- The Inspector does not regularly calculate the staff who are most frequently the subject of inmate complaints unless she observes that a staff name is appearing regularly. A review conducted on-site indicated that two nurses and two security staff appeared to be the most frequently cited in complaints.
- However, the rate of grievances against staff actions⁹³ in CY 2012 was much higher than the comparator prison rate and the DRC average rate,⁹⁴ and it increased from TOCI's rate in CY 2011.⁹⁵ The largest areas of increase pertained to use of force and staff accountability.

⁹⁰ 65.7 percent of total respondents (n=143) indicated that housing unit officers are responsive to their needs; 60.7 percent of total respondents (n=145), that housing unit officers are professional; and, 66.2 percent of the total (n=139), that housing unit officers are fulfilling job duties.

⁹¹ 40.3 percent of total respondents (n=151) responded that they had been harassed, threatened, or abused by staff. In comparison, 54.7 percent of MANCI compound inmates, 72.7 of LECI compound inmates, and 61.4 percent of SOCF inmates reported having been harassed, threatened, or abused by staff.

⁹² 58.3 percent of total respondents (n=139) reported feeling that their Case Manager was helpful; 41.8 percent of total respondents (n=134) reported feeling that their Unit Manager was helpful. These are slightly higher than percentages at LECI and MANCI.

⁹³ Grievances against staff actions are categorized into the following: supervision, discrimination, force, and staff accountability.

⁹⁴ The rate of grievances against staff actions in CY 2012 was 56.6 per 1,000 inmates at DCI; the DRC average was 29.1 and the comparator prison rate was 34.6.

⁹⁵ The rate of grievances against staff at TOCI was 39.9 per 1,000 inmates in 2011.

B. INMATE DISCIPLINE

CIIC's evaluation of inmate discipline⁹⁶ includes observation of Rules Infraction Board (RIB) hearings and a review of a random sample of closed RIB cases. Overall, CIIC rates inmate discipline as **ACCEPTABLE**.

- CIIC observed only two RIB hearings due to time constraints. Hearing procedures appeared to be followed.⁹⁷ In one of the two cases observed, staff confirmed whether the inmate was on the mental health caseload and whether he needed staff assistance (due to literacy issues). The only issue observed was that the RIB Chair had the inmate sign that he had received a copy of the RIB disposition, but did not inform the inmate that this was what he was signing, nor did he give the inmate a copy of the disposition at that time.
- CIIC staff conducted a review of 20 closed RIB cases. CIIC staff found that staff followed appropriate procedures, but documentation was somewhat sloppy.⁹⁸ In particular, some forms were missing the inmate signature and/or had a signature that was questionable.
- Staff had a clear structure for consistent sanctions, although it was not clear that this structure was always followed due to segregation space. However, the facility has a good proportion of inmates serving DC and LC time.
- However, inmates were openly disrespectful to TOCI staff in front of CIIC staff, which was not appropriately addressed by staff. In addition, rule 14⁹⁹ issues are prevalent, as seen through the RIB review and directly experienced by CIIC staff and guests, which is an additional indicator of inmates' lack of respect for staff and lack of effective inmate discipline for disrespectful behavior.

C. INMATE GRIEVANCE PROCEDURE (IGP)

CIIC's evaluation of the inmate grievance procedure¹⁰⁰ 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 as **ACCEPTABLE**.

⁹⁶ Inmates charged with a rule infraction are given a conduct report (also known as a ticket). All conduct reports are first heard by a hearing officer; if the offense is a minor offense, the hearing officer may dispose of it himself. More serious offenses must be referred to the RIB, which is a two-person panel that conducts a formal hearing, including witness testimony and evidence.

⁹⁷ CIIC found that the RIB panel spoke clearly and communicated professionally with the inmate, generally reviewed the inmate's request for witnesses or ensured that the hearing officer had asked, read the conduct report, consulted evidence, deliberated regarding both the evidence and the sanctions, reviewed the inmate's statement prior to asking the inmate to sign, and asked the inmate if he would like to appeal.

⁹⁸ CIIC found that 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; and mental health evaluations were completed when appropriate.

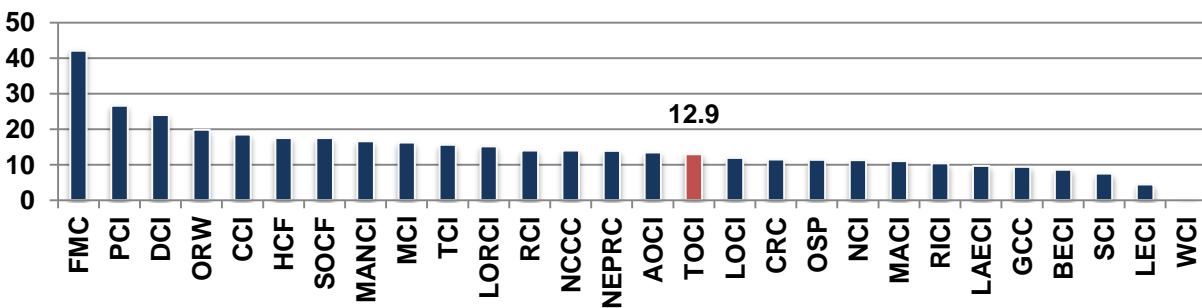
⁹⁹ Per DRC Administrative Rule 5120-9-06, rule 14 of the inmate code of conduct prohibits "seductive or obscene acts, including indecent exposure and masturbation."

¹⁰⁰ 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-

Informal Complaints

- In 2012, the Inspector documented receiving 2,998 informal complaints resolutions (ICRs). Of the total, only 1.7 percent did not receive a response by the end of the calendar year, which is lower than the DRC average.¹⁰¹ Of those that did receive a response, 12.9 percent were outside of the seven day timeframe mandated by DRC administrative rule. The rate of untimely responses was below the DRC average,¹⁰² although still higher than CIIC believes it should be.

Chart 4
Untimely Response Rates to Informal Complaints by DRC Institution
 CY 2012



- CIIC's review of a random sample of 20 ICR responses indicated that all were professional and responsive to inmates' concerns. However, of the responses in which the inmate was redirected to file with another staff member, staff did not always redirect inmates to the correct supervisor, which perpetuates confusion. The Health Care Administrator's responses did not always indicate that she had met with the inmate, per policy, and were more lacking in information than HCA responses at other institutions. In addition, responding staff did not always address staff professionalism issues that had been included in the inmate complaint.

Grievances

- In 2012, there were 439 grievances filed at TOCI.¹⁰³ Of the total dispositions, 88.5 percent were denied and 11.5 percent were granted.¹⁰⁴ The granted rate is

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.

¹⁰¹ The average rate of non-response to ICRs in the DRC was three percent in 2012.

¹⁰² The average rate of untimely responses to ICRs in the DRC was 14.4 percent in 2012.

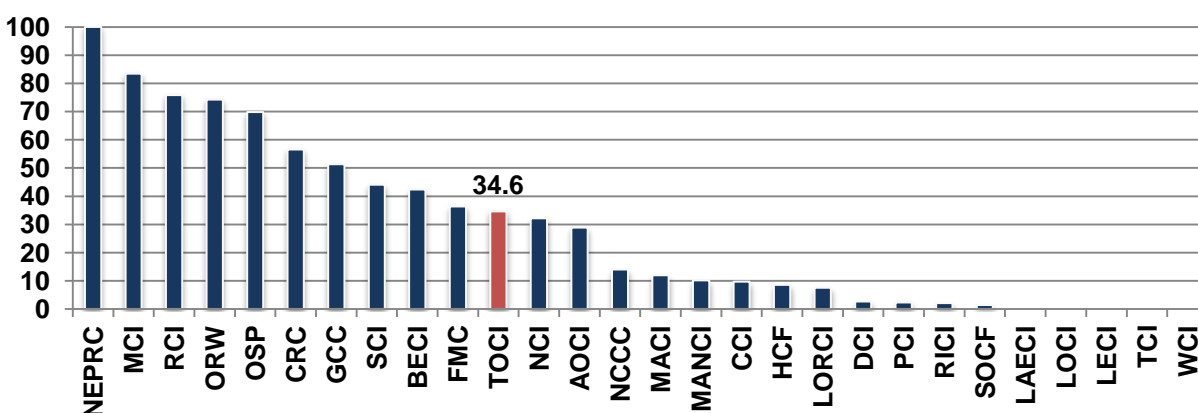
¹⁰³ TOCI reported actually completing 475 grievances, which is likely due to grievances that were carried over from the prior calendar year.

¹⁰⁴ This does not include the 13 grievances withdrawn by the inmate.

lower than the DRC average rate.¹⁰⁵ The top three categories with the most grievances were Personal Property with 143, Health Care with 95, and Supervision with 45.

- Inspectors are expected to dispose of grievances within fourteen days to ensure timely response to inmates' concerns. Of the total number of grievances completed, pending or withdrawn, 165 were responded to beyond the fourteen day timeframe, or 34.6 percent of the total. The current Inspector relayed, however, that this has been much reduced in CY 2013.

Chart 5
Percent of Grievance Dispositions Requiring Extensions by Institution
CY 2012



- CIIC's review of a random sample of 10 grievance dispositions indicated that all dispositions were professional, the Inspector always interviewed requisite staff and reviewed appropriate evidence and provided an explanation to the inmate complainant as to the findings. In only one case she did not cite relevant DRC policy or administrative rule.

Inmate Survey Responses

Inmate responses to CIIC's survey¹⁰⁶ regarding the grievance procedure were positive compared to other institutions. The following are the responses received:

- A high percentage of inmates reported having access to informal complaints.¹⁰⁷
- An average percentage of respondents reported knowing who the Inspector was.¹⁰⁸ The 2013 rate was worse than the last CIIC inspection.¹⁰⁹

¹⁰⁵ Excluding grievances that were withdrawn by the inmate or pending disposition at the close of the calendar year, 15.4 percent of grievances were granted across the DRC.

¹⁰⁶ The CIIC inmate survey results are available in the Appendix.

¹⁰⁷ 82.9 percent of respondents (n=146).

¹⁰⁸ 45.3 percent of respondents (n=150) reported that they knew who the Inspector was.

¹⁰⁹ In the 2012 CIIC inspection, 54.8 percent of inmates reported knowing who the Inspector was.

- An average percentage of respondents reported feeling that informal complaints and/or grievances were resolved fairly;¹¹⁰ however, the percentage was much lower than inmate responses in 2012.¹¹¹
- An average to low percentage of survey respondents reported that they were prevented from using the grievance procedure when they had wanted to, with regard to comparator prisons.¹¹² For inmates who had never used the grievance procedure, the top reason why was “Grievance procedure does not work,” followed by “staff retaliation.”¹¹³

D. SEGREGATION

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

Facility Conditions

- Segregation consists of four separate pods with two tiers. Cells were generally clean and orderly, with minimal inmate clutter. The showers were in good condition.
- Each pod has one indoor recreation area, outfitted with the standard pull-up/chin-up/dip equipment. Two inmates are placed in the cage at one time.
- Inmates who have been in the segregation unit for 30 days or more are offered a telephone call.
- No cells were triple-bunked and some held only a single inmate, likely due to security reasons. For space and management reasons, inmates pending transfer to a Level 4B unit were housed on C side, which is unique amongst the institutions and a positive move.
- Cell security issues were minimal.
- Segregation log sheets were up to date and documented that inmates were receiving food, recreation, etc.¹¹⁴ When asked, inmates confirmed that they are receiving necessary items and did not relay any concerns about the unit itself.

¹¹⁰ 11.2 percent of respondents (n=98) indicated that they felt that informal complaints were generally dealt with fairly at the institution; 8.4 percent of respondents (n=95) indicated that they felt that grievances were generally dealt with fairly.

¹¹¹ In the 2012 CIIC inspection, 32.7 percent of respondents indicated that they felt that informal complaints were resolved fairly; 14.3 percent indicated that grievances were resolved fairly. However, the difference may be due to the difference in survey methodology: in 2012, CIIC conducted surveys verbally with inmates.

¹¹² 39.0 percent of survey respondents (n=146) reported that they had felt at some point that they were prevented from using the grievance procedure when they had wanted to. In comparison, 47.1 and 40.5 of LECI and MANCI compound inmates, respectively, reported the same, although the average percentage of all DRC inmates surveyed in 2013 to date is 31.9.

¹¹³ A total of 49 inmates reported that the grievance procedure does not work; 37 chose the response that staff retaliation was the reason why they had not used the grievance procedure.

¹¹⁴ However, the most recent Internal Management Audit, conducted in June 2013, found issues with segregation log sheets not being up to date.

Segregation Population

- Staff provided a tracking mechanism to track inmate placement in segregation.
- 124 inmates were housed in segregation at the time of the population analysis. Of the total, 40.3 percent were classified as on Security Control status (including inmates under investigation),¹¹⁵ 21.8 percent as Disciplinary Control, and 37.9 percent as on Local Control. This is a very good distribution compared to other institutions.
- Of the total, 49.2 percent had been in segregation for more than one month; 15.3 had been in segregation for more than three months. These are lower percentages than comparator prisons (LECI and MANCI).
- 16 inmates were listed as being held in segregation under investigation, 13 of whom had been under investigation for more than a week. Only two inmates had been in segregation under investigation for more than one month, which is positive.
- Out of the total segregation population, 19 (15.3 percent) were on the mental health caseload; five inmates were classified as seriously mentally ill.

Programming/Access to Staff

- Educational staff provide a packet of materials to inmates in segregation who have been there 100 days.¹¹⁶ DRC policy requires educational information to be given to inmates who have been assigned to segregation for more than 60 days.
- Librarian makes rounds to segregation weekly and responds to kites. Inmates can request books by kiting the librarian.

¹¹⁵ Security Control, Disciplinary Control, and Local Control are different designations for inmate placement in segregation. An inmate is placed on Security Control pending an investigation, an RIB hearing, or a transfer. The RIB can assign an inmate Disciplinary Control time based on a guilty finding for a rule violation; Disciplinary Control time cannot be more than 15 days for a single rule violation. Local Control is reserved for more serious rule violations, is assigned by a separate committee from the RIB, and can span up to 180 days, reviewed monthly.

¹¹⁶ Each segregation inmate is identified by name, number, and the specific assignments that were delivered, returned, and the progress associated with each assignment per date of contact with the inmate.

FAIR TREATMENT RECOMMENDATIONS

- Consider having the Inspector calculate on an annual or semiannual basis the staff who most frequently appear in inmate complaints and conducting corrective counseling.
- Consider evaluating the increase in grievances regarding use of force and staff accountability from CY 2011 to 2012.
- Consider the rate of untimely responses to inmate complaints and developing strategies to address.
- Consider developing strategies to improve staff responses to informal complaints, which could include training during in-service.
- Ensure that all RIB documentation is appropriately completed and that adequate reviews are completed.
- Consider evaluating inmate disrespect to staff, inclusive of rule 14 violations and/or inappropriate interactions with female staff.
- Ensure that educational staff are delivering educational materials to inmates who are in segregation for 60 days or more, per DRC policy.

V. REHABILITATION AND REENTRY

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

A. ACCESS TO PURPOSEFUL ACTIVITIES

CIIC's evaluation of access to purposeful activities includes a review of data, an analysis of inmate idleness,¹¹⁷ staff interviews, and inmate surveys. Overall, CIIC rates access to purposeful activities as **IN NEED OF IMPROVEMENT**.

- There is insufficient access to and existence of unit programs.¹¹⁸ In the month of August, there was only one unit program currently operating, with only four inmates enrolled.^{119,120} This is significantly worse than other institutions. Related, 31.1 percent of survey respondents (n=151) indicated they had never participated in unit programs.
- Staff relayed that a breakdown in institutional communication and cooperation reduces inmates' participation in academic programs.¹²¹
- Although community service hours and the rate of hours per inmate at TOCI increased from FY 2011 to FY 2012, the rate was significantly lower than both the comparator prisons average and the DRC average for FY 2012.^{122,123}
- The rate of enrollment in academic programs decreased from FY 2010 to FY 2012 and the waitlist increased.¹²⁴

¹¹⁷Living units are observed for inmate idleness, which is defined as those inmates not assigned to night work shifts, and who are not showing evidence of being engaged in any visible form of constructive or productive activity or program on unit (i.e. sleeping under blankets during a normally productive time of day is considered a form of idleness). Exceptions are made for the number of inmates who may be assigned a third shift job and may be asleep during some part of the day.

¹¹⁸The core unit programs, which are oriented toward personal development, within the DRC prisons include Thinking for a Change, Money Smart, Inside Out Dads, Cage Your Rage, Victim Awareness, Reentry Family Life Skills, and Personal Responsibility of Violence Elimination(PROVE).

¹¹⁹ Staff relayed plans to add Victim Awareness, Inside Out Dads, and possibly Money Smart to start in September 2013, if there are adequate staff to facilitate all three programs

¹²⁰ In past periods, TOCI has provided four of the core reentry programs as unit programs: Thinking for a Change (current enrollment 4), Money Smart (current enrollment 0), Victim Awareness (current enrollment 0), and Inside Out Dad (current enrollment 0). The other core programs: Cage Your Rage, PROVE, and Reentry Family Life Skills are not provided at TOCI. Staff relayed insufficient staff to run the programs.

¹²¹ Staff relayed that officers and/or unit staff are not accountable in ensuring that inmates receive passes to go to academic classes.

¹²²The number of community service hours at TOCI increased from 36,355 in FY 2011 to 43,055 hours in FY 2012. The rate of hours per inmate increased from 26.4 to 30.9 hours per inmate. The FY 2012 comparator prison average rate per inmate was 45.6 hours and the DRC average rate per inmate was 103.3 hours.

¹²³ TOCI administrators relayed that community service opportunities exist for inmates to repair bicycles for donation to children, sewing nap sack blankets, crafting moisture barrier mats for shelters, and training dogs for adoption. A total of 29 inmates, or 2.3 percent of the inmate population, were reportedly participating in community service programs on the inspection date.

