



Lake Erie Correctional Institution

January 22, 2013
January 23, 2013

Gregory Geisler,
Report Coordinator

**CORRECTIONAL INSTITUTION INSPECTION COMMITTEE REPORT
ON THE INSPECTION AND EVALUATION OF THE
LAKE ERIE CORRECTIONAL INSTITUTION**

Dates of Inspection:	January 22, 2013 January 23, 2013
Type of Inspection:	Unannounced
Legislators/CIIC Staff Present:	State Senator Capri Cafaro State Representative John Patterson Joanna E. Saul, Director Gregory Geisler, Corrections Analyst II Adam Jackson, Corrections Analyst II Carol Robison, Corrections Analyst II Darin Furderer, Corrections Analyst I Jamie Hooks, Corrections Analyst I
Facility Staff Present:	Warden Barry Goodrich CIIC spoke with many additional staff throughout the course of the inspection.

Institution Overview:

The Lake Erie Correctional Institution (LAECI) is a medium/minimum security prison, housing Level 1 and 2 inmates. It is located on 52 acres in Conneaut, Ohio, Ashtabula County.ⁱ The institution's FY 2012 budget was \$25,296,126.ⁱⁱ The rated capacity for Lake Erie Correctional Institution is 1,798.¹ On the date of the inspection, the institution housed 1,794 inmates.ⁱⁱⁱ The institution scored high on the most recent ACA audit.^{2iv}

Demographically, 60.1 percent of the inmates are classified as black, and 36.5 percent as white.^{3v} The average inmate age was 33 years.^{4vi} The institution employs 275 staff.^{vii}

¹ The previous rated capacity was 1,498. When CCA assumed responsibility for the contract an additional 300 beds were added by placing bunks in space formerly utilized as dayroom and programming space.

² The most recent American Correctional Association (ACA) audit of the facility was conducted December 4-6, 2012. The facility scored 100 percent compliant for mandatory standards and 99.07 percent compliant on non-mandatory standards. The four areas of noncompliance were due to insufficient natural light in the cells and the dayroom, insufficient space per occupant, insufficient ratio of toilets, sink, and showers-to-inmate. ACA auditors granted the institution a waiver for each area of non-compliance.

³ In addition, 3.18 percent were classified as other.

⁴ Staff relayed that the average age was closer to 30; however, the differences in when the reports were generated may be responsible for the differences the age.

Since the last CIIC inspection in September 2011, the state sold the institution to the Corrections Corporation of America (CCA). CCA assumed control of operations on December 31, 2011. In 2012, the institution increased its population by 300 inmates.

Inspection Overview:

The inspection of LAECI raised a number of significant concerns. At CCA staff's invitation, CIIC will conduct a full re-inspection in six months' time to reevaluate; this report is therefore to be considered a progress report.

LAECI's primary issue is safety and security. Staff interviews, inmate focus groups, the inmate survey, and institutional data all indicate that personal safety is at risk at LAECI. Assaults, fights, disturbances, and uses of force have all increased in comparison to prior years. There is a high presence of gang activity and illegal substance use. Inmates reported frequent extortion and theft.

Incident reports indicate that staff hesitate to use force even when appropriate and at times fail to deploy chemical agents prior to physical force, risking greater injury to both inmates and staff. Staff also do not appropriately sanction inmates for serious misconduct. At the time of the inspection, the facility had no options for sanctions other than the segregation unit, which was full.

The above issues are compounded by high staff turnover and low morale. New staff generally do not have the experience or training to be able to make quick judgments regarding the appropriate application of force or how to handle inmate confrontations. Staff also reported that they are often required to work an extra 12 hours per week, which may impact their response.

Staff have relayed that they have already instituted additional security measures to control contraband and that they are in the process of implementing a stratification plan that will improve the overall facility environment and violence levels. Following the inspection, LAECI staff were very responsive to CIIC's concerns. Staff promptly developed extensive action plans and engaged in several follow-up discussions with CIIC regarding the identified issues. LAECI staff also relayed that they are actively engaging local stakeholders to build positive relationships with the surrounding community.

CIIC welcomes the opportunity to return in six months to reevaluate.

I. INSPECTION SUMMARY

SAFETY AND SECURITY: IN NEED OF IMPROVEMENT⁵

INDICATORS	RATING	FINDINGS
Assaults	In Need of Improvement	<ul style="list-style-type: none"> • Inmate on inmate assaults increased by 187.5 percent between 2010 and 2012. • The rate of inmate on inmate assaults in 2012 was significantly higher than the rate for comparator prisons, although it was slightly lower than the DRC average. • Inmate on staff assaults increased by 305.9 percent between 2010 and 2012. • The rate of inmate on staff assaults in 2012 was significantly higher than the rate for comparator prisons as well as the DRC average.
Fights	In Need of Improvement	<ul style="list-style-type: none"> • Rule 19 (fight) convictions increased by more than 40 percent from 2011 to 2012. • However, the rate of conduct reports for rule 19 violations at LAECI was approximately average for comparator prisons and slightly lower than the DRC average.
Disturbances	In Need of Improvement	<ul style="list-style-type: none"> • Total disturbances in 2012 doubled in comparison to prior years. • In 2012, LAECI had a higher number of disturbances than the average for comparator prisons and the DRC.
Use of Force	In Need of Improvement	<ul style="list-style-type: none"> • Total uses of force increased by 24.1 percent between 2010 and 2012. The 2012 rate is lower than the DRC average, but was more

⁵ 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>than 1.5 times the average of comparator prisons.</p> <ul style="list-style-type: none"> • Use of chemical agents increased by 127.3 percent between 2010 and 2012. • Multiple files contained documentation errors. • Several of the use of force incidents may have been resolved more safely with the earlier implementation of chemical agents.
Security Threat Groups	In Need of Improvement	<ul style="list-style-type: none"> • Despite having a higher percentage of STG-affiliated inmates than comparator prisons, LAECI's rate of rule 17 violations was lower than comparator prisons, indicating a possible under-identification of gang activity.
Access to Illegal Substances	In Need of Improvement	<ul style="list-style-type: none"> • During the previous six months of drug screenings, 6.7 percent of the inmates tested positive, which is higher than the DRC average. In the most recent monthly drug test, 13 percent were positive. • An inmate recently died from a suspected overdose of illegal substances (heroin).
Rounds	Acceptable	<ul style="list-style-type: none"> • Officers documented security checks consistent with policy. • The Warden, DWO, and UMC documented rounds, on average, at least two or three times per month. • The DWSS generally conducted rounds only twice per month. The Inspector conducted rounds generally only once, each time for less than ten minutes, and in two units he did not record rounds at all during the month.
Shakedowns/Bunk Searches	In Need of Improvement	<ul style="list-style-type: none"> • Security staff did not consistently conduct/document requisite bunk searches each shift. The average number of shakedowns completed each shift for the reviewed days was 10.
Staff Planning/Intelligence	Deferred	<ul style="list-style-type: none"> • CIIC did not evaluate this area at LAECI.
Significant Inmate Survey Responses		<ul style="list-style-type: none"> • 67.6 percent of inmate respondents reported that inmates are "unsafe" or "very unsafe" from other inmates at the institution

		<p>compared to only 11.2 percent who said it was “safe” or “very safe.”</p> <ul style="list-style-type: none"> • 35.2 percent of inmate respondents reported that they had been harassed, threatened, or abused by other inmates. • 34.3 percent of inmate respondents said it is easy to obtain illegal drugs in the facility. • 32.7 percent reported it is easy to get tobacco in the facility.
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HEALTH AND WELLBEING: GOOD

INDICATORS	RATING	FINDINGS
Unit Conditions	Good	<ul style="list-style-type: none"> • The average level of cleanliness for both bunk areas and dayrooms was rated as good. • Only one housing unit, Superior A/B, was found to be in need of improvement. • The majority of toilets, sinks and showers were in working condition. All maintenance issues are reportedly addressed in 24-48 hours.
Medical Services	Acceptable	<ul style="list-style-type: none"> • Access to medical services appeared consistent with DRC policy. • Chronic care inmates stated their conditions are treated properly, and staff treats them professionally. • There were no backlogs reported. • However, both staff and inmates relayed concerns, including poor cooperation between medical staff and security staff, unnecessary delays when prescriptions are changed by the provider, and longer than average wait times to see medical staff.
Mental Health Services	Good	<ul style="list-style-type: none"> • Access to mental health services appeared consistent with DRC policy. • There was no backlog for mental health services.

Food Services	Good	<ul style="list-style-type: none"> • CIIC rated the sampled meals as good or acceptable. • The dining hall and kitchen prep areas were clean.
Recovery Services	Deferred	<ul style="list-style-type: none"> • The most recent DRC audit of the facility’s recovery service programs occurred in August 2011 when the facility was operated by the previous vendor; therefore, CIIC defers rating this section until the follow-up inspection.
Recreation	Acceptable	<ul style="list-style-type: none"> • Inmates are offered a broad variety of activities, including a range of seasonal intramural sports, inmate-led aerobics classes, arts/crafts, and various card/board game tournaments. • The recreation facilities appeared clean and there were no reported maintenance concerns. • Staff relayed that a lack of indoor recreation space is an obstacle to inmate access during winter, as the yard is not always functional due to inclement weather.
Significant Inmate Survey Responses		<ul style="list-style-type: none"> • 62.1 percent of inmates stated they were satisfied with the care they received from nurses, and 53.9 percent of the inmates stated they were satisfied with the care they received from doctors. • 68 percent of respondents reported that health service request forms are generally not responded to within two days. • 58.7 percent of respondents indicated that they do not have adequate access to recovery services programming. • 71.3 percent of respondents were unsatisfied or very unsatisfied with access to recreation. Further, 38.9 percent of respondents felt that the recreation schedule is either rarely or never followed. • 69.1 percent of inmates stated that they were either unsatisfied or very unsatisfied with the quality of the food. The primary concern for inmates was in regard to the size of the portions; however, CIIC believes that the sizes are in line with other institutions.

FAIR TREATMENT: IN NEED OF IMPROVEMENT

INDICATORS	RATING	FINDINGS
Staff Accountability	In Need of Improvement	<ul style="list-style-type: none"> • Inmate focus group participants expressed that staff lack control over the inmate population, that policies and procedures are inconsistently followed, and that there are many inexperienced corrections officers who are not fully versed on policies and procedures. Further, participants relayed that some officers ignore inmate misconduct and are apprehensive to hold inmates accountable because they want to avoid potential conflict. • Inmate survey responses were predominantly negative.
Inmate Discipline	In Need of Improvement	<ul style="list-style-type: none"> • Inmates are not being held accountable even when committing serious rule infractions, such as consumption of illegal drugs and possession of cellphones, which is a serious concern. • Positively, staff are diligent in following DRC disciplinary hearing and review procedures.
Inmate Grievance Procedure	Acceptable	<ul style="list-style-type: none"> • The untimely response rate to informal complaints was below the DRC average. Zero grievances were extended beyond the fourteen day timeframe, also below the DRC average. • Staff responses to informal complaints are professional and generally responsive to the inmate’s concern. • However, 4.6 percent of informal complaints did not receive a response in 2012, which is higher than the DRC average. • In addition, a high percentage of inmate respondents to CIIC’s survey responded negatively regarding the grievance procedure.
Segregation	Acceptable	<ul style="list-style-type: none"> • The segregation unit was overall excellent. • However, a disproportionately high number of inmates (79.2 percent) are being held in segregation on Security Control status.
Significant Inmate		<ul style="list-style-type: none"> • 82.5 percent of total respondents indicated that most staff conducted

<p>Survey Responses</p>		<p>themselves professionally only sometimes or rarely;</p> <ul style="list-style-type: none"> • 50 percent of total respondents indicated that they had been harassed, threatened, or abused by staff, with the most common response indicating that it had involved insulting remarks; • 63.6 percent of total respondents indicated that their Case Manager was not helpful, with an additional 5.6 percent stating that they did not know who their Case Manager was; and, • 71.3 percent of total respondents indicated that the Unit Manager was not helpful, with an additional 7.4 percent stating that they did not know who their Unit Manager was. • 94.9 percent of respondents indicated that they did not feel that informal complaints are generally dealt with fairly at the institution; • 80 percent of respondents indicated that they do not generally receive a response to informal complaints within seven days; and, • 95.8 percent of respondents indicated that they do not feel that grievances are generally dealt with fairly.
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REHABILITATION AND REENTRY: IN NEED OF IMPROVEMENT

INDICATORS	RATING	FINDINGS
<p>Access to Purposeful Activities</p>	<p>In Need of Improvement</p>	<ul style="list-style-type: none"> • Unit activities and space on units for activities were lacking. A high rate of inmate idleness was observed. • The rate of inmates enrolled to inmates on waitlists for academic programs for FY 2012 is worse than the DRC average, the comparator institutions' average, and LAECI's rate in FY 2010.
<p>Quality of Educational Programming</p>	<p>Good</p>	<ul style="list-style-type: none"> • The total number of GEDs achieved in CY 2012 was slightly higher than the total number of GEDs reportedly achieved at LAECI in FY 2010 under the previous vendor. • The passage rate of GED completions was higher than the rate across the DRC, comparator prisons, and LAECI's reported rate in

		<p>FY 2010.</p> <ul style="list-style-type: none"> The rate of certificate achievement when compared to academic enrollment was higher in FY 2012 than the DRC average and comparator prisons, but lower than LAECI's reported rate in FY 2010.
Library	In Need of Improvement	<ul style="list-style-type: none"> The rate of materials compared to population is significantly below the DRC average. The number of hours that the library is open is significantly lower than both the DRC average and comparator prisons.
Ohio Penal Industries	N/A	<ul style="list-style-type: none"> LAECI does not have an OPI shop.
Reentry Planning	Acceptable	<ul style="list-style-type: none"> The Reentry Coordinator was praised by inmates close to release as being a useful resource who dedicates time to assisting inmates. However, inmate survey responses consistently indicated that general population inmates were not well aware of many details associated with their reentry process.
Security Classification and Privilege Levels	Deferred	<ul style="list-style-type: none"> CIIC did not evaluate this area at LAECI.
Significant Inmate Survey Responses		<ul style="list-style-type: none"> (See Reentry Planning)

FISCAL ACCOUNTABILITY: IN NEED OF IMPROVEMENT

INDICATORS	RATINGS	FINDINGS
Staffing	In Need of Improvement	<ul style="list-style-type: none"> Officers reported working an average of 12 additional hours per week. Officers interviewed considered staff morale to be average to very low based on safety concerns and mandated overtime hours.

		<ul style="list-style-type: none">• Staff turnover in December 2012 was greater than 20 percent.• Positively, all staff reportedly completed training in FY 2012.
Cost Savings Initiatives	Deferred	<ul style="list-style-type: none">• Sufficient information was not available to rate this area.

RECOMMENDATIONS SUMMARY

- Evaluate the increase of assaults/fights/disturbances/violence in 2012 and determine contributing causes and patterns.
- Thoroughly review use of force policies with staff and empower staff to use appropriate force, when justified and in line with policy. Executive staff should also review use of force documentation procedures with medical staff and shift supervisors. Staff should also consider reviewing paper files to ensure all necessary documentation is available.
- Evaluate whether they are documenting disruptive group activity through rule 17 violations and actively warning inmates that accruing rule 17 violations will affect their security classification.
- Evaluate the high rate of illegal substance use at the facility and determine administrative actions to reduce the presence of illegal substances in the facility, including sanctions for inmates.
- Review shakedown requirements with staff.
- Reexamine the medication refill policy to reduce delays.
- Evaluate the delivery of diabetic snack bags to ensure that they contain appropriate food and are delivered on time.
- Evaluate the placement of risk level one inmates in recovery service programs.
- Consistently follow the recreation schedule, especially during winter months when access to the yard is restricted due to inclement weather.
- Hold inmates accountable for serious rule infractions. Staff should immediately implement a more stringent sanction structure, which could include its stratification plan, privilege levels, or other options.
- Encourage staff to respond to informal complaints within the seven day timeframe.
- Evaluate the high number of inmates in segregation under Security Control and determine where processes could be made more efficient.
- Complete the energy and waste audits as required by DRC policy.
- Track utilities in the DRC database.
- Ensure that all evaluations are completed by the required date.

ADDITIONAL SUGGESTIONS

- Consider increasing the frequency and duration of executive staff rounds, especially in regard to the Inspector.
- Consider evaluating the medical AMA rate and determine whether any staff actions could reduce it.
- Consider developing strategies to increase and improve cooperation between medical staff and security staff to ensure order is maintained in the infirmary, the time for evening pill call is decreased, and to monitor inmates more stringently during pill call. Staff should also consider assigning more experienced officers to monitor pill call and/or provide additional training to reduce medication abuse and misuse.
- Consider strategies to reduce the wait time to be seen in sick call, which could include collecting sick call slips more than once per day.
- Consider surveying inmates regarding the food quality and determine whether there are options to improve the quality of the meals without increasing costs.
- Consider implementing a culinary arts program to increase the work ethic and interest of food service workers. Staff should also consider implementing the incentive program suggested by food service staff.
- Consider offering ServSafe certification courses to inmates in addition to the recommended incentive programs previously mentioned.
- Consider strategies for ongoing evaluation of inmate misconduct and appropriate sanctions.
- Consider reviewing the inmate rights' form with each inmate appearing before the RIB.
- Consider evaluating materials, instructional tools, and funding for programs.
- Consider developing strategies to improve communication between inmates and their families and communities.
- Consider expanding the higher education and reentry resource sections in the library.
- Consider developing strategies to improve access to programs and other purposeful activities, both formal and informal.

ADDITIONAL SUGGESTIONS

- Consider developing strategies to increase inmates' knowledge of reentry-related resources and skills, such as a reentry plan and applicable programs.
- Consider tracking all training based on the number of staff attending the training, and the number of staff not completing the program (including staff failures).
- Consider developing strategies to improve staff morale.

LAECI ACTION PLANS IN RESPONSE

<p>Issue</p>	<p>Concern noted by CIIC – Assaults Inmate on inmate assaults increased by 187.5% between 2010 and 2012. The rate of inmate on inmate assaults in 2012 was significantly higher than the rate for comparator prisons, although slightly lower than the DRC Average. Inmate on staff assaults increased by 305.9% between 2010 and 2012. The rate of inmate on staff assaults in 2012 was significantly higher than the rate for comparator prisons as well as the DRC average.</p> <p>Recommendations noted by CIIC Staff should evaluate the increase of assaults/fights/disturbances/violence in 2012 and determine contributing causes and patterns.</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for assaults. The below information is our action plan to address the concerns and recommendations.</p> <p><u>Action(s) Completed:</u></p> <p>A. A portable barrier has been implemented to reduce the number of inmate on staff assaults in segregation related to the throwing of substances on staff.</p> <p><u>Action(s) Pending:</u></p> <p>A. The Operations Department will continue tracking inmate on inmate assaults and inmate on staff assaults on an institutional mapping system for ongoing operational evaluation; specifically to determine contributing causes as well as patterns within the facility to prevent further incidents. The Assistant Warden of Operations shall conduct a weekly Operations meeting at the facility to ensure all information is communicated effectively to all key supervisors and a single institutional multi-disciplinary operations team is formed.</p> <p>B. LaECI Programs Department/Unit Management are reaching out to internal and external resources for additional program ideas to assist the facility in an effort to enhance existing programming as well as increase inmate participation.</p>	<p>Person(s) Responsible</p> <ol style="list-style-type: none"> 1. Christopher Chestnut, AWO 2. Katrenia Baker-Webb, COUM 3. Chad Rogers, COS 4. Vince Vantell, AWP

	<p>C. Unit Management is working on implementing our stratification plan that will include specialized housing units that focus on correcting problematic behavior with consequences for rule violation and rewards for compliance. This will better enable the facility to administer more stringent and structured sanctions for inmates engaging in assaultive behaviors.</p>	
<p>Comments: Back to Basics training was recently provided by ODRC for LaeCI staff. A Back to Basics review focusing on reducing inmate on inmate and inmate on staff assaults is recommended.</p>		
<p>Stratification plan has been reviewed and approved by ODRC. This plan contains sensitive security information therefore; it is not detailed in this report. ODRC believes that this plan will enhance the safety of staff, inmates, and the public.</p>		
<p>Plan of action accepted. Todd Ishee – NE Regional Director, ODRC</p>		

<p>Issue</p>	<p>Concern noted by CIIC – Fights Rule 19 (fight) convictions increased by more than 40% from 2011 to 2012. However, the rate of conduct reports for rule 19 violations at LaECI was approximately average for comparator prisons and slightly lower than the DRC average.</p> <p>Recommendations noted by CIIC Staff should evaluate the increase of assaults/fights/disturbances/violence in 2012 and determine contributing causes and patterns.</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for inmate fights. The below information is our action plan to address the concerns and recommendations.</p> <p>Action(s) Completed:</p> <p>A. A Back to Basics committee has been implemented to evaluate inmate fights and develop strategies for reduction. Back to Basics training for the committee was completed February 1, 2013.</p> <p>Action(s) Pending:</p> <p>A. The Operations Department will continue tracking inmate on inmate assaults and inmate on staff assaults on an institutional mapping system for ongoing operational</p>	<p>Person(s) Responsible</p> <ol style="list-style-type: none"> 1. Christopher Chestnut, AWO 2. Katrenia Baker-Webb, COUM 3. Chad Rogers, COS 4. Vince Vantell, AWP

	<p>evaluation; specifically to determine contributing causes as well as patterns within the facility to prevent further incidents. The Assistant Warden of Operations shall conduct a weekly Operations meeting at the facility to ensure all information is communicated effectively to all key supervisors and a single institutional multi-disciplinary operations team is formed.</p> <p>B. LaECI Programs Department/Unit Management are reaching out to internal and external resources for additional program ideas to assist the facility in an effort to enhance existing programming as well as increase inmate participation.</p> <p>C. Unit Management is working on implementing our stratification plan that will include specialized housing units that focus on correcting problematic behavior with consequences for rule violation and rewards for rule compliance. This will better enable the facility to administer more stringent and structured sanctions for inmates engaging in fights.</p>	
<p>Comments: Plan of action accepted. Todd Ishee – NE Regional Director, ODRC</p>		