- No Advanced Job Training programs (postsecondary) are offered at TOCI since the cancellation of the Owens Community College contract.
- Due to understaffing in recreation, there is a lack of planned extra events and programs compared to other institutions.
- Inmate focus group participants reported there are too few programs, and for the programs that are offered, there are very long waitlists.¹²⁵
- Apprenticeships decreased by one inmate in FY 2012; although the number of inmates in apprenticeships is approximately the same as comparator prisons, it is significantly lower than the DRC average.¹²⁶
- Positively, 20 TOCI students are currently receiving vocational programming in Electronics and Computer Repair. Vocational programming access will increase by 20 students with an upcoming Administrative Office Technology program.
- TOCI does have several specialty housing units (older offenders, old law inmates, faith-based, etc.); however, it is not clear that there are specific activities associated with each of these units.

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. CIIC rates quality of programming as **ACCEPTABLE**.

Outcome Measures for FY 2012

- The total number of GEDs given and GEDs passed at TOCI increased significantly, from FY 2010 to FY 2012.¹²⁷ However, the rate of GEDs achieved compared to population was lower than the comparator prison average in FY 2012.¹²⁸
- TOCI's GED passage rate was higher than the comparator prison average and higher than the DRC average for FY 2010 and for FY 2012.¹²⁹

¹²⁴ There was a total of 177 students academically enrolled in FY 2010 and FY 2012, although the total population increased by 19.7 percent between 2010 and 2012. The FY 2010 rate of academic students waiting was 1.2, which increased to 1.5 in FY 2012.

¹²⁵ Inmates in the 30-days-to-reentry focus group indicated they received inadequate programming to prepare for their release, citing an absence of programs that teach how to get a job, and also, training in specific work-related skills. Further programs that teach family and relationship skills were noted.

¹²⁶ DRC average number of students enrolled in apprenticeships per institution was 34.8 in FY 2010 and 27.4 in FY 2012.

¹²⁷ In FY 2010, there were 14 GEDs given and 11 GEDs passed, for a passage rate of 78.6 percent. For FY 2012, there were 68 GEDs given and 46 GEDs passed, for a passage rate of 67.6 percent.

¹²⁸ In FY 2012, the rate of GEDs achieved per 1,000 inmates at TOCI was 33.0. The Level 3 comparator rate was 36.0.

¹²⁹ Comparator Level 3 prison average GED passage rate for FY 2010 was 70.9, and for FY 2012, the average GED passage rate was 60.4. The DRC average GED passage rate for FY 2010 was 64.1 and for FY 2012, the DRC average GED passage rate was 63.3.

- The total number of TOCI academic enrollments remained unchanged, and certificates given remained nearly unchanged from FY 2010 to FY 2012. The TOCI rates of academic Certificates of Completion for FY 2012 were lower than both the comparator prisons' rate and the DRC average rate.¹³⁰

On-Site Observation

- Observed classrooms revealed a marked difference in the quality of instruction and student participation. Students were passive in the traditional lecture class, while students were active and engaged in the current instructional environment.¹³¹
- Document review: Reviewed lesson plans revealed differences and inconsistencies among teachers.¹³² There were no Student Goal Agreements to review because reportedly, the TOCI teachers have not been providing them.
- 66.9 percent of survey respondents (n=124) indicated they were either unsatisfied or very unsatisfied with educational programs, with the primary reason being lack of materials and that the teacher was not good.¹³³

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 is a clean environment, with multiple tables and chairs, brightly lit, and visible to staff. The environment is cheerful with light oak shelves among the stacks.

¹³⁰For each FY 2010 and FY 2012 there were 177 students enrolled in academic programs, while there were 50 and 51 certificates given respectively. The TOCI rate of Certificates of Completion was 28.2 percent in FY 2010 and 28.8 percent in FY 2012. Comparator prisons averaged a rate of academic Certificates of Completion of 33.5 percent in FY 2010 and 36.0 percent in FY 2012. The DRC average rates of academic Certificates of Completion were 32.9 in FY 2010 and 32.0 in FY 2012.

¹³¹The first observed classroom revealed a lecture format with the teacher using a dry erase board to go through the steps of long division. There was dialogue between the teacher and only one student. All other students appeared to be disengaged and established little eye contact, and no interaction with either the teacher or the content and worksheet materials that had been provided. No students were observed to be taking notes or interacting with the content, except for the single student who was asking questions.

¹³²Some plans referenced broad and specific objectives, "Student will..." statements, and references to instructional materials. Lacking in some examples of the lesson plans were consistent references to specific strategies, common core standards, lesson introduction or "hook," defined interdisciplinary connections, methods to differentiate instruction for individual student learning needs, and defined references to life or job applications. Cognitive and skill-based objectives may include "Student will..." statements. Instructional steps and examples of specific strategies may include modeling (I do-you do), think-aloud, read-aloud, pneumonics, open-ended discussion, use of graphic organizers or other visual representations, and collaboration, among many others.

¹³³A significant number also checked "Other," which generally pertains to lack of access.

Access

- The per capita rate of library materials available is significantly higher than the comparator prisons and significantly higher than the DRC average.¹³⁴
- Access to legal materials and legal research in the law library is supported through the availability of eight computers, which is higher than the comparator prison average and higher than the DRC average.¹³⁵
- In addition to materials in the main library, materials are maintained on living units.
- The library has eight inmates assigned as library aides,¹³⁶ and one additional inmate trained as a Reentry Tutor to assist other inmates in using the programs that have been installed on the library's two Reentry Resource Center computers in the library.
- Negatively, total hours of library operation at TOCI are lower than the average monthly hours in comparator prisons and lower than the DRC average hours per month.¹³⁷

D. OHIO PENAL INDUSTRIES

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

- The OPI shop closed nearly one year prior to the inspection. There are reportedly no plans to reopen the shop or bring a new OPI shop into the prison.

E. REENTRY PLANNING

CIIC's evaluation of reentry planning¹³⁸ includes interviews of staff,¹³⁹ focus groups of inmates,¹⁴⁰ a document review,¹⁴¹ and inmate survey responses, including a sub-group

¹³⁴ For the period July 1 through December 31, 2012, the TOCI library maintained an average of 20.2 items per capita, while the comparator prisons maintained only 9.0 items per capita, and the DRC posted 9.5 items per capita for the same period.

¹³⁵ Comparator prisons posted an average of 5.7 legal use computers and the DRC average was 4.6 legal use computers for the period July 1 through December 31, 2012.

¹³⁶ Library aides restock shelves, attend to circulation, and assist other inmates in locating materials or completing forms.

¹³⁷ TOCI reported an average of 111.0 hours per month. Comparator prisons posted a monthly average of 165.5 hours of operation for the period of July 1, 2012 through December 31, 2012, while the DRC average for the same period was 180.6 hours per month.

¹³⁸ 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

of inmates who are within thirty days of release. Overall, CIIC rates the TOCI reentry provisions as **ACCEPTABLE**.

Reentry Planning

- Staff relayed that the delivery of reentry services to inmates begins approximately four to six months prior to each inmate's release date.¹⁴²
- Staff relayed that they have an accountability system to track the receipt of information and materials to inmates in preparation for their release.¹⁴³

activities, inmate contact with community, and staff accountability related to reentry processes and programs.

¹³⁹ CIIC inspection process related to reentry preparations includes interviews of the Reentry Coordinator (RC), the Unit Management Chief (UMC), and available Case Managers (CM). In numerous institutions, the duties of the RC are assigned to the UMC or other Unit Manager, prompting a combined interview.

¹⁴⁰ CIIC conducted two 30-days-to-release inmate focus group consisting of a sample of seven inmates. Inmates were selected from those who are within approximately 30 days of their release date.

¹⁴¹ A review of the waitlist numbers for the core reentry programs is conducted during inspections to note large numbers on waitlists.

¹⁴² Case Managers in focus group and the Unit Management Chief relayed they meet with inmates during structured, scheduled appointments in the Case Manager's office near the units, as well as informal unscheduled "walk-in" visits from inmates. At six months (180 days) prior to release, each inmate receives a reentry folder/packet from his Case Manager containing a variety of information and paperwork related to each of the components in the Release Plan (RPLAN). The components of the plan are tracked using a DRC form F4443, *Offender Transitional Release Plan*. It is noted that the RPLAN cannot be fully completed until the inmate is released from the institution. Social Security cards, birth certificates, driver's license, and release ID cards cannot be given to the inmate prior to their release. The following schedule and tasks constitute the TOCI release preparation procedures:

- 180 days prior to their release date inmates are provided release information. During their placement investigation, requests for assessments are made by their case manager.
- 90 days prior to release the inmate is scheduled for the APA/Release prep workshop that is held twice per month. During this workshop a representative from the APA reviews reporting requirements for both parole and PRC. Information is disseminated regarding citizen circles, re-entry coalitions, MUSCLE, reentry resource guides, etc for the county the inmate is returning home. There is opportunity for the inmate to ask questions to both APA and the Reentry Coordinator.
- This is a voluntary program. If the inmate does not show, he will be passed for the next class until his release but he has the right to refuse to attend. The inmates RPLAN will still be filled out upon his release date.
- The inmate fills out a RPLAN checklist to ensure this information is given to him during the APA/Release prep session. The checklist is forwarded by the Reentry Coordinator to the inmate's case manager for logging into the inmate's RPLAN upon their release date.
- On the day of release, the unit Sergeant or case manager will log on the RPLAN any other information that is provided to the inmate, as well as providing the inmate's documents such as driver's license, SS card, etc.

¹⁴³ Case Managers throughout the DRC voice various thoughts related to tracking the process and progress toward the completion of each inmate's RPLAN (F4443). One TOCI Case Manager indicated that reentry discussions may be documented in DOTS, in the RPLAN online form, or within RAP notes. TOCI Case Managers indicated that proactive follow up meetings are not typically scheduled due to the scarcity of time, which is due to the other demands on Case Managers' time. Follow-up conversations and counseling occurs when an inmate requests it, and while responsive, it is reactive in nature. There are no informal assessments provided to inmates to assure that they truly do understand all the details and actions they will need to take on their own to foster their own successful reentry. Case Managers must rely on their conversations with inmates to gauge the effectiveness of their efforts to create success

- Inmates in the reentry focus group indicated that they had received written materials relevant to their reentry needs, although they relayed a need for greater personal assistance. However, survey responses were negative.¹⁴⁴
- However, TOCI currently has only one reentry program in operation, although there are plans to add more. Staff relayed that the problem is a lack of Case Managers to run the programs.¹⁴⁵

Library Reentry Resource Center¹⁴⁶

- The TOCI library has a reentry resource center comprised of two computers, which are currently loaded with the latest DRC reentry materials and applications to assist inmates in taking initiative to prepare for their release.¹⁴⁷ The facility is one of the first inspected by CIIC in 2013 to have the reentry programs operational on the computers.
- The TOCI library has trained a library aide whose job it is to assist other inmates in the use of the resource center and software.

Community Connections

- A majority of inmate survey respondents indicated that they did not have problems sending or receiving mail within the past six months, which is positive compared to other institutions.¹⁴⁸
- Focus group participants relayed that the mailroom runs fairly smoothly and that there are minimal delays in mail. No inmates relayed concerns that mail was ever lost or that it failed to be sent out in a timely manner.
- A slight majority of inmate survey respondents indicated that they have not experienced problems with visits within the past six months,¹⁴⁹ which is average compared to other institutions.

at reentry. Contact time between a Case Manager and an inmate may be as infrequent as five minutes a week.

¹⁴⁴ 73.8 percent of survey respondents (n=149) indicated that staff had not discussed what programs they should be taking while incarcerated. 90.5 percent of survey respondents (n=148) indicated that staff had not discussed a reentry plan with them.

¹⁴⁵ Barriers to TOCI reentry programs, as relayed by both unit staff and reentering inmates in focus group, include scarce resources needed to establish and maintain programs: shortage of filled Case Manager positions, time needed for Case Managers to train and facilitate programs, time for Case Managers to assist inmates individually, and the absence of unit space to hold programs in units that house inmates with limited movement restrictions. Case Managers also relayed a need for clerical support to allow for greater individual time with inmates to run programs and prepare for reentry.

¹⁴⁶ Each DRC institution is required to have a reentry resource center in the institutional library, per DRC 78-REL-05.

¹⁴⁷ In the DRC prison libraries, two reentry computers are being dedicated to assist inmates in the completion of reentry steps and tasks. The two DRC reentry computers will provide software to assist inmates in resume preparation, cover letter writing, and other skill development and information related to employment, release steps, and reintegration into the community. County contact information is provided in the Reentry Resource Guide (M.U.S.C.L.E.).

¹⁴⁸ CIIC's survey of inmates found that 61.6 percent of respondents (n=146) indicated that they have not had any problems with sending or receiving mail within the past six months. Positively, of the 12 institutions inspected so far during this biennium, TOCI had the third highest results.

- Of the inmates in focus groups that reported having regular visitors, all said that visitation runs smoothly at the institution and relayed no concerns.
- Inmate survey results were evenly divided regarding whether inmates have experienced problems accessing the telephone within the past six months,¹⁵⁰ which is average compared to other institutions inspected during this biennium.
- Inmates participating in several focus groups requested that an additional phone be added to the housing units.¹⁵¹ Focus group inmates also relayed concerns regarding the costs of phone calls, stating that this serves as a barrier to staying in regular contact with family members.

F. SECURITY CLASSIFICATION AND PRIVILEGE LEVELS

CIIC staff rates the TOCI security classification reviews as **GOOD**. Audited classification and reclassification records at TOCI revealed only two true overdue reviews of 14 on a one-month overdue list.¹⁵² Accurate accountability was demonstrated for the remaining 12 reviews.

REENTRY AND REHABILITATION RECOMMENDATIONS

- Increase inmate access to unit programs.
- Consider evaluating the reduced rate of academic enrollment, which could include developing additional vocational and job-related programs.
- Consider strategies to improve staff and inmate accountability to ensure inmate attendance in classes.
- Consider developing strategies to increase opportunities for participation in community service programs.
- Create and complete student goal agreements.
- Consider developing an OPI shop.
- Consider evaluating the Case Manager workload.

¹⁴⁹ CIIC's survey of inmates found that 54.3 percent of respondents (n=140) indicated that they have not had any problems receiving visits within the past six months. Of those inmates who indicated problems with visitation, the most frequently cited reason was the distance of visitors (50 inmates).

¹⁵⁰ CIIC's survey of inmates found that 50.7 percent of respondents (n=142) indicated that they had not experienced problems accessing the telephone within the past six months.

¹⁵¹ This coincides with the CIIC inmate survey results where 77 inmates indicated that their primary issue with access to the telephone is that there are not enough phones in the housing units.

¹⁵² The DRC technical program used to capture classification review data causes staff to expend considerable extra time to manually verify each inmate classification file when called upon.

VI. FISCAL ACCOUNTABILITY

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

A. STAFFING

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

Overtime Management

- In CY 2012, TOCI paid \$2,728,820^{xxx} in total staff overtime hours which was an increase of 37.3 percent from the \$1,988,167 paid in CY 2011.^{xxxi} The amount paid in CY 2012 was higher than the DRC average.¹⁵³
- In CY 2012, TOCI paid \$1,623,758^{xxxii} in correctional officer overtime hours. The amount of paid correctional officer overtime was significantly higher than the DRC average¹⁵⁴ for CY 2012.^{xxxiii}

Vacancies

- On the day of the inspection, TOCI reported 42 total vacancies¹⁵⁵ including 19 correctional officer vacancies.^{156xxxiv,xxxv}

Turnover Ratio

- In CY 2012, TOCI had a 16.5 percent¹⁵⁷ turnover rate which was more than double the DRC average¹⁵⁸ and the highest in the department.^{xxxvi,xxxvii}

¹⁵³ The average DRC total overtime paid in 2012 was \$2,200,577.

¹⁵⁴ In CY 2012, DRC institutions paid an average of \$991,530 in overtime for correctional officers.

¹⁵⁵ According to staff, nine of the vacant positions are in food service and will not be filled due to privatization of all DRC food service operations. Candidates have been hired for six of the positions and are expected to start in August 2013. Six of the vacant positions received approval to be filled and have been posted. One vacant position has not received approval to be filled and was not posted.

¹⁵⁶ According to staff, nine of correctional officer positions are inactive and will not be filled as part of the as part to DRC four percent vacancy requirement for correctional officers. Ten of the correctional officer positions were not approved to be filled as of August 5, 2013.

¹⁵⁷ Since January 2011, 134 staff have either been removed or resigned from their positions due to criminal charges or an investigation in lieu of removal.

¹⁵⁸ In CY 2012, the average DRC turnover rate was 7.1 percent.

Training¹⁵⁹

- The FY 2012 TOCI mandated training completion rates consisted of the following:^{xxxviii}
 - CPR/First-Aid: 100.0 percent¹⁶⁰
 - Unarmed Self-Defense: 100.0 percent¹⁶¹
 - Firearms Training: 98.6 percent¹⁶²
 - In-Service Training: 88.9 percent¹⁶³

Evaluations¹⁶⁴

- In CY 2012, TOCI staff completed 74 (33.6 percent) of 220 required performance evaluations on time.^{xxxix} The TOCI completion percentage is significantly worse than the DRC average.^{165xl}

Morale

- The small sample size of officers interviewed rated morale as either “average” or “low” based on an overall feeling of being unsafe and not feeling supported by their administrative staff.¹⁶⁶ However, several officers relayed that morale is improving.

B. FISCAL RESPONSIBILITY AND NEEDS

CIIC’s evaluation of fiscal responsibility and needs includes a document review and an interview of staff regarding the implementation of cost saving initiatives, both those

¹⁵⁹ In FY 2012, DRC required 40 hours of in-service training for custody staff (all non-clerical/support designated staff) and 16 hours in-service training for non-custody (clerical/support staff). According to DRC policy, 39-TRN-02 (“In-Service Training”), the prisons are mandated by the CTA to ensure custody staff receives annual re-certification training on the following topics: firearms, unarmed self-defense, CPR/First Aid, and in-service training. These topics are derived from Administrative Regulations, Legislative/Judicial Requirements, ACA Standards, DRC policies, and/or other Department Training Advisory Council recommendations. The goal of each institution is for all required staff to complete 100 percent of their required training by the end of each fiscal year.

¹⁶⁰ 333 of 333 required staff successfully completed their CPR/First-Aid training.