<p>Issue</p>	<p>Concern noted by CIIC – Disturbances Total disturbances in 2012 doubled in comparison to prior years. In 2012, LaECI had a higher number of disturbances than the average for comparator prisons and the DRC.</p> <p>Recommendations noted by CIIC Staff should evaluate the increase of assaults/fights/disturbances/violence in 2012 and determine contributing causes and patterns.</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for inmate disturbances. The below information is our action plan to address the concerns and recommendations.</p> <p>A. The Operations Department will continue tracking inmate on inmate assaults and inmate on staff assaults on an institutional mapping system for ongoing operational evaluation; specifically to determine contributing causes as well as patterns within the</p>	<p>Person Responsible</p> <ol style="list-style-type: none"> 1. Christopher Chestnut, AWO 2. Katrenia Baker-Webb, COUM 3. Chad Rogers, COS 4. Vince Vantell, AWP

	<p>facility to prevent further incidents. The Assistant Warden of Operations shall conduct a weekly Operations meeting at the facility to ensure all information is communicated effectively to all key supervisors and a single institutional multi-disciplinary operations team is formed.</p> <p>B. LaECI Programs Department/Unit Management are reaching out to internal and external resources for additional program ideas to assist the facility in an effort to enhance existing programming as well as increase inmate participation.</p> <p>C. Unit Management is working on implementing our stratification plan that will include specialized housing units that focus on correcting problematic behavior with consequences for rule violation and rewards for rule compliance. This will better enable the facility to administer more stringent and structured sanctions for inmates engaging in disturbances.</p>	
<p>Comments: Plan of action accepted. Todd Ishee – NE Regional Director, ODRC</p>		

<p>Issue</p>	<p>Concern noted by CIIC – Use of Force Total uses of force increased by 24.1% between 2010 and 2012. The 2012 rate is lower than the DRC average but was more than 1.5 times the average of comparator prisons. Use of chemical agents increased by 127.3% between 2010 and 2012. Multiple files contained documentation errors. Several of the use of force incidents may have been resolved more safely with the earlier implementation of chemical agents.</p> <p>Recommendations noted by CIIC Staff should thoroughly review use of force policies with staff and empower staff to use appropriate force, when justified and in line with policy. Executive staff should also review use of force documentation procedures with medical staff and shift supervisors. Staff should also consider reviewing paper files to ensure all necessary documentation is available.</p>
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<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for staff use of force. The below information is our action plan to address the concerns and recommendations.</p> <p><u>Action(s) Completed:</u></p> <ul style="list-style-type: none"> A. A Use of Force training class conducted by ODRC staff was completed August 7, 2012. B. Fourteen total staff members attended ODRC Special Response Team (SRT) training on January 31, 2013 and February 1, 2013. <p><u>Action(s) Pending:</u></p> <ul style="list-style-type: none"> A. A second Use of Force training class will be conducted by Ed Voorhies, Regional Director, (ODRC) at LaECI on February 22, 2013. B. The Use of Force policy (63-UOF-01) and the Action – Response/Response to Resistance Continuum will be reviewed by all staff during the annual in-service training on use of force and unarmed self defense . C. The Chief of Security will emphasize the importance of using appropriate force pursuant to policy, when justified during the monthly Operations Meeting and during weekly facility rounds. D. The Assistant Warden of Operations and Chief of Security will explore opportunities to increase the number of staff trained in chemical munitions within the facility. E. Five staff members are scheduled to complete the ODRC Special Response Team academy during the next offered class. F. The Assistant Warden of Operations will review use of force documentation procedures with medical staff and shift supervisors. G. The Assistant Warden of Operations will ensure all necessary documentation is 	<p><i>Person(s) Responsible</i></p> <ul style="list-style-type: none"> 1. <i>Training Manager</i> 2. <i>Chad Rogers, COS</i> 3. <i>Christopher Chestnut, AWO</i>

	<p>complete and accurate during the completion of the Deputy Warden Review of Use of Force (DRC4181) required by policy 63-UOF-02 (Use of Force Report).,</p>	
<p>Comments: Plan of action accepted. Todd Ishee – NE Regional Director, ODRC</p>		
<p> </p>		

Issue	<p>Concern noted by CIIC – Security Threat Groups Despite having a higher percentage of STG affiliated inmates than the comparator prisons. LaECI's rate of rule 17 violations was lower than comparator prisons, indicating a possible under identification of gang activity.</p> <p>Recommendations noted by CIIC Staff should evaluate whether they are documenting disruptive group activity through rule 17 violations and actively warning inmates that accruing rule 17 violations will affect their security classification.</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for security threat groups. The below information is our action plan to address the concerns and recommendations.</p> <p><u>Action(s) Completed:</u></p> <ul style="list-style-type: none"> A. Facility Administration has designated a second full time Security Threat Group (STG) Coordinator at LaECI. B. A Back to Basics committee has been implemented to evaluate STG activity and to develop strategies for reduction. Back to Basics training for the committee was completed February 1, 2013. <p><u>Action(s) Pending:</u></p> <ul style="list-style-type: none"> A. The STG Coordinators will schedule visits with other ODRC facilities through the ODRC Regional Office for additional training and information sharing opportunity/networking. The LaECI STG Coordinators have received specialized training from several STG Coordinators to identify inmate markings upon their arrival 	<p>Person(s) Responsible</p> <ul style="list-style-type: none"> 1. Anthony Jones, STG 2. Andrew Dragon, STG 3. Chad Rogers, COS

	<p>in the intake process and for management of facility daily operations.</p> <p>B. LaECI will implement a diverse STG Committee in accordance with DRC policy 310-SEC-12 (Security Threat Groups).</p> <p>C. The STG Coordinator(s) currently screen all inmates when they arrive at the facility. At this time, inmates receive verbal and written notification through the STG Activity Notice (DRC 2738) that the institution has identified him as a security threat group participant and will therefore be taking an active role in monitoring the offender's activity. This notice informs the inmate that failure to comply with the notice may result in disciplinary action and is signed by the inmate.</p>	
<p>Comments: STG active and disruptive status inmates have been removed from LaeCI's general population.</p>		
<p>Plan of action accepted. Todd Ishee – NE Regional Director, ODRC.</p>		

<p>Issue</p>	<p>Concern noted by CIIC – Access to Illegal Substances During the previous six months of drug screens, 6.7% of the inmates tested positive, which is higher than the DRC average. In the most recent monthly drug test, 13% were positive. An inmate recently died from a suspected overdose of illegal substances (heroin).</p> <p>Recommendations noted by CIIC Staff should evaluate the high rate of illegal substance use at the facility and determine administrative actions to reduce the presence of illegal substances in the facility, including sanctions for inmates.</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for access to illegal substances. The below information is our action plan to address the concerns and recommendations.</p> <p>Action(s) Completed:</p> <p>A. A Back to Basics committee has been implemented to evaluate contraband including access to illegal substances and develop strategies for reduction. Back to Basics training for the committee was completed February 1, 2013.</p>	<p>Person(s) Responsible</p> <ol style="list-style-type: none"> 1. Christopher Chestnut, AWO 2. Katrenia Baker-Webb, COUM 3. Chad Rogers, COS 4. Vince Vantell, AWP

	<p><u>Action(s) Pending:</u></p> <ul style="list-style-type: none"> A. Internal Management Fencing will be constructed to prohibit direct inmate access to the perimeter fence thus increasing security measures directly impacting the preclusion of illegal substances entering the facility. B. The Facility Investigator will increase intelligence gathering through increased mail and telephone monitoring. C. The Facility Investigator will increase coordination with the FSC Investigations Department to conduct Link Analysis studies of inmate financial transactions. D. Monthly drug screening is completed in accordance with ODRC policy 70-RCV-03 (Inmate Drug Testing) and includes randomly selected inmates, inmates requested by designated staff "for cause" and programming participants. E. Unit Management is working on implementing our stratification plan that will include specialized housing units that focus on correcting problematic behavior with consequences for rule violation and rewards for rule compliance. This will better enable the facility to administer more stringent and structured sanctions for inmates engaging in the use of illegal substances. 	
<p><i>Comments: Plan of action accepted. Todd Ishee, NE Regional Director, ODRC.</i></p>		

<p>Issue</p>	<p>Concern noted by CIIC – Shakedown/Bunk Searches Security staff did not consistently conduct/document requisite bunk searches each shift. The average number of shakedowns completed each shift for the reviewed days was 10.</p> <p>Recommendations noted by CIIC Staff should review shakedown requirements with staff</p>
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	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for shakedown/bunk searches. The below information is our action plan to address the concerns and recommendations.</p> <p><u>Action(s) Pending:</u></p> <p>A. The Chief of Security and the Chief of Unit Management will assemble a committee to develop a system to enhance our current system and improve the documentation that all bunks/cells are searched at least once per calendar quarter as required by ODRC policy 310-SEC-01 (Inmate and Physical Plant Searches)</p> <p>B. A Back to Basics committee will be conducted in February to evaluate facility shakedowns/bunk searches and develop strategies for improvements. Back to Basics training for the committee was completed February 1, 2013.</p>	<p>Person(s) Responsible</p> <ol style="list-style-type: none"> 1. <i>Katrenia Baker-Webb, COUM</i> 2. <i>Chad Rogers, COS</i>
	<p>Comments: Facility wide search was completed by CCA staff in February 2013. A large amount of contraband was removed from the facility. ODRC provided training for LaeCI staff on conducting security inspections in February of 2013.</p>	
	<p>Plan of action accepted. Todd Ishee – NE Regional Director, ODRC.</p>	

<p>Issue</p>	<p>Concern noted by CIIC – Staff Accountability</p> <p>Inmate focus group participants expressed that staff lack control over the inmate population, that policies and procedures are inconsistently followed, and that there are many inexperienced corrections officers who are not fully versed on policies and procedures. Further, participants relayed that some officers ignore inmate misconduct and are apprehensive to hold inmates accountable because they want to avoid potential conflict. Inmate survey responses were predominantly negative.</p> <p>Recommendations noted by CIIC</p> <p>Staff should encourage staff to respond to informal complaints within the seven day timeframe.</p>
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	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for staff accountability. The below information is our action plan to address the concerns and recommendations.</p> <p><u>Action(s) Completed:</u></p> <p>A. A Use of Force training class conducted by ODRC staff was completed in August 7, 2012.</p> <p><u>Action(s) Pending:</u></p> <p>A. Unit Management is working on implementing our stratification plan that will include specialized housing units that focus on correcting problematic behavior with consequences for rule violation and rewards for rule compliance. This will better enable the facility to administer more stringent and structured sanctions for inmates engaging in inappropriate behaviors.</p> <p>B. A second Use of Force training class will be conducted by Ed Voorhies, Regional Director (ODRC) at LaECI on February 22, 2013. The Use of Force policy (63-UOF-01) and the Action – Response/Response to Resistance Continuum will be reviewed by all staff during the annual use of force and unarmed self defense in-service training. The Chief of Security will emphasize the importance of using appropriate force in line with policy, when justified during the monthly Operations Meeting and during weekly facility rounds.</p> <p>C. During annual in-service training, all staff will be instructed on the seven (7) day time frame for responding to Informal Complaints and the importance of designating another staff member to respond if/when staff is away from the facility.</p> <p>D. Executive/Administrative Duty Officer (ADO) staff will continue to visit living and activity areas at least weekly. In accordance with DRC policy 50-PAM-02 (Inmate Communication/Weekly Rounds), this requirement will not be delegated unless scheduling prohibits (e.g. vacation, training, etc.). Quality meaningful rounds will be the emphasis during these visits.</p>	<p><i>Person(s) Responsible</i></p> <ol style="list-style-type: none"> 1. <i>Vince Vantell, AWP</i> 2. <i>Katrenia Baker-Webb, COUM</i> 3. <i>Training Manager</i> 4. <i>Chad Rogers, COS</i> 5. <i>Jeff Fisher, Inspector</i>
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	Comments: Plan of action accepted. Todd Ishee – NE Regional Director, ODRC.	

Issue	<p>Concern noted by CIIC – Inmate Discipline Inmates are not being held accountable even when committing serious rule infractions, such as consumption of illegal drugs and possession of cell phones, which is a serious concern. Positively, staff are diligent in following DRC disciplinary hearing and review procedures.</p> <p>Recommendations noted by CIIC Staff should hold inmates accountable for serious rule infractions. Staff should immediately implement a more stringent sanction structure, which could include its stratification plan, privilege levels, or other options. Staff should evaluate the high number of inmates in segregation under Security Control and determine where processes could be made more efficient.</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for inmate discipline. The below information is our action plan to address the concerns and recommendations.</p> <p><u>Action(s) Completed:</u></p> <p>A. Communication has been disseminated to inform the inmate population that possession of a cellular phone will result in immediate segregation placement and the sanctions (if found guilty by the Rules Infraction Board) will be a recommendation for Local Control (LC) with a recommendation for a security level increase to a minimum of a Level 3.</p> <p><u>Action(s) Pending:</u></p> <p>A. Unit Management is working on implementing our stratification plan that will include specialized housing units that focus on correcting problematic behavior with consequences for rule violation and rewards for rule compliance. This will better enable the facility to administer more stringent and structured sanctions for inmates</p>	<p>Person(s) Responsible</p> <ol style="list-style-type: none"> 1. Christopher Chestnut, AWO 2. Vince Vantell, AWP 3. Katrenia Baker-Webb, COUM 4. Linda Obeshaw, RIB Chair

	<p>engaging in inappropriate behaviors.</p> <p>B. The Assistant Warden of Operations will evaluate the inmates on Security Control status to determine where the process can be made more efficient.</p> <p>C. The Assistant Warden of Operations will continue to review all Rules Infraction Board cases to determine substantial compliance with applicable policies, procedures, and to determine that the disposition was proportionate to the conduct charged in accordance with Administrative Rule 5120-9-08.</p> <p>E. The RIB chair/designee will continue to review all hearing officer decisions to determine substantial compliance with applicable policies, procedures, and to determine that the disposition was proportionate to the conduct charged in accordance with Administrative Rule 5120-9-07.</p>	
<p>Comments: Plan of action accepted. Todd Ishee – NE Regional Director, ODRC.</p>		

<p>Issue</p>	<p>Concern noted by CIIC – Access to Purposeful Activities Unit activities and space on units for activities were lacking. A high rate of inmate idleness was observed. The rate of inmates enrolled to inmates on waitlists for academic programs for FY 2012 is worse than the DRC average, the comparator institutions' average, and LaECI's rate FY 2010.</p> <p>Recommendations noted by CIIC Staff should evaluate the placement of risk level one inmates in recovery service programs. Staff should consistently follow the recreation schedule, especially during winter months when access to the yard is restricted due to inclement weather.</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for access to purposeful activities. The below information is our action plan to address the concerns and recommendations.</p> <p>Action(s) Completed:</p> <p>A. Two academic instructor vacancies have been filled and are currently attending pre-</p>	<p>Person(s) Responsible</p> <ol style="list-style-type: none"> 1. Vince Vantell, AWP 2. Katrenia Baker-Webb, COUM 3. Chad Rogers, COS

	<p>service training at the ODRC Corrections Training Academy. This will significantly decrease the number of inmates on the academic waitlists. Inmates will continue to be placed into academic programs in accordance with the criteria set forth in ODRC policy 57-EDU-01 (Inmate Assessments and Placement in Educational Programs).</p> <p><u>Action(s) Pending:</u></p> <ul style="list-style-type: none"> A. LaECI Programs Department/Unit Management are reaching out to internal and external resources for additional program ideas to assist the facility in an effort to enhance existing programming as well as increase inmate participation. B. Recovery Services will continue to admit inmates into the Recovery Services Treatment program based on recovery service level as determined by the Texas Christian University Screening Instrument (TCU) and remaining time of sentence in accordance with ODRC policy 70-RCV-01. The Recovery Services Level of Care designates the level of need for AOD Services: R0 = None; R1 = Minimal Need; R2 = Moderate Need; R3 = Considerable Need. C. The Chief of Security will monitor adherence to the established institutional daily schedule to ensure the continuity of recreation/yard access. D. The Assistant Warden of Programs will continue to collaborate with ODRC/OCSS to obtain the materials needed to begin the Electronics career-technical/vocational program. The materials are currently scheduled to arrive at the facility on February 13, 2013. E. ODRC staff is scheduled to conduct an ORAS refresher and additional training at LaECI on March 11, 2013. The training will improve staff ability to properly place inmates into appropriate programs through the effective completion of the ORAS risk assessments and development of case plans. 	
<p><i>Comments: Electronics Career Tech materials delivered to LaeCI on 2-13-13. Increasing meaningful activities throughout ODRC prisons is an area of focus in 2013.</i></p>		
<p>Plan of action accepted. Todd Ishee – NE Regional Director, ODRC.</p>		

<p>Issue</p>	<p>Concern noted by CIIC – Quality of Educational Programming The GED passage rate in FY 2012 was lower than DRC and comparator institution averages, as well as LaECI's rate in FY 2010. Materials and tools needed for teaching and learning were not present in at least one program.</p> <p>Additional Recommendation noted by CIIC Staff should consider developing strategies to improve academic outcome measures, such as GED passage rates and certificate achievement rates.</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for quality of educational programming. The below information is our action plan to address the concerns and recommendations.</p> <p><u>Action(s) Completed:</u></p> <ul style="list-style-type: none"> A. Two new academic instructors have been hired and are currently attending pre-service training at the ODRC Corrections Training Academy. This will significantly decrease the number of inmates on the academic waitlists. Inmates will continue to be placed into academic programs in accordance with the criteria set forth in ODRC policy 57-EDU-01 (Inmate Assessments and Placement in Educational Programs). B. There were 97 GEDs earned by inmates at LaECI for the calendar year 2012. This was an increase from the 89 GEDs earned in calendar year 2011. <p><u>Action(s) Pending:</u></p> <ul style="list-style-type: none"> A. The Assistant Warden of Programs will continue to collaborate with ODRC/OCSS to obtain the materials needed to begin the Electronics career-technical/vocational program. The materials are currently scheduled to arrive at the facility on February 13, 2013. B. Ashland University conducted orientation February 5, 2013 and will begin instructing three classes February 25, 2013. C. The Assistant Warden of Programs and Education Guidance Counselor will continue to collaborate with ODRC/OCSS to conduct inmate tutor training and staff tutor 	<p>Person(s) Responsible</p> <ul style="list-style-type: none"> 1. Vince Vantell, AWP 2. Jeff Davidson, Guidance Counselor

	<p>instructor training. LaECI currently has approximately 30 inmate tutors who are trained using the ODRC/CEA Peer Tutoring Program.</p>	
<p>Comments: Plan of action accepted. Todd Ishee – NE Regional Director, ODRC.</p>		

<p>Issue</p>	<p>Concern noted by CIIC – Library There is no budget for the purchase of new library materials. The rate of materials compared to population is significantly below the DRC average. The number of hours that the library is open is significantly lower than both the DRC average and comparator prisons.</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for library services. The below information is our action plan to address the concerns and recommendations.</p> <p><u>Action(s) Completed:</u></p> <ul style="list-style-type: none"> A. The January 2013 Library Monthly Report (DRC 4389) indicates the current book count for LaECI is 9,557. In accordance with DRC policies 58-LIB-01 (Comprehensive Library Services) and 58-LIB-03 (Selection and Acquisition of Library Materials), LaECI seeks donations of suitable books from community resources and participates in an interlibrary loan program. During the calendar year 2012, LaECI purchased nine newspaper subscriptions and twenty magazine subscriptions. B. The library at Lake Erie has an assigned budget within the Educational Department which facilitates the library needs through out the year. The Assistant Warden of Programs will coordinate delineating this part of the budget with the Instructor Supervisor so the Library staff are aware of their budget on an annual basis. <p><u>Action(s) Pending:</u></p> <ul style="list-style-type: none"> A. An annual Library Needs Assessment and a minimum of two Library Advisory Committee meetings per year are conducted to ensure library materials are adequate in quantity, quality and type to assist in the development of educational skills, 	<p>Person(s) Responsible</p> <ul style="list-style-type: none"> 1. Vince Vantell, AWP 2. Jeff Davidson, Guidance Counselor

	<p>treatment program initiatives, apprenticeship programming efforts, personal growth factors, and that there are materials provided to help facilitate the reentry process.</p> <p>B. The library is currently open for 34.5 hours per seven day period, which exceeds the 24 hours required by ODRC policy, and includes two evening sessions (Tuesday and Wednesday) as well as 4.5 hours on Saturday. In addition, library services are supplemented through the use of book carts in each of the six inmate housing units and segregation.</p> <p>C. Two computers have been ordered for the inmate Reentry Resource Center in the library and a section of the library will be reserved for reentry materials in order to expand resources available. The facility is currently in compliance with the mandatory materials required by ODRC policy 78-REL-05 (Reentry Resource Center).</p>	
<p>Comments: Library budget verified by ODRC.</p>		
<p>Plan of action accepted. Todd Ishee – NE Regional Director, ODRC.</p>		

<p>Issue</p>	<p>Concern noted by CIIC – Staffing Officers reported working an average of 12 additional hours per week. Officers interviewed considered staff morale to be average to very low based on safety concerns and mandated overtime hours. Staff turnover in December 2012 was greater than 20%. Positively, all staff reportedly completed training in FY 2012..</p> <p>Recommendations noted by CIIC Staff should ensure that all evaluations are completed by the required date.</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for staffing. The below information is our action plan to address the concerns and recommendations.</p> <p>Action(s) Completed:</p> <p>A. The LaECI Staff Morale Committee conducted a survey January 29, 2013 during the staff recall meeting to assess possible activities to implement for 2013 that would</p>	<p>Person(s) Responsible</p> <ol style="list-style-type: none"> 1. Barry Goodrich, Warden 2. Bill Thompson, HR Manager

	<p>improve staff morale and will present options to the Warden for approval.</p> <p><u>Action(s) Pending:</u></p> <p>A. The Warden and the Human Resource Manager will develop strategies to decrease staff turnover and decrease the timeframes associated with filling staff vacancies to include increasing recruitment efforts (e.g. participate in local job fairs, Conneaut Business Expo, etc.).</p> <p>B. The CCA FSC Human Resources Department has several tools available to them to assess employee morale and engagement. The Regional HR Director will work with the Warden to determine which of these tools/strategies can best be deployed at Lake Erie in 2013. Additional staff engagement is assessed on an annual basis by our Quality Assurance Department with CCA.</p> <p>C. The evaluation process is currently being administered for performance in 2012 and all staff will receive their evaluation by July 1, 2012</p>	
<p><i>Comments: Plan of action accepted. Todd Ishee – NE Regional Director, ODRC.</i></p>		

<p>Issue</p>	<p><i>Recommendations noted by CIIC – Medical</i> Staff should reexamine the medication refill policy to reduce delays. Staff should evaluate the delivery of diabetic snack bags to ensure that they contain appropriate food and are delivered on time.</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for Medical. The below information is our action plan to address the concerns and recommendations.</p> <p><u>Action(s) Completed:</u></p>	<p><i>Person(s) Responsible</i></p> <ol style="list-style-type: none"> 1. <i>Vince Vantell, AWP</i> 2. <i>Linda Gillespie, HSA</i> 3. <i>Chad Rogers, COS</i>

	<p>A. The medication refill procedure was reviewed and strategies implemented to reduce delays. CVS has been established as the backup local pharmacy for medications that are needed immediately and one nurse has been designated to oversee all medication utilization/procurement.</p> <p><u>Action(s) Pending:</u></p> <p>A. The Assistant Warden of Programs will facilitate coordination between the Food Service Manager and Health Services Administrator to ensure the diabetic snack bags contain the appropriate food items as required by Medical Protocol D-5 and are delivered in a timely manner.</p> <p>B. The Bureau of Medical Services Regional Nursing Administrator reported the AMA rate for LaECI in January 2013 was 10%. Nursing staff will continue to address and counsel patients refusing treatment in accordance with ODRC policy 68-MED-24 (Consent To & Refusal of Medical Treatment) and complete the Release of Responsibility form (DRC 5025) or the Refusal of Medical form (DRC 5027).</p> <p>C. The Assistant Warden of Programs and the Chief of Security will facilitate cooperation between the medical department and security to ensure the orderly operation of the infirmary, including assigning more experienced correctional officers in medical specifically for pill call times.</p>	
<p><i>Comments: Plan of action accepted. Todd Ishee – NE Regional Director, ODRC.</i></p>		

<p>Issue</p>	<p>Recommendation noted by CIIC – Energy Conservation and Waste Reduction Staff should complete the energy and waste audits as required by DRC policy Staff should track utilities in the DRC database</p>	
	<p>The Lake Erie Correctional Institution has developed a plan of action to address the CIIC concerns and recommendations for energy conservation/waste reduction. The below information is our action plan to address the concerns and recommendations.</p> <p><u>Action(s) Completed:</u></p> <p>A. The Business Manager has been designated to enter the monthly electric, water, natural gas, and recycling data into the DRC Enterprise Information Management System (EIM) dashboard. The Business Manager has applied for access to EIM and contacted CCA FSC for the utilities data.</p> <p><u>Action(s) Pending:</u></p> <p>A. The Evergreen Industries Supervisor has been designated as the facility Recycling Coordinator and will complete the required waste audit by March 31, 2013 as mandated by policy 22-BUS-17 (Energy Conservation and Waste Reduction).</p> <p>B. The Maintenance Supervisor has been designated as the facility Energy Conservation Coordinator and will complete the required energy audit by September 28, 2013 as mandated by the 22-BUS-17 policy variance issued November 5, 2012.</p>	<p>Person(s) Responsible</p> <ol style="list-style-type: none"> 1. Jerry Sipan, Evergreen 2. Eric Harrell, Maintenance Supervisor 3. Elaine Waller, Business Manager
	<p>Comments: Plan of action accepted. Todd Ishee – NE Regional Director, ODRC.</p>	

II. SAFETY AND SECURITY

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

A. ASSAULTS

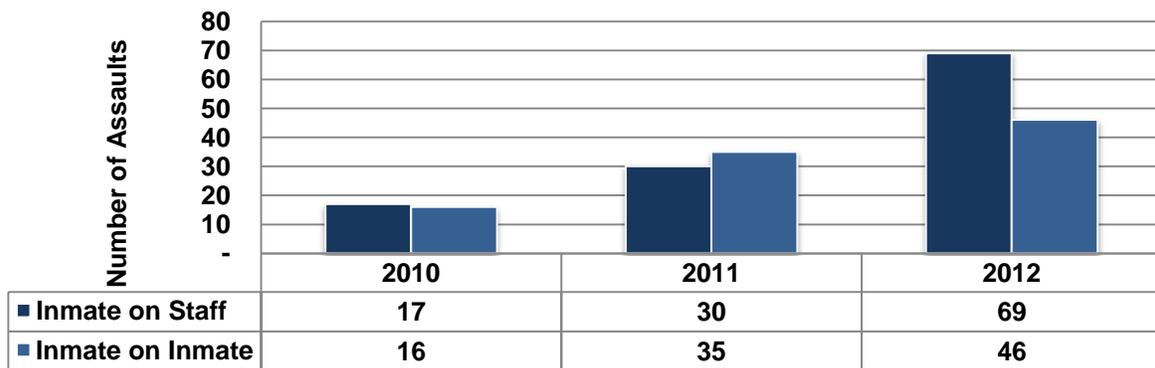
In 2012, there were 46 reported inmate on inmate assaults.^{viii} Of the total, 91.3 percent were physical assaults and 8.7 percent were harassment assaults.^{ix} Total inmate on inmate assaults increased by 187.5 percent from 2010 to 2012.⁶

The rate of inmate on inmate assaults in 2012 was significantly higher than the rate for comparator prisons, although it was slightly lower than the DRC average.^{7x}

The institution also reported 69 inmate on staff assaults in 2012.^{xi} Of the total, 42 percent were harassment assaults, 31.9 percent were physical assaults, 21.7 percent were inappropriate physical contact, and 4.3 percent were sexual assaults.^{xii} Total inmate on staff assaults increased by 305.9 percent from 2010 to 2012.

The rate of inmate on staff assaults in 2012 was significantly higher than the rate for comparator prisons as well as the DRC average.^{8xiii}

Chart 1
Total Assaults
CY 2010 - 2012



⁶ 2010 information was provided to CIIC during its 2011 inspection of LAECI, when it was operated by the former vendor, Management and Training Corporation.

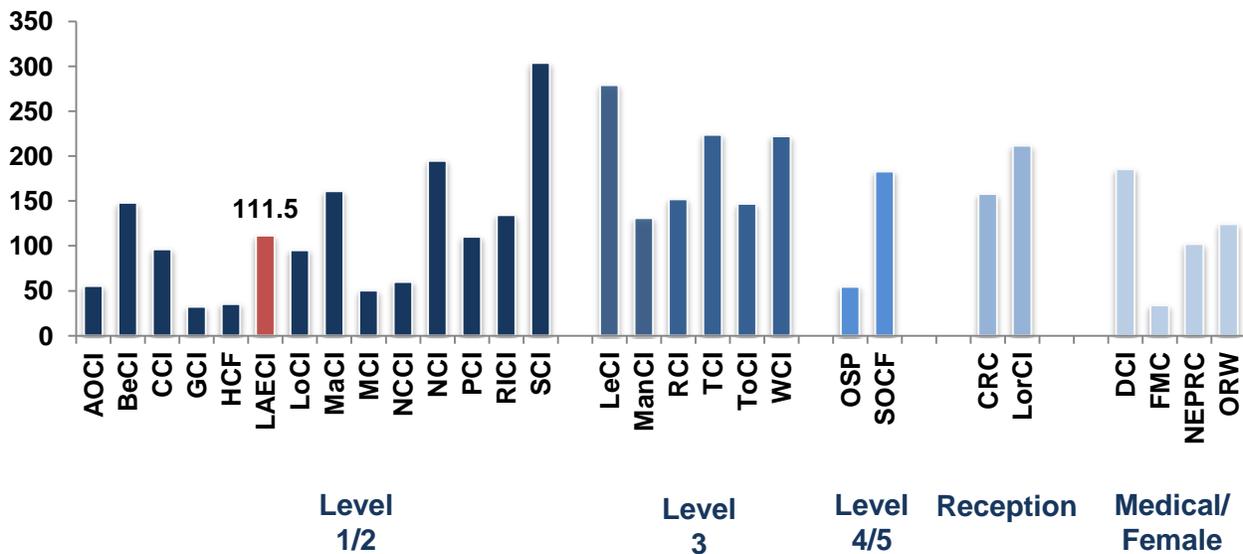
⁷ The rate of inmate on inmate assaults in 2012 was 26.8 per 1,000 inmates. The rate of inmate on inmate assaults in 2012 for comparator prisons was 18.92 per 1,000 inmates (projected rate based on data from January through September 2012). The rate of inmate on inmate assaults in 2012 for DRC was 29.05 per 1,000 inmates (projected rate based on data from January through September 2012).

⁸ The rate of inmate on staff assaults in 2012 was 40.2 per 1,000 inmates. The rate of inmate on staff assaults in 2012 for comparator prisons was 13.27 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 20.91 per 1,000 inmates (projected rate based on data from January through September 2012).

B. FIGHTS⁹

Fights are documented via RIB convictions for rule 19 (fight) violations. Rule 19 convictions increased by more than 40 percent from 2011 to 2012.¹⁰ In 2012, the institution recorded a rate of 111.5 RIB fight convictions per 1,000 inmates.¹¹ The rate of conduct reports for rule 19 violations at LAECI was approximately average for comparator prisons and slightly lower than 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) Rates¹²
January – November 2012**



C. DISTURBANCES¹³

In the first eleven months of 2012, LAECI reported seven disturbances, which is more than the average for comparator prisons as well as the DRC.¹⁴ Further, disturbances in 2012 more than doubled in comparison to the three reported in both 2010 and 2011.^{xiv}

⁹ 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.

¹⁰ In 2011, the facility reported 136 rule 19 convictions; in just the first eleven months of 2012, the facility reported 191 rule 19 violations.

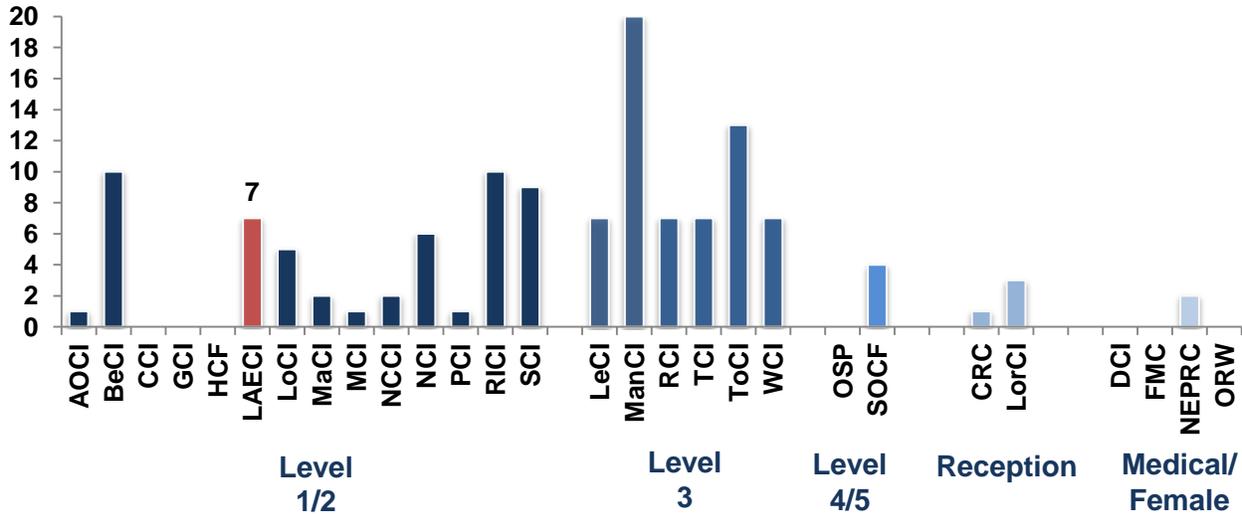
¹¹ The rate was obtained by dividing the total number of rule 19 violations for January through November 2012 by the average monthly institutional population for that same time period.

¹² Rate is per 1,000 inmates.

¹³ Disturbances are defined as any event caused by four or more inmates that disrupts the routine and orderly operation of the prison.

¹⁴ The average number of disturbances for comparator prisons was 3.9 and 4.5 for DRC system-wide.

**Chart 3
Total Disturbances by Institution
January – November 2012**



D. USE OF FORCE

In 2012, the facility reported 103 use of force¹⁵ incidents.^{xv} Of the total, 78.6 percent incidents involved black inmates, 20.6 percent involved white inmates, and 0.8 percent involved inmates of another race. Compared to 2010, in which 83 uses of force were reported, total uses of force increased by 24.1 percent in two years.¹⁶

In 2012, chemical agents (mace) were used 50 times. This is 127.3 percent more than chemical agents were used in 2010, in which chemical agents were used 22 times.^{xvi} In the six months prior to the inspection date (July 2012 – December 2012), chemical agents were used 45 times.

CIIC’s review of use of force includes a sample of 20 randomly selected use of force reports. Key findings include:

- Multiple files contained documentation errors.¹⁷
- The majority of use of force incidents were physical in nature following inmates ignoring numerous directives. Several of the use of force incidents may have been resolved more safely with the earlier implementation of chemical agents, which reduces the possibility of physical harm to both inmates and staff.¹⁸

¹⁵ Further information regarding use of force incidents can be found in the Glossary.

¹⁶ 2010 information was provided to CIIC during its 2011 inspection of LAECI, when it was operated by the former vendor, Management and Training Corporation.

¹⁷ Staff relayed that the electronic files contained all of the paperwork.

¹⁸ Staff explained that unit officers are not authorized to carry OC, but CCA is evaluating potential changes to this policy.

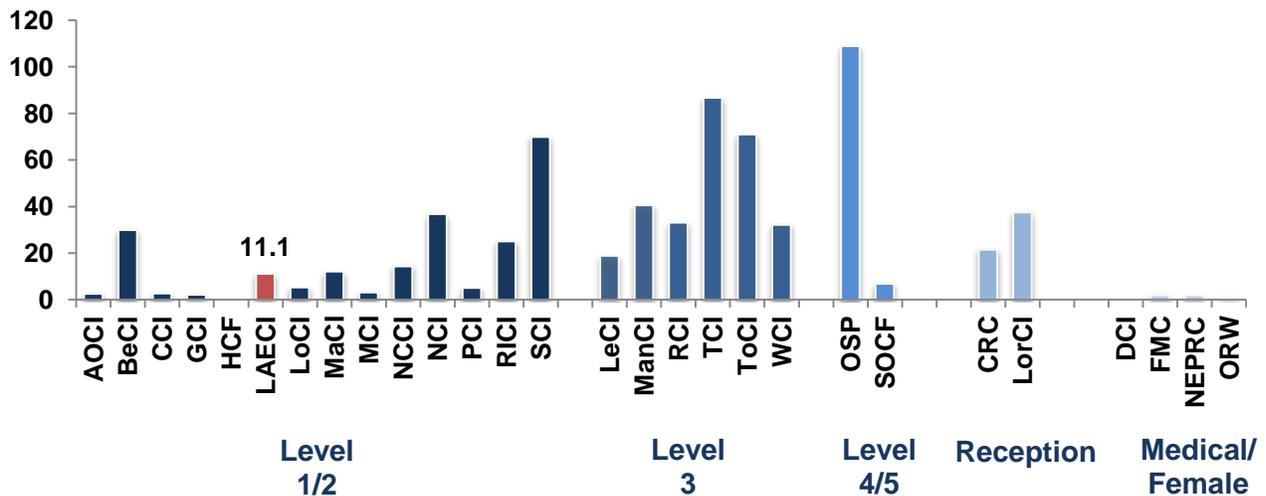
E. SECURITY THREAT GROUPS (STGs)

As of January 2, 2013, there were 289 STG-affiliated inmates, which is 16.3 percent of the institutional population.^{xvii} The institutional percentage of STG-affiliated inmates is higher than that of comparator prisons.^{19xviii}

STG activity is documented through rule 17 violation (unauthorized group activity) convictions. Despite having a higher percentage of STG-affiliated inmates than comparator prisons, LAECI's rate of rule 17 convictions was lower than the comparator prisons, indicating a possible failure to identify gang activity.²⁰

The following chart provides a comparison of institutions by rate of rule 17 violations.²¹

Chart 4
Rule 17 Conviction Rates²²
January – November 2012



F. ACCESS TO ILLEGAL SUBSTANCES

- During the previous six months of drug screenings, 6.7 percent of the inmates tested positive for the presence of an illegal substance.²³ In the most recent

¹⁹ The percentage of STG-affiliated inmates for comparator prisons was 12.1 and 16.6 percent system-wide for DRC.

²⁰ CIIC also noted during the inspection one incident that should have been documented with a rule 17 conduct report that was not.

²¹ 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.

²² Rate is per 1,000 inmates.

²³ 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. Tests were conducted from July 2012 through December 2012. The institution randomly tested 701 inmates of which 47 tested positive.

monthly drug test, 13 percent of the sample were found positive for an illegal substance.²⁴ In comparison, only 3.3 percent of inmates tested statewide in October 2012 were positive for drug use.^{xix}

- An inmate at LAECI recently died from a suspected overdose of illegal substances, reportedly from heroin.
- During the inspection, two separate CIIC staff smelled tobacco smoke in Superior A/B and inmates indicated that tobacco is frequently present in the institution. When brought to the attention of accompanying staff, staff confirmed that it was tobacco smoke, but did not address it.
- 34.3 percent of inmate respondents to CIIC's survey (n=105) reported it is easy to obtain illegal drugs in the prison. Similarly, 32.7 percent of inmate respondents (n=104) said it was easy to obtain tobacco in the facility. Regarding alcohol, 22.1 percent of inmate respondents (n=104) reported it was easy to obtain.²⁵

G. ROUNDS

- Housing unit officers are required to conduct security check rounds at least every 30 minutes at staggered intervals. A review of officers' security check logs indicated that staff were following this requirement.
- Executive staff are also required to perform rounds through each housing unit.²⁶ A review of the employee sign-in logs²⁷ indicated the Warden conducted rounds, on average, two to three times per month. The Unit Management Chief was most visible throughout the time period examined. The Deputy Warden of Operations conducted rounds, on average, three or more times per month. The Deputy Warden of Special Services documented rounds generally only twice. The Inspector appeared to conduct the least amount of rounds within the time period, generally only once per unit. In two units, there is no record of the Inspector making rounds at all during that time period.

H. SHAKEDOWNS (CELL/BUNK SEARCHES)

Housing unit officers are required to search inmates' bunks for contraband, including illegal drugs and weapons. A review of the shakedown logs indicated that staff does not consistently conduct the requisite 16 bunk searches per shift. Reviews of each housing unit's shakedown log revealed an insufficient number of searches per shift, with an average of 10 shakedowns per shift in a sample of randomly selected days.

²⁴ All five inmates tested positive for THC (marijuana).

²⁵ Most inmates chose "I Do Not Know" as their response, likely indicating that they were choosing not to respond.

²⁶ 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.

²⁷ CIIC's review of the employee sign-in logs generally covers the one month period prior to the date of the inspection.

I. STAFF PLANNING/INTELLIGENCE

Due to time constraints, CIIC staff defers evaluating this section until the follow-up inspection.

SAFETY AND SECURITY RECOMMENDATIONS

- Staff should evaluate the increase of assaults/fights/disturbances/violence in 2012 and determine contributing causes and patterns.
- Staff should thoroughly review use of force policies with staff and empower staff to use appropriate force, when justified and in line with policy. Executive staff should also review use of force documentation procedures with medical staff and shift supervisors. Staff should also consider reviewing paper files to ensure all necessary documentation is available.
- Staff should evaluate whether they are documenting disruptive group activity through rule 17 violations and actively warning inmates that accruing rule 17 violations will affect their security classification.
- Staff should evaluate the high rate of illegal substance use at the facility and determine administrative actions to reduce the presence of illegal substances in the facility, including sanctions for inmates.
- Staff should consider increasing the frequency and duration of executive staff rounds, especially in regard to the Inspector.
- Staff should review shakedown requirements with staff.

III. HEALTH AND WELLBEING

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

A. UNIT CONDITIONS

CIIC's evaluation of unit conditions consists of direct observation of unit conditions. Based on its observation, CIIC rated unit conditions as **GOOD**, with the exception of housing unit Superior A/B.

LAECI has three General Population (GP) housing units, which are all named after the Great Lakes. The housing units are broken down into six buildings, each consisting of two dorm areas (12 altogether). In addition to the general population dorms, a celled segregation unit is located in another area of the institution. The segregation unit is addressed under the Fair Treatment section.

Of the six general population housing units, the average level of cleanliness for bunk areas was rated as good.²⁸ Most inmates kept their areas clean and orderly. No inmates complained of any issues with pests. CIIC noted temperatures between units to be acceptable. A review of contacts and concerns in the CIIC database from January 2011 to the inspection indicates that there were no inmate complaints regarding building temperatures at LAECI.

The average level of cleanliness for dayrooms was rated as acceptable based on only small amount of observed debris. Staff relayed that porters clean the unit common areas on a regular basis.

Every dormitory has eight toilets and urinals, and 16 sinks, which are cleaned each shift. The average level of cleanliness for bathroom and showers was generally rated as acceptable, with the exception of the need to clean showers in urinals in a couple units. On the date of the inspection there were four inoperable toilets, two inoperable urinals, and three inoperable sinks. Staff reported that maintenance concerns are generally addressed within one to two days.

Maintenance concerns were minimal. There are ten showers (plus two handicap-accessible showers) in each pod, which serve an approximate average of 138 inmates per pod. There were four inoperable showers reported during the inspection. The average level of shower cleanliness was rated as acceptable, with only one noted to be in need of improvement. Inmate porters clean the showers daily, and a pressure washer is used once per week.

²⁸ On the checklists, the housing units were rated as "acceptable" due to a delay in updating the checklists to match the four point rating system. Following discussion, CIIC staff agreed that the housing units would have been rated as "good" if the option had been present.

The primary exception was Superior A/B, which had debris/trash on the floor, excessive inmate clutter in some areas, and was in need of improvement in the cleaning of its showers. In addition, 56.6 percent of total inmate survey respondents (n=106) reported that their unit was unclean or very unclean.

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 inmate communication. The inspection includes information collected from interviewing the health care administrator, observations of the facilities and focus group discussions (one comprised of inmates and one comprised of staff). Overall, the CIIC inspection team rated medical services as **ACCEPTABLE**, with few areas in need of improvement.