¹⁶¹ 333 of 333 required staff successfully completed their unarmed self-defense training.

¹⁶² 204 of 207 required staff successfully completed firearms training. One staff failed the course.

¹⁶³ 296 of 333 required staff successfully completed their 40 hours of in-service training.

¹⁶⁴ CIIC’s review of evaluations consists of a document review and staff interviews.

¹⁶⁵ Completion rate of 70.1 percent is based on 8,019 of 11,439 evaluations completed within the required time period during CY 2012.

¹⁶⁶ Many of the officers relayed concern that TOCI inmates have too much free movement in the housing units. Most staff believed that level 3 and 4 inmates do not have the ability to move freely in their units at other institutions. Staff also relayed that additional officers are needed in the housing units to assist in managing inmate behavior. In addition, most of the officers interviewed do not believe the institution is well-run because of free movement of inmates allowed by TOCI.

required by policy¹⁶⁷ and those independently developed by staff. CIIC rates their fiscal responsibility as **IN NEED OF IMPROVEMENT**.

Fiscal Audit

- In its most recent fiscal audit,¹⁶⁸ TOCI was compliant in only seven of nine applicable mandatory standards for an overall score of 77.8 percent.^{169xli}

Cost Savings

TOCI staff reported the following cost savings initiatives:^{170 xlii}

- \$26,043.00 by diverting waste and reducing the number of waste collections.¹⁷¹

Energy Conservation¹⁷²

- In CY 2012, TOCI reduced its total utility costs by \$51,019.11 (4.4 percent) from CY 2011. The most significant decrease was in regard to gas usage which decreased by 31.9 percent. However, there was a 26.6 percent increase in their water usage due to facility maintenance concerns¹⁷³ and an increase in the inmate population.¹⁷⁴ The 2011-2012 utility costs comparison¹⁷⁵ is illustrated in the chart below:

¹⁶⁷ According to DRC policy 22-BUS-17, "Energy Conservation and Waste Reduction," each institution is required to establish green initiatives that include recycling, energy conservation, and waste reduction. Institutions that earn money through recycling initiatives deposit the money into a centralized fund, from which they receive 50 percent back that must be reinvested into the institution. Institutions may request additional funds from fund 5AF0 for the purpose of recycling or energy conservation related program initiation or enhancement.

¹⁶⁸ Most recent fiscal audit was conducted August 21-23, 2012.

¹⁶⁹ According to the Ohio Standards, institutions are required to score 90 percent or above to pass each applicable Ohio Standard and the fiscal audit.

¹⁷⁰ Cost savings initiatives based on fiscal year 2013 information.

¹⁷¹ TOCI diverted waste and reduced the number of waste collections for a total cost savings of \$10,861. There was an additional cost savings of \$15,182 for reducing the number of trash pulls for a total cost savings of \$26,043.

¹⁷² The DRC established a goal for each institution to reduce its annual utility costs by five percent.

¹⁷³ In 2012, TOCI twice had to repair their hot water boiler. As a result, the boilers were drained and refilled each time. As a result, TOCI will continue to conduct preventive maintenance to reduce facility maintenance concerns.

¹⁷⁴ TOCI increased its inmate population in 2011 which led to an increase in water usage for showers and laundry. In the 2012-2013 fiscal cycle, TOCI proposed to reduce inmate laundry usage by one-to-two loads per week per inmate.

¹⁷⁵ Comparison reflects the invoices received during the following periods: January - December 2011 and January - December 2012.

Energy Type	2011	2012	Percent Change
Gas	\$318,101.55	\$216,556.10	-31.9%
Electric	\$537,816.45	\$509,671.73	-5.2%
Water	\$295,793.42	\$374,464.48	26.6%
Total	\$1,151,711.42	\$1,100,692.31	-4.4%

- The TOCI energy audit¹⁷⁶ found several energy conservation initiatives¹⁷⁷ to help reduce costs in CY 2013.

Recycling and Waste Reduction

- In FY 2012, the recycling program produced \$1,098.88 of revenue,¹⁷⁸ which was significantly less than the DRC average.^{179xliii}
- In FY 2013, the recycling program produced \$5,185.75 of revenue,¹⁸⁰ which was also significantly less than the DRC average.^{181xliiv}
- The TOCI waste audit¹⁸² developed several initiatives¹⁸³ to divert waste in CY 2013.^{xliv}

Capital Projects

TOCI requested funding for the following capital projects in FY 2012: ^{xlvi}

- \$5,000,000 to replace the institution roof.
- \$ 289,500 to address ventilation issues by modifying duct work in the cells/ pods.

¹⁷⁶ Energy audit was conducted on September 2, 2012.

¹⁷⁷ The TOCI electric audit developed the following energy conservation initiatives for CY 2013: Install occupancy sensors in smaller areas with smaller lighting volumes; de-lamping in approved areas; Replace fluorescent lights with LED bulbs; reduce inmate laundry usage by one to two loads per week per inmate; continuous preventive maintenance of institutional systems; and provide smaller boiler to be used when full size boilers are not needed.

¹⁷⁸ 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.

¹⁷⁹ DRC average recycling revenue for FY 2012 was \$9,688.32. Some or all data was not provided in the 2012 DRC "Recycling Scorecard" from the following institutions: Dayton Correctional Institution, Franklin Medical Center, Mansfield Correctional Institution, Northeast Pre-Release Center, Pickaway Correctional Institution, Richland Correctional Institution, Southern Ohio Correctional Facility, and Toledo Correctional Institution.

¹⁸⁰ 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.

¹⁸¹ DRC average recycling revenue for FY 2013 was \$12,289.78. Some or all data for some institutions. Some or all data was not provided in the 2013 DRC "Recycling Scorecard" from the following institutions: Allen Oakwood Correctional Institution, Dayton Correctional Institution, Franklin Medical Center, Mansfield Correctional Institution, and Richland Correctional Institution.

¹⁸² The TOCI waste audit was conducted on May 2012.

¹⁸³ The waste audit developed found that cardboard and steel cans were most recycled items. Other items that are currently recycled includes: motor oil; pallets; batteries; toner cartridges; mattress covers; and plastic bottles.

- \$ 140,000 for phone system upgrade.

C. PROPERTY

CIIC's evaluation of property includes a document review regarding the reduction of lost/theft claims initiatives developed by staff. CIIC rates their cost savings initiatives as **IN NEED OF IMPROVEMENT**.

- TOCI paid \$1,863.88 in property loss payouts for FY 2012. The amount paid in FY2012 was a 685.8 percent increase from the \$237.20 paid in FY 2011.^{xlvii,xlviii}
- The TOCI FY 2012 settlements were significantly worse than the DRC average.^{184xlix}

FISCAL ACCOUNTABILITY RECOMMENDATIONS

- Ensure that all applicable Ohio standards are met during the next fiscal audit.
- Evaluate the overtime payout and develop methods to reduce overtime hours.
- Evaluate the turnover rate and develop strategies to improve officer retention such as peer mentoring.
- Ensure that all staff completes their required in-service training.
- Ensure that all performance evaluations are completed timely.
- Develop strategies to improve staff morale, which could include requesting a cultural assessment by the Operation Support Center and seeking input from correctional officers regarding inmate movement and behavior.
- Develop and implement strategies to increase the recycling revenue for FY 2014.
- Develop and implement strategies to reduce property loss, which could include creating a Property Loss Committee to investigate the reason(s) why inmates file property loss claims.

¹⁸⁴ In FY 2012, the average DRC property payout was \$1,373.27.

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 TOCI, CIIC staff gave or attempted to give surveys to 202 inmates. Inmates were selected using a stratified systematic sampling method: at the start of the inspection, institutional staff provided a printout of inmates by housing unit and every fifth inmate was selected. CIIC staff provided an explanation of the survey to each selected inmate. CIIC staff later conducted sweeps of the housing units to collect the surveys. CIIC received 154 completed surveys, representing 12.0 percent of the total TOCI population.

The questions and the total response counts for all inmates (both reception and cadre inmates) are replicated on the following pages. The survey asks two open-ended questions at the end: (1) what is ONE positive aspect of this prison and (2) what is the ONE change that you would like to see here. The responses are provided following the statistical data.

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. Please complete the survey **TODAY**. Upon completion, please hand it to your Case Manager. Thank you for your time and assistance.

Instructions for filling out survey: Please clearly mark within the boxes and do not select more than one option unless otherwise instructed.

Right Way

✓
X

Wrong Way

X
X
X
✓

DEMOGRAPHICS

Q1 What is your race?

White.....	46
Black.....	88
Hispanic.....	8
Other.....	10

Q2 How old are you?

Under 21.....	4
21-25.....	30
26-30.....	38
31-35.....	29
36-40.....	14
41-45.....	17
46-50.....	9
51-55.....	4
Over 55.....	7

Q3 How long have you been incarcerated on this number?

Less than 1 year.....	2
1-2 years.....	13
2-5 years.....	62
5-10 years.....	44
10-15 years.....	14
15-20 years.....	7
Over 20 years.....	9

Q4 Are you within one month of release?

Yes.....	5
No.....	146

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

Crime against person excluding sex offense (i.e. murder, manslaughter, assault, robbery, etc.).....	52
Sex offense.....	39
Property offense (i.e. burglary, theft, etc.).....	51
Drug offense.....	46
Fraud.....	23
Other.....	50

HEALTH AND WELLBEING

Q6 Please answer the following regarding your unit.

	Yes	No
Do you normally have enough clean clothes for the week?	112	36
Are you normally able to shower five (5) days a week?	143	3
Do you normally have the opportunity to exchange for clean sheets every week?	53	91
Do you normally have the opportunity to request and receive cleaning chemicals every week?	113	31

Q7 How clean do you feel that your unit generally is?

Very Clean	17
Clean	91
Unclean.....	28
Very Unclean	15

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

Very Satisfied.....	2
Satisfied.....	10
Neutral	35
Unsatisfied.....	49
Very Unsatisfied.....	53

Q9 Are health service request forms (aka sick call slips) responded to within two days?

Usually	37
Sometimes.....	55
Rarely	46
Never filed.....	12

Q10 Are you on the chronic care caseload?

Yes.....	61
No	90

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

Yes	30
No.....	34
N/A.....	49

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	16	33	41	21	22	12
Doctor	11	35	44	17	22	14
Dentist	37	40	29	10	11	14
Mental Health Staff	14	24	25	10	13	52

Q12 Do you have any emotional or mental health problems?

Yes.....	53
No	97

Q13 Are you on the mental health caseload?

Yes.....	29
No	122

Q14 Do you feel you have adequate access to mental health services?

Yes.....	53
No	50
N/A.....	45

Q15 Did you regularly use drugs or alcohol prior to incarceration?

Yes.....	88
No	63

Q16 Do you feel you have adequate access to recovery services programs?

Yes.....	62
No	62
N/A.....	24

Q17 How satisfied are you with access to recreation?

Very Satisfied.....	12
Satisfied	23
Neutral	47
Unsatisfied.....	38
Very Unsatisfied.....	31

Q18 Is the institutional recreation schedule generally followed?

<i>Usually / always</i>	42
<i>Sometimes</i>	86
<i>Never / rarely</i>	22

FAIR TREATMENT

Q19 Overall, do you normally have access to the following:

	Yes	No
Kites	139	11
Informal Complaints	121	25
Health Service Request Forms (sick call slips)	133	12

Q20 Do you know who the Inspector is?

<i>Yes</i>	68
<i>No</i>	82

Q21 Do you feel that informal complaints are generally dealt with fairly at this institution?

<i>Yes</i>	11
<i>No</i>	87
<i>Never filed</i>	52

Q22 Do you feel that grievances are generally dealt with fairly at this institution?

<i>Yes</i>	8
<i>No</i>	87
<i>Never filed</i>	54

Q23 Do you feel that grievance appeals are dealt with fairly?

<i>Yes</i>	6
<i>No</i>	83
<i>Never filed</i>	60

Q24 Have you ever felt that you were prevented from using the grievance procedure?

<i>Yes</i>	57
<i>No</i>	89

Q25 If you have never used the grievance procedure, why not? (Choose the best answer)

<i>No problems / reason to use</i>	30
<i>Grievance procedure does not work</i>	49
<i>Staff retaliation</i>	37
<i>Form not available</i>	13
<i>Do not want to be a snitch</i>	17
<i>Do not know how to use</i>	6
<i>N/A</i>	37

Q26 Overall, do you feel that disciplinary decisions are fair from the following:

	Yes	No	Don't Know
Hearing Officer	30	71	46
RIB Panel	23	74	49

Q27 Are your housing unit officers generally:

	Yes	No
Responsive to your needs:	94	49
Professional	88	57
Fulfilling job duties	92	47

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

<i>Yes</i>	61
<i>No</i>	90

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

<i>Insulting remarks (about you or your family or friends)</i>	46
<i>Physical abuse (being hit, kicked or assaulted)</i>	17
<i>Sexual abuse</i>	4
<i>Feeling threatened or intimidated</i>	46
<i>Having your commissary / property taken</i>	34
<i>Debt</i>	5
<i>Drugs</i>	4
<i>Race or ethnic origin</i>	20
<i>Religion / religious beliefs</i>	16
<i>Sexual orientation</i>	5
<i>Age</i>	10
<i>Disability / medical condition</i>	8
<i>You were new here</i>	12
<i>Offense / crime</i>	14
<i>Gang related issues</i>	16
<i>N/A</i>	27

Q29 If you have been harassed, threatened, or abused by staff, did you report it?

Yes..... 29
No 49
N/A..... 54

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

Yes 3
No..... 33
N/A..... 69

Q30 Have you ever had sexual contact with a staff member at this institution?

Yes..... 7
No 135
Refuse to answer..... 7

Q31 Where do staff/inmate sexual acts occur?

77

Q32 Would you report sexual contact with staff?

Yes..... 35
No 97

Q33 Do you feel that your Case Manager is helpful?

Yes..... 81
No 58
Do not know who this is 9

Q34 Do you feel that your Unit Manager is helpful?

Yes..... 56
No 78
Do not know who this is 10

SAFETY

Q35 How safe do you feel inmates are at this institution from other inmates (violence, extortion, etc.)?

Very Safe 15
Safe 28
Neutral 54
Unsafe 28
Very Unsafe 22

Q36 Have you been harassed, threatened, or abused by other inmates here?

Yes..... 44
No 103

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

Insulting remarks (about you or your family or friends) 30
Physical abuse (being hit, kicked or assaulted) 22
Sexual abuse 3
Feeling threatened or intimidated 31
Having your commissary / property taken 20
Debt 4
Drugs 5
Race or ethnic origin 13
Religion / religious beliefs 12
Sexual orientation 6
Age 9
Disability / medical condition 8
You were new here 17
Offense / crime 11
Gang related issues 13
N/A 46

Q37 If you have been harassed, threatened, or abused by other inmates did you report it?

Yes..... 14
No 41
N/A 70

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

Yes 7
No 16
N/A..... 77

Q38 Have you ever had sexual contact with another inmate at this institution?

Yes..... 5
No 139
Refuse to answer..... 2

Q39 Where do inmate/inmate sexual acts occur?

71

Q40 Would you report sexual contact with another inmate?

Yes..... 53
No 73

Q41 What type of prohibited substances are available within this institution? (Choose all that apply)

Prohibited substances are not available..... 32
Tobacco 36
Marijuana 36
Heroin 33
Cocaine..... 23
Methamphetamine (Meth)..... 15
Prescription pills..... 26
Alcohol / hooch 37
Other..... 14
Refuse to answer..... 58

Q42 What type of gang activity frequently occurs at this institution? (Choose all that apply)

Gang activity is not frequent at this institution 26
Assaults 49
Theft..... 51
Extortion..... 47
Gambling 28
Sex Trade 10
Drug Trade..... 37
Other..... 16
Refuse to answer..... 44

REHABILITATION AND REENTRY

Q43 Do you know how to reduce your security / privilege level?

Yes..... 101
No 47

Q44 Have staff discussed with you what programs you should be taking while incarcerated?

Yes..... 39
No 110

Q45 Have staff discussed a reentry plan for you?

Yes..... 14
No 134

Q46 Do you know where you can find reentry resources?

Yes..... 44
No 104

Q47 Do you know how to obtain the following after release?

	Yes	No	N/A
Housing	62	73	10
Job	71	66	8
State ID	92	48	5
Food	83	53	7
Continuing Health Care (medication, etc.)	53	81	10
Recovery Services (NA, AA, etc.)	69	62	13
Education	83	54	8
County agency information	48	87	8

Q48 How easy or difficult is it to get into the following activities in this prison?

	Easy	Neutral	Difficult	N/A
Prison Job	22	43	78	4
Vocational Training	5	27	102	11
Academic Programming (ABLE, Pre-GED, GED)	21	34	78	14
Unit Programs (Thinking for a Change, Victims Awareness, etc.)	27	38	72	11
Mental health/wellness programming	25	37	55	29
Recovery Service Programs (AOD, IOP, AA, NA, etc.)	35	51	45	15

Q49 How satisfied are you with educational programs at this institution?

Very Satisfied..... 7
Satisfied..... 14
Neutral..... 20
Unsatisfied..... 27
Very Unsatisfied..... 56
Never participated..... 27

If unsatisfied, why? (Check all that apply)

Lack of materials..... 45
Teacher was not good..... 33
Class was not interesting / not useful..... 27
Class did not apply to me..... 20
Class was frequently cancelled..... 34
Other : 42
N/A 25

Q50 How satisfied are you with unit programs (i.e. Thinking for a Change, Victims Awareness, etc.) at this institution?

Very Satisfied..... 11
Satisfied..... 16
Neutral..... 28
Unsatisfied..... 17
Very Unsatisfied..... 32
Never participated..... 47

If unsatisfied, why? (Check all that apply)

Lack of materials..... 23
Teacher was not good..... 17
Programs were not interesting / not useful..... 15
Programs did not apply to me..... 11
Programs were frequently cancelled..... 31
Other : 25
N/A 41

Q51 Have you had any problems with sending or receiving mail within the past six months?

Yes..... 56
No..... 90
N/A..... 4

Q52 Have you had any problems accessing the telephone within the past six months?