Facilities

Medical facilities include four offices, three exam rooms, eight infirmary beds, two records area, three bathrooms, and one waiting area. Overall, facilities were clean and orderly in appearance. Each of the cells in the infirmary was clean, with large windows for staff to observe inmates. Examination rooms were small, but adequate enough to ensure the necessary services were provided.

Staffing

At the time of the inspection, the facility had one Chief Medical Officer (CMO), two Physicians (all part-time), one Nurse Practitioner, 14 Registered Nurses, four Licensed Practical Nurses, two Dentists, two dental assistants, a hygienist, a phlebotomist, an x-ray technician, a dietician, and two health information technologists, one of whom handles scheduling. There were two vacant nursing positions reported.²⁹

Access to Medical Staff³⁰

- The average time period between submission of a health service request form and appointment with medical staff was 48 hours. However, depending on when the inmate places his health services request in the box, it could take up to 72 hours to be seen.
- The average time period between referral to the doctor and appointment with the doctor was reported to be within five days, depending on the urgency of the situation.
- The average response time to kites was reported to be 14 days.

²⁹ Staff relayed that the geographical location of the facility poses a challenge to bringing on additional medical staff.

³⁰ Access to medical staff is evaluated based on several factors: (1) time period between inmate submission of a health service request form and appointment with medical staff; (2) time period between referral to the doctor and appointment with the doctor; (3) response times to kites and informal complaint forms; and (4) current backlogs for Nurse Sick Call, Doctor Sick Call, and Chronic Care Clinic.

- The average response time to informal complaints was seven days.
- The current backlogs for Nurse Sick Call, Doctor Sick Call, and Chronic Care Clinics were reported to be zero.
- Staff reported that they are not required to track the percentage of inmates on the chronic care caseload that refuse services, termed “AMA” (Against Medical Advice). Staff estimated that the AMA rate is 20 percent for chronic care caseload inmates.³¹ Staff should consider evaluating the AMA rate and determine whether any staff actions could reduce it.

Medical Deaths

There have only been two unexpected deaths,³² and one expected death since January 2012.

Staff Communication

A focus group of medical staff relayed the following:

- Nurses relayed that there is poor security in the infirmary, poor cooperation from security staff, and they do not feel safe working there. Nurses relayed that security supervisors do not back up the nurses when inmates need to be disciplined;³³
- “Cheeking”³⁴ of select medications is reportedly a significant problem;³⁵
- Staff relayed that the new pharmacy protocols enacted by CCA delay inmates receiving prescriptions. When a provider changes a medication, it may take an unnecessary amount of time to receive the new prescription;
- *Fussell* increased the number of staff and the amount of responsibilities for nurses to perform. They relayed that the new requirements make it challenging when they are short staffed;
- Doctors continue to write “generous” prescriptions for over the counter medications (i.e. six month prescriptions for Motrin), which is counterproductive to cost control measures;

³¹ Per policy, an inmate can refuse services up to four times before he is brought before the doctor for counseling.

³² The unexpected deaths include the inmate who died from a suspected heroin overdose.

³³ One nurse reported being “bombed-out” with urine by an inmate whose ticket was later dismissed by the Rules Infraction Board. Others reported disruptive inmates are not removed from the infirmary by the officers when asked.

³⁴ “Cheeking” medications literally means that inmates take the pill into their mouth, but do not swallow it, generally in order to sell to other inmates later. Officers are supposed to monitor inmates to ensure they swallow their medications. However, this is not always successful. The doctors can order the medication crushed where appropriate, or order perform blood draws to determine if the appropriate serum levels of a certain medication are circulating in the inmate’s blood stream. If levels are below the expected limits, then the medication can be stopped by the physician until counseling occurs. The inmates can also receive a conduct report. However, according to staff, inmates at LAECI are often placed right back on the medication with no repercussions.

³⁵ Staff reported conduct reports written for inmates caught cheeking their medications are often thrown out.

- Food service staff does not deliver the weekend diabetic snack bags on time, and often times provide food that is inappropriate;
- Staff would like more flexibility in purchasing commonly used medical supplies.

Inmate Communication.

CIIC staff conducted two focus groups of inmates in regard to medical care and also includes questions pertaining to healthcare in its survey.

- Inmates in both groups relayed that they were not satisfied with the care they received;³⁶
- Inmates stated that it takes three days to see a nurse, and up to 14 days to the Doctor.³⁷
- Inmates on the chronic care caseload expressed that they often wait an extended period of time, as much as a week or more to have medications refilled;³⁸
- Inmates reported that nighttime pill call can run as late as midnight or 1AM; and,
- While inmates on the chronic care caseload reported that their chronic care needs are addressed, they relayed that the staff do not communicate changes to their treatment plan, or conduct follow-ups after specialty clinics in order to communicate test results.

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. Overall, the CIIC inspection team rated mental health services as **GOOD**.

Facilities

Mental health facilities include facilities shared with the medical department. The staff has offices apart from the infirmary, which were noted to be adequate. Overall, the facilities appeared clean and orderly.

Staffing

Adequate staffing has a clear and direct connection to patient care. At the time of the inspection, the facility had one psychologist, a psychiatrist, one psychiatric nurse, and

³⁶ However, 62.1 percent of inmate respondents (n=95) stated they were neutral or satisfied with the care they received from nurses, and 53.9 percent (n=89) of the inmates stated they were neutral or satisfied with the care they received from doctors.

³⁷ 68 percent of respondents (n=100) reported that health service request forms are generally not responded to within two days of submitting.

³⁸ Staff relayed that this is a result of the new policy established by CCA.

2.3 full time equivalent independent licensed non-psychiatric staff. There was one vacant social worker position reported.

Access to Mental Health Staff³⁹

- The average time period between submission of a mental health service request form and appointment with mental health staff was reported to be, on average, five to 10 days;
- The average time period between referral to the psychologist or psychiatrist and the appointment was reported to be one week;
- The average response time to kites was reported to be two to four days;
- There were no backlogs in any of these areas reported by staff; and,
- Staff make regular rounds in segregation to address any needs of inmates related to mental health services.

Suicides, Suicide Attempts, and Self-Injurious Behavior

Since January 2011, there have reportedly been zero attempted and or completed suicides, and only four incidents of self-injurious behavior, none of which required medical treatment outside of the facility.

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

D. FOOD SERVICES

CIIC's inspection of food services includes eating the inmate meal,⁴⁰ 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 meals.⁴¹ One meal was rated good based on the seasoning and preparation; the second meal was rated as only acceptable due to the lack of seasoning.
- A review of the food service kite log⁴² found that most inmate concerns were in regard to wanting larger food portions. These concerns were also relayed by

³⁹ 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.

⁴⁰ CIIC staff sampled two different lunch meals during the inspection.

⁴¹ One meal consisted of the following: hamburger, oven brown potatoes, mixed vegetables, two slices of white bread, and a banana. The second meal consisted of the following: two hotdogs, two slices of white bread, pudding, diced pears, pudding, and a salad.

inmates during the inspection of the kitchen prep area and the housing units.^{xx} Further, 69.1 percent of survey respondents (n=107) indicated that they were unsatisfied with the quality of the food served. However, CIIC believes that the food portion sizes are in line with other institutions.

Dining Hall

- The dining hall contained only a small amount of food particles on the floor near the exit door. There were no signs of debris on the table or under the serving lines.

Food Preparation Area

- The food preparation area was clean and clear of debris including the areas around the inmate workers who were preparing the dinner meal.
- The institution passed its most recent health inspection on November 7, 2012.^{43xxi}

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

E. RECOVERY SERVICES

CIIC's evaluation of recovery services in a correctional environment focuses primarily on access and quality (as determined by DRC staff). Due to the lack of a relevant DRC audit to evaluate quality, CIIC **DEFERS** rating this section until the follow-up inspection.

Access

- The institution offers three treatment programs: Treatment Readiness Program/Intensive Outpatient Program (TRP/IOP), Alcohol and Other Drug Treatment (AOD), and Recovery Maintenance.⁴⁴
- From June to December 2012, 31 inmates completed Recovery Maintenance programming; and 39 inmates completed TRP/IOP.
- Currently there are 43 inmates enrolled in AOD, TRP, IOP and Recovery Maintenance programming.⁴⁵ There were 123 inmates on the waiting list for the IOP program, and 20 inmates on the AOD education waiting list. Based on these

⁴² 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.

⁴³ The county health department found three (out of a possible 43) minor violations related to the condition of the kitchen floor which was in need of repair.

⁴⁴ These programs provide inmates with the education and therapy to prepare them to live a life free of drug and alcohol abuse.

⁴⁵ LAECI has three recovery-services staff members, who can facilitate a class of 15 inmates at one time. Ideally, 45 inmates can be enrolled in all three phases of the program. Each takes about six months to complete. The institution can graduate up to 90 inmates from the program each year.

numbers, 4.6 percent of the total population who are identified as eligible was involved in Recovery Services programming.

- Staff appear to prioritize high risk level⁴⁶ inmates in programming. Inmates enrolled in recovery service programs included 29 risk level three inmates, 11 risk level two inmates, and 3 risk level one inmates. Staff should consider evaluating the placement of level one inmates in programming.

Quality

- The most recent DRC audit of the facility's recovery service programs occurred in August 2011 when the facility was operated by the previous vendor.

F. RECREATION

Engagement in recreational activities promotes positive physical and mental health. CIIC's evaluation of recreational facilities is based on three factors: facilities, activities, and access. Overall, recreation was rated as **ACCEPTABLE**, noting concerns regarding access to recreation, particularly during winter months when the yard is not functional due to inclement weather.

Facilities

Physical facilities⁴⁷ appeared clean and there were no reported maintenance concerns. However, staff relayed that there is a lack of adequate indoor recreation space. As a result, during inclement weather, especially in the winter, inmate access to recreation is limited because the recreation department cannot accommodate the large population.

Activities

LAECI inmates are offered a broad variety of activities for recreation⁴⁸ and the institution offers almost all of the activities permitted for Level 1 and 2 inmates.

⁴⁶ Each inmate is screened for the need for addiction services and assigned a number associated with a recovery services level. This number indicates the degree to which inmates are in need of addiction services. Inmates are scored from zero to three; zero indicating no need of services, to three indicating chronic need for addiction services. This number is determined through completion of a need for services assessment that gives an overall score resulting in the assignment to one of the recovery services levels. Inmates who score either two or three are most in need of treatment; thus, they should be prioritized for programming.

⁴⁷ Recreation facilities at LAECI consist of a gymnasium with a full basketball court, an indoor weight room that can accommodate up to 35 inmates, a multi-purpose room,⁴⁷ and several outdoor areas, including a softball/football field, two handball courts, two horseshoe pits, one bocceball area, six basketball courts, dip bar/pull-up stations, and a track.

⁴⁸ The recreation department operates several intramural sports leagues every season. Reportedly, softball and basketball are the most popular, with roughly 200 inmate participants for each. Six inmate-led aerobics classes are offered at varying levels of intensity, with one designated for inmates over the age of 55. The institution also offers an arts and crafts program serving 30 inmates, a healthy heart program serving 30 inmates every six months, and various card, board game, and sports tournaments.

Access

LAECI's daily rotating recreation schedule is as follows: four dormitories are permitted to recreate during morning hours, four dormitories are scheduled to recreate during afternoon hours, and one dormitory is scheduled to recreate during evening hours on a daily rotation.⁴⁹ According to the schedule, an inmate in any given dormitory should receive approximately 19 hours of recreation per week.⁵⁰

However, CIIC's inmate survey indicates that most respondents felt that the recreation schedule is only sometimes followed, with a large number finding that the schedule is rarely or never followed.⁵¹ Staff relayed that recreation is shut down due to staffing or an incident on the compound or that recreation is opened late following a meal approximately two-three times per week.

⁴⁹ As relayed by staff, morning and afternoon recreation hours last approximately 2.5 hours and include access to both the recreation facilities and the yard. Evening hours last approximately 1.5 to 2.0 hours and inmates may only access the recreation facilities, as the yard is closed in the evening during winter.

⁵⁰ The recreation department schedules special times for inmate workers to have access to recreation, generally during the evening gym hours or specially scheduled hour blocks to utilize the weight machines.

⁵¹ CIIC's survey of inmates found that 71.3 percent of responding inmates (n=108) were unsatisfied or very unsatisfied with access to recreation, 10.2 percent were neutral regarding access, and that only 18.6 percent were satisfied or very satisfied with access.

HEALTH AND WELLBEING RECOMMENDATIONS

- Staff should reexamine the medication refill policy to reduce delays.
- Staff should consider evaluating the AMA rate and determine whether any staff actions could reduce it.
- Staff should consider developing strategies to increase and improve cooperation between medical staff and security staff to ensure order is maintained in the infirmary, the time for evening pill call is decreased, and to monitor inmates more stringently during pill call. Staff should also consider assigning more experienced officers to monitor pill call and/or provide additional training to reduce medication abuse and misuse.
- Staff should consider strategies to reduce the wait time to be seen in sick call, which could include collecting sick call slips more than once per day.
- Staff should evaluate the delivery of diabetic snack bags to ensure that they contain appropriate food and are delivered on time.
- Staff should consider surveying inmates regarding the food quality and determine whether there are options to improve the quality of the meals without increasing costs.
- Staff should consider implementing a culinary arts program to increase the work ethic and interest of food service workers. Staff should also consider implementing the incentive program suggested by food service staff.
- Staff should consider offering ServSafe certification courses to inmates in addition to the recommended incentive programs previously mentioned.
- Staff should evaluate the placement of risk level one inmates in recovery service programs.
- Staff should consistently follow the recreation schedule, especially during winter months when access to the yard is restricted due to inclement weather.

IV. FAIR TREATMENT

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

CIIC's evaluation of fair treatment within a correctional setting focuses on the following areas: staff accountability, inmate discipline, the inmate grievance procedure, and segregation. Overall, CIIC rates fair treatment at LAECI as **IN NEED OF IMPROVEMENT**.

A. STAFF ACCOUNTABILITY

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 accountability as **IN NEED OF IMPROVEMENT**.

- Focus group participants expressed concern that LAECI staff have a lack of control over the inmate population, that policies and procedures are inconsistently followed, and that there are many "green"/unseasoned corrections officers that are not fully versed on policies and procedures. Further, participants relayed their belief that some officers ignore inmate misconduct in the dormitories and are apprehensive to hold inmates accountable because they want to avoid potential conflict;
- 82.5 percent of total respondents (n=108) indicated that most staff conducted themselves professionally only sometimes or rarely;
- 50 percent of total respondents (n=108) indicated that they had been harassed, threatened, or abused by staff, with the most common response indicating that it had involved insulting remarks;
- 63.6 percent of total respondents (n=107) indicated that their Case Manager was not helpful, with an additional 5.6 percent stating that they did not know who their Case Manager was; and,
- 71.3 percent of total respondents (n=108) indicated that the Unit Manager was not helpful, with an additional 7.4 percent stating that they did not know who their Unit Manager was.

Positively, the rate of grievances against staff⁵² was one-third the DRC average and half the rate of comparator prisons. However, in comparison to 2011, grievances against staff doubled (from 14 in 2011).

B. INMATE DISCIPLINE

CIIC's evaluation of inmate discipline⁵³ includes observation of Rules Infraction Board (RIB) hearings and a review of a random sample of closed RIB cases. Overall, CIIC

⁵² Grievances against staff actions are categorized into the following: supervision, discrimination, force, and staff accountability.

rates inmate discipline as **IN NEED OF IMPROVEMENT**, due to the lack of sanctions for serious rule infractions.

- The primary issue of concern in regard to inmate discipline pertains to the lack of sanctions – specifically, that inmates are not being held accountable for rule violations. Even inmates who commit serious rule infractions, such as testing positive for illegal drugs or possession of cellphones,⁵⁴ are not held in segregation, which is likely having a negative impact on safety and security and negating staff efforts to control contraband.⁵⁵
- Positively, CIIC’s observation of RIB hearings and review of a random sample of closed RIB cases indicated that LAECI staff are diligent in following policies in both hearings⁵⁶ and procedures.⁵⁷ CIIC’s one recommendation to RIB staff was to consider going over the inmate rights’ form with each inmate to ensure that inmates were permitted the opportunity for witnesses.

C. INMATE GRIEVANCE PROCEDURE (IGP)

CIIC’s evaluation of the inmate grievance procedure⁵⁸ 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**; however, staff should address inmates’ negative perception of the grievance procedure.

- In 2012, the Inspector documented receiving 1,753 informal complaints resolutions (ICRs). Of the total, 4.6 percent did not receive a response. Of those

⁵³ 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.

⁵⁴ Examples: two inmates tested positive for marijuana. They were not given any disciplinary time, nor recommended for local control, nor recommended for a security increase. They were released to the compound. Two hearings involved inmates who had been found with cellphones, which is a serious breach of security. They were not given any disciplinary time, nor recommended for local control, nor recommended for a security increase. They were released to the compound. An inmate admitted to participating in a fight involving several inmates. He was not recommended for local control nor a security increase.

⁵⁵ The issue, acknowledged by both institutional staff and CIIC, is that the institution’s segregation space is full. Staff stated that they reserve segregation space for those inmates who are involved in violence.

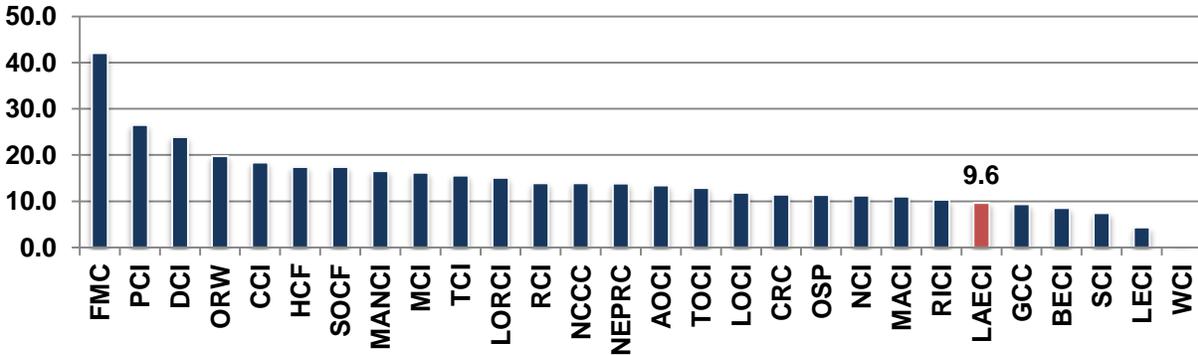
⁵⁶ CIIC found that the RIB panel spoke clearly and communicated professionally with the inmate, confirmed that the inmate had received a copy of the conduct report prior to the hearing, read to the inmate the written summary of the inmate’s statement and received confirmation that it was accurate, sought and consulted evidence where applicable; and, engaged in meaningful deliberation of both the evidence and the sanctions.

⁵⁷ 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 all mental health screens were completed when appropriate.

⁵⁸ Pursuant to Section 103.73 of the Ohio Revised Code, the CIIC is required to evaluate the inmate grievance procedure at each state correctional institution. The inmate grievance procedure is a three-step process by which inmates can document and report concerns to multiple levels of DRC staff. For more information on the inmate grievance procedure, please see the Glossary at the back of the report.

that did receive a response, 9.6 percent were outside of the seven day timeframe mandated by DRC administrative rule. The rate of non-response was above the DRC average,⁵⁹ but the rate of untimely responses was below the DRC average.⁶⁰

Chart 5
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 generally provided information and attempted to address inmate concerns. However, staff could be more diligent in conducting an investigation of inmates’ concerns and/or providing explanation to inmates.
- In 2012, there were 118 grievances filed at LAECI. Of the 118 grievances completed, 77.1 percent were denied and 20.3 percent were granted.⁶¹ The granted rate is higher than both the DRC average⁶² and comparator prisons. The top three categories with the most grievances were Healthcare with 31, Personal Property with 16, and Supervision with 14.
- Inspectors are expected to dispose of grievances within fourteen days to ensure timely response to inmates’ concerns. Staff reported that zero grievances were responded to beyond the fourteen day timeframe.

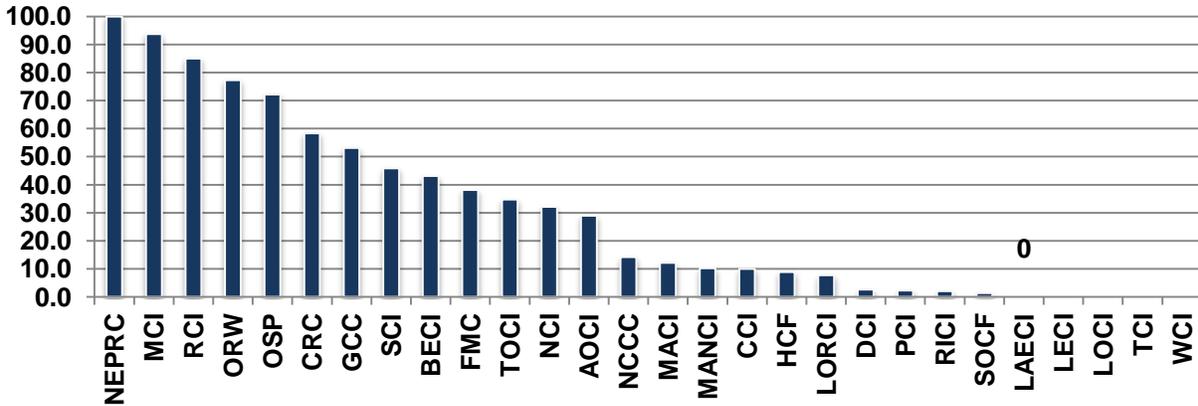
⁵⁹ The average rate of non-response to ICRs in the DRC was three percent in 2012.

⁶⁰ The average rate of untimely responses to ICRs in the DRC was 14.4 percent in 2012.

⁶¹ Three grievances were withdrawn by the inmate.

⁶² Excluding grievances that were withdrawn by the inmate or pending disposition at the close of the calendar year, 16.1 percent of grievances were granted across the DRC.

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



However, inmate responses to CIIC’s survey were predominantly negative regarding the grievance procedure. The following are the responses received:

- 64.5 percent of total respondents (n=107) reported that they normally have access to informal complaints;
- 62.6 percent of inmate respondents (n=107) reported that they did not know who the Inspector was, which is likely related to the lack of rounds.
- 94.9 percent of total respondents (n=79) indicated that they did not feel that informal complaints are generally dealt with fairly at the institution;⁶³
- 80 percent of total respondents (n=70) indicated that they do not generally receive a response to informal complaints within seven days;⁶⁴
- 95.8 percent of total respondents (n=71) indicated that they do not feel that grievances are generally dealt with fairly.⁶⁵

D. SEGREGATION

CIIC’s evaluation of segregation consists of an observation of the unit and evaluation of the population. CIIC rates segregation as **ACCEPTABLE**, but staff need to address the high number of inmates on Security Control status.

The segregation unit overall appeared clean and cells were freshly painted.⁶⁶ There were no reported maintenance issues and staff reported that maintenance concerns were taken care of within the same day. Staff kept excellent records of the individual

⁶³ An additional 29 respondents indicated that they had never filed an ICR.

⁶⁴ An additional 30 inmates responded “N/A.”

⁶⁵ An additional 36 respondents indicated that they had never filed a grievance.

⁶⁶ There was minimal inmate clutter, graffiti on the walls, clotheslines, or inappropriate pictures. All cell windows and cell door windows were clear of obstruction. Some vents were covered with toilet paper (by the inmates), but staff indicated that the issue would be addressed.

inmate log sheets, indicating that inmates were being provided the requisite privileges. Executive staff had documented numerous rounds through the unit. Inmates reported few concerns, none related to the segregation unit. No cells were triple-bunked.⁶⁷ The segregation unit was overall excellent.

However, there were 96 inmates held in the segregation unit, including 76 on Security Control (SC), or 79.2 percent of the total segregation population, 18 on Disciplinary Control, and two unknown (presumed SC, however).⁶⁸ This is out of line with other institutions. Over half of the segregation population had been in segregation over one month. Staff need to evaluate their security classification and transfer processes and ensure that they are moving inmates out of the segregation as quickly as possible.

FAIR TREATMENT RECOMMENDATIONS

- Staff should hold inmates accountable for serious rule infractions. Staff should immediately implement a more stringent sanction structure, which could include its stratification plan, privilege levels, or other options.
- Staff should consider strategies for ongoing evaluation of inmate misconduct and appropriate sanctions.
- RIB staff should consider reviewing the inmate rights' form with each inmate to ensure that inmates were permitted the opportunity for witnesses.
- Staff should encourage staff to respond to informal complaints within the seven day timeframe.
- Staff should evaluate the high number of inmates in segregation under Security Control and determine where processes could be made more efficient.

⁶⁷ However, the reason that the segregation unit was not triple-bunked was because of the above-mentioned serious concern that inmates are not being appropriately sanctioned for misconduct and are being released to the compound.

⁶⁸ Two inmates were marked as on "Security Control" placement, but also had in-dates for Local Control, indicating that they were in fact on Local Control placement.

V. REHABILITATION AND REENTRY

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

CIIC's evaluation of rehabilitation and reentry includes a review of data, direct observations of educational programming, inmate and staff focus groups, administrative interviews and inmate survey responses. Overall, CIIC rates rehabilitation and reentry at LAECI as **IN NEED OF IMPROVEMENT**.

A. ACCESS TO PURPOSEFUL ACTIVITIES

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

- Inmates observed on the housing units were predominantly idle.⁶⁹
- Programming space in the housing units has been converted into extra bed areas, reducing opportunities for inmate activities or programs.
- Elimination of specific educational programs that had been available through Kent State University has reduced access to postsecondary training for inmates. Some, but not all, of the post-secondary programs have been replaced through Ashland University
- Inmate focus group participants reported that the lack of programs or activity, especially during winter months, leads to incidents in the housing units and tension among inmates.⁷⁰
- The ratio of inmates on waitlists for academic programs compared to inmates enrolled was worse than the DRC average in FY 2012,⁷¹ comparator prisons' average,⁷² and the institution's rate in FY 2010.⁷³

⁶⁹ An inmate idleness count during the inspection produced an average of 57.8 percent of inmates deemed idle on their units. Idleness is identified as totally non-productive or non-constructive behavior: sleeping on bunk or watching non-educational/non-instructional television.

⁷⁰ When asked what programs inmates would like to see added, most did not have a preference, but insisted that the addition of any programs or greater access to current programs would decrease misconduct in the dormitories. Inmates felt that since LAECI is a Level 1 and 2 institution that cable should be permitted in the bunk areas and not just in the dayrooms. Inmates felt this would be a practical solution that will keep inmates occupied and less likely to "look for trouble."

⁷¹ There are more inmates on waitlist per enrollee at LAECI than the number of inmates on waitlist to each enrollee in the DRC average. For FY 2012, there were 478 inmates enrolled at LAECI in academic programs and 329 inmates on the academic waitlist, a ratio of one enrollee to 0.7 waitlisted inmates. In comparison, across the DRC institutions, there were 15,975 inmates enrolled in academic programs and 7,340 inmates on the waitlist for a ratio of one enrollee to 0.5 academic waitlisted inmates.

⁷² For FY 2012, there was an average of 68.8 percent of LAECI academic students on academic waitlists and there was an average of 51.1 percent of academic students in Level 1 and 2 comparator prisons on academic waitlists.

⁷³ For FY 2012, there was an average of 68.8 percent of LAECI academic students on academic waitlists; and for FY 2010, there was an average of 54 percent of LAECI academic students on academic waitlists.

Positively, staff and unit administrators reported that they work to provide as many opportunities for meaningful activities as they can.⁷⁴

B. QUALITY OF EDUCATIONAL PROGRAMMING

CIIC's evaluation of the quality of educational programming in a correctional institution focuses on data analysis, a document review, direct observation of at least one program, and inmate survey responses. Overall, CIIC rated the quality of programming as **GOOD**, due to the high GED passage rates.

Outcome Measures for FY 2012

- The total number of GEDs achieved in CY 2012 was slightly higher than the total number of GEDs reportedly achieved at LAECI in FY 2010 under the previous vendor.⁷⁵
- The passage rate of GED completions was higher than the rate across the DRC,⁷⁶ comparator prisons,⁷⁷ and LAECI's reported rate in FY 2010.⁷⁸
- The rate of certificate achievement when compared to academic enrollment was higher in FY 2012 than the DRC average and comparator prisons, but lower than LAECI's reported rate in FY 2010.⁷⁹

On-Site Observation

CIIC staff observed four educational programs during the inspection. Among the four classrooms, the following observations were noted:

- Students displayed various degrees of attentiveness, and behavior was predominantly positive and compliant.

⁷⁴Programming is scheduled to make use of as many common areas as possible within the institution (library, visitation room, empty classrooms, etc.) so that inmates may attend programs. The Reentry Coordinator exercises notable persistence and diligence in reaching toward local resources to assist the institution's efforts to provide access to programs and needed information that will support a favorable reentry for inmates. Staff incentivize inmate participation in activities and programs by encouraging inmates to seek earned credit for the completion of qualified programs; however, inmates reported they are not made aware of program incentives.

⁷⁵In FY 2010, LAECI reported that 92 GEDs were received by inmates. In CY 2012, LAECI staff reported 97 total inmates receiving a GED.

⁷⁶In CY 2012, there were 97 inmates at LAECI who completed the GED program and passed the GED test, for a passage rate of 70.3 percent (n=138). The DRC FY 2012 average passage rate for GED tests was 63.3 percent (n=2,078).

⁷⁷At the comparator DRC institutions at Level 1 and 2, there were 1,941 inmates who received the GED, for a passage rate of 66.7 percent.

⁷⁸58.2 percent of LAECI GED students passed the GED in FY 2010. 2010 data is based on monthly reports submitted to CIIC by Management and Training Corporation staff, the former vendor.

⁷⁹In FY 2012, the facility reported that 41.6 percent of inmates enrolled in academic programs received a certificate, compared to 34.9 percent in comparator prisons and 35.7 across the DRC. In FY 2010, staff working at the institution under the previous vendor reported that 73.1 percent of inmates enrolled in academic programs received a certificate.

- Teaching strategies were predominantly verbal strategies, direct step-by-step instruction showing illustrative examples on whiteboard, individualized teacher assistance with seatwork, and group discussion.⁸⁰
- Individual student seatwork in most classes was completed using paper and pencil, while other students worked on desk-top computers installed with applicable CAD software and without Internet access.
- Technology-based instructional tools and some course-specific materials were observed to be minimal or lacking.⁸¹

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 **IN NEED OF IMPROVEMENT**, primarily due to the comparatively small volume of materials available to inmates and fewer hours of operation.

Facilities

The library appeared clean and organized, with adequate space for the current library materials and inmate use.

Access

- Inmates have access to materials at a lower rate per inmate than inmates across the DRC and a lower per capita rate than comparator prisons.⁸²
- The total hours of library operation are 28.7 percent lower than the DRC average⁸³ and 33 percent lower than the average hours in comparator prisons.⁸⁴
- The library is reportedly in need of materials pertaining to higher education and reentry.

⁸⁰ Specific verbal strategies included lecture, question/answer, vocabulary development, examples, and interdisciplinary references. Less frequently observed verbal strategies included 'think-alouds' to engage students in higher level thinking processes as analytical, critical, or reflective thinking. No defined peer tutoring was observed, although some classes reportedly have inmate tutors assigned.

⁸¹ The absence of basic materials for a building and maintenance program has reportedly prevented inmates from progressing to the hands-on level of learning. These inmates have been held to reading and writing exercises in a vocational program that is fundamentally and profoundly hands-on, with direct application to reentry employment and success.

⁸² LAECI had a 5.3 per capita rate of materials available to the inmate population for the period July through December 2012. The LAECI per capita rate was significantly lower than the DRC average per capita rate of 9.5 for the period. The LAECI library also showed a significantly lower per capita rate of materials among comparator prisons, which averaged 8.9 per capita rate for the period.

⁸³ LAECI hours of library operation for the period July through December 2012 were reported to be 128.7 hours per month, while the DRC average hours of library operation per month was reported to be 180.6 hours.

⁸⁴ LAECI hours of library operation for the period July through December 2012 were reported to be 128.7 hours, while the comparator institutions at Level 1 and 2 reported 192 average hours of operation per month.

- Access to legal materials and legal research in the law library is supported through the availability of ten computers dedicated for legal research, which is higher than the DRC average.⁸⁵

Quality

- The library engages inmates as library aides to assist other inmates whenever the library is open.
- The librarian also supports the publication of an inmate newsletter, the Lake Effect, using library resources.⁸⁶

Reentry

- The LAECI reentry section includes books and hand-outs as resources,⁸⁷ but does not include any innovative resources to promote inmates' reentry success. The library has not previously had computers for inmate use in preparing for reentry, but two computers are reportedly on order for the reentry center in the library. These computers will assist inmates in the preparation of cover letters, applications, and resumes. The library reportedly suffers from a shortage of educational textbooks and self-help books, both genres that support a successful reentry.

D. OHIO PENAL INDUSTRIES

LAECI does not operate any OPI shops.

E. REENTRY PLANNING

CIIC's evaluation of reentry planning⁸⁸ includes interviews of staff,⁸⁹ a focus group of inmates,⁹⁰ an observation of inmate idleness, a document review, and inmate survey

⁸⁵ CIIC inspections of DRC institutions during the 2011-2012 biennium revealed an average of 4.6 computers in institution libraries for inmate legal research, and an average of 4.9 computers at comparator prisons.

⁸⁶ The newsletter covers various topics of interest to inmates at LAECI and provides inmates with experience in applying their literacy skills. Thirty copies of Lake Effect are distributed to each living unit, and extra copies are available at the library.

⁸⁷ A reentry section should include self-help materials to impact social skills and behavior modification, job resources for resume writing and interviewing, and county-by-county resources with contact information relevant to medical and mental health services, housing, clothing, food, educational services, and contact information for Job and Family Services representatives.

⁸⁸ Reentry planning requires pervasive attention to specific details from the first day of incarceration through the post-release period. Effective reentry planning is crucial for a successful reintegration into society. The inspection includes considerations of the degree and types of inmate access to purposeful activities, inmate contact with community, and staff accountability related to reentry processes and programs.

⁸⁹ CIIC inspection process related to reentry preparations includes interviews of the Reentry Coordinator, the Unit Management Chief, and available Case Managers.

⁹⁰ CIIC conducted a focus group of a sample of nine inmates at LAECI. Inmates were selected from those who are within a few weeks of their release date.

responses. Overall, CIIC rates the LAECI reentry provisions **ACCEPTABLE** solely due to the positive work of the Reentry Coordinator with inmates who are close to their release date; however, the institution is lacking in reentry planning applicable to the general population of inmates.⁹¹

- Staff interviews and inmate focus groups indicated that the Reentry Coordinator is very helpful and appreciated by the inmates who have the opportunity to work directly with her prior to their release.
- The Reentry Coordinator extends extra incentives to inmates and provides extra research services to inmates as they approach their release date. The RC also initiates outreach efforts into local communities and counties across the state that may receive ex-offenders from LAECI. Inmates in the reentry focus group relayed unanimously that the Reentry Coordinator was the most helpful resource in the institution for written materials, encouragement, and support they experience at LAECI.

However, the following issues were also noted:

- The majority of inmates responding to CIIC's survey provided extremely negative feedback applicable to the reentry planning they have experienced (see survey results in the appendix).
- Staff relayed that reentry planning for inmates is hindered due to the difficulties inmates experience in communication with their families and their communities. The high cost of phone calls, and the resistance of some counties in providing written materials, contact information, support, and actual assistance to returning inmates increases the challenges and complications of the reentry process. Staff are reportedly challenged to meet requirements to maintain daily or as-needed meetings with individual inmates in the weeks prior to their release.
- Inadequate space was identified as a primary obstacle to frequent reentry planning meetings and unit programs, which are conducted primarily by Case Managers.
- New staff and staff turnover, including some inexperienced staff, was identified as a challenging factor in reentry planning within the past year.

F. SECURITY CLASSIFICATION AND PRIVILEGE LEVELS

CIIC staff did not evaluate this section at LAECI and therefore **DEFERS** rating it until the follow-up inspection.

⁹¹LAECI staff indicated their Stratification Plan calls for inmates with common (criminogenic) needs to be housed together, so that access to appropriate social services programming may be increased and the quality of programming may also increase as inmates assist one another in their rehabilitative efforts.

REENTRY AND REHABILITATION RECOMMENDATIONS

- Staff should consider evaluating materials, instructional tools, and funding for programs.
- Staff should consider developing strategies to improve communication between inmates and their families and communities.
- Staff should consider expanding the higher education and reentry resource sections in the library.
- Staff should consider developing strategies to improve access to programs and other purposeful activities, both formal and informal.
- Staff should consider developing strategies to increase inmates' knowledge of reentry-related resources, such as a reentry plan and applicable programs.

VI. FISCAL ACCOUNTABILITY

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

CIIC's evaluation of fiscal accountability includes a review of the following: the most recent fiscal audit conducted by an external auditor,⁹² overtime hours, cost saving initiatives, staff interviews,⁹³ and documentation review. Overall, CIIC rates fiscal accountability as **IN NEED OF IMPROVEMENT**.

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 the staffing as **IN NEED OF IMPROVEMENT** due to the number of mandated overtime hours, high turnover ratio, and low staff morale.

Overtime Management⁹⁴

- In staff interviews, officers stated that they are frequently mandated to work an average of 12 additional hours per week.⁹⁵

Turnover Ratio

- In December 2012, the staff turnover rate for total staff exceeded 20 percent.^{xxii} Correctional officer turnover rate was reported as 19.7 percent. In comparison, the DRC staff turnover rate is reportedly 12.7 percent.^{xxiii}

Morale

- Half of the interviewed staff (n=16) rated staff morale as low or very low. No staff rated morale as high or very high. The low ratings were based on safety concerns⁹⁶ and mandated overtime hours.⁹⁷
- Staff relayed that employee grievances were low. Staff also relayed initiatives to improve morale, such as employee of the week and roundtables with executive staff.

⁹² LAECI has not received a fiscal audit since it was purchased by CCA in January 2012.

⁹³ Staff interviews include correctional officers and members from the following areas: business office, training, and human resources.

⁹⁴ CIIC did not review overtime data from LAECI.

⁹⁵ Some staff volunteered to work overtime on their off day in an effort to prevent being called in to work by the institution.

⁹⁶ Eight officers rated staff safety as average while four officers rated safety as low to very low. Staff safety ratings were based on inmate disrespect towards staff, and an increase in inmate-on-inmate assaults and fights in the housing units.

⁹⁷ 15 of the officers interviewed stated that they were mandated to work an estimated 12-15 hours per week in overtime.

Training⁹⁸

- In FY 2012, LAECI staff reportedly had a 100 percent completion rate for both DRC and CCA required training.^{99 xxiv}
- All interviewed officers reported completing their required annual training on time for FY 2013.

Evaluations

CIIC's review of evaluations consists of a document review and staff interviews. LAECI staff will not receive their 2012 annual evaluation until they have worked a full year under CCA management.^{100 xxv}

B. COST SAVINGS

CIIC's evaluation of cost savings includes a document review and an interview of staff regarding the implementation of cost saving initiatives, both those required by policy¹⁰¹ and those independently developed by staff. CIIC **DEFERS** rating this area due to the lack of available information regarding utility usage¹⁰² or cost savings efforts and the lack of requisite energy and waste audits in 2012.¹⁰³

- Staff relayed ongoing cost savings through using *Netflix* to rent inmate movies at an estimated cost savings of \$145¹⁰⁴ per month.^{xxvi}

⁹⁸ 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.

⁹⁹ In FY 2012, LAECI staff completed 25,556.55 total hours of training including: Orientation (10,345); In-Service (9,329.25); Specialized (5,504.8); and Custody (377.5).

¹⁰⁰ The majority of staff will not be eligible for an annual evaluation until after January 2013. Once the evaluation process begins, immediate supervisors will be expected to have the evaluations completed by March 31, 2013.

¹⁰¹ 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.

¹⁰² In 2011, MTC tracked the institution's utility usage and the information is no longer available to LAECI. Thus, cost savings is not reflected due to incomplete information.

¹⁰³ Per policy 22-BUS-17, each institution is also required to conduct annual energy and waste audits to determine the effectiveness of the institution's efforts to reduce waste and conserve energy. The purpose of the waste audit is to identify additional waste to be diverted, evaluate trends in waste disposal from the previous year, and determine the success of the current waste diversion program. The energy audit analyzes utility usage in an effort to determine additional methods to save money and energy. According to LAECI staff, CCA does not require the institution to perform energy or waste audits. However, it is the understanding of CIIC that the institution will conduct the audits in 2013.

¹⁰⁴ According to LAECI staff, it costs an estimated \$55 per month to rent movies from Netflix compared to \$200 by renting movies at a local video store. The estimated cost savings is \$145 per month.

- LAECI engages in recycling of cardboard, paper, plastic, and cans through the Evergreen Shop¹⁰⁵ and Cintas,¹⁰⁶ a national recycling company. For CY 2012, the recycling program resulted in a negative balance of (\$8,105.92).¹⁰⁷

FISCAL ACCOUNTABILITY RECOMMENDATIONS

- Staff should complete the energy and waste audits as required by DRC policy.
- Staff should track the 2013 utilities in the DRC database. If possible, the business office should also input the 2012 data to provide a cost savings comparison at the end of CY 2013.
- Staff should consider tracking all training in 2013 based on the number of staff attending the training, and the number of staff not completing the program (including staff failures).
- Staff should ensure that all evaluations are completed by the required date.
- Staff should consider developing strategies to improve staff morale.

¹⁰⁵ Evergreen was an Ohio Penal Industries (OPI) shop when the institution was under MTC management. The shop continues to operate as a recycling program for the institution.

¹⁰⁶ LAECI paid \$2,039.24 to Cintas in CY2012 to recycle all “sensitive” materials including documents that could not be recycled by inmates in the Evergreen institutional recycling project.

¹⁰⁷ Negative balance at the end of CY2012 bill consisted of a December 2012 end balance of \$2,675.31 and a negative outstanding balance of (\$10,781.23) for a total negative balance of (\$8,105.92).

SECTION VII. APPENDIX

A. INMATE SURVEY

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

At LAECI, CIIC staff gave or attempted to give surveys to 225 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 eighth inmate was selected. CIIC staff provided an explanation of the survey to each selected inmate. At the end of the first day of the inspection, CIIC staff conducted a sweep of the housing units to collect the surveys. CIIC received 108 completed surveys, representing 6.1 percent of the total LAECI population.

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

DRC Inmate Interview

DO NOT WRITE YOUR NAME OR NUMBER ON THIS FORM

The Correctional Institution Inspection Committee is a legislative committee that inspects the prisons of Ohio and evaluates programs, operations, conditions, and the grievance procedure. We ask you to complete this survey to help us evaluate the prison. Your answers to these questions will remain anonymous. Once you have completed the survey, 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



Wrong Way



DEMOGRAPHICS

Q1 What is your race?

White.....	44 (40.7%)
Black.....	49 (45.4%)
Hispanic.....	7 (6.5%)
Other.....	8 (7.4%)

Q2 How old are you?

Under 21.....	6 (5.6%)
21-25.....	13 (12.0%)
26-30.....	24 (22.2%)
31-35.....	21 (19.4%)
36-40.....	17 (15.7%)
41-45.....	12 (11.1%)
46-50.....	4 (3.7%)
51-55.....	6 (5.6%)
Over 55.....	5 (4.6%)

Q3 How long have you been incarcerated on this number?

Less than 1 year.....	27 (25.0%)
1-2 years.....	35 (32.4%)
2-5 years.....	26 (24.1%)
5-10 years.....	11 (10.2%)
10-15 years.....	3 (2.8%)
15-20 years.....	6 (5.6%)
Over 20 years.....	0 (0.0%)

Q4 Are you within one month of release?

Yes.....	9 (8.3%)
No.....	99 (91.7%)

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.).....	21 (19.4%)
Sex offense.....	4 (3.7%)
Property offense (i.e. burglary, theft, etc.).....	29 (26.9%)
Drug offense.....	36 (33.3%)
Fraud.....	4 (3.7%)
Other.....	36 (33.3%)

HEALTH AND WELLBEING

Q6 Please answer the following regarding your unit.