Yes..... 70
No..... 72
N/A..... 8

If yes, why? (Check all that apply)

Phones are broken..... 29
Not enough phones..... 77
Access denied by other inmates..... 24
Currently do not have phone privileges..... 6

Q53 Have you had any problems receiving visits within the past six months?

Yes..... 64
No..... 76
N/A..... 9

If yes, why? (Check all that apply)

Distance for visitors..... 50
Visiting hours / schedule..... 15
Visit scheduling process..... 30
Visitor turned away..... 10
Visitor not approved..... 16
I do not have people who want to visit..... 9
Currently do not have visitation privileges..... 4

Final Comments

Q54 What is ONE positive aspect of this prison?

137

Q55 What is the ONE change you would most like to see here?

139

DO NOT WRITE YOUR NAME OR NUMBER ON THIS FORM

TOCI Survey Responses: What is ONE positive aspect of this prison?

1. For me none
2. Im home, I live in Toledo
3. No gang violence
4. No answer
5. The controlled air system
6. Easy to stay out of trouble
7. No answer
8. Decent people
9. No answer
10. Nothing
11. None
12. They have low budget cable
13. Can't really say
14. Nothing
15. Clean, and how your all in same building for everything
16. Clean
17. None I see
18. Its close to my children. The chaplain and religious services
19. None
20. Closest I can get to home
21. Doing own laundry
22. There is none for real
23. Nothing
24. None
25. There is know positive aspect at TOCI you cant get know halp here everybody got problems staff and inmates
26. Nothing
27. Some what safe
28. There is really no positive aspect about this prison
29. I learned from my wrong dicisions I no longer want to be a criminal
30. Most of the staff are respectfull
31. The A/C, not having to walk to chow in the bad weather. Sincen its all indoor here.
32. The A/C
33. Fun raiser
34. Programs-yet need more. Movement.
35. It's a good prison to do time.
36. Don't know
37. B-side has a veterans block that is positive
38. Offer a descent amount of recovery programs
39. I'm close to home
40. N/A
41. Air
42. There really isn't any positive aspects about this prison

43. No answer
44. Nothing
45. Overall friendliness of the staff
46. Don't have one. Sorry
47. No answer
48. N/A
49. No answer
50. Cells
51. It has cells, so we get a little bit of space that is like our own
52. N/A
53. It's in the city I'm from
54. N/A
55. No answer
56. None
57. None!!
58. Not a high violence level
59. Nothing its jail
60. One positive aspect is it is cells not open dorm. To bad talk has it they are going to turn this place into 4A
61. A/C
62. No answer
63. Its not filthy like I hear most are.
64. I've grow up from a boy to a man and now I'm ready too start our fresh beginning
65. Central heat and air. When it works. Close to home.
66. They got to let you out, if you have a outdate
67. Schooling
68. It's changeing my life, so I can be a better son, father, brother etc.
69. Non
70. Not being lock down all dall
71. This is jail and the officers make certain that you know it
72. Some of the staff are nice, do there job and do as much as they can to help
73. They make sure we get a decent amount of recreation
74. No
75. None
76. Case manager help
77. C/Os are pretty respectful! Its clean! Health care is OK!
78. Trulely it's the staff that's ok
79. Inmates are laid back
80. No answer
81. Close to family
82. It is a lot cleaner than same other prisons
83. Some staff do talk to us with respect
84. Clean
85. I'm leaving soon.
86. The social interaction between staff and inmates or inmate/staff relations

87. Honestly, if a inmate seeks good, even in a bad place. Something good will happen. So T.C.I. has available opportunity if one seeks to become better
88. No answer
89. None
90. None
91. Dental service available
92. Central air
93. Has air conditioning
94. Drug free
95. Patiences. They focus on the wrong things here. Some people who have long air and some would be gang banging and they would think about the hair. So patience to bare with them.
96. No answer
97. Its not that violent now as last year
98. Some blocks are really clean
99. Programs
100. Home!
101. In my pod we are mostly laid back and that's good
102. The staff work together to help any inmate with any problem. This is the only prison Ive seen where staff really cares about us.
103. Easy to get along with
104. The population county is lowe
105. Air conditioning
106. It is clean
107. Not one
108. Certain correction officers help us to maintain a positive attitude and actually care how we are doing. C/O Wagner, C/O Sevitz and C/O Guerrero for example
109. The merit block set-up allows peaceful inmates to live in peace
110. Air conditioning
111. Air conditioning, location
112. When it was single man cells
113. No answer
114. Air conditioning
115. It is closer to home....
116. The staff is very professional in handling the inmates
117. AC
118. None
119. None
120. It's close to home....
121. Nothing.
122. Can't really say I haven't checked for that.
123. Time to think and become fearful of this place
124. They have washers and dryers
125. Nothing
126. No answer
127. It's safe

128. Im in Toledo
129. No answer
130. The merit dorms program that separates those inmates who desire to rehabilitate themselves from most of the others who seek to further their criminal activities while incarcerated
131. None
132. A/C climate control
133. I'm close to home, so I can see my family
134. None
135. Security
136. Closest to my family
137. You have A/C in the summer
138. It used to be the single-cells!
139. This is my first time in jail or prison, if ever given freedom, I will never do anything to come in here
140. Right in back yard. @ Home!
141. The "Old Law" block, i.e., a block for prisoners whom were sentenced prior to 1996. Sentencing change in 96
142. Most times Im called Mr. or Sir
143. It's clean
144. N/A
145. N/A
146. No answer
147. You have more 4A privilages
148. N/A
149. The amount of free time we get out of our cell compared to other close/max
150. No answer
151. Never knew of any thing in particular!
152. Single man cell at this level 4 unit. Wish I could take it to level 3.
153. The food is really good compared to other prisons Ive been at.
154. None

TOCI Survey Responses: What is the ONE change you would most like to see here?

1. Me getting out
2. More rec time or courtyards
3. C/O treat us like human being no matter race or where I'm from
4. No answer
5. More phones
6. They don't give us enough food for a small child. And its raw (sometimes)
7. No answer
8. Bed time
9. No answer
10. Don't care
11. Programs, educational programs
12. Get real cable like they said
13. More programs, more phones, portions of the food
14. Spanish channel for the Hispanic people
15. Leaving to Trumbull 35 minutes from home, seeing Beney Brothers, keep them distance
16. More phones
17. More programs and able to attend programs
18. Better programs. Less gang activity. Better recreational equipment. More access to outside recreation. More nutritious food. More variety at the commissary
19. Programs
20. Privileges—Bside "merit housing" inmates get treated like crap
21. Education/vocational programming
22. More structure, do take action on gang activity
23. Rehabilitation, theres nothing to lead to a positive path upon release
24. More jobs, out of block, more movement out of the block
25. More inmates getting there level dope and more halp from the staff
26. Bring tobacco back
27. More rec
28. Make the race the same not 100% black and 50% white that's a lot of bullshit equal race!
29. Better one on one visits as far as rewarded efforts for our children real jobs!
30. To have better treatment, as in prison outlook of things!
31. Single cells
32. Racial balance more phones
33. Food
34. Gang activities. More fund raisers
35. Respect to others and officers
36. I would like to see us get our rec when it's schedule (the right time)
37. The food choice, preferable the veggie. We should be able to get fresh vegetables and fruit because its hard being a vegetarian. Thanks for you time.
38. More telephones 3 per unit is not enough
39. More programs to help with re-entry

40. The food they serve
41. Eliminate the modified block
42. I would like to see them change how they handle religious issues. The staff disregard a different belief.
43. No answer
44. Up on 44 day out of here and will never see the inside of a prison again!
45. The way admin handles inmate legal procedures. There's only 2 ppl. That does notary and 1 of them only does it on tue and thurs @ 3pm
46. To let us get more phone in every block
47. No answer
48. N/A
49. No answer
50. The return of college
51. The staff doesn't do anything to reprimand the young trouble makers, the guys here cuss out the CO's and they don't do anything
52. Everything
53. Go back to one man cells
54. Security
55. The food in the mess hall and commissary!
56. People with longer than 5 years should be able to get in programs. How are we supp. To show are judges what we are trying to accomplish if we can't get in no programs
57. Programs!!
58. More programs
59. Better movies cable more rec
60. 1) change the food and don't hire aramark to feed us 2) keep this place a level 3 or lower like 3 and 2 or a 2 for people who don't cause trouble
61. Better, larger, and varied commissary
62. No answer
63. One security level through and the entire institution. It has really complicated things having multi-security level inmates in this small place.
64. Help all inmates with all their problems, so they won't come back to prison again
65. New warden/administration
66. Wish we can change position with the staff, so they can see how real this is.
67. Staff treating people with respect
68. Professional respect from authority officers, C/O's, white shirts and warden
69. Everything
70. More programs
71. Have access to all the television channels
72. More programs for 4-A and 4-B inmates and getting dropped to level 3 faster
73. I would like bigger portions of food and better quality
74. Get job
75. More activity
76. Jobs
77. When a grievance is legit to get something done. Not more of the promotion of doing nothing to fix the problem.

78. Education programs—Ged, preGed for the 4A 4B inmates
79. More programs for level 4A inmates and more/better food
80. No answer
81. Better music program and access to music equip and purchasing it
82. We need better food.
83. For 65% of 4A inmates to stop acting soft and man the fuck up. Thank you for your time.
84. More educational programming
85. A reduction of the population numbers. This camp was well run and safe before the double bunking and 4A were brought here.
86. The ability of people in charge to change the format of structure and bending.changing of rules every 90 days to 6 months
87. If those inmates who choose to do something with themselves be in one part of the prison. And those who don't. They be in another part.
88. No answer
89. More female C/O's must be cute/sexy
90. The higher ups do there jobs and medical
91. Religious groups housed together
92. Administrative changs from the warden to the case managers
93. Change in staff
94. If some of these C/O's here will treat us inmates as human and not as animals
95. You have to have some college and mental evaluation to work here. Not to sound funny but they have a lot of staff that is slow or not in there right state of mind. Or too old.
96. More jobs
97. The known gang members and troublemakers transfered more library time seperate from our recreation time they collide together. Better nutritutinal commissary items food
98. More jobs outside of porters in the blocks
99. CO's
100. Mour rec in the afternoon.
101. I think we should get more time at afternoon rec.
102. More outside rec and stop pulling rec staff for round trips and taking are rec
103. Hopefully over crouding and safety
104. Black captains
105. Bigger state pay bigger commissary
106. More diversity for transsexual, homosexual inmates to help adjust to prison life
107. Food being better
108. One more phone is each block
109. Merit block cells out number gen. population cells, causing unqualified prefatory types to end up in merit when space is tight
110. The segregation of prison. They place who they want where they want regardless of guidelines
111. No answer
112. More programs to help rehabiltae inmates without discrimination of ones time, cause they may be release sooner than expected

113. No answer
114. More recreation more sports between each others
115. Couple more programs
116. I'm satisfied with the living condition here at TOCI. However, it would be cable TV
117. College or better programs
118. Don't care I go home in 2017
119. N/A
120. Re-entry programs installed.... College courses installed.... Vocational training installed....
121. Staff not being able to abuse inmates with mase and not bein able to bring in heroin. Also the policy an inmate can be assaulted by an officer and not retaliate an will be found guilty and sent to Lucasville or OSP for assault.
122. Every block have all the same privilages.
123. Cigarettes to come back
124. They should not put us in the hole for he say-she say things
125. Equal practise
126. No answer
127. The food (and programs)
128. Me go home and be experated or being craigos
129. More programs, more schooling, more vocational classes
130. College courses available to all inmates, not just those approaching their release date
131. Back to single man cell
132. Food
133. Programs that actually work with teachers on instructors that care
134. Lock down time
135. More recreation
136. More benefits for merit inmates
137. The staff need to answer the kites that they receive. Half the time they do not answer them.
138. Undouble the cells!
139. I would like to see the COs be able to enforce the ruls without retaliation. Too many inmates do as they please here. And they show no respect to COs
140. Go back to single man cells!
141. Receive proper medical health care... e.g., the [medical staff] is unethical and deliberately sadistical and [medical staff] isn't much better.
142. The way my family has to put money on my account
143. Staff
144. The way situations are handled
145. Inmates made to keep the rules. COs more strict
146. No answer
147. No answer
148. Everything
149. The availability of jobs and programs i.e, opi or technical training

- 150. To keep it real as a man I need some pussy. They need to do something. That will stop us jacking on the females here or anywhere. We all human
- 151. Unit managing
- 152. Quantity and quality of food served by cafeteria.
- 153. There are to many guys waiting in segregation for transfer. Some have been back here a year or more.
- 154. A better warden, and inst inspector and unit staff

B. INSPECTION CHECKLISTS¹⁸⁵Inspector: FurdererFacility: TOCI
Date: 8/5/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A1 + 2 NInmate Count: 65

		COMMENTS
1. What is the security classification and privilege level of the unit population?	3 A	- might be 3 B
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other <u>Modified</u> <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <input type="checkbox"/> Sinks - <input type="checkbox"/> Showers - <input type="checkbox"/>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <u>N/A</u>	
6. How quickly are maintenance work orders completed?	- usually same day	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	- very minor residue/scum
8. 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"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	- 1 dryer broke - 1 washing machine does not drain water
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>Some</u> - Towel on floor <u>Some</u> - Inappropriate pictures <u>None</u> - Clotheslines <u>Many</u>	Cell door window obstructed <u>Some</u> Material in lock <u>None</u> Material in cuff port <u>None</u> Graffiti <u>None</u>	

¹⁸⁵ The checklists here do not include all forms used by CIIC staff during the inspection process.

Inspector: Furderer
 A112 N P2

 Facility: TOCI
 Date: 8/5/13

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>				YES NO		See 1+2 W						
14. Is the first aid box secured? -First Aid box checked <input type="checkbox"/>				YES NO		See 1+2 W						
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input type="checkbox"/>				YES NO		See 1+2 W						
16. How many officers are on duty per shift?				1 st - 1 2 nd - 1 3 rd - 1 <u>for all 3</u>								
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>				<u>YES</u> NO								
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>				two		Date <u>8/5</u> # <u>33 total for July</u>		Date <u>8/5</u> # <u>33 total for July</u>				
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos				Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>								
20. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>				Kites <input checked="" type="checkbox"/> ICRs <input type="checkbox"/> HSRs <input checked="" type="checkbox"/>		- Currently out of ICRs						
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO												
DWSS												
IIS												
UMC												
ADDITIONAL COMMENTS (including inmate communication): 												

Inspector: Furderer

Facility: TOCI

Date: 8/5/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A 1+2 E

Inmate Count: 91

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

Inspector: Furderer

Facility: ToC I
Date: 8/5/13

A 1/2 E - pg 2

STAFF ACCOUNTABILITY

13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>	YES NO	See 1+2W
14. Is the first aid box secured? -First Aid box checked <input type="checkbox"/>	YES NO	See 1+2W
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input type="checkbox"/>	YES NO	See 1+2W
16. How many officers are on duty per shift? 1 st - 1 2 nd - 1 3 rd - 1 for all 3		
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	~New log started 8/3/13
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	two	Date <u>8/1</u> # <u>2</u> Date <u>8/2</u> # <u>2</u> Date <u>8/3</u> # <u>4</u> 74 total for July

ACCESS TO CIIC, PROGRAMS, STAFF

19. 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 checked="" type="checkbox"/> N <input type="checkbox"/>	
20. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>	

EXECUTIVE STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO												
DWSS												
IIS												
UMC												

ADDITIONAL COMMENTS (including inmate communication):

- more phones

Inspector: JHFacility: TOC1
Date: 8/5/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A 1/2 WInmate Count: 52

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3B modified</u>	<u>(one range at a time)</u>
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input checked="" type="checkbox"/> Other <input type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
6. How quickly are maintenance work orders completed?	<u>w/in day or two</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- some brown build up on floor, but pretty clean
8. 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"/>	} only get chemicals 2x weeks
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	laundry leaks → broken for several months
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- some clutter - some w/ extensive pictures on wall - several dirty cells
12. How many of the following: - Cell window obstructed <u>some/several</u> - Towel on floor <u>some</u> - Inappropriate pictures <u>some</u> - Clotheslines <u>one blocking bottom bunk</u>	Cell door window obstructed <u>none</u> Material in lock <u>none</u> Material in cuff port <u>none</u> Graffiti <u>none</u>	

Inspector: JH
A 1/2 W pg 2

Facility: TOC1
Date: 8/5/13

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>				YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		- Most empty - No inventory list						
14. Is the first aid box secured? - First Aid box checked <input checked="" type="checkbox"/>				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>								
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input checked="" type="checkbox"/>				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>								
16. How many officers are on duty per shift? 1 st - 1 2 nd - 1 3 rd - 7 floaters												
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		7/30 2 nd shift: 230, 250, 315, 340, 400, 415, 425, 445 520, 545, 615, 630, 730, 755, 825, 841 7/19 1 st shift: 421, 649, 714, 734, 802, 826, 845 912, 915, 942, 10:00						
18. How many shakedowns are performed on each shift? - Log observed <input type="checkbox"/>						Date # Date # Date # <u>LOL for 7/30/13</u> <u>July 2013</u>						
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos				Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		know day of week						
20. Are the following forms in stock on the unit? - Forms observed <input checked="" type="checkbox"/>				Kites <input checked="" type="checkbox"/> ICRs <input type="checkbox"/> HSRs <input checked="" type="checkbox"/>		could not locate						
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	7/2	944	950	7/9	943	1053	7/16	1053	1100	7/24	1000	1010
DWO	7/2	1022	1027	7/8	1105	1110	7/22	1037	1040	7/26	1100	1108
DWSS	7/3	1055	1100	7/8	1105	1110	7/16 ^{Act}	1040	1050	7/23	405	410
IIS	7/19	405	405	7/26	1100	1110	8/1	1108	1112			
UMC	7/5 ^{Act}	230	230	7/11	1148	1200	7/15	730	745	7/15	347	349
ADDITIONAL COMMENTS (including inmate communication):												

7/1-
8/1

7/30
8/1

7/16^{Act},
7/25,
7/31

Inspector: FurdererFacility: TOCIDate: 8/5/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A 3+4 NInmate Count: 85