	Yes	No
Do you normally have enough clean clothes for the week?	72 (67.3%)	5 (32.7%)
Are you normally able to shower five (5) days a week?	99 (93.4%)	7 (6.6%)
Do you normally have the opportunity to exchange for clean sheets every week?	57 (53.8%)	49 (46.2%)
Do you normally have the opportunity to request and receive cleaning chemicals every week?	89 (84.8%)	15 (15.2%)

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

Very Clean	4 (3.8%)
Clean	42 (39.6%)
Unclean	35 (33.0%)
Very Unclean	25 (23.6%)

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

Very Satisfied	1 (0.9%)
Satisfied	9 (8.4%)
Neutral	23 (21.5%)
Unsatisfied	35 (32.7%)
Very Unsatisfied	39 (36.4%)

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

Yes	32 (29.6%)
No	68 (63.0%)
Never filed	8 (7.4%)

Q10 Are you on the chronic care caseload?

Yes	32 (29.6%)
No	76 (70.4%)

If yes, are you generally receiving timely follow-ups?

Yes	14 (18.7%)
No	24 (32.0%)
N/A	37 (49.3%)

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	3 (2.8%)	25 (23.6%)	29 (27.2%)	16 (15.1%)	17 (16.1%)	10 (9.4%)
Doctor	3 (2.9%)	24 (22.9%)	20 (19.0%)	18 (17.2%)	21 (20.0%)	15 (14.2%)
Dentist	2 (1.9%)	27 (25.4%)	17 (16.1%)	10 (9.4%)	11 (10.3%)	21 (19.7%)
Mental Health Staff	3 (2.9%)	16 (15.1%)	19 (18.0%)	8 (7.6%)	7 (6.6%)	45 (42.5%)

Q12 Do you have any emotional or mental health problems?

Yes	33 (30.6%)
No	75 (69.4%)

Q13 Are you on the mental health caseload?

Yes	17 (15.7%)
No	91 (84.3%)

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

Yes	26 (24.3%)
No	29 (27.1%)
N/A	52 (48.6%)

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

Yes	61 (57.0%)
No	46 (43.0%)

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

Yes	38 (35.2%)
No	54 (50.0%)
N/A	16 (14.8%)

Q17 How satisfied are you with access to recreation?

Very Satisfied	6 (5.6%)
Satisfied	14 (13.0%)
Neutral	11 (10.2%)
Unsatisfied	34 (31.5%)
Very Unsatisfied	43 (39.8%)

Q18 Is the institutional recreation schedule generally followed?

Usually / always	12 (11.1%)
Sometimes	54 (50.0%)
Never / rarely	42 (38.9%)

FAIR TREATMENT

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

	Yes	No
Kites	92 (86.0%)	14 (14.0%)
Informal Complaints	69 (64.5%)	38 (35.5%)
Health Service Request Forms (sick call slips)	93 (88.6%)	12 (11.4%)

Q20 Do you know who the Inspector is?

Yes.....	40 (37.4%)
No	67 (62.6%)

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

Yes.....	4 (3.7%)
No	75 (69.4%)
Never filed.....	29 (26.9%)

Q22 Do you generally receive a response to informal complaints within seven days?

Yes.....	14 (14.0%)
No	39 (39.0%)
Did not receive a response	17 (17.0%)
Just filed.....	0 (0.0%)
N/A.....	30 (30.0%)

Q23 Do you feel that grievances are generally dealt with fairly at this institution?

Yes.....	3 (2.8%)
No	68 (63.6%)
Never filed.....	36 (33.6%)

Q24 Do you generally receive a response to grievances within fourteen days?

Yes.....	14 (13.6%)
No	31 (30.1%)
Did not receive a response	13 (12.6%)
Just filed.....	2 (1.9%)
N/A.....	43 (41.7%)

Q25 Do you feel that grievance appeals are dealt with fairly?

Yes.....	4 (3.7%)
No	62 (57.9%)
Never filed.....	41 (38.3%)

Q26 Have you ever felt that you were prevented from using the grievance procedure when you wanted to?

Yes.....	42 (40.0%)
No	63 (60.0%)

Q27 If you have never used the grievance procedure, why not? (Choose the best answer)

No problems / reason to use.....	11 (12.8%)
Grievance procedure does not work.....	18 (20.9%)
Staff retaliation.....	19 (22.1%)
Form not available	3 (3.5%)
Do not want to be a snitch	1 (1.2%)
Do not know how to use	6 (7.0%)
N/A.....	28 (32.6%)

Q28 Do you feel that staff generally follow disciplinary hearing procedures?

	Yes	No	Don't Know
Hearing Officer	11 (10.2%)	44 (40.5%)	75 (70.4%)
RIB Panel	9 (8.4%)	14 (12.9%)	90 (84.5%)

Q29 Overall, do most staff conduct themselves professionally?

Usually	19 (17.6%)
Sometimes	60 (55.6%)
Rarely	29 (26.9%)

Q30 Have you been harassed, threatened, or abused by staff here?

Yes..... 54 (50.0%)
 No 54 (50.0%)

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

Insulting remarks (about you or your family or friends) 41 (52.6%)
Physical abuse (being hit, kicked or assaulted) 9 (11.5%)
Sexual abuse 2 (2.6%)
Feeling threatened or intimidated 28 (35.9%)
Having your commissary / property taken 27 (34.6%)
Debt 3 (3.8%)
Drugs 0 (0.0%)
Race or ethnic origin 16 (20.5%)
Religion / religious beliefs 5 (6.4%)
Sexual orientation 2 (2.6%)
Age 7 (9.0%)
Disability / medical condition 6 (7.7%)
You were new here 14 (17.9%)
Offense / crime 5 (6.4%)
Gang related issues 6 (7.7%)
N/A 25 (32.1%)

Q34 Have you been harassed, threatened, or abused by other inmates here?

Yes..... 38 (35.2%)
 No 70 (64.8%)

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

Insulting remarks (about you or your family or friends) 24 (36.4%)
Physical abuse (being hit, kicked or assaulted) 27 (40.9%)
Sexual abuse 2 (3.0%)
Feeling threatened or intimidated 28 (42.4%)
Having your commissary / property taken 32 (48.5%)
Debt 4 (6.1%)
Drugs 3 (4.5%)
Race or ethnic origin 15 (22.7%)
Religion / religious beliefs 5 (7.6%)
Sexual orientation 2 (3.0%)
Age 10 (15.2%)
Disability / medical condition 4 (6.1%)
You were new here 17 (25.8%)
Offense / crime 5 (7.6%)
Gang related issues 14 (21.2%)
N/A 27 (40.9%)

Q31 Do you feel that your Case Manager is helpful?

Yes..... 33 (30.8%)
 No 68 (63.6%)
 Do not know who this is 6 (5.6%)

Q32 Do you feel that your Unit Manager is helpful?

Yes..... 23 (21.3%)
 No 77 (71.3%)
 Do not know who this is 8 (7.4%)

SAFETY

Q33 How safe do you feel inmates are at this institution from other inmates (violence, extortion, etc.)?

Very Safe 2 (1.9%)
Safe 10 (9.3%)
Neutral 23 (21.3%)
Unsafe 28 (25.9%)
Very Unsafe 45 (41.7%)

Q35 If you have been harassed, threatened, or abused by either inmates or staff, did you report it?

Yes..... 30 (29.1%)
 No 29 (28.2%)
 N/A..... 44 (42.7%)

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

Yes 3 (3.5%)
 No..... 29 (34.1%)
 N/A..... 53 (62.4%)

Q36 Is it easy or difficult to get illegal drugs in this prison?

Easy..... 36 (34.3%)
Neutral 6 (5.7%)
Difficult 12 (11.4%)
Do not know 51 (48.6%)

Q37 Is it easy or difficult to get tobacco in this prison?

Easy.....	34 (32.7%)
Neutral.....	6 (5.8%)
Difficult.....	14 (13.5%)
Do not know.....	50 (48.1%)

Q38 Is it easy or difficult to get alcohol in this prison?

Easy.....	23 (22.1%)
Neutral.....	12 (11.5%)
Difficult.....	14 (13.5%)
Do not know.....	55 (52.9%)

Q39 What type of gang activity frequently occurs at this institution? (Choose all that apply)

Gang activity is not frequent at this institution ..	9 (9.5%)
Assaults.....	68 (71.6%)
Theft.....	69 (72.6%)
Extortion.....	64 (67.4%)
Gambling.....	36 (37.9%)
Sex Trade.....	11 (11.6%)
Drug Trade.....	43 (45.3%)
Other.....	28 (29.5%)

REHABILITATION AND REENTRY

Q40 Do you know the criteria to reduce your security / privilege level?

Yes.....	27 (25.2%)
No.....	80 (74.8%)

Q41 Have staff discussed with you what programs you should be taking while incarcerated?

Yes.....	19 (17.8%)
No.....	88 (82.2%)

Q42 Have staff discussed a reentry plan for you?

Yes.....	6 (5.7%)
No.....	100 (94.3%)

Q43 Do you know where you can find reentry resources?

Yes.....	19 (18.4%)
No.....	84 (81.6%)

Q44 Do you know how to obtain the following after release?

	Yes	No	N/A
Housing	31 (29.5%)	70 (66.7%)	4 (3.8%)
Job	44 (41.9%)	57 (54.3%)	4 (3.8%)
State ID	69 (66.3%)	33 (31.7%)	2 (1.9%)
Food	48 (46.6%)	52 (50.5%)	3 (2.9%)
Continuing Health Care (medication, etc.)	30 (28.8%)	67 (64.4%)	7 (6.7%)
Recovery Services (NA, AA, etc.)	38 (36.5%)	57 (54.8%)	9 (8.7%)
Education	49 (46.7%)	49 (46.7%)	7 (6.7%)
County agency information	29 (27.9%)	64 (61.5%)	11 (10.6%)

Q45 How easy or difficult is it to get into the following activities in this prison?

	Easy	Neutral	Difficult	N/A
Prison Job	36 (35.0%)	27 (26.2%)	33 (36.9%)	2 (1.9%)
Vocational Training	4 (3.8%)	2 (11.4%)	32 (78.1%)	7 (6.7%)
Academic Programming (ABLE, Pre-GED, GED)	5 (4.8%)	25 (24.0%)	38 (55.8%)	6 (15.4%)
Unit Programs (Thinking for a Change, Victims Awareness, etc.)	8 (7.6%)	3 (12.4%)	33 (69.5%)	1 (10.5%)
Mental health/wellness programming	18 (17.1%)	3 (12.4%)	40 (40.0%)	22 (30.5%)
Recovery Service Programs (AOD, IOP, AA, NA, etc.)	24 (22.9%)	3 (26.7%)	39 (39.0%)	7 (11.4%)

Q46 How satisfied are you with educational programs at this institution?

Very Satisfied.....	2 (1.9%)
Satisfied.....	5 (4.8%)
Neutral.....	8 (7.7%)
Unsatisfied.....	27 (26.0%)
Very Unsatisfied.....	49 (47.1%)
Never participated.....	13 (12.5%)

Q47 How satisfied are you with unit programs (i.e. Thinking for a Change, Victims Awareness, etc.) at this institution?

Very Satisfied.....2 (1.9%)
Satisfied.....5 (4.8%)
Neutral.....12 (11.4%)
Unsatisfied.....23 (21.9%)
Very Unsatisfied.....36 (34.3%)
Never participated.....27 (25.7%)

Q48 Have you had any problems with sending or receiving mail within the past six months?

Yes.....36 (34.3%)
No.....64 (61.0%)
N/A.....5 (4.8%)

Q49 Have you had any problems accessing the telephone within the past six months?

Yes.....47 (45.2%)
No.....52 (50.0%)
N/A.....5 (4.8%)

If yes, why? (Check all that apply)

Phones are broken.....20 (36.4%)
Not enough phones.....48 (87.3%)
Access denied by other inmates.....12 (21.8%)
Currently do not have phone privileges.....5 (9.1%)

Q50 Have you had any problems receiving visits within the past six months?

Yes.....54 (52.9%)
No.....38 (37.3%)
N/A.....10 (9.8%)

If yes, why? (Check all that apply)

Distance for visitors.....30 (48.4%)
Visiting hours / schedule.....21 (33.9%)
Visit scheduling process.....33 (53.2%)
Visitor turned away.....15 (24.2%)
Visitor not approved.....19 (30.6%)
I do not have people who want to visit.....5 (8.1%)
Currently do not have visitation privileges.....3 (4.8%)

Final Comments

Q51 What is the most positive aspect of this prison?

101 (100.0%)

Q52 What would you most like to see changed here?

103 (100.0%)

DO NOT WRITE YOUR NAME OR NUMBER ON THIS FORM

B. INSPECTION CHECKLISTS¹⁰⁸

Inspector: Jackson

Facility: LAELI
Date: 1-22-13

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Huron A+B Inmate Count: A: 116, B: 141, 3 out = 119, 8 out = 149

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	<i>Chow time</i>
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
FACILITIES		
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 4 (8) Urinals - 4 (8) Sinks - 8 (16) Showers - 12 (24 multi) 24 (4 hand)	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 1 <i>just installed</i> Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Yes
10. How quickly are maintenance work orders completed?	<i>Depends - usually within 24 hours</i>	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	<i>Cleaned 6-7x per day</i>
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	<i>once per day - would like to use stronger chemicals</i>
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

¹⁰⁸ The checklists here do not include all forms used by CIIC staff during the inspection process.

Inspector: Jackson

Facility: LAECI
Date: 1-22-13

STAFF ACCOUNTABILITY												
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	1 bottle empty - Restroom Cleaner 1 bottle of cleaner - almost empty										
16. Is the first aid box secured? -First Aid box checked <input type="checkbox"/>	DNK <input type="radio"/> YES <input type="radio"/> NO	Staggered in office										
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO	Last inspection November 2012 <i>Inmate suggested to use it</i>										
18. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd - 2	2 C/O's per shift 12 hour shifts										
1. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO											
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	8 per shift each side	Date 1/19/13 # 2 Date 1/19/13 # 11 Date 1/11/13 # 19										
ACCESS TO CIIC, PROGRAMS, STAFF												
20. 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 type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>											
21. 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"/>											
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	1/9	10:46 am	10:53 am	1/25	9:20 am	9:23 am						
DWO	1/3	12:00 pm		1/11	1:55 pm	1:15 pm	1/20	1:40 pm	1:55 pm			
DWSS	1/13	10:25 am	10:33 am	1/15	9:14 am	9:23 am						
IIS	1/16	10:05 am	10:13 am									
UMA	1/3	1:20 pm	1:52 pm	1/9	10:42 am	10:53 am	1/15	4:14 pm	4:24 pm	1/16	6:20 am	6:45 am
ADDITIONAL COMMENTS (including inmate communication):												
<p>Log Sheet: 12/23- 1/21</p> <p>1/16 12:57pm - 1:20pm</p> <p>Inmates stated that shower is cold</p>												

Inspector: Jackson

Facility: LAECT
Date: 1-22-13

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Muron C+D

Inmate Count: 131
123

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input type="checkbox"/> Tense <input checked="" type="checkbox"/>	Issue w/ Water temp
FACILITIES		
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 8 16 Urinals - 8 Sinks - 16 Showers - 24 (bunk) warmer	Several showers need to be fixed or to make shower warmer
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 0 Sinks - 0 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	N/A
10. How quickly are maintenance work orders completed?		Within 24 hours
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/> (2)	Soap scum
13. How often are shower/toilet facilities cleaned?	Every shift <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> 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"/>	

Inspector: Jackson

Facility: LAFCI
Date: 1-22-13

STAFF ACCOUNTABILITY												
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	Checked List as well										
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO	DNK										
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	Last inspection December 2012										
18. How many officers are on duty per shift?	1 st - <input checked="" type="checkbox"/> 2 nd - <input checked="" type="checkbox"/> 3 rd - <input checked="" type="checkbox"/>	2 c/o perform 12-hour shifts										
1. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES NO	Yes, but most are brownie a few at sanitation inc. 11 am on construction dump										
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	8 per (16 total) shift per CO	Date 1/5 # 12 Date 1/15 # 8 Date 1/19 # 9										
ACCESS TO CIIC, PROGRAMS, STAFF												
20. 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"/>											
21. 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"/>											
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	1/5	11:20 am	11:25 am									
DWO	1/11	8:40 pm		1/16	10:45 am	11:03 am						
AW DWSS	1/13	8:42 am	8:50 am	1/20	11:00 pm	11:30 pm						
IIS	12/31	10:57 am	10:59 am	1/6	9:58 am	10:04						
UMA	1/6	12:45 pm	12:55 pm									
ADDITIONAL COMMENTS (including inmate communication): <u>Log Sheet (12/31 - 1/22)</u>												

Inspector: Saul

Facility: LECI
Date: 1/22

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Superior A/B

Inmate Count: 140-A
154-B

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input type="checkbox"/> Tense <input checked="" type="checkbox"/>	
FACILITIES		
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	clutter in bunks debris on floor - trash
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	coats + laundry bags hanging on bunk racks
5. How clean are common areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	A few chairs + tables is all
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 4 Urinals - 4 Sinks - 8 Showers -	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 0 Urinals - 1 missing Sinks - 1 covered Showers - 0	Discoloration
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	"slow"	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	orange soap sump black grout missing tile piece
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	broken - sometimes messed up

Inspector: Saw

Facility: LAECI
Date: 1/22

STAFF ACCOUNTABILITY		
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	Does not match inventory
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input type="radio"/> NO <input checked="" type="radio"/>	no sticker
18. How many officers are on duty per shift?	1 - 2 nd - 3 rd -	2 12 hr shifts
1. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	0	Date 1/9 # 0 Date 1/4 # 17 Date 1/18 # 8

ACCESS TO CIIC, PROGRAMS, STAFF		
20. 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"/>	
21. 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"/>	

STAFF ROUNDS												
Staff	Date	In	Out									
Ward	1/6	11:05	7?	1/9	10:07	10:25						
DWO	1/3	10:55	11:16	1/4	10:40	11:07	1/11	17:55	?			
DWSS	1/9	8:50	8:57	1/12	9:15	9:23						
IIS	1/9	8:50	8:57									
UMA	1/21	10:40	11:42	1/1	14:15	15:44	1/3	10:40	11:16	1/4	10:40	11:08

ADDITIONAL COMMENTS (including inmate communication):

~~XXXXXXXXXX~~ laminate on table broken

sink next to ice maker broken/in poor repair

back under microwave b/c microwave broken

files in bathroom

small smoke in bed area of housing unit

more

Inspector: Saul

Facility: LAECT
Date: 1/22

AREA INSPECTED: HOUSING DORMS merit

HOUSING UNIT: Superior C/D Inmate Count: 277

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	Getting ready for show
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
FACILITIES		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	coats hanging
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 4 Urinals - 4 Sinks - 8 Showers - 10 + 2 handi	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - 1 Urinals - 0 c side Sinks - 1 Showers - 0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	usually everything works	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> toilets Daily <input checked="" type="checkbox"/> showers Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave	Y <input type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	one goes out (c side)

Inspector: Saul

Facility: LAECT
Date: 1/22

STAFF ACCOUNTABILITY												
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO										
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO										
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO										
18. How many officers are on duty per shift?	1 st - 2 2 nd - 2 3 rd -											2 12 hr shifts
1. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO										
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	8											Date <u>1/14</u> # <u>15</u> Date <u>1/18</u> # <u>17</u> Date <u>1/15</u> # <u>11</u>
ACCESS TO CIIC, PROGRAMS, STAFF												
20. 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"/>				
21. 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"/>									
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	1/6	10:55	11:05	1/15	8:50	9:00	1/3	08:05	08:13			
DWO	1/3	10:06	10:31	1/4	10:23	10:33	1/8	8:25	8:47	1/11	6:30	6:38 more
DWSS	1/3	10:15	10:26	1/12	9:07	9:13	1/16	8:19	8:26			
IIS												
UMA	12/21	9:12	9:45	1/15	3:25	3:40	1/18	08:39	08:41			
ADDITIONAL COMMENTS (including inmate communication):												

12/21
-
1/21

for: Saul

Facility: LAECT
Date: 1/22

AREA INSPECTED: HOUSING DORMS

merit

137-A

HOUSING UNIT: Ontario AVB

Inmate Count: 151-B

		COMMENTS
1. What is the activity of the unit upon entrance?	On-Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> Tense <input type="checkbox"/>	
FACILITIES		
3. How clean are bunk areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets-4 Urinals-4 Sinks-3 Showers-1 or 2 handi	
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets-1 (one broken) Urinals-0 Sinks-0 Showers-0	
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	no more than 2 days	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	some debris
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	once per week ↓ powerwash
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Inspector: Saul

Officer: A/B

Facility: LAECT
Date: 1/22

STAFF ACCOUNTABILITY												
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO										
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO										
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO										
18. How many officers are on duty per shift?	1 st - 2 nd - 3 rd -											2 12 hr shifts
1. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO										
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	0											Date 1/1 # 4 Date 1/7 # 4 Date 1/21 # 3
ACCESS TO CIIC, PROGRAMS, STAFF												
20. Are the following posted? - Current CIIC Memo - Commissary Schedule - Program Schedule - Staff Photos	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>										
21. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>	Kites <input checked="" type="checkbox"/>	ICRs <input type="checkbox"/> -ok										
	HSRs <input checked="" type="checkbox"/>											
STAFF ROUNDS												
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out
Ward	12/21	12:30	?	1/6	11:30	11:35						
DWO	12/21	12:30	?	1/3	11:42	11:30	1/11	17:30	17:42			
DWSS	1/11	17:30	17:42	1/16	8:31	8:35						
IIS												
UMA	12/22	19:55	20:10	1/1	10:10	10:35	1/15	4:05	?	1/6	6:35	2:01 more
ADDITIONAL COMMENTS (including inmate communication):												