		COMMENTS
1. What is the security classification and privilege level of the unit population?	3A 3A	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Sanction <input type="checkbox"/> Other <input type="checkbox"/>	GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <input type="checkbox"/> Sinks - <input type="checkbox"/> Showers - <input type="checkbox"/>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	
6. How quickly are maintenance work orders completed?	- within one week	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	- minor stains
8. 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"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	- Slow ice machine - drinking fountains top & bottom not work - bottom works
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>Some</u> - Towel on floor <u>Some</u> - Inappropriate pictures <u>None</u> - Clotheslines <u>Many</u>	Cell door window obstructed <u>Some</u> Material in lock <u>None</u> Material in cuff port <u>None</u> Graffiti <u>None</u>	

Inspector: FurdererFacility: ToCI

A3/4 N 152

Date: 8/5/13

STAFF ACCOUNTABILITY

13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>	YES NO	See 3 + 4 W
14. Is the first aid box secured? - First Aid box checked <input type="checkbox"/>	YES NO	See 3 + 4 W
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input type="checkbox"/>	YES NO	See 3 + 4 W
16. How many officers are on duty per shift?	1 st - 1 2 nd - 1 3 rd - 1 for all 3	
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>	YES NO	
18. How many shakedowns are performed on each shift? - Log observed <input checked="" type="checkbox"/>	two	Date <u>8/1</u> # <u>0</u> Date <u>8/2</u> # <u>0</u> Date <u>8/3</u> # <u>3</u>

ACCESS TO CIIC, PROGRAMS, STAFF

19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
20. Are the following forms in stock on the unit? - Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input 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												
DWO												
DWSS												
IIS												
UMC												

ADDITIONAL COMMENTS (including inmate communication):

- fan does not work
- would like cable

Inspector: FurdererFacility: TOCIDate: 8/5/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A3+4EInmate Count: 93

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3A</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input checked="" type="checkbox"/> Other <input type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <u>N/A</u>	
6. How quickly are maintenance work orders completed?	<u>- within three to four days</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>- very minor water stains</u>
8. 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"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	<u>- ice machine breaks a lot</u> <u>- microwaves break a lot</u>
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: <div style="display: flex; justify-content: space-between;"> <div> - Cell window obstructed <u>None</u> - Towel on floor <u>Some</u> - Inappropriate pictures <u>None</u> - Clotheslines <u>one</u> </div> <div> Cell door window obstructed <u>None</u> Material in lock <u>None</u> Material in cuff port <u>None</u> Graffiti <u>None</u> </div> </div>		

Inspector: Furderer
A 3/4 E pg 2Facility: TOCI
Date: 8/5/13

STAFF ACCOUNTABILITY

13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>	YES NO	See 3 + 4 W
14. Is the first aid box secured? - First Aid box checked <input type="checkbox"/>	YES NO	See 3 + 4 W
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input type="checkbox"/>	YES NO	See 3 + 4 W
16. How many officers are on duty per shift?	1 st - 1 2 nd - 1 3 rd - 1 for all 3	
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>	YES NO	- not always staggered on 3 rd shift
18. How many shakedowns are performed on each shift? - Log observed <input checked="" type="checkbox"/>	two	Date <u>8/1</u> # <u>3</u> Date <u>8/2</u> # <u>2</u> Date <u>8/3</u> # <u>2</u>

ACCESS TO CIIC, PROGRAMS, STAFF

19. 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 checked="" type="checkbox"/> N <input type="checkbox"/>	
20. Are the following forms in stock on the unit? - Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>	

EXECUTIVE STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO												
DWSS												
IIS												
UMC												

ADDITIONAL COMMENTS (including inmate communication):

Inspector: JH

Facility: TOCI
Date: 8/5/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: A 3/4 W

Inmate Count: 85

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3A</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Sanction <input type="checkbox"/> Other <input type="checkbox"/>	GP <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <u>N/A</u>	
6. How quickly are maintenance work orders completed?	<u>w/in a day or 2</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>(has to use state sloop to clean)</u>
8. 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"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	<u>more than month</u>
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>- pretty cluttered</u> <u>- extensive pictures</u>
12. How many of the following: - Cell window obstructed <u>some</u> - Towel on floor <u>some</u> - Inappropriate pictures <u>some/several</u> - Clotheslines <u>none</u>	Cell door window obstructed <u>few</u> Material in lock <u>none</u> Material in cuff port <u>none</u> Graffiti <u>none</u>	

Inspector: JH
A 3/4 W pg 2

Facility: TOC1
Date: 8/5

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	- half full, half empty										
14. Is the first aid box secured? - First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>											
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>											
16. How many officers are on duty per shift?	1 st - 1 2 nd - 1 3 rd - <u>floating</u>											
17. 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"/>	7/30 1st: 615, 645, 705, 731, 800, 829, 840, 900, 927, 956, 1023, 1047, 1112, 1134 7/20 2nd: 220, 245, 310, 430, 515, 540, 600, 620										
18. How many shakedowns are performed on each shift? - Log observed <input type="checkbox"/>		Date _____ # _____ Sgt. Nolen Date _____ # _____ Schreckbach Date _____ # _____										
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	- half posted										
20. Are the following forms in stock on the unit? - Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>											
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	7/2	1005	1010	7/9	1016	1023	7/24	1023	1032			
DWO	7/8	1040	1050	7/26	330	352						
DWSS	7/3	1110	1115	7/8	1040	1050	7/16 ^{Act}	1117	1124	7/23 ^{Act}	323	345
IIS	7/9	410	415	7/26	1100	1115	8/1	1100	1105			
UMC	7/5 ^{Act}	301	303	7/11	1230	1235	7/16 ^{Act}	1117	1124	7/15 ^{Act}	100	116
ADDITIONAL COMMENTS (including inmate communication):												

7/1 -
8/1

8/1

7/25,
8/1

Inspector: JHFacility: To CI
Date: 8/5/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: B 1/2 NInmate Count: 78

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3A</u>	
2. Is there a specific unit mission/focus?	Merit <input checked="" type="checkbox"/> - All B Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other <input type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <u>N/A</u>	
6. How quickly are maintenance work orders completed?	<u>24 hr plumber</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>- some soap scum on windows</u>
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following all operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>some (towels)</u> - Towel on floor <u>some</u> - Inappropriate pictures <u>none</u> - Clotheslines <u>none</u>	<u>blankets - not entire window</u> Cell door window obstructed <u>one</u> Material in lock <u>None</u> ✓ Material in cuff port <u>none</u> Graffiti <u>none</u>	

Inspector: JHFacility: TOC1Date: 8/5

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>				YES <input checked="" type="radio"/> NO <input type="radio"/>		Couldn't tell if matched invent. (17 of 21 bottles present) only one empty						
14. Is the first aid box secured? - First Aid box checked <input checked="" type="checkbox"/>				YES <input checked="" type="radio"/> NO <input type="radio"/>								
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input checked="" type="checkbox"/>				YES <input checked="" type="radio"/> NO <input type="radio"/>								
16. How many officers are on duty per shift? 1 st - 1 2 nd - 1 3 rd - 1												
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>				YES <input type="radio"/> NO <input type="radio"/>		Ex. 7/12 1st shift: 6:11, 6:37, 7:04, 7:28, 7:49, 8:13, 8:41, 9:07, 9:35 6/13 2nd shift: 2:11, 2:40, 3:08, 3:37, 4:06, 4:28, 4:55, 5:22, 5:50, 6:20, 6:47						
18. How many shakedowns are performed on each shift? - Log observed <input type="checkbox"/>				2 per shift		Date # Date # Date #		in July 8/1 2013				
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos				Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>								
20. Are the following forms in stock on the unit? - Forms observed <input checked="" type="checkbox"/>				Kites <input checked="" type="checkbox"/> ICRs <input 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	7/5 ^{Det}	9:57	10:00	7/11	10:20	10:26	7/23	10:23	10:26	7/30	9:30	9:40
DWO	7/1	3:50	3:53	7/8	2:17	2:22	7/19	3:55	4:00	7/24	1:40	1:50
DWSS	7/5	9:57	10:00	7/8	2:17	2:22	7/18	11:12	11:18	7/24	2:55	3:03
IIS	7/19	3:45	3:55	8/1	3:17	3:20						
UMC	7/5 ^{Det}	9:57	10:00	7/12	12:25	12:33	7/17	1:58	2:25	7/19 ^{Det}	1:30	1:36
ADDITIONAL COMMENTS (including inmate communication):												

7/1 -
8/1

8/1

7/23

Inspector: FurdererFacility: TOCI
Date: 8/5/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: B1 & 2 EInmate Count: 79

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other <u>35 and older</u> <input checked="" type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <u>N/A</u>	
6. How quickly are maintenance work orders completed?	<u>- Same day to three days</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>- Minor stains and seam</u>
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	<u>- Ice Machine not Working Properly</u>
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following:		
- Cell window obstructed <u>None</u>	Cell door window obstructed <u>None</u>	
- Towel on floor <u>Some</u>	Material in lock <u>None</u>	
- Inappropriate pictures <u>None</u>	Material in cuff port <u>None</u>	
- Clotheslines <u>Some</u>	Graffiti <u>None</u>	

Inspector: Furderer
8 1/2 E - pg 2

Facility: ToCI
Date: 8/5/13

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>				YES NO		See 1 & 2 N						
14. Is the first aid box secured? - First Aid box checked <input type="checkbox"/>				YES NO		See 1 & 2 N						
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input type="checkbox"/>				YES NO		See 1 & 2 N						
16. How many officers are on duty per shift?				1 st - 1 2 nd - 1 3 rd - 1 for all 3								
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>				<input checked="" type="radio"/> YES NO		- some are not staggered on 1 st						
18. How many shakedowns are performed on each shift? - Log observed <input checked="" type="checkbox"/>				two		Date <u>8/1</u> # <u>0</u> Date <u>8/2</u> # <u>2</u> Date <u>8/3</u> # <u>0</u> 61 total for July						
ACCESS TO CIIC, PROGRAMS, STAFF												
19. 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 checked="" type="checkbox"/> N <input type="checkbox"/>								
20. Are the following forms in stock on the unit? - Forms observed <input checked="" type="checkbox"/>				Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>								
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO												
DWSS												
IIS												
UMC												
ADDITIONAL COMMENTS (including inmate communication): 												

Inspector: FurdererFacility: TOCI
Date: 8/5/13

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: B1 & 25Inmate Count: 81

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>3A</u>	
2. Is there a specific unit mission/focus?	Merit <input checked="" type="checkbox"/> Faith-Based <input type="checkbox"/> Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other <input type="checkbox"/>	
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
6. How quickly are maintenance work orders completed?	<u>one to three days</u>	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>minor Soap Scum and stains</u>
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>None</u> - Towel on floor <u>None</u> - Inappropriate pictures <u>None</u> - Clotheslines <u>Many</u>	Cell door window obstructed <u>one</u> Material in lock <u>None</u> Material in cuff port <u>None</u> Graffiti <u>None</u>	

Inspector: FurdererFacility: TOCI

B 1/2 S pg 2

Date: 8/5/13

STAFF ACCOUNTABILITY

13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>	YES NO	See 1 + 2 N
14. Is the first aid box secured? - First Aid box checked <input type="checkbox"/>	YES NO	See 1 + 2 N
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input type="checkbox"/>	YES NO	See 1 + 2 N
16. How many officers are on duty per shift?	1 st - 1 2 nd - 1 3 rd - 1 for all 3	
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> YES NO	
18. How many shakedown are performed on each shift? - Log observed <input checked="" type="checkbox"/>	two	Date <u>8/1</u> # <u>4</u> Date <u>8/2</u> # <u>4</u> 97 total Date <u>8/3</u> # <u>0</u> for July

ACCESS TO CIIC, PROGRAMS, STAFF

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

EXECUTIVE STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO												
DWSS												
IIS												
UMC												

ADDITIONAL COMMENTS (including inmate communication):

Inspector: PaulFacility: TOOT
Date: _____

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: B314NInmate Count: 69

		COMMENTS
1. What is the security classification and privilege level of the unit population?	3A	
2. Is there a specific unit mission/focus?	Merit <input checked="" type="checkbox"/> Faith-Based <input type="checkbox"/> Sanction <input type="checkbox"/> GP <input type="checkbox"/> Other <input type="checkbox"/>	
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <u>NA</u> NO	
6. How quickly are maintenance work orders completed?	depending on severity	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	peeling paint - needs to be recoated
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	- only drops 1 slab every hr
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed - Towel on floor - Inappropriate pictures - Clotheslines	Cell door window obstructed <u>some</u> Material in lock <u>none</u> Material in cuff port <u>none</u> Graffiti <u>none</u>	

3314N p32

Inspector: Joel

Facility: Toledo
Date:

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				YES NO								
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>				YES NO								
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>				YES NO		through July						
16. How many officers are on duty per shift?				1st - 1 2nd - 1 3rd - rover								
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>				YES NO								
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>				2 per shift		Date # Date # Date #		16 total Aug out of 20 thru 2/5				
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos				Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input 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"/>								
20. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>				Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>								
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	7/11	10:42	10:46	7/23	10:45	10:52	7/30	10:00	10:05			
DWO	7/18	1:35	1:40	7/24	2:30	2:40						
DWSS	7/5	10:03	10:06	7/8	1:35	1:40	Acting 7/18	11:28	11:35	Acting 7/24	3:20	3:26
IIS	7/19	3:55	3:59	8/1	3:05	3:07						
UMC	Acting 7/5	10:03	10:06	7/17	3:00	3:06	Acting 7/19	1:30	1:41	7/24	2:00	2:18
ADDITIONAL COMMENTS (including inmate communication): Mosby 609445 - brother off visit												

7/5
8/5

more

more

Inspector: Saul

Facility: ToCI

Date: _____

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: C1 + 2 S

Inmate Count: 360

		COMMENTS
1. What is the security classification and privilege level of the unit population?	4A	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Sanction <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other <input type="checkbox"/> GP <input checked="" type="checkbox"/>	
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <u>N/A</u> NO	
6. How quickly are maintenance work orders completed?	"very quickly"	
7. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate porter asked <input checked="" type="checkbox"/>	Every shift <input checked="" type="checkbox"/> → at least 2x per day Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> → 1 goes out Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> → slow Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	some inmate clutter
12. How many of the following:		
- Cell window obstructed <u>some</u>	Cell door window obstructed <u>some</u>	
- Towel on floor <u>none</u>	Material in lock <u>none</u>	
- Inappropriate pictures <u>one</u>	Material in cuff port <u>none</u>	
- Clotheslines <u>many</u>	Graffiti _____	

C1025 pg 2

Inspector: Saul

Facility: _____

Date: _____

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				YES NO								
14. Is the first aid box secured? - First Aid box checked <input checked="" type="checkbox"/>				YES NO								
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input checked="" type="checkbox"/>				YES NO		current thru July						
16. How many officers are on duty per shift?				1 st - 1 2 nd - 1 3 rd - 1								
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>				YES NO		OK - could be more staggered as Chappell						
18. How many shakedown are performed on each shift? - Log observed <input checked="" type="checkbox"/>				2 per shift		Date _____ # _____ Date _____ # _____ Date _____ # _____		40 in April				
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos				Y <input type="checkbox"/> N <input checked="" type="checkbox"/> 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"/>								
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"/>		> not on block						
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	7/11	12:45	12:51	7/16	10:40	10:46	7/23	10:20	10:15			
DWO	7/11	2:35	2:37	7/19	2:25	2:30	7/25	11:02	11:28			
DWSS	7/9	2:05	2:08	7/18	12:55	1:10	7/22	1:47	1:54	7/26	13:55	14:07
IIS	7/26	10:25	10:30	8/1	2:40	2:53						
UMC	7/5	10:33	10:37	7/8	3:30	4:07	7/18	12:55	1:25	7/26	7:45	7:55
ADDITIONAL COMMENTS (including inmate communication): - Staff not coming in mail - hearing officer giving rec restriction												

7
8/14
8/4

more

more

Inspector: SaulFacility: ToCI

Date: _____

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: C1 + 2 EInmate Count: 43

		COMMENTS
1. What is the security classification and privilege level of the unit population?	4A	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Sanction <input type="checkbox"/> GP <input checked="" type="checkbox"/> Faith-Based <input type="checkbox"/> Other <input type="checkbox"/>	
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	floor discolored
4. How many of the following are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <u>N/A</u> NO	
6. How quickly are maintenance work orders completed?	don't know	
7. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate <u>staff</u> porter asked <input type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	1 low 1 slow slow
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	inmate clutter
12. How many of the following:		
- Cell window obstructed <u>many</u>	Cell door window obstructed <u>some</u>	
- Towel on floor <u>none</u>	Material in lock <u>none</u>	
- Inappropriate pictures <u>none</u>	Material in cuff port <u>some (strings)</u>	
- Clotheslines <u>some</u>	Graffiti <u>none seen</u>	

CIIC pg 2

Inspector: _____

Facility: _____

Date: _____

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>	YES NO											
14. Is the first aid box secured? - First Aid box checked <input type="checkbox"/>	YES NO											
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input type="checkbox"/>	YES NO											
16. How many officers are on duty per shift? 1 st - 1 2 nd - 1 3 rd - rover												
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>	YES NO	not staggered 2nd CD room										
18. How many shakedowns are performed on each shift? - Log observed <input type="checkbox"/> missing	2 per shift	Date _____ # _____ Date _____ # _____ Date _____ # _____	missing									
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>											
20. Are the following forms in stock on the unit? - Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>											
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO												
DWSS												
IIS												
UMC												
ADDITIONAL COMMENTS (including inmate communication):												

Inspector: Saul

Facility: TSCI

Date: _____

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: C1 + 2W

Inmate Count: 37

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>4A</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Sanction <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other <input type="checkbox"/> GP <input checked="" type="checkbox"/>	
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	<u>YES</u> <u>N/A</u> <u>NO</u>	
6. How quickly are maintenance work orders completed?	<u>pretty quick</u>	
7. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	<u>2x per day</u>
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>many</u> Cell door window obstructed <u>some</u> - Towel on floor <u>none seen</u> Material in lock <u>none</u> - Inappropriate pictures <u>none seen</u> Material in cuff port <u>many - springs</u> - Clotheslines <u>some</u> Graffiti <u>none seen</u>		

C102W pg 2

Inspector: _____

Facility: _____

Date: _____

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>				YES NO								
14. Is the first aid box secured? - First Aid box checked <input type="checkbox"/>				YES NO								
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input type="checkbox"/>				YES NO								
16. How many officers are on duty per shift?				1 st - 1 2 nd - 1 3 rd - rover								
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>				YES NO								
18. How many shakedowns are performed on each shift? - Log observed <input checked="" type="checkbox"/>				2 per shift		Date # Date # Date #		17 th August				
ACCESS TO CIIC, PROGRAMS, STAFF												
19. 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"/>		> did not check						
20. Are the following forms in stock on the unit? - Forms observed <input checked="" type="checkbox"/>				Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input checked="" type="checkbox"/>								
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO												
DWSS												
IIS												
UMC												
ADDITIONAL COMMENTS (including inmate communication):												

Inspector: SaulFacility: ToCI

Date: _____

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: C3145Inmate Count: 32

		COMMENTS
1. What is the security classification and privilege level of the unit population?	cell ice 4A	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Faith-Based <input type="checkbox"/>	Sanction <input checked="" type="checkbox"/> GP <input type="checkbox"/> Other <input type="checkbox"/>
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <u>NA</u> NO	
6. How quickly are maintenance work orders completed?	within shift	
7. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following all operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	3
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following:		
- Cell window obstructed <u>some</u>	Cell door window obstructed <u>some</u>	
- Towel on floor <u>some</u>	Material in lock <u>none</u>	
- Inappropriate pictures <u>many</u>	Material in cuff port <u>max - shhg</u>	
- Clotheslines <u>some</u>	Graffiti <u>none</u>	

C345 pg 2

Inspector: _____

Facility: _____

Date: _____

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>	YES	NO										
14. Is the first aid box secured? -First Aid box checked <input type="checkbox"/>	YES	NO										
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input type="checkbox"/>	YES	NO										
16. How many officers are on duty per shift? 1 st - <input type="checkbox"/> 2 nd - <input type="checkbox"/> 3 rd - <input type="checkbox"/>												
17. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES	NO	not as staggered 2nd									
18. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	2 per shift		Date	#	Date	#	Date	#	14 thus far in Aug			
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	did not see			
20. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>	ICRs <input type="checkbox"/>	HSRs <input type="checkbox"/>	out -out								
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO												
DWSS												
IIS												
UMC												
ADDITIONAL COMMENTS (including inmate communication):												

Inspector: Saul

Facility: _____

Date: _____

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: C3 & 4E

Inmate Count: 40

		COMMENTS
1. What is the security classification and privilege level of the unit population?	4B pending transfer	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Sanction <input type="checkbox"/> GP <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other <input type="checkbox"/>	
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - 0 Sinks - 0 Showers - 0	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> N/A NO <input type="checkbox"/>	
6. How quickly are maintenance work orders completed?	w/in 24-48	
7. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following all operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave(s)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	1 phone call per week
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following: - Cell window obstructed <u>many</u> - Towel on floor <u>some</u> - Inappropriate pictures <u>some</u> - Clotheslines <u>some</u>	Cell door window obstructed <u>none</u> Material in lock <u>none</u> Material in cuff port <u>N/A</u> Graffiti <u>none</u>	

C 344 E P52

Inspector: _____

Facility: _____

Date: _____

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input checked="" type="checkbox"/> - Bottles match inventory Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				YES <input checked="" type="radio"/> NO <input type="radio"/>								
14. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>				YES <input checked="" type="radio"/> NO <input type="radio"/>								
15. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>				YES <input checked="" type="radio"/> NO <input type="radio"/>								
16. How many officers are on duty per shift?				1 st - <input type="text"/> 2 nd - <input type="text"/> 3 rd - <input type="text"/>								
17. 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"/>								
18. How many shakedowns are performed on each shift? -Log observed <input type="checkbox"/>				every time the 1st leaves		Date _____ # _____ Date _____ # _____ Date _____ # _____						
ACCESS TO CIIC, PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos				Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		N/A						
20. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>				Kites <input checked="" type="checkbox"/> ICRs <input checked="" type="checkbox"/> HSRs <input type="checkbox"/>								
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	7/11	3:08	3:25	7/24	12:40	12:55						
DWO	7/9	1:35	2:00	7/26	3:00	3:30						
DWSS	7/9	1:35	2:00	7/18	1:45	2:00	7/22	2:23	3:11	7/25	10:13	?
IIS	7/9	1:35	2:00	7/26	10:30	10:45	8/1	2:00	2:20	8/2	11:45	?
UMC	7/5	10:15	10:23	7/11	2:20	?	7/26	12:33	12:55	8/2	4:05	4:20
ADDITIONAL COMMENTS (including inmate communication): Ripski 636113 Property food is not edible												

7/4
-
8/4

+ Asst.
more

Inspector: SAW

Facility: TOCI

Date: _____

AREA INSPECTED: CELL BLOCKS/PODS

HOUSING UNIT: C3460

Inmate Count: 36

		COMMENTS
1. What is the security classification and privilege level of the unit population?	<u>4A</u>	
2. Is there a specific unit mission/focus?	Merit <input type="checkbox"/> Sanction <input type="checkbox"/> GP <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other <input type="checkbox"/>	
FACILITIES		
3. How clean are common areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. How many of the following are inoperative?	Toilets - <u>0</u> Sinks - <u>0</u> Showers - <u>0</u>	
5. If any of the above are inoperative, have maintenance work orders been submitted?	YES <u>N/A</u> NO	
6. How quickly are maintenance work orders completed?	<u>within day</u>	
7. How clean are shower facilities? - Inmate porter asked <input type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
8. How often are shower facilities cleaned? - Inmate porter asked <input type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
9. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
10. Are the following <u>all</u> operational?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
CELL SECURITY CHECK		
11. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How many of the following:		
- Cell window obstructed <u>some</u>	Cell door window obstructed <u>some</u>	
- Towel on floor <u>none</u>	Material in lock <u>one</u>	
- Inappropriate pictures <u>some</u>	Material in cuff port <u>most</u>	
- Clotheslines <u>some</u>	Graffiti <u>none</u>	

C3 + 4 W p52

Inspector: _____

Facility: _____

Date: _____

STAFF ACCOUNTABILITY												
13. Are appropriate cleaning materials in locked container and at least half full? - Container checked <input type="checkbox"/> - Bottles match inventory Y <input type="checkbox"/> N <input type="checkbox"/>				YES NO								
14. Is the first aid box secured? - First Aid box checked <input type="checkbox"/>				YES NO								
15. Is the fire extinguisher receiving monthly inspections? - Extinguisher checked <input type="checkbox"/>				YES NO								
16. How many officers are on duty per shift?				1 st - 1 2 nd - 1 3 rd - rover								
17. Are officers performing security checks at staggered, 30 min intervals? - Log observed <input checked="" type="checkbox"/>				YES NO								
18. How many shakedowns are performed on each shift? - Log observed <input checked="" type="checkbox"/>				2 per shift #		Date # Date # Date #		11 thos for in Aug				
ACCESS TO CIIC PROGRAMS, STAFF												
19. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff photos				Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		no						
20. Are the following forms in stock on the unit? - Forms observed <input type="checkbox"/>				Kites <input checked="" type="checkbox"/> ICRs <input type="checkbox"/> HSRs <input type="checkbox"/>		last						
EXECUTIVE STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward												
DWO												
DWSS												
IIS												
UMC												
ADDITIONAL COMMENTS (including inmate communication):												

AREA INSPECTED: SEGREGATION

		COMMENTS
1. Inmate Count	SC DC LC	124 total
2. How many cells have more than two inmates?	none	
3. What is the atmosphere of the unit upon entrance?	Calm <input type="checkbox"/> Tense <input type="checkbox"/>	D3/4 N disruptive due to one inmate
FACILITIES		
4. How clean are cells?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
5. How clean are hallways/rec areas?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. How often are inmates allowed to clean their cells/ toilets, sinks?	once per week	
7. How many of the following are inoperative?	Toilets - <input type="checkbox"/> Sinks - <input type="checkbox"/> Showers - <input type="checkbox"/>	Work order? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
8. How quickly are maintenance work orders completed?	"really good" "w/in day"	
9. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
10. 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"/>	once per week thoroughly on 3rd
11. How clean are crisis cells? # of crisis cells <u>2</u>	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- ripped open corner of modular bed, foam ripped out
12. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
13. What recreation equipment or space is available?	indoor rec cage on each pod - standard size, incl. pull-up/dip structure	
CELL SECURITY CHECK		
14. 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>1</u>	
- Inappropriate pictures <u>did not see</u>	Material in cuff port <u>1</u>	
- Clotheslines <u>did not see</u>	Graffiti <u>did not see</u>	

SEGREGATION CONT.

STAFF ACCOUNTABILITY		
15. Are appropriate cleaning materials in locked container and at least half full? - Match inventory <input checked="" type="checkbox"/> - Container checked <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/>	
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
18. How many officers are on duty per shift?	1 st - 4 + control 2 nd - 4 + control 3 rd - 2 + control	
19. Are officers performing security checks at staggered 30 min intervals? -Log observed <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	could be more staggered on 3rd
20. How many shakedowns are performed on each shift? -Log observed <input type="checkbox"/> Not logged	3 per shift	Date _____ # _____ Date _____ # _____ Date _____ # _____ no log
21. 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 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"/>	
22. How often are medical rounds conducted? -Log observed <input checked="" type="checkbox"/> 4/18/0	daily	
23. How often are mental health rounds conducted? -Log observed <input checked="" type="checkbox"/> sign-in		Dates for 1 wk: 7/1-7/19 7/3, 8, 11, 12, 19
ACCESS TO CIIC, PROGRAMS, STAFF		
24. Is the current CIIC memo posted?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
25. Describe inmates' access to the library	Describe: - ILMs can order books - Librarian brings legal service books	

seg. 3.

26. Describe inmates' access to religious services personnel	Describe: chap. rounds, can kite	
27. 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"/>	
28. Are there telephones in the unit? -outside unit in officer area	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Describe access: - short term guys rarely long term guys a couple times per week 4 half hour
29. How do inmates have access to the following: - 5120-9 series of ARs - 56-DSC-01 - Inmate rules of conduct - Pen/pencil	Describe: can request from officers can look at in rec cages	

STAFF ROUNDS

Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	Acting 7/5	10:25	11:10	7/10	12:20	12:30	7/12	12:20	1:05	7/23	9:25	9:55
DWO	7/4	12:45	?	7/12	4:27	5:15	7/20	6:10	7:15	8/1	10:20	11:00
DWSS	7/5	10:25	11:10	7/11	1:35	2:24	7/19	9:22	10:46	7/25	16:50	18:00
IIS	7/11	7:35	2:22	7/18	?	?	Acting 7/20	16:15	16:23	7/20	8:00	9:42
Major	7/12	9:01	10:35	7/12	12:50	1:15	7/16	10:02	10:40	Acting 7/24	2:35	4:00
Chap	7/18	12:05	12:15	7/25	11:00	12:00	8/1	11:30	11:45			

7/4
-
8/4

more

more

more

more

ADDITIONAL COMMENTS (including inmate communication):

114: 7/3, 7/8, 7/11, 7/12, 7/19

Inspector: GTHFacility: Toel

Health - PSI

Date: 8-5-13

AREA INSPECTED: INMATE HEALTH SERVICES

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	5	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Exam Rooms	4	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Infirmary Beds	4	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Records Areas	1	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Bathrooms	1	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Waiting Area	1	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Is the space available sufficient to perform duties?		<input checked="" type="radio"/> Yes No	Comments: <i>Do need another doctors office</i>	
Do other government agencies inspect your facility?		<input checked="" type="radio"/> Yes No	Which agencies and how frequently? <i>Health Dept 1x yr</i>	
SAFETY and SANITATION				
Review documentation of cleaning schedule if necessary.				
Observed <input type="checkbox"/> <i>N/A</i>				
Overall appearance of infirmary.		Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/>		Comments: <i>vacant cell had blankets-used lot in cell</i>
Are clearly marked sharps/ biohazard containers present in all exam rooms?		<input checked="" type="radio"/> Yes No		Comments:
Observed <input checked="" type="checkbox"/>				
Are officers making frequent checks of inmates housed in cells		<input checked="" type="radio"/> Yes No		Comments: <i>most checks happening at approx 30 minutes 4/-</i>
Observe officer log <input checked="" type="checkbox"/>				

Inspector: GTGFacility: ToC1

Med. pg 2

Date: 8-5-13

STAFFING and ADMINISTRATION				
MD/ALP <u>1</u>	NP/PA <u>1</u>	RN <u>12</u>	LPN <u>4</u>	DDS <u>1</u>
DDS Asst <u>1</u>	Hygienist <u>2</u>	X-ray <u>1</u>	Lab <u>1</u>	HIT <u>2</u>
Diet Tech <u>0</u>	QIC <u>0</u>	Other <u>HCA/AHCA</u>		
Do you have consistent physician/ALPs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Comments: <u>Dr ≤ 1 yr NP 6 mo</u>		
List any vacancies: <u>0</u> (include length of time vacant)		Comments: <u>NO vacancies, just hired RN/LPN</u> <u>INTERVIEWING A QIC</u>		
List any contract staff		Comments: <u>RN, LPN</u> <u>X-RAY, LAB, Dental (Excellent DDS asst)</u>		
Are there any current concerns related to their performance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Comments:		
What is the annual average turnover of nursing staff?		Comments: <u>FIVE</u>		
What are some of the reasons nurses leave?		Comments: <u>TRANSFER TO OTHER INSTITUTIONS,</u> <u>TO MENTAL HEALTH, DISCIPLINARY</u>		
Nursing Overtime <u>LPN 194 hrs</u> <u>RN 514 hrs</u>		Average OT hours per month:	Usually mandatory or voluntary? <u>were short on 3rd shift</u>	
Do supervisors work late shifts to monitor operations?		<u>Yes</u> No	How often? <u>THROUGHOUT WEEK</u>	
Do interdisciplinary meetings occur with departments?		Comments: <u>JOINT QIC MEETINGS QUARTERLY</u>		
Mental Health		<u>Yes</u> No		
Security		<u>Yes</u> No		
Recovery Services		<u>Yes</u> No		

Inspector: GGFacility: ToC

Date: _____

Med. pg 3

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? <u>HANDOUT, ORIENTATION</u>	
Are inmates educated when changes to their treatment plan made?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? <u>MEET w/ DOCTOR,</u>	
Are inmates with special needs or infectious diseases provided with education/counseling?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Types? <u>MONTHLY APPOINTMENTS, USC/NSC PROCESS</u>	
Chronic Care Clinics			
How many inmates are in Chronic Care? <u>460</u>	Total all clinics? <u>858</u>		
Cardiac <u>198</u>	Liver(HepC) <u>84</u>	Lipid <u>186</u>	Pulmonary <u>137</u>
Diabetes <u>46</u>	Gen Med <u>173</u>	HIV <u>11</u>	Oncology <u>6</u>
PPD(TB) <u>1</u>	Seizure <u>28</u>	Pain <u>18</u>	Other
Is there a backlog among Chronic Care clinics beyond 15 days?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How many? <u>4</u>	
How many inmates are within 1-15 days past their scheduled appointments?		Number: <u>53 DUE w/in 2 WKS</u>	
Number of Chronic Care appointments in last 90 days: <u>545</u>	# of Chronic Care inmates who are no shows in past 90 days: <u>62</u>		
What measures are taken to ensure compliance?	Comments: <u>REPASS INMATES ON CALL MON UP TO SIGN AMA, PROVIDE EDUCATION</u>		
Are Patient satisfaction surveys conducted?	Yes <input checked="" type="radio"/> No <input type="radio"/>	Comments:	

Inspector: GTGFacility: BCI
Date: 8-5-13

Med. p. 4

	#	Response Time?	Backlog?
Kites (last 6 months)	1513	< 7 days	/
Informal Complaints (last 6 months)	246	< 7 days	/
Nurse Sick Call (from Health Service Request)	2215	24-48 hrs	no
Doctor Sick Call (from nurse referral)	1479	≤ 72 hrs	19 inmates
Outside Consults (from doctor referral)	120 201	Approved 114	

EQUIPMENT		
Is all medical and dental equipment operational?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How long for repair:
Any specialized or additional equipment needed?	Yes <input checked="" type="radio"/> No	Comments

DOCUMENTATION AND TRAINING	
How are records kept secure to ensure confidentiality? Observed <input checked="" type="checkbox"/>	Comments: <u>FILED IN MEDICAL STORAGE</u> <u>Kept secure in carts, secured at RN station</u> <u>or in hands of RN</u>
How soon after intake are inmate medical records reviewed to ensure continuity of care between facilities?	Comments: <u>upon arrival</u>
How frequently are patient records audited?	Comments: <u>monthly, also using treatment indicators more frequently</u>
How are staff trained on departmental policies and procedures?	Comments: <u>staff meetings, emails</u>

Inspector: GTG

Facility: TCI

Date: 8-5-13

Med. ps 5

Does staff receive training in emergency response and equipment? Are drills conducted?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How Often? <i>Quarterly</i>	
What is the response time to emergencies?	<i>< 4 minutes</i>		
Statistics since January 2011			#
		Expected Deaths	<i>0</i>
		Unexpected Deaths	<i>1</i>
		Suicides	<i>1</i>
		Homicides	<i>2</i>
		MRSA Cases	<i>57</i>



Inspector: GLFacility: ToC
Date: 8.5.13

AREA INSPECTED: MENTAL HEALTH SERVICES

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	5	(Yes) No	(Yes) No	
Conference Rms	1	(Yes) No	(Yes) No	
Classrooms	1	(Yes) No	(Yes) No	
Records Areas	1	(Yes) No	(Yes) No	

Crisis Cells		
Describe number of crisis cells and location: 2 in medical 2 in Segregation		
How clean are the crisis cells?	Excellent <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input 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)	No protective Screening on the Windows

STAFFING				
Psychiatrist	Psychologist	APN-MH	RN	Psych Asst.
Ø	2	1	2	Ø
LSW	LISW	SW	PC	PCC
1	1	Ø	Ø	Ø
QIC	Other	1 HIT		
Shared w/ medical	MHA			
List any vacancies		no vacancies (LSW becoming civil service)		
List any contract staff		In process of moving from contractor to State.		
1- Social Worker (LSW)				

- In collaboration w/ Psychiatrist from TEL via TEL-MED,
- APN-MH: primary job is medication, med issues
- Activity therapist reserved for RTU's only, 1 SW in addition to LSW

Inspector: GC
 MH pg 2

Facility: ToC
 Date: _____

MENTAL HEALTH SERVICES CONT.