12/21
1/21

Inspector: Saul

Facility: LAECI
Date: 1/22

AREA INSPECTED: HOUSING DORMS

HOUSING UNIT: Ontario C/D

Inmate Count: 137-C
149-D

		COMMENTS
1. What is the activity of the unit upon entrance?	On Bunk <input type="checkbox"/> Active <input checked="" type="checkbox"/> Disruptive <input type="checkbox"/>	
2. What is the atmosphere of the unit upon entrance?	Calm <input checked="" type="checkbox"/> OK Tense <input type="checkbox"/>	
FACILITIES		
3. How clean are bunk areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	
4. Are views of beds in dorms obstructed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. How clean are common areas?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	little debris
6. What is the room temperature?	Acceptable <input checked="" type="checkbox"/> Too hot/cold <input type="checkbox"/>	
7. Bathroom facility count	Toilets - 4 Urinals - 4 Sinks - 8 Showers - 1 or 2 hard	1 shower - D
8. How many are inoperative? - Inmate porter asked <input checked="" type="checkbox"/>	Toilets - Urinals - Sinks - Showers - 1	Not hot water C - 1 sink, 2 showers leaking sink
9. If any of the above are inoperative, have maintenance work orders been submitted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
10. How quickly are maintenance work orders completed?	within a couple days	
11. How clean are toilets/urinals? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/>	- need cleaning of build-up in urinals - new toilet seats needed
12. How clean are shower facilities? - Inmate porter asked <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	- pressure wash at least once per week - water damage to ceiling
13. How often are shower/toilet facilities cleaned?	Every shift <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/>	
14. Are the following <u>all</u> operational? - Phones - Laundry Facilities - Drinking Fountains - Ice machines - Microwave	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	missing microwave

Inspector: Saul

Facility: LaECT
Date: 1/22

STAFF ACCOUNTABILITY														
15. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO	missing 2 bottles											
16. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO												
17. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO												
18. How many officers are on duty per shift?	1 st - 2	2 nd - 2	3 rd -	2 12 hr shifts										
1. Are officers performing security checks at staggered, 30 min intervals? -Log observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	NO												
19. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/>	8		Date	<u>1/21</u>	#	<u>9</u>	Date	<u>1/17</u>	#	<u>4</u>	Date	<u>1/6</u>	#	<u>21</u>
ACCESS TO CIIC, PROGRAMS, STAFF														
20. 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"/>						
21. 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"/>								
STAFF ROUNDS														
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out		
Ward	12/21	12:18	?	1/6	11:17	?	1/9	10:24	10:38	1/15	8:59	9:08		
DWO	12/21	12:18	?	1/3	11:18	11:37	1/11	17:50	19:00					
DWSS	12/20	1:49	2:06	1/9	9:01	?	1/11	17:50	18:02					
IIS	1/9	9:04	?											
UMA	12/22	6:38	7:40	1/15	3:55	4:10	1/9	10:24	10:38	1/3	16:50	19:15		
ADDITIONAL COMMENTS (including inmate communication): TV broken														

12/21
-
1/21

Inspector: GTU

Facility: CAEC-1

Date: 1-23-13

AREA INSPECTED: INMATE HEALTH SERVICES

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	4	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Exam Rooms	3	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Infirmiry Beds	8	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Records Areas	2	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Bathrooms	3	<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: NEEDS MORE SPACE FOR RECORDS, WHICH SHOULD IMPROVE WITH ELECTRONIC MEDICAL RECORDS
Do other government agencies inspect your facility?		<input checked="" type="radio"/> Yes No		Which agencies and how frequently? DRL OD HEALTH - LOOK AT JUST X-RAY - TEMP LOC / VACCINATION
SAFETY and SANITATION				
Review documentation of cleaning schedule. <i>YES - IN POWDER CLOSET</i>				
Observed <input type="checkbox"/>				
Overall appearance of infirmiry.	Excellent <input type="checkbox"/>		Comments:	
	Acceptable <input checked="" type="checkbox"/>			
	Needs Improvement <input type="checkbox"/>			
Are inmate porters trained to clean/dispose of biohazards per 10-SAF-13? Documentation <input type="checkbox"/>	Yes	No	Comments: HANDLED BY FIRE/SAFETY OFFICERS	
Are clearly marked sharps/ biohazard containers present in all exam rooms? Observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> Yes	No	Comments: ONE STORAGE AREA - LOCKED AND DISPOSED OF BY CONTRACTOR MAINTENANCE	
Are employees employing universal precautions per 68-MED-18? Observe (if possible) <input type="checkbox"/>	<input checked="" type="radio"/> Yes	No	Comments:	

Inspector: GTC

Facility: LAECI

Date: 1-23-13

STAFFING and ADMINISTRATION		
Table of Organization:		
MD/ALP 3 DR/PT	NP/PA 1	RN 14 LPN 4 Pharmacist 0
Pharm Tech 0	DDS 2	DDS Asst. 2 Hygienist 1
X-RayTech 1 - contract	Lab Tech 1	Diet Tech 0 HIT 3 Secretary 0
Scheduler (HITs) Other: DIETITIAN = 1		
Do you have consistent physician/ALPs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Comments: CMO HAS BEEN HERE 2 YRS - BUT SUPPLEMENTAL PHYSICIANS HAVE BEEN - HARD TO GET MD TO COME OUT THIS FAR- LOCATION	
List any vacancies: (include length of time vacant)	Comments: 3 POS - LESS THAN ONE MONTH - SOME JUST FIND OUT THAT CONTRACTORS ISNT FOR THEM	
List any contract staff	Comments: ALL EMPLOYEES ARE CONTRACTORS - PHYSICIANS/OTHER SUBCONTRACTED BY CCA	
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: 14% - THIS IS THE HIGHEST IT HAS EVER BEEN	
What are some of the reasons nurses leave?	Comments: PRIMARILY NURSE LEAVE B/C CORRECTIONS ISNT FOR THEM - JOB PERFORMANCE - MEDICAL REASONS	
Nursing Overtime	Average OT hours per month:	Usually mandatory or voluntary?
Do supervisors work late shifts to monitor operations?	<input checked="" type="checkbox"/> Yes No	How often? HCA COMES IN ON WEEKS-OR RA-ODDLY, - COMES EARLY TO SEE NIGHT SHIFT
Do interdisciplinary meetings occur with departments?	Comments	
Mental Health	<input checked="" type="checkbox"/> Yes No	QUARTLY QUARTLY MEETINGS w/ MH, SEC, UNIT MGT
Security	<input checked="" type="checkbox"/> Yes No	- MONTHLY QIC MEETINGS
Education	<input checked="" type="checkbox"/> Yes No	- WORKS WELL w/ EDUCATION TO ADJUST PILL CHAL SCHEDULES TO ENSURE STUDENTS GET TO CLAS ON TIME

Inspector: GTC

Facility: LAKE 1
Date: 1-23-13

ACCESS		
Is information provided to new inmates regarding how and when to seek medical care?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? DURING INTAKE, INMATES BROUGHT TO MEDICAL WHERE THEY ARE GIVEN BRIEFING
Do nurses notify medical providers of non-compliance with medication?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Comments - INFORMAL PROCESS
Are inmates educated when changes to their treatment plan made?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How? DOCUMENTED IN CC FLOW SHEET;
Are inmates with special needs or infectious diseases provided with education/counseling?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Types? PER POLICY - DOCUMENTED EDUCATIONAL ENCOUNTERS
How many inmates are in Chronic Care?	Total all clinics? 510	
In any clinic?	HIV: 9 Liver(HepC): 146 Cardiac: 202 Oncology: 11 PPd(TB): 15 Pulmonary: 70 Diabetes: 47 Lipid: 170 Pain: 1 Gen Med: 44 Seizures: 37	
Each inmate on the Chronic Care caseload has a plan of care that specifically addresses their condition.	<input checked="" type="radio"/> Yes <input type="radio"/> No	How developed? PER ORL PROTOCOL
Is there a backlog among Chronic Care clinics?	<input checked="" type="radio"/> Yes <input type="radio"/> No	How many? 10-15 % est.
Chronic Care inmates who are no-show/AMA	Percentage 20% est.	Comments DON'T REALLY TRACK THE PERCENTAGE - BUT THEY MAKE THEM SEE DR. AFTER 4 AMAS
What measures are taken to ensure compliance?	Comments: - STAFF WORK w/ UNIT STAFF TO GET INMATES TO MEDICAL	
Are Patient satisfaction surveys conducted?	Yes <input checked="" type="radio"/> No	Comments - MOSTLY HANDLED VIA ICRs

Inspector: GTL

Facility: LAECI
Date: 1-23-13

	#	Response Time?	Backlog?
Kites (last 6 months)	126	w/ 14 days	
Informal Complaints (last 6 months)	153	w/ in seven days on avg.	
Nurse Sick Call (from Health Service Request)	349	w/ in 48 hrs of receipt	- IF INMATE PUTS IN HSR AFTER PICK UP TIME - NOT LOGGED UNTIL NEXT DAY - SO COULD TAKE 72 HRS
Doctor Sick Call (from nurse referral)	981	w/ in five days depending on urgency	- number is also including OSC Scheduled From HSRs received from inmates
Outside Consults (from doctor referral)	535 / 488 approved	- 4 days for approval avg.	- appt times vary based on providers and problem was - new providers in past year have slowed down process for routines
EQUIPMENT			
Is all medical and dental equipment operational?		<input checked="" type="radio"/> Yes <input type="radio"/> No	How long for repair: - w/ in a week for dental - based on priority
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 - SECURED AREAS, LOCK NURSES STATION	
How soon after intake are inmate medical records reviewed to ensure continuity of care between facilities?		Comments: THE DAY OF INTAKE, THEN SEEN THE NEXT DAY BY CMO	
How frequently are patient records audited?		Comments: VARIOUS - DRG SCHEDULE MONTHLY/OCTU - SINCE IMA IS DOING MANY THINGS WEEKLY	
Is staff training conducted related to patterns of errors identified by records audits?		When? MONTHLY AT RN MEETINGS - MORE SPECIFIC ISSUES ADDRESSED ASAP	Process? - GROUP AND ONE ON ONE - RETURN DEMONSTRATION MUST COMPLETE 4 HRS/4Y
Are targets for improving patient care set for staff to achieve?		<input checked="" type="radio"/> Yes <input type="radio"/> No	Example? IF ISSUE DRIPS BELOW 80%

Inspector: CTG

Facility: LAEC
Date: 1-23-13

How are staff trained on departmental policies and procedures?	Comments: <i>MEETINGS w/ RNs</i> <i>- DRG Policy changes are tracked when sent out by R.P.</i>	
How routinely are nurses required to demonstrate competence for routine procedures?	Comments: <i>VIA LIPPENCOTT TRAINING</i> <i>CPR - YEMALLY</i>	
What opportunities for continuing education are available?	Comments: <i>NOT MANY OPPORTUNITIES AVAILABLE</i>	
Does staff receive training in emergency response and equipment? Are drills conducted?	<input checked="" type="radio"/> Yes <input type="radio"/> No <i>QJT: SPURT</i>	How Often? <i>- CCA HAS Policy For CPR DRILLS, DRG DOESNT</i> <i>- QUARTERLY - GOING TO MONTHLY</i>
What is the response time to emergencies?		
Statistics since January 2011 <i>1/16/13</i>		
	Expected Deaths	<i>2</i>
	Unexpected Deaths	<i>1</i>
	Suicides	<i>0</i>
	Homicides	<i>0</i>
	MRSA Cases	<i>40</i>

Inspector: GTG

Facility: LMCC
Date: 1/2/13

AREA INSPECTED: MENTAL HEALTH SERVICES

FACILITIES				
	#	Clean?	Organized?	Comments
Offices	6	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Conference Rms	1	<input checked="" type="radio"/> Yes No	<input checked="" type="radio"/> Yes No	
Classrooms	1	<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	
Crisis Cells				
Describe number of crisis cells and location: <u>4 total</u>				
<u>2 in medical, 2 in segregation</u>				
How clean are the crisis cells?		Excellent <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/>		<u>occupied by seg overflows</u> <u>VACANT IN MEDICAL (clean - cold)</u> <u>occupied in medical wing</u>
Do crisis cells have clear visibility?		<input checked="" type="radio"/> YES NO		<u>2 in med</u> <u>2 in segregation</u>
Do cells have protective secure screening on the windows and are they intact?		YES <input checked="" type="radio"/> NO		
STAFFING				
Independently Licensed Non-Psychiatry		<u>2.3 FTEs</u>		
Psychiatrists/Advanced Level Providers		<u>3 FTEs</u>		
Other staff (non-clerical)		<u>1 FTE psychiatric R.N.</u>		
List any vacancies				
List any contract staff		<u>1 FTE social worker</u> <u>Dr. Tran - Psychiatrist</u>		

Inspector: GTG

Facility: LAEC

Date: 1/22/13

MENTAL HEALTH SERVICES CONT.

CASELOAD			
Total Caseload	# <u>181</u>	Non-Psychiatry Backlog?	
Psychiatric Caseload	# <u>170</u>	Backlog? <input checked="" type="checkbox"/>	
Any inmates on mandated medications?	# <input checked="" type="checkbox"/>	Types?	
Suicide Attempts (since January 2011)	# <input checked="" type="checkbox"/>		
Self-Injurious Behavior (past year)	# <u>4</u>		
Inmates Transferred to RTU (past year)	# <u>3</u>	Average wait time per inmate?	
ACCESS			
	# (last six mos.)	Response Time?	Backlog?
Kites	<u>576</u>	<i>Average range 2.5 - 4.5</i>	<input checked="" type="checkbox"/>
Referrals	<u>631</u>	<i>Average range 5 - 10</i>	<input checked="" type="checkbox"/>
Informal Complaints	<input checked="" type="checkbox"/>	—	<input checked="" type="checkbox"/>
Mental Health Requests	<input checked="" type="checkbox"/>	—	<input checked="" type="checkbox"/>
Segregation Rounds	Frequency? <u>weekly</u>	Issues reported? <u>① express concerns re: class segregation complaints</u>	Assessment post-seg placement? <u>1. Caseload. M.H. Risk Assess</u>
Time period for initial psychiatry appointment?		<u>7.6</u>	<u>#2. ① responders M.H. Risk Assess</u>
What information is provided to new inmates re MH care?		<u>1. Access to care process 2. Limits to confidentiality 3. Suicide awareness</u>	
CRISIS PREVENTION			
What strategies do you employ for crisis intervention?	<u>Brief Problem focused strategies</u>		
What measures are taken to prevent suicide?	<u>Medication when appropriate Security Consultation</u>		

1. Training
2. Weekly rounds in Seg.
3. RiB in put
4. Watch list
5. Suicide watch follow-up

Inspector: GTN

Facility: LMCC

Date: 1/22/13

MENTAL HEALTH SERVICES CONT.

RESTRAINTS				
Have restraints been used on any inmates in the past six months?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Total #?	# on MH caseload?	Type of restraint?
If yes to above, how long were inmates in the restraints?		How often are inmates in restraints checked by staff?		
What type of training do staff receive in regard to restraints?	Describe: 1. Initial training 2. Annual Inservice 3. Specialized M.H. training			
Have any injuries resulted from restraints in the past six months?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Example?		
ACCOUNTABILITY				
What is the system for maintaining patient and record confidentiality?	Charts are stored in separate storage room - locked.			
How do you ensure that mental health information is kept current on DOTS?	1. Each provider is responsible to keep. 2. Quarterly cross check between systems			
Is the MH caseload list distributed weekly?	Yes <input checked="" type="radio"/> No <input type="radio"/>	Who receives?		
Do interdisciplinary meetings occur with the following departments?	Yes <input type="radio"/> No <input type="radio"/>	Describe: Meetings are informal & occur based on inmate need & issue		
Medical	Yes <input type="radio"/> No <input type="radio"/>	↓		
Security	Yes <input type="radio"/> No <input type="radio"/>			
Education	Yes <input type="radio"/> No <input type="radio"/>			
Outside of the QIC process, how frequently are patient records audited?		Describe: Monthly, Quarterly. PRN.		

Inspector: ATG

Facility: CAFCI
Date: 1/22/13

MENTAL HEALTH SERVICES CONT.

What actions are taken if errors are revealed through the audit?	CAI action plan if systemic. If provider based - counseling	
Are targets for improving patient care set for staff to achieve?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Example? 10% of case load receiving 1:1 therapy.
PROGRAMS		
What evidence-based MH programs are currently offered to inmates?	Coping Skills Group.	
Any additional programs offered?	Anger Management, Parenting Depression, Relaxation	
How many inmates participate in the programs?	148 - Coping Skills	

Inspector: Jackson

Facility: LAECI
Date: 1-22-13

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"/>	N/A			
2. How many staff are assigned to supervise inmates in the dining hall?	1 st - <u>6-8</u> 2 nd - <u>6-8</u>	+ 2 add'l Food Service C/O			
3. Menu on the day of the inspection.	Hamburger, Potatoes, mixed vegetables, white bread (1 st day)				
4. The inmate meal rated:	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Needs Improve <input checked="" type="checkbox"/> Poor <input type="checkbox"/>	Acceptable <input type="checkbox"/>			
5. CIIC rated the meal:	Excellent <input type="checkbox"/> Good <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/> Poor <input type="checkbox"/>	Acceptable <input type="checkbox"/>			
6. Are groups of inmates predominately mixed races or segregated races?	mixed				
7. How clean is the dining area?	Excellent <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improve <input type="checkbox"/>	GOOD <input checked="" type="checkbox"/>			
8. What is the temperature of the food in the serving line?	Item	Before	During	After	
	Hamburger	132	179	171	
	Potatoes	165	160	157	
	Vegetables	137	183	179	
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?	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	GOOD <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? -Chit closet observed <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input 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 checked="" type="checkbox"/> NO <input type="checkbox"/>				
15. Are knives issued according to procedure? If so, are inmates supervised	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Dough cutters used Supervised by Food Service			
16. What is the date of last fire equipment inspection? -Extinguisher checked <input checked="" type="checkbox"/>	DATE: <u>12/2013</u>	Multiple Extinguishers			
17. What is the date of the last inspection by health inspectors? Did the facility pass?	DATE: <u>November 7, 2012</u> - 2x per year PASS <input checked="" type="checkbox"/> FAIL <input type="checkbox"/>	ISSUE: Floor REPAIR			
18. What is the date of the last visit from the DRC Food Service Administrator?	November 2012 will be back later this month (January)				

Inspector: Jackson

Facility: LAEC
Date: 1-22-13

19. Have there been any recent concerns regarding inmate health issues due to food? Are 72-hour test trays used?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
20. How often is the cooking equipment sanitized?	3x per day	after each meal
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"/>	Food portions (most concerns)
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 type="radio"/> NO <input checked="" type="radio"/>	
FOOD STORAGE AND APPLIANCES		COMMENTS
26. The number of appliances?	Freezers- 3 Coolers- 5 Grilles/Skillets- 5 Ovens- 6 Kettles- 3 (skillets)	
27. Are any appliances in need of repair? -Service Call or work order requested <input checked="" type="checkbox"/>	Kettle - Call made on Saturday will know etc on Thursday	
28. Are there any standing puddles of water on the ground?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
29. Do the coolers and freezers appear orderly and clean? Is there ice on the floor of coolers?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
30. Is stored food wrapped and dated? Storage shelves observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	Written on boxes
31. Are containers of food stored off of the ground?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
32. Does the shelf-life of non-perishable items exceed 90 days?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
33. Does the shelf-life of perishable items exceed 7 days?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
34. Is a safe distance maintained from the top of the stored food to the ceiling?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
35. Are dishes/utensils washed/rinsed at appropriate temperatures (wash 150 degrees/rinse 180 degrees)?	YES <input checked="" type="radio"/> NO <input type="radio"/>	Checked Temp log
INMATE WORKERS		COMMENTS
36. How many inmate workers are assigned to the food services department?	199	
37. How are inmates selected?	Interview Process (FSM interviews inmates) then selects	

Inspector: Jackson

Facility: LACI
Date: 1-22-13

38. What is the monthly wage?	<u>\$18 / month (020-COOK 1322-COOK ?)</u>	
39. When do inmates receive performance evaluations?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are raises available for good performance?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
40. Are all inmate workers trained regarding proper hygiene? -Forms observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	<input type="radio"/> NO
41. Are all inmate workers trained on proper handling of equipment? -Forms observed <input checked="" type="checkbox"/>	<input checked="" type="radio"/> YES	<input type="radio"/> NO
42. Are all inmate workers and staff wearing hair nets and gloves?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
43. How could the current program be improved?	- Wants to establish inmate training program - Teach inmates to follow recipe	
INCENTIVE PROGRAMS		COMMENTS
44. Are incentive programs offered to increase inmate participation?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
45. How many inmates participate in the program(s)?	<u>N/A</u>	
46. How are inmates selected?	<u>N/A</u>	
47. What is the monthly wage?	<u>N/A</u>	
48. Do inmates receive performance evaluations?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
If so, are raises available for good performance?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
		<u>N/A</u>
LOADING DOCK		COMMENTS
49. Is the trash dock free of odors, loose garbage bags, and bugs?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
50. Are there any current pest issues?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
51. How clean is the dock area? Loading dock observed <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improve <input type="checkbox"/>	<u>GOOD</u>
ADDITIONAL COMMENTS/IMPROVEMENTS :		

Inspector: JH

Facility: LAFCL
Date: 1/22/13

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: - cards / arts & crafts - low impact machines
2. How many hours per day are inmates permitted to recreate?	Good weather: 5 hrs	
3. Example of typical recreation/yard schedule:	Morning hours: <u>8:00 - 10:30</u> Afternoon hours: <u>1:00 - 3:30</u> Evening hours: <u>6:00 - 7:30 - 8:00</u> <i>* 1 dorm at time in rec. hall 1 1/2 hrs a time</i>	
4. How many inmates/housing units are permitted to recreate at any one time?	Morning/Afternoon → 4 dorms at time 1 dorm during poor weather 4 dorms in yard during good weather	
5. How many inmates are involved in the following:	<input checked="" type="checkbox"/> Music Program → 4 guitars to use <input checked="" type="checkbox"/> Arts/Crafts Program	
6. How frequently is recreation shut down due to staffing/unexpected issues?	Rarely <input type="checkbox"/> Sometimes (2-3 times per week) <input checked="" type="checkbox"/> <i>- fight or staffing</i> Frequently (3+ times per week) <input type="checkbox"/>	
7. Describe any obstacles to inmate access to recreation:	Physical space limits + w weather (rain/snow)	
8. Where are activities posted for inmate information?	Housing unit - rec hall	How frequently are they updated: <u>in weekly</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	- almost every machine was in use by I/Ms during inspection - approx. 20-30 machines
10. What equipment is in need of maintenance?	All working for now	
11. How many staff are assigned to supervise inmates?	1 st 3 2 nd 3 evening: 1 > should be, but typically 1 officer + Rec supervisors	
12. How many inmate program assistants are assigned to the recreation department?	5 program aides	
VARIETY/SELECTION OF ACTIVITIES	COMMENTS	
13. How often are new activities introduced?	Seasonal for sports, ongoing rotation	
14. What are examples of unique/innovative recreational opportunities provided at this institution?	P90 x/aerobics (weekend over vs lessons) 15-25 guys Healthy Heart - cardio/lifting (30 guys every 6 weeks) - Monopoly tournament	

Inspector: JH

Facility: LaSCI

Date: 1/22/13

RECREATION CONT.