CASELOAD			
Total Caseload	# <u>221</u>	Non-Psychiatry Backlog? <u>There is a back log on completing new evaluation</u>	
Psychiatric Caseload	# <u>131</u>	Backlog?	
Number of SMI	# <u>65</u>		
How many inmates are on the MH Caseload are in segregation?	# <u>19</u>	How many are SMI?	# <u>5</u>
Any inmates on mandated medications?	# <u>3</u>	Types? <u>Anti-psychotics</u>	
Suicide Attempts (since January 2011)	# <u>7</u>		
Self-Injurious Behavior (past year)	# <u>5</u>		
Inmates Transferred to RTU (past year)	# <u>2</u>	Average wait time per inmate? <u>1-2 days</u>	
ACCESS			
	# (last six mos.)	Response Time?	Backlog?
Mental Health Requests			
Referrals	<u>107</u>	Most time at least <u>1-2 wks.</u>	On some of them <u>yes - 3470 in: HEP C</u>
Informal Complaints	<u>6</u>	<u>3 days</u>	<u>No</u>
Segregation Rounds	Frequency? <u>Weekly</u>	Issues reported? <u>OSD evals</u>	Assessment post-seg placement?
Time period for initial psychiatry appointment?		<u>3-5 days</u>	
What information is provided to new inmates re MH care?		<u>The hrs MH Staff are available, limits of confidentiality, ways to contact MH</u>	
CRISIS PREVENTION			
What strategies do you employ for crisis intervention?	<u>Mental health Staff available to talk 8-4 Monday-Friday. STAFF on call on rotating Basis</u>		
What measures are taken to prevent suicide?	<u>Rounds by officers, rounds provided by MH staff weekly. May that MH Staff will see an inmate if another Staff member calls requesting him to be seen.</u>		

- ② return - don't just send to RTU b/c ① is difficult to deal w/
 ①-② who come to ToC from other institutions whose evals are not completed
 - Records not updated
 ③ problem for HOPC treatment/intervention causes severe depression, must monitor them during assessment

Inspector: GA

Facility: ToC
Date: _____

MH- B³
MENTAL HEALTH SERVICES CONT.

RESTRAINTS			
Have restraints been used on any inmates in the past six months?	Yes <input checked="" type="radio"/> No	Total #?	# on MH caseload?
			Type of restraint?
If yes to above, how long were inmates in the restraints?		How often are inmates in restraints checked by staff?	
What type of training does staff receive in regard to restraints?	Describe: Annual inservice training.		
Have any injuries resulted from restraints in the past six months?	Yes <input checked="" type="radio"/> No	Example?	
ACCOUNTABILITY			
What is the system for maintaining patient and record confidentiality?	Only MH staff members are allowed in the chart room in order to review and document in them.		
How do you ensure that mental health information is kept current on DOTS?	All staff is responsible for updating things they do for the inmates.		
Is the MH caseload list distributed weekly?	Yes <input checked="" type="radio"/> No	Who receives? Unit Staff	
Do interdisciplinary meetings occur with the following departments?	Describe: Quarterly QIC mtg and when needed to ensure patient care		
Medical	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Security	<input checked="" type="radio"/> Yes <input type="radio"/> No	Informally almost daily - formally only quarterly	
Recovery Services	<input checked="" type="radio"/> Yes <input type="radio"/> No	Quarterly	
Outside of the QIC process, how frequently are patient records audited?	Describe: This is something the MHA does plan to start doing again.		

Inspector: CTGFacility: 704Date: 8-5-13

AREA INSPECTED: RECOVERY SERVICES PROGRAM AREA

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Class Rooms	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is the space available sufficient to perform duties?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
STAFFING and ADMINISTRATION				
List all staff working in recovery services: LEE L COC III FOSHMAN L COC III MUSGRAVE LISH-S				
What additional duties outside recovery services does these staff perform? EMPLOYEE ACTIVITY COMMITTEE USE OF FORCE REVIEW UNION REP DOC TRAINING PROGRAM				
What is the instructor to student ratio? 1:15				
List any vacancies: (include length of time vacant)		Comments: NONE		
Are contract staff utilized? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Are there any current concerns related to their performance? Yes <input type="checkbox"/> No <input type="checkbox"/>		Comments:		
Are inmate graduates used to facilitate programming? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Are there any current concerns related to their performance? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Do you utilize volunteers? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> How Many?		How Utilized: AA and NA outside speakers		
INMATE PARTICIPATION				
Estimate what percentage of inmates are not assessed for RS:		23.3%	Comments:	
What efforts are made to reach out to inmates who do not admit to a need for recovery services?		HEALTH FAIR REWARDS, WILL BE AN NA CHAIRS FOR 4th's IN 2013		

Inspector: CTG
 Recovery #52

Facility: TOC1
 Date: 8-5-13

Does your staff conduct outreach (inmate orientation, workshops)?	WE DO SOME OUTREACH WITH 4As (ADD EDUCATION)	
What efforts are made to retain inmates in programs?	EACH INMATE IS OFFERED 1:1 IF THEY ARE STRUGGLING; HOWEVER, IF THEY HAVE A POSITIVE URINE SCREEN THEY ARE TYPICALLY PLACED BACK ON WAITING LIST	
What support do you receive from other departments (security, mental health)?	IATCH-DEPARTMENT CONSULTS AND STAFFING THROUGH CLINICIANS. SECURITY IS VERY GOOD AT COLLABORATING.	
Are there any special recovery services units or living quarters?	NO	
RECORDS MANAGEMENT		
Are all records stored in a locked filing cabinet? <input checked="" type="checkbox"/> Observed	YES	Comments:
How often are records audited to ensure they have all information required by 70-RCV-02?	Quarterly	Comments:
How often does the recovery services quality improvement committee meet?	Quarterly	Comments:
DUI OFFENDERS		
How many DUI offenders are currently in the prison?	Comments: 1 (According to 183, BUT BELIEVES THERE MAY BE MORE - NOT SURE)	
How many DUI offenders are enrolled in programs?	Comments: 1 INMATE REFUSED TO PARTICIPATE IN PROGRAMMING - BEING RELEASED THIS WEEK	
Additional Comments and Information:		
- 43% TERMINATION RATE - NEEDS TRAINING ON DOTs functions AVG AA/NA 47 and 41		

Inspector: CTG
Recovery P₃

Facility: Toledo
Date: 8-5-13

ENROLLMENT DATA	
How many inmates are assessed as: Total= 988	R0: 312 R1: 115 R2: 195 R3: 366
How many of each recovery services level are <u>currently</u> enrolled in programs? Total ENROLLED= 50	R0: 0 R1: 0 R2: 7 R3: 43
How many of each recovery services level have <u>completed</u> programming in the <u>past year</u> ? Total COMPLETED= 118	R0: 0 R1: 0 R2: 17 R3: 101
How many of each recovery services level are on the <u>wait list</u> ? Total WAITLISTED= 115	R0: 0 R1: 0 R2: 51 R3: 64

Inspector: GTGFacility: TocDate: 8-5-13

Recovery R34

RECOVERY SERVICES PROGRAMMINGList all recovery services programs conducted at the institution by program name, enrollment by recovery services level, and total number completed in previous year: 2012

Program name	Enrollee by recovery services level
Name: <u>10P</u> Total Enrolled: <u>72</u> Total Completed <u>44</u>	R0: R1: R2: <u>10</u> R3: <u>41</u> <u>100%</u>
Name: <u>RECOVERY MAINTENANCE</u> Total Enrolled: <u>57</u> Total Completed <u>34</u>	R0: <u>0</u> R1: <u>0</u> R2: <u>5</u> R3: <u>52</u>
Name: <u>TREATMENT AWARENESS PGM</u> Total Enrolled: <u>62</u> Total Completed <u>41</u>	R0: <u>0</u> R1: <u>0</u> R2: <u>14</u> R3: <u>48</u>
Name: <u>CONTINUING CARE</u> Total Enrolled: <u>37</u> Total Completed = <u>37</u>	R0: R1: R2: <u>2</u> R3: <u>35</u>
Name: Total Enrolled: Total Completed	R0: R1: R2: R3:

Inspector: JacksonFacility: TOCIDate: 8-6-13

AREA INSPECTED: FOOD SERVICES

DINING HALL		COMMENTS																		
1. What is the atmosphere of the dining hall upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>																			
2. How many staff are assigned to supervise inmates in the dining hall?	1 st - 1 2 nd - 1																			
3. Menu on the day of the inspection.	Chicken Salami, Soup, Broccoli																			
4. Inmates rated the meal:	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	Acceptable <input type="checkbox"/>																		
5. CIIC rated the meal: <i>Better variety, better quantity</i>	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	Acceptable <input type="checkbox"/> <i>Best meal: Monday</i>																		
6. Are groups of inmates predominately mixed races or segregated races?	Segregated <i>eat veggie meal</i>																			
7. How clean is the dining area?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	Acceptable <input type="checkbox"/>																		
8. What is the temperature of the food in the serving line?	<table border="1"> <thead> <tr> <th>Item</th> <th>Before</th> <th>During</th> <th>After</th> </tr> </thead> <tbody> <tr> <td>Chicken Salami</td> <td>38</td> <td>38</td> <td>39</td> </tr> <tr> <td>Soup (Veggie)</td> <td>158</td> <td>149</td> <td>141</td> </tr> <tr> <td>Broccoli</td> <td>144</td> <td>144</td> <td>141</td> </tr> </tbody> </table>	Item	Before	During	After	Chicken Salami	38	38	39	Soup (Veggie)	158	149	141	Broccoli	144	144	141			
Item	Before	During	After																	
Chicken Salami	38	38	39																	
Soup (Veggie)	158	149	141																	
Broccoli	144	144	141																	
9. Are trays scraped in a different area from the food serving line?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>																			
KITCHEN PREP AREA (including tools and equipment)		COMMENTS																		
10. How clean is kitchen area?	Exceptional <input type="checkbox"/> Good <input type="checkbox"/> Needs Improve <input type="checkbox"/>	Acceptable <input checked="" type="checkbox"/>																		
11. Does the equipment appear to be clean?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>																			
12. Is a chit system used to issue tools to inmate workers?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>																			
-Chit closet observed <input checked="" type="checkbox"/>																				
13. Is the quantity of the food served according to the menu?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>																			
14. Is soap available in the inmate/staff bathroom?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	No soap outside at wash area bathroom																		
15. Are knives issued according to procedure?	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	P. 229 Cutters																		
If so, are inmates supervised	YES <input type="checkbox"/> NO <input type="checkbox"/>																			
16. What is the date of last fire equipment inspection?	DATE: <i>July 2013</i>	2013 / May 2013																		
-Extinguisher checked <input checked="" type="checkbox"/>																				
17. What is the date of the last inspection by health inspectors?	DATE: Feb 6, 2013	PASS FAIL																		
Did the facility pass?	Main Issue/Concern: <i>5 minor violations</i>																			
18. What is the date of the last visit from the DRC Food Service Administrator?	May 2013																			

Inspector: JacksonFacility: TOC1
Date: 8-6-13

19. Have there been any recent concerns regarding inmate health issues due to food?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
Are 72-hour test trays used?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
20. How often is the cooking equipment sanitized?	<u>after each use</u>	
21. Is a kite log maintained? Inmates' Biggest Concern(s)? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	<u>Portion sizes</u>
22. Monthly Inventory and Usage Report Maintained? -Previous month log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
23. Are all chemicals secured? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
24. Are the surrounding walls, floors, and the receiving racks that hold washed meal trays clean and sanitized on a regular basis?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
25. Are there open trash containers near food preparation or dish wash areas?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
FOOD STORAGE AND APPLIANCES		COMMENTS
26. The number of appliances?	Freezers- 1 Coolers- 3 Grilles/Skillets- 2 Ovens- 4 2 Kettles- <u>5</u>	
27. Are any appliances in need of repair? -Service Call or work order requested <input checked="" type="checkbox"/>	<u>1 bottom oven</u> <u>2 small kettles</u> - <u>Few weeks</u>	
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"/>	<u>Freezer door</u> <u>door not seal</u>
30. Is stored food wrapped and dated? Storage shelves observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
31. Are containers of food stored off of the ground?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
32. Is the shelf-life of non-perishable items less than 90 days?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
33. Is the shelf-life of perishable items less than 7 days?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
34. Is a safe distance maintained from the top of the stored food to the ceiling?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
35. Are dishes/utensils washed/rinsed at appropriate temperatures (wash 150 degrees/rinse 180 degrees)?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
INMATE WORKERS		COMMENTS
36. How many inmate workers are assigned to the food services department?	<u>105</u>	
37. How are inmates selected?	<u>Unit Staff</u>	

Inspector: JacksonFacility: TOC1
Date: 8-6-13

38. What is the monthly wage?	\$19 per month	
39. When do inmates receive performance evaluations?	<input checked="" type="radio"/> YES	NO every month
Are raises available for good performance?	<input checked="" type="radio"/> YES	NO
40. Are all inmate workers trained regarding proper hygiene?	<input checked="" type="radio"/> YES	NO
-Forms observed <input checked="" type="checkbox"/>		
41. Are all inmate workers trained on proper handling of equipment?	<input checked="" type="radio"/> YES	NO
-Forms observed <input checked="" type="checkbox"/>		
42. Are all inmate workers and staff wearing hair nets and gloves?	<input checked="" type="radio"/> YES	NO
43. How could the current program be improved?	(\$31) After 1st full month working in Food Service \$31 - Basic workers \$44 - (Cooks, store room) \$24 + 0.5 tent	
INCENTIVE PROGRAMS		COMMENTS
44. Are incentive programs offered to increase inmate participation?	<input checked="" type="radio"/> YES	NO
45. How many inmates participate in the program(s)?	all current inmate food service workers	
46. How are inmates selected?	N/A	
47. What is the monthly wage?	\$31 - \$44	
48. Do inmates receive performance evaluations?	<input checked="" type="radio"/> YES	NO
If so, are raises available for good performance?	<input checked="" type="radio"/> YES	NO
	\$19 per month raise to \$31 \$24 per month raise to \$44	
LOADING DOCK		COMMENTS
49. Is the trash dock free of odors, loose garbage bags, and bugs?	<input checked="" type="radio"/> YES	NO
50. Are there any current pest issues?	YES	<input checked="" type="radio"/> NO
51. How clean is the dock area?	Exceptional <input type="checkbox"/> Good <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Loading dock observed <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
ADDITIONAL COMMENTS/IMPROVEMENTS :		
- Some excessive water on floor - probably from mop used to clean - Excessive food particles on floor near serving line.		

Inspector: JacksonFacility: TOC1
Date: 8-5-13

ENERGY, WASTE, AND RECYCLING


Energy Conservation	
1. Who is your designated Energy Conservation or Recycling Coordinator (position title only)?	<u>Health & Safety Coordinator Business Manager (BA-3)</u>
2. What staff comprises the committee to evaluate the energy usage throughout the year (position titles only)?	<u>Business Manager / BA-3</u> <u>Maintenance Supervisor</u>
3. What energy conservation initiatives have been developed?	<ul style="list-style-type: none"> - Cell lightning but <u>but</u> upgrade - Motion Sensors in work areas - Cleaned the domestic hot water exchangers <u>exchangers</u>
4. What staff member is the designated building operator?	<u>Maintenance Supervisor</u>
5. When was the energy audit conducted in CY 2012?	Date: <u>September 2, 2012</u>
What strategies were developed to conserve energy usage?	<ul style="list-style-type: none"> - Install Motion Sensors - Reduce laundry usage - Re-lamping - Preventive maintenance - Replace fluorescent lights w/ LED
6. What were the annual costs for the following utilities in CY 2012?	Natural Gas: <u>\$ 216,556.10</u> Water: <u>\$ 374,464.48</u> Electricity: <u>\$ 509,671.73</u>
7. Are institution staff made aware of the institution's waste reduction and energy conservation goals? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, how? <u>Recycling bins in all housing units - offices in units</u> <u>Recycling containers in Administrative Area</u>
8. Are inmates made aware of and trained regarding the institution's waste reduction and energy conservation goals? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If so, how? <u>Recycling bins in all housing units</u>

Inspector: GarrisonFacility: TOCI
Date: 8-5-13

Waste Reduction	
9.	When was the waste audit conducted in CY 2012? <u>May 2012</u> What were the noticeable trends in waste disposal in 2012? <u>- Disposes of 1,500 tons of solid waste</u> <u>approximately 35 tons are recyclable.</u>
10.	What waste diversion tactics were developed as a result of the audit? <u>Rec Dressed - Sorted waste and reduced number of</u> <u>trash pulls. Also found other items to recycle</u>
11.	How is the information tracked? <u>EIM</u>
12.	Does the Energy Coordinator complete a monthly report documenting the costs, usage, weight, and savings and/or wastage? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, what were the average waste disposal numbers for the following in CY 2012: Monthly Costs: <u>\$500</u> Monthly Savings: <u>\$500</u> Monthly Weight: <u>71682.7 lbs. full year</u> Monthly Wastage: <u>71682.7 lbs. full year</u>
13.	Were local agencies, such as the health department, were used to assist in the audit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, which agency was used? <u>N/A</u>
Recycling	
14.	What is the most recycled item at the institution? Paper <input type="checkbox"/> Plastic <input type="checkbox"/> Card board <input checked="" type="checkbox"/> Metal/Aluminum cans <input type="checkbox"/>
15.	How much money did the institution earn through its recycling program? <u>FY 2013 = \$5,185.75</u>
16.	Did the institution have access to 50% of the earnings? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, what was the money used for? <u>Partial revenue used to buy the Scales</u>
17.	Does your facility have a material compactor? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If not, what institution is the closest in proximity to recycle your items?
18.	How do you dispose of recycled materials? <u>Local Company</u> <u>State Paper + Metal</u>

Inspector: JHFacility: Tox
Date: 8/8/13

AREA INSPECTED: RECREATION

ACCESS TO RECREATION		COMMENTS
1. Are activities available to all inmates, including those with disabilities?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Examples: Step it Up @20 ↳ wheel chair • weight loss/mobility
2. How many hours per day are inmates permitted to recreate?		
3. Example of typical recreation/yard schedule:		<p>Morning hours: <u>7:00 - 8:30</u> - 3B (mod) 1130-1:00 Level 4</p> <p>Afternoon hours: <u>1:30 - 2:15</u> - 3A 230-330-3A</p> <p>Evening hours: <u>4:30 - 6:00</u> - 4A 610-715 - Level 3A</p>
4. How many inmates/housing units are permitted to recreate at any one time?	3A 4 → one	745 - 915
5. How many inmates are involved in the following:	<input checked="" type="checkbox"/> Music Program <input checked="" type="checkbox"/> Arts/Crafts Program	
6. How frequently is recreation shut down due to staffing/unexpected issues?	Rarely <input checked="" type="checkbox"/> (freezes) Sometimes (2-3 times per week) <input type="checkbox"/> Frequently (3+ times per week) <input type="checkbox"/>	
7. Describe any obstacles to inmate access to recreation:	NO	
8. Where are activities posted for inmate information?	- units	How frequently are they updated: <u>monthly and as needed</u>
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	
11. How many staff are assigned to supervise inmates? 	⁶⁰⁵ 1 st 2 - Supervis. elim. 2008 2 nd 2 - one EAT, but vacant : position posted	
12. How many inmate program assistants are assigned to the recreation department?	IDK	
VARIETY/SELECTION OF ACTIVITIES		COMMENTS
13. How often are new activities introduced?	IDK	
14. What are examples of unique/innovative recreational opportunities provided at this institution?	- Step it up	

Inspector: JH

Facility: TOCI

Date: 8/8/13

Rec. 2

15. What inmate-led recreation programs are available at this institution (ex. aerobics, Zumba)?	- <u>Step It Up</u> * Inmate commissioners coordinate intramural
16. What incentive-based health/wellness programs are provided at this institution (ex. Biggest Loser competition)?	teams
17. How often is the selection of movies rotated? <u>4</u>	Number of movies in rotation: <u>4</u> movie rotation (Netflix) * Try to make M/Tu
18. What intramural sports are available at this institution: - basketball - softball - soccer	- handball - sand volleyball
19. What are the top concerns inmates express about recreation? a. movie selection only b. c. d.	
20. What activities or equipment would improve recreation?	- Supervisor o GAT
Describe Recreation Facilities: * <u>Indoor</u> - gymnasium - equipment room - music room - rest room facilities * <u>Outdoor</u> - softball diamond - bleachers - sand volleyball - open field space - basketball cts - pull-up bar stations - track	
Additional Comments:	

Inspector: JH

Facility: ToC1
Date: 8/8/13

Physical Activities	Level 3
Aerobics	✓
Basketball Outside Team	—
Basketball Intramural	✓
Bocciball	—
Bowling (Rubberized Balls)	✓
Bean Bag Toss	✓
**Dodgeball	—
Exercise Bicycles	✓
*Fast/ Slow Pitch Softball	✓
Football Flag	— broken collar bones
Frisbee	✓
Handball	✓
Horse Shoes	—
Jogging	✓
Kickball	—
Pickleball	—
Racquetball	—
Soccer Intramural	✓
Softball Intramural	✓
Softball Outside Teams	—
Track and Field	—
Track & Field Outside Teams	—
Volleyball	✓
Volleyball Outside Teams	—
Wellness Programs	— (through medical)
Yoga	—

Cultural / Arts	Level 3	Frequency
Cultural Ethnic Events	↑	
Crafts		
Dance Performance		
Holiday Shows		
Institutional Bands		
Sign Language		
Talent Shows		
Theater	↓	

None currently planned/offerred due to the limited staffing.

SK

Special Events	Level 3	Frequency
*Charitable Fundraisers	through groups	
Art/Craft Shows	—	
Outside Catered/Fast Food	—	
Inmate Health Fairs	yes	annually (April)
Outside Entertainment		

family day - ridge program

Corrections Analyst: CR

Facility: To C1
Date: 8/5/13

PRINCIPAL INTERVIEW

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

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

EDUCATIONAL ADMINISTRATOR INTERVIEW [with input from Principal]

STUDENT POPULATION and ACCESS	
6. Current educational staff <u>7</u>	1 Principal(s)/Assistant Principal <u>1 Shared</u> <u>3</u> Teachers (Academic, C-T, A/T, etc.) <u>(limited to level 2 inst.)</u> 1 Guidance Counselor/Educational Specialists 1 Other <u>Instructional Support</u> 1 Title I teacher <u>Shared</u> <u>Electronic & Comp. repair</u> <u>4 not total</u>
7. Current vacancies (<u>1</u> total)	Positions: <u>approved an AOT course/program</u> <u>4 teaching positions to be filled</u>
8. What is the average or approximate student/teacher ratio?	Academic - <u>15/1 ABE, 20/1 pre-GED, 25/1 GED</u> Career-Tech - <u>18-20/1 comp repair & also 5 wk. classes</u> Other - <u>NA</u>
9. How many certified inmate tutors?	Academic - <u>5 current w/ 8 waiting to be trained</u> Career-Tech/assessments - <u>2 current</u>
10. What initiatives have been implemented to increase access to educational programs?	running career enhancement programs continuously to keep enrollments up. * Teacher's Brochure (new) to advertise his programs - the Career Enhancement Classes (recruited in 100+ kits of inmates) * AOT (new program) to start (don't know date); has been approved; will run an class & devote pm class to PC skills needed to take GED test & to gain reentry Computer skills * <u>inmate tutoring</u> still a long wait. students get a packet delivered to them.
11. Describe education delivery (method and frequency) to segregation.	short term in seg rooms class * <u>inmate tutoring</u> still a long wait. students get a packet delivered to them.

Career enhancement 5. week course: electronics/comp. repair & usage of Microsoft office skills also.

one class = no passes were delivered, so no inmates received in the blocks.
one class = COS don't think its important so there is a breakdown in the program into
so, only one student showed up. something just didn't work out.

Corrections Analyst: CR

Facility: TOCI
Date: 8.5.13
Prim. pg. 2

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 	<i>pay own membership fees</i> <i>Conf. fees of DRC & ASSOC.</i> <i>DRC pay up to \$2500</i>
13. Describe opportunities for internal evaluation and improvement, such as	
<ul style="list-style-type: none"> Principal evaluation of teachers Informal peer teacher feedback 	<i>2x year 1st Asst. P.</i> <i>Ray Abram (pre GED, GED)</i> <i>new teacher (Matt Denman) teaches GED + pre-GED</i>
14. Describe system for rewarding/incentivizing continuous professional development.	
<i>raise</i>	
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?	<i>Desk in Hall; a response system is needed, w/ staff training</i>
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
<i>locked storage cabinets</i>	
INSTITUTIONAL NEEDS ASSESSMENT	
19. Date of last annual institutional needs assessment:	
20. What positives, negatives, or other 'take away' findings emerged?	
a. _	
b. _	
c. _	
SPECIALIZED EDUCATIONAL PROGRAMMING	
21. Does your institution offer any of the following specialized educational programs:	
<ul style="list-style-type: none"> Career-Technical Education <i>yes</i> Career Enhancement Programs (5 week modules in employment readiness, trades, and safety) <i>yes</i> Advanced Job Training (AJT) - college courses <i>NO</i> Apprenticeship Programs <i>yes</i> Title I (for educationally disadvantaged under 21 years) <i>yes</i> Transitional Education Program (TEP) <i>NOT any more</i> Education Intensive Prison Program (EIPP) <i>NO</i> 	<i>(msds have option to get a course in Sociology thru Cam Mags. & Univ of Toledo - held in visitation 50/50 (im/prg. call. stud.). Free to ms, costs covered by U.T.)</i>
22. What additional specialized educational programs are available?	
a. _	
b. _	
c. _	
<i>NO</i>	
<i>shortage of teachers + TOCI head starts cannot mix; cas. mixed.</i>	
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 - <i>sharing of mat. ls.</i> Career-Tech - <i>Copyright date?</i>
25. Describe inmate student use of technology, if any.	Academic - <i>no new books because its all changing</i> Career - Tech - <i>test bench & tools</i>
26. To what degree is all technology currently working?	Are repairs pending?
<i>18-20 per CAIL lab</i>	

20 new PCs (4 yr. old) in Vocat'l AOT lab especially w/ the
20 other PCs in Electronics C-T Class sup for GED online.

Inspector: CRFacility: T6C1
Date: 8-7-13

AREA INSPECTED: LIBRARY/LAW LIBRARY

FACILITIES		
1. Does the area appear to be clean and well-maintained?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
2. Does the area have attributes of an inviting environment?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
3. How many computers/typewriters are available for inmates' use? <i>Series</i> [of the total PCs for IM use, <u>4</u> # for LEGAL work and <u>2</u> # for REENTRY work] <i>if for typing = 8</i>	10 PCs (IM access) 2 typewriters	How many are inoperable at this time? <u>1</u> Work orders submitted? <u>yes</u>
4. Describe the resources that are available electronically.	<i>Series</i> <i>Reentry (Intranet)</i>	
5. How often are new materials added to the library?	<i>weekly</i>	What are your sources for new library materials? <i>Series</i> <u>purchases, donations</u> <i>Toledo Lib</i>
6. How many inmate workers are assigned to the library/law library? <i>(9 total)</i>	<i>8</i>	What duties do the library aides fulfill? <i>porter</i> <i>mend, stock, stacks, circulation</i>
7. What media alternatives are available in addition to books, magazines, and newspapers?	Audio books <u>in use</u> Kindle <u>NO</u> Other <u>Cassette tapes</u> Other <u>Music CDs</u>	
8. Are you aware that the CIIC reports are available to inmates in the library?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Have you ever requested a copy of any CIIC report? <input checked="" type="radio"/> Yes <input type="radio"/> No <i>IMS want them own copies @ 54/pg.</i>
ACCESS		
9. What is the most frequent use of the library by the inmates?	<i>Law materials</i> <i>Newspapers, magazines, reserved books</i>	
10. Are library services available daily, including weekends and evenings?	<input checked="" type="radio"/> YES <input type="radio"/> NO	<i>5 Days T-Sat eve. & weekends</i> <i>Sun & Mon - limit lib. avail</i>
11. What is the minimum amount of time that most inmates are able to use the library?	<i>3-4 hrs. / week for main lib.</i> <i>all the time in unit library</i>	
12. Is there a cap/limit on the number of inmates who may use the library at one time?	YES <input type="radio"/> NO <input checked="" type="radio"/>	Cap/limit #: <u>not current limit</u>
13. Describe access to library materials for inmates housed in special management areas	<i>Say IMS title; matls prepared & taken to unit once per week.</i>	
14. Describe your library initiatives that go above and beyond routine library services and support literacy development, reading, and learning.	Book Clubs <u>NO</u> Literature Circles <u>NO</u> Tracking inmate interests and supplying additional materials based on interests <u>NO</u> Other <i>tries to get books by popular authors</i> Other <i>reentry books obtaining</i>	

*Reentry (Lib.) Tutor**Series of Toledo Lib 20+ books this year*

Inspector: CRFacility: ToC1Date: 8.7.11Library R2

LEGAL		
15. Are DRC Administrative Rules (5120-9 series) available to inmates upon request?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
16. Are forms on hand to allow inmates to file court actions?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Is there assistance (from whom) available to inmate in completing these forms?
	<u>handcopies</u>	<u>legal clerk</u>
17. Describe access to legal research resources (e.g. LexisNexis, Westlaw)	<u>requests help from legal clerk</u>	
18. How many computers are currently equipped for legal research?	# 3 + 1 pc. in L Unit (4A) - typing	
	<u>4 Lexis + 4 typewriters = 8</u>	
REENTRY		
19. How would you describe your 'reentry section' of the library? What types of materials and specific resources are included in that part of the library?	<u>2 PCs</u> <u>books on shelves + behind counter</u> <u>↳ some in office also.</u>	
20. What resources are available to teach inmates how to prepare resumes, cover letters, etc.?	<u>on PC + books + extra materials</u> <u>* Fairshake organization - is very good</u>	
21. What specific materials and resources exist related to employment, companies, and job searches?	<u>on PC in Resource Center</u> <u>County DVDs coming soon (in 2-3 weeks)</u>	
22. What reentry resource information is available to inmates on a county-by-county basis?	<u>↳ poster map for reference to materials</u> <u>MUSCLE</u>	
23. Describe your library stock of post-secondary educational materials and textbooks and other expository text.	<u>behind counter AND on stacks</u>	
24. Describe the African-American/Hispanic/ethnic section.	<u>Af. Am. on Cart - very large collection</u> <u>Hisp. behind counter - very large collection</u>	
ADDITIONAL COMMENTS (including library/law library schedule):		
<u>many books are stolen. i.e. 2 yrs. ago 1,400 Stolen</u> <u>last yr. 2,400 Stolen</u>		

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

D. ENDNOTES

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- ⁱ Ohio Department of Rehabilitation and Correction, Toledo Correctional Institution website. Accessed at <http://www.drc.ohio.gov/Public/dci.htm>
- ⁱⁱ Ibid.
- ⁱⁱⁱ Ohio Department of Rehabilitation and Correction, "Institution Counts: TOCI," provided on August 5, 2013.
- ^{iv} American Correctional Association (ACA) Accreditation Report, Toledo Correctional Institution, June 8-10, 2011.
- ^v Ohio Department of Rehabilitation and Correction, "Institution Counts: TOCI," provided on August 5, 2013.
- ^{vi} Ibid.
- ^{vii} Ohio Department of Rehabilitation and Correction, Toledo Correctional Institution website. Accessed at <http://www.drc.ohio.gov/Public/dci.htm>
- ^{viii} Ibid.
- ^{ix} Significant Incident Summary reports provided by Toledo Correctional Institution for the following periods: January 2012 – December 2012.
- ^x Ibid
- ^{xi} A Report on Assaults, Disturbances, Violence, and Prosecution in the Ohio Department of Rehabilitation & Correction: January 1, 2007 through September 30, 2012.
- ^{xii} Significant Incident Summary reports provided by Toledo Correctional Institution for the following periods: January 2012 – December 2012.
- ^{xiii} Ibid
- ^{xiv} A Report on Assaults, Disturbances, Violence, and Prosecution in the Ohio Department of Rehabilitation & Correction: January 1, 2007 through September 30, 2012.
- ^{xv} Ibid
- ^{xvi} Information provided by the Ohio Department of Rehabilitation and Correction, June 21, 2013.
- ^{xvii} Significant Incident Summary reports provided by Toledo Correctional Institution for the following periods: January 2012 – December 2012.
- ^{xviii} Significant Incident Summary reports provided by Toledo Correctional Institution for the following periods: January 2010 – December 2010.
- ^{xix} Information provided by the Ohio Department of Rehabilitation and Correction, April 22, 2013.
- ^{xx} Information provided by the Ohio Department of Rehabilitation and Correction.
- ^{xxi} Ibid.
- ^{xxii} Ohio Department of Rehabilitation and Correction Medical Monthly Institutional Statistical Summary, June 2013.
- ^{xxiii} Ohio Department of Rehabilitation and Correction's policy 67-MNH-09, Crisis Management and Suicide Prevention, as January 21, 2013.
- ^{xxv} Ohio Department of Rehabilitation and Correction Bureau Recovery Services Site Visit Report, May 22, 2013.
- ^{xxvi} Ohio Department of Rehabilitation and Corrections, Bureau of Recovery Services Annual Report 2012. Retrieved from <http://www.drc.ohio.gov/web/Reports/Recovery/Fiscal%20Year%202012.pdf>
- ^{xxvii} Toledo Correctional Institution, inmate communication, August 6, 2013.
- ^{xxviii} State of Ohio Standard Inspection Report, Toledo Correctional Institution, February 6, 2013.
- ^{xxix} Toledo Correctional Institution, personal communication, August 6, 2013.
- ^{xxx} Department of Rehabilitation and Correction Total Institutional Overtime Calendar Year 2008-2012, Toledo Correctional Institution, February 2013.
- ^{xxxi} Ibid.
- ^{xxxii} CY 2012 Correctional Officer Paid Overtime, Ohio Department of Rehabilitation and Correction, Toledo Correctional Institution, February 19, 2013.
- ^{xxxiii} Ibid.
- ^{xxxiv} Toledo Correctional Institution Staff Vacancy Report as of August 5, 2013.
- ^{xxxv} Toledo Correctional Institution, personal communication, August 5, 2013.

^{xxxvi} CY 2012 Turnover Rates, Ohio Department of Rehabilitation and Correction, Toledo Correctional Institution, February 19, 2013.

^{xxxvii} Toledo Correctional Institution, personal communication, August 9, 2013.

^{xxxviii} Toledo Correctional Institution, personal communication, August 12, 2013.

^{xxxix} Ohio Department of Rehabilitation and Correction 2012 Performance Data, Toledo Correctional Institution, January 30, 2013.

^{xl} Ibid.

^{xli} Ohio Standards Testing Report, Dayton Correctional Institution, January 2012 through September 2012.

^{xlii} Toledo Correctional Institution, personal communication, August 5, 2013.

^{xliii} Recycling Scorecard for Deposits in FY 2012, Toledo Correctional Institution, June 30, 2012.

^{xliv} Recycling Scorecard for Deposits in FY 2013, Toledo Correctional Institution, received August 5, 2013.

^{xl} Waste Minimization Report: Toledo Correctional Institution, May 2012.

^{xli} Toledo Correctional Institution, personal communication, August 5, 2013.

^{xlii} 2012 Property Reimbursement, Department of Rehabilitation and Correction, Toledo Correctional Institution, February 2013.

^{xliii} Department of Rehabilitation and Correction 2007-2011 Property Reimbursement, Toledo Correctional Institution, February 20, 2013.

^{xliv} 2012 Property Reimbursement, Department of Rehabilitation and Correction, Toledo Correctional Institution, February 2013.