<p>15. What inmate-led recreation programs are available at this institution (ex. aerobics, Zumba)?</p>	<p>All aerobics classes ↳ several levels</p>
<p>16. What incentive-based health/wellness programs are provided at this institution (ex. Biggest Loser competition)?</p>	<p>Biggest Loser; last summer - again this March 10 guys, Subway</p>
<p>17. How often is the selection of movies rotated? <u>2x a week at least</u></p>	<p>Number of movies in rotation: <u>5</u> play 5x a day</p>
<p>18. What intramural sports are available at this institution: + average # of participating inmates</p> <p>Basketball 200 Volleyball 20 Football 20 kickball 25-30 dodgeball 25-30 Bowling varies 20-50 soccer 50 Softball 200 Handball/poole/bowling/cornhole ⁴⁰</p>	
<p>19. What are the top concerns inmates express about recreation?</p> <p>a. more time in weightroom b. movies c. time d. <u>void opening late (adjusts weightroom schedule to better accom.)</u></p>	
<p>20. What activities or equipment would improve recreation?</p>	<p>- music program - wii systems (on way - 2 ordered) - stations on ↳ will fit, bowling etc. as program</p>
<p>Describe Recreation Facilities:</p> <p>- Gymnasium - weight cage - 35 guys / 20 machine - multi purpose room → A/Cs 3x weekly aerobics, ping pong cra tournaments</p>	
<p>Additional Comments:</p>	<p>softball/football - dip/pull up balls 2 hand ball 2 horse shoe 1 bocce out side 6 hoops 1/5th mile track</p>

Inspector: saul

Facility: LAECI
Date: 1/23

SEGREGATION CONT.

STAFF ACCOUNTABILITY		
15. Are cleaning materials kept secure?	YES <input checked="" type="radio"/> NO <input type="radio"/>	
16. Are appropriate cleaning materials in locked container and at least half full? -Container checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	Missing glass cleaner
17. Is the first aid box secured? -First Aid box checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input checked="" type="radio"/>	Not checked
18. Is the fire extinguisher receiving monthly inspections? -Extinguisher checked <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
19. How many officers are on duty per shift?	1 st - 3+1 2 nd - 3+1 3 rd - 2+1	
20. Are officers performing regular security checks? -Log observed <input checked="" type="checkbox"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>	
21. How many shakedowns are performed on each shift? -Log observed <input checked="" type="checkbox"/> 4/18	staff reported that cells are shaken down every time an inmate is taken out of his cell for recreation.	
22. Are individual log sheets maintained and up to date? • Meals • Recreation in/out • Linen/towel exchange • Razor issue • Cell cleaning -Log observed <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
23. How often are medical rounds conducted? -Log observed <input checked="" type="checkbox"/>	Daily	
24. How often are mental health rounds conducted? -Log observed <input checked="" type="checkbox"/>	weekly	
ACCESS TO CIIC, PROGRAMS, STAFF		
25. Is the current CIIC memo posted?	YES <input type="radio"/> NO <input checked="" type="radio"/>	
26. Do inmates have access to the library?	YES <input checked="" type="radio"/> NO <input type="radio"/>	Describe: weekly
27. Do inmates have access to religious services personnel?	YES <input checked="" type="radio"/> NO <input type="radio"/>	Describe: 1/10 at noon should be weekly?

Inspector: Saul

Facility: LAECI

Date: 1/22

SEGREGATION CONT.

28. Are the following forms in stock on the unit? -Forms observed <input checked="" type="checkbox"/>		Kites <input checked="" type="checkbox"/> ICRs <input type="checkbox"/> out HSRs <input checked="" type="checkbox"/>											
29. Are the following available on the unit: - 5120-9 series of ARs - 56-DSC-01 - Inmate rules of conduct - Pen/pencil		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> wire library Y <input checked="" type="checkbox"/> N <input type="checkbox"/> posted Y <input checked="" type="checkbox"/> N <input type="checkbox"/>											
STAFF ROUNDS													
Staff	Date	In	Out	Date	In	Out	Date	In	Out	Date	In	Out	
Ward	1/3	10:00	10:25	1/4	1:40	2:50	1/5	11:47	12:05	1/7	13:40	14:07	more
DWO	1/2	13:50 10:10	14:52 15:10	1/7	13:40	14:12	1/14	10:48	10:57	1/15	9:10	9:30	more
DWSS	1/2	10:10	10:18	1/4	1:40	2:50	1/10	5:30	5:45	1/11	9:14	9:20	more
IIS	1/9	6:40	6:45										
Major	1/2	11:02	11:35	1/3	7:55	?	1/7	13:42	14:40	1/8	15:4	16:37	more
ADDITIONAL COMMENTS (including inmate communication):													

12/27
-
1/21

Es

Corrections Analyst: Rebion

Facility: LAECI
Date: 1.22.13

PRINCIPAL INTERVIEW

EDUCATIONAL PROGRAM EVALUATION – Feedback to Principal

CIIC CLASSROOM REVIEW	
1. Overall, classroom management and student behavior were rated as:	Exceptional <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/>
2. Overall, instructional strategies and teaching methods were rated as:	Exceptional <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"/> Acceptable <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/>
CIIC DOCUMENT REVIEW	
4. Overall, lesson plans were rated as:	Exceptional <input checked="" type="checkbox"/> vocational (1) academic (1) Acceptable <input type="checkbox"/> Needs Improvement <input checked="" type="checkbox"/> academic (3)
5. Overall, student educational goal agreements were rated as: <i>vocational goals were specific & measurable (+)</i>	Exceptional <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/>

EDUCATIONAL ADMINISTRATOR INTERVIEW - Input from Principal

STUDENT POPULATION and ACCESS	
6. Current educational staff <i>8 academic 5 vocational (4 empl. 1 vacancy)</i>	<u>1</u> Principal(s)/Assistant Principal <u>13</u> Teachers (Academic, C-T, AJT, etc.) <u>1</u> Guidance Counselor/Educational Specialists <u>1</u> Other Admin. Assist.
7. Current vacancies (<u>1</u> total)	Positions: <i>AOT Vocational (Applied Office Technology)</i>
8. What is the average or approximate student/teacher ratio?	Academic - 17/1 Career-Tech - 17/1 Other - NA
9. How many certified inmate tutors? <i>50+</i>	Academic - 50+ Career-Tech - C-T aides = 2/class = 12 Tech. Aides
10. What initiatives have been implemented to increase access to educational programs? <i>3. GED Resource Center to assist older inmates who want GED - inmates work w/ 1M tutors to prepare for the GED test</i>	<i>1. posters to promote 2. starting post secondary classes via contract of Ashland University - Intros. to Psychology - Business Mgmt. - Problem Solving</i>
11. Describe education delivery (method and frequency) to segregation. <i>- See inmates like teachers when they need assistance with assignments while in seg. Follow-up assistance is written only (NOT face to face)</i>	<i>Admin. Assist. runs a trip post 2 hrs to seg. to pick up completed work & drop off new assignments.</i>

* Transition to computerized GED will be gradual. AOT + CAD cells will be used to give inmates opportunities to work on PC to complete GED assignments 1/week.
A new computer lab is planned for future.

Corrections Analyst: Robison

Facility: LAECI

Date: 1-22-13

STAFF PROFESSIONAL DEVELOPMENT	
12. Describe opportunities and support for staff professional development, such as <ul style="list-style-type: none"> Membership in association, trade, or professional group Attendance at association, trade, professional conferences Tuition support for continuing education or development 	CEA accredited, CCA provides some workshops NO NO yes (as applicable to teachers)
13. Describe opportunities for internal evaluation and improvement, such as <ul style="list-style-type: none"> Principal evaluation of teachers Informal peer teacher feedback 	yes - not formal; is informal collaborative assistance as an incentive to get teachers hired
14. Describe system for rewarding/incentivizing continuous professional development.	none, except reward based on evaluations from principal using the CCA eval. booklet.
SECURITY	
15. Is security staff on duty in the area during programming?	<input checked="" type="radio"/> YES <input type="radio"/> NO desk in hallway + rounds every 10-20 min.
16. Where is security staff located within the school setting?	(see above)
17. Are teachers issued man-down instruments?	<input checked="" type="radio"/> YES <input type="radio"/> NO
18. Are all instructional materials and tools stored and accounted for in a safe manner?	<input checked="" type="radio"/> YES <input type="radio"/> NO locked in chit system in cabinets + drawers
INSTITUTIONAL NEEDS ASSESSMENT	
19. Date of last annual institutional needs assessment:	conducted March 9, 2012
20. What positives, negatives, or other 'take away' findings emerged? <ul style="list-style-type: none"> a. - more library hours/access were requested by inmates; also want more books b. - inmates recommended 10 additional vocational programs - newspapers c. - 70% respondents to 10% survey said they are aware of ASI prog. through Unit 5. 	
SPECIALIZED EDUCATIONAL PROGRAMMING	
21. Does your institution offer any of the following specialized educational programs: <ul style="list-style-type: none"> yes - Career-Technical Education no - Career Enhancement Programs (5 week modules in employment readiness, trades, and safety) Start Feb 2013 yes - Advanced Job Training (AJT) - college courses yes - Apprenticeship Programs tailoring dog training no - Title I (for educationally disadvantaged under 21 years) no - Transitional Education Program (TEP) no - Education Intensive Prison Program (EIPP) 	
22. What additional specialized educational programs are available? <ul style="list-style-type: none"> a. - ^{other} Reentry + life skills b. - Personal Finance c. - Emergency life skills as needed w/ individual inmates 	
INSTRUCTIONAL MATERIALS and TECHNOLOGY	
23. Overall, are instructional materials provided to every student?	YES <input checked="" type="radio"/> NO <input type="radio"/> lot of sharing
24. Are instructional materials copyrighted or teacher-made?	Academic - Both Copyright date: Career-Tech - Copyrighted ^{new} curriculum
25. Describe inmate student use of technology, if any.	Academic - individual Career - Tech - PCs, tools
26. To what degree is all technology currently working?	yes - all working Are repairs pending?

Inspector: Robison

Facility: LAECI
Date: 1-22-13

AREA INSPECTED: LIBRARY/LAW LIBRARY

FACILITIES		
1. Does the area appear to be clean and well-maintained?	<input checked="" type="radio"/> YES NO	
2. Does the area have attributes of an inviting environment?	<input checked="" type="radio"/> YES NO	
3. How many computers/typewriters are available for inmates' use?	<u>11</u> PCs <u>2</u> typewriters	How many are inoperable at this time? <u>0</u> Work orders submitted? <u>NA</u>
4. Describe the resources that are available electronically.	<u>Some Nexus for legal</u> <u>Internet through librarian access - for medical, educational, rental info - 5k copies @ 1M expense</u>	
5. How often are new materials added to the library?	<u>donations - alternate months</u> <u>- NO money budgeted for purchases</u> <u>* Educational texts, Self Help books</u>	What are your sources for new library materials? <u>NO</u> <u>the packing</u>
6. How many inmate workers are assigned to the library/law library?	<u>0</u> <u>14 total</u>	What duties do the library aides fulfill? <u>- circulation: check in/check out</u> <u>- restock books</u> <u>- assist IMs - how to prepare motions, file legal work</u>
ACCESS		
7. What is the most frequent use of the library by the inmates?	<u>1) Law</u> <u>2) magazines & newspapers</u>	
8. Are library services available daily, including weekends and evenings?	<input checked="" type="radio"/> YES NO	<u>Sun - closed</u> <u>2 evenings/week</u> <u>Sat. - OPEN</u>
9. What is the minimum amount of time that most inmates are able to use the library?	<u>~ 2 1/2 hours/day (during 1M recreation period)</u>	
10. Is there a cap/limit on the number of inmates who may use the library at one time?	<input checked="" type="radio"/> YES NO	Cap/limit #: <u>* at 65</u> <u>65 capacity they lock the door.</u>
11. Describe access to library materials for inmates housed in special management areas	<u>Book carts - books to seg 1/week</u> <u>delivered to medical 1 time per week</u> <u>Kit for seg. - may request 1 book/1M - per mgmt. decision</u>	
12. Describe initiatives to maximize inmate access to the library and/or reading materials.	<u>trying to get young adult books (due to middle school reading level)</u>	
LEGAL		
13. Are DRC Administrative Rules (5120-9 series) available to inmates upon request?	<input checked="" type="radio"/> YES NO	<u>on PC or print on request; also kept in stock</u>

Inspector: Robison

Facility: LAEC

Date: 1.22.13

p2

14. 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? <i>im legal aide</i>
15. Describe access to legal research resources (e.g. LexisNexis, Westlaw) <i>LN hard drive is replaced every 3 months</i>	<i>Legal PCs are stand alone; not connected to Internet</i>	
16. How many computers are currently equipped for legal research?	#10	
REENTRY		
17. How would you describe your 'reentry section' of the library? What types of materials and specific resources are included in that part of the library? <i>needs more materials</i>	- don't have reentry computers - 2 are on order - will use for resumes, cover letters, job info. in local areas/countries.	
18. What resources are available to teach inmates how to prepare resumes, cover letters, etc.?	- a few books (handcopy)	
19. What specific materials and resources exist related to employment, companies, and job searches?	- some books - some handouts - PCs to come later from DRC	
20. What reentry resource information is available to inmates on a county-by-county basis?	- paper from MUSCLE on DRC website	
21. Describe your library stock of post-secondary educational materials and textbooks and other expository text.	- some textbooks (high school - a few post-secondary) - only ~ 50 titles	
22. Describe initiatives that encourage literacy/reading (e.g. book clubs, reading circles)? <i>Liberation supports newsletter as an inmate project that develops</i>	- none currently, except the Lake Effect newsletter <i>literacy skills.</i>	
23. Describe the African-American/Hispanic/ethnic section.		
ADDITIONAL COMMENTS (including library/law library schedule):		

C. GLOSSARY OF TERMS

A

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

B

- Brunch – Served on weekends as a cost savings initiative.
- Bureau of Classification – Office located at the DRC Operation Support Center responsible with the ultimate authority for inmate security levels, placement at institutions, as well as transfers.
- Bureau of Medical Services – Office located at the DRC Operation Support Center responsible for direct oversight of medical services at each institution.
- Bureau of Mental Health Services – Office located at the DRC Operation Support Center responsible for direct oversight of Mental Health Services at each institution.

C

- Case Manager – Staff member responsible for assisting inmates assigned to their case load and conducting designated core and authorized reentry programs.
- Cellie/Bunkie – An inmate's cellmate or roommate.
- Chief Inspector – Staff member at the DRC Operation Support Center responsible for administering all aspects of the grievance procedure for inmates, rendering dispositions on inmate grievance appeals as well as grievances against the Wardens and/or Inspectors of Institutional Services.
- Classification/Security Level – System by which inmates are classified based on the following: current age; seriousness of the crime; prior offenses; most recent violence (not including the current offense); gang activity before going to prison; and present and past escape attempts.
- Close Security – See Level 3
- Computer Voice Stress Analysis (CVSA) – A device, which electronically detects, measures, and charts the stress in a person's voice following a pre-formatted questionnaire. Used as a truth seeking device for investigations.
- Conduct Report/Ticket – Document issued to inmate for violating a rule.
- Contraband – items possessed by an inmate which, by their nature, use, or intended use, pose a threat to security or safety of inmates, staff or public, or disrupt the orderly operation of the facility. items possessed by an inmate without permission and the location in which these items are discovered is improper; or the quantities in which an allowable item is possessed is prohibited; or the manner or method by

which the item is obtained was improper; or an allowable item is possessed by an inmate in an altered form or condition.

D

- Deputy Warden of Operations (DWO) – Staff member at each institution in charge of monitoring the Major, custody staff, the Unit Management Administrator, Unit Managers, Case Managers, and the locksmith. Other areas include count office, mail/visiting, Rules Infraction Board, segregation unit, and recreation. The Deputy Warden of Operations is also responsible for reviewing use of force reports and referring them to a Use of Force Committee when necessary for further investigation.
- Deputy Warden of Special Services (DWSS) – Staff member at each institution in charge of monitoring education, the library, inmate health services, recovery services, mental health services, religious services, Ohio Penal Industries, and food service.
- Disciplinary Control (DC) – The status of an inmate who was found guilty by the Rules Infraction Board and his or her penalty is to serve DC time. An inmate may serve up to 15 days in DC.

F

- Food Service Administrator – An employee within the Office of Administration Services educated in food service management and preparation, to manage DRC food service departments.

G

- GED/PRE-GED – Pre-GED classes are for those who have a reading score between a 227 through 239 on level C or higher of the CASAS test. GED classes are for those who have a reading score of 240 on level C or higher on the CASAS test. Students attend class 1 ½ hours each day, Monday – Thursday. Students study the five subjects measured by the GED. In addition to class work, students are given a homework assignment consisting of a list of vocabulary words to define and writing prompt each week. All GED and Pre-GED tutors are certified through a 10-hour training course.
- General Population (GP) – Inmates not assigned to a specialized housing unit.

H

- Health Care Administrator (HCA) – The health care authority responsible for the administration of medical services within the institution. This registered nurse assesses, directs, plans, coordinates, supervises, and evaluates all medical services delivered at the institutional level. The HCA interfaces with health service providers in the community and state to provide continuity of care.
- Hearing Officer – The person(s) designated by the Managing Officer to conduct an informal hearing with an inmate who received a conduct report.
- Hooch – An alcoholic beverage.

I

- Industrial and Entertainment (I and E) Funds – Funds created and maintained for the entertainment and welfare of the inmates.
- Informal Complaint Resolution (ICR) – The first step of the Inmate Grievance Procedure (IGP). Inmates submit ICRs to the supervisor of the staff member who is the cause of the complaint. Staff members are to respond within seven calendar days. Timeframe may be waived for good cause.
- Inmate Grievance Procedure (IGP) – The inmate grievance procedure is a three step administrative process, established in DRC Administrative Rule 5120-9-31. The grievance procedure allows for investigation and nonviolent resolution of inmate concerns. The first step is an informal complaint resolution, which the inmate submits to the supervisor of the staff person or department responsible for the complaint. The second step is a notification of grievance, submitted to the Inspector. The final step is an appeal of the Inspector's disposition to the Chief Inspector at the DRC Operation Support Center.
- Inspector of Institutional Services (IIS) – Staff person at the institution in charge of facilitating the inmate grievance procedure, investigating and responding to inmate grievances, conducting regular inspections of institutional services, serving as a liaison between the inmate population and institutional personnel, reviewing and providing input on new or revised institutional policies, procedures and post orders, providing training on the inmate grievance procedure and other relevant topics, and any other duties as assigned by the Warden or Chief Inspector that does not conflict with facilitating the inmate grievance procedure or responding to grievances.
- Institutional Separation – An order wherein two or more inmates are not assigned to general population in the same institution due to a concern for the safety and security of the institution, staff, and/or other inmates.
- Intensive Program Prison (IPP) – Refers to several ninety-day programs, for which certain inmates are eligible, that are characterized by concentrated and rigorous specialized treatment services. An inmate who successfully completes an IPP will have his/her sentence reduced to the amount of time already served and will be released on post-release supervision for an appropriate time period.
- Interstate Compact – The agreement codified in ORC 5149.21 governing the transfer and supervision of adult offenders under the administration of the National Interstate Commission.

K

- Kite – A written form of communication from an inmate to staff.

L

- Local Control (LC) – The status of an inmate who was referred to the Local Control Committee by the Rules Infraction Board. The committee will decide if the inmate has demonstrated a chronic inability to adjust to the general population or if the inmate's presence in the general population is likely to seriously disrupt the orderly operation of the institution. A committee reviews the inmate's status every 30 days for release consideration. The inmate may serve up to 180 days in LC.

- Local Separation – An order wherein two or more inmates are not permitted to be assigned to the same living and/or work area, and are not permitted simultaneous involvement in the same recreational or leisure time activities to ensure they are not in close proximity with one another.

N

- Notification of Grievance (NOG) – The second step of the Inmate Grievance Procedure (IGP). The NOG is filed to the Inspector of Institutional Services and must be responded to within 14 calendar days. Timeframe may be waived for good cause.

M

- Maximum Security – See Level 4
- Medium Security – See Level 2
- Mental Health Caseload – Consists of offenders with a mental health diagnosis who receive treatment by mental health staff and are classified as C-1 (SMI) or C-2 (Non-SMI).
- Minimum Security – See Level 1

O

- Ohio Central School System (OCSS) – The school district chartered by the Ohio Department of Education to provide educational programming to inmates incarcerated within the Ohio Department of Rehabilitation and Correction.
- Ohio Penal Industries (OPI) – A subordinate department of the Department of Rehabilitation and Correction. OPI manufactures goods and services for ODRC and other state agencies.

P

- Parent Institution – The institution where an inmate is assigned to after reception and will be the main institution where the inmate serves his or her time. The parent institution is subject to change due to transfers.
- Protective Control (PC) – A placement for inmates whose personal safety would be at risk in the General Population (GP).

R

- Reentry Accountability Plan (RAP) – Plan for inmates, which includes the static risk assessment, dynamic needs assessment, and program recommendations and participation.
- Residential Treatment Unit (RTU) – The Residential Treatment Unit is a secure, treatment environment that has a structured clinical program. All offenders enter at the Crisis and Assessment Level (Level 1). This level is designed to assess conditions and provide structure for the purpose of gaining clinical information or containing a crisis. The disposition of the assessment can be admission to the treatment levels of the RTU, referral to OCF, or referral back to the parent institution.

- Rules Infraction Board (RIB) – A panel of two staff members who determine guilt or innocence when an inmate receives a conduct report or ticket for disciplinary reasons.

S

- Security Control (SC) – The status of an inmate who is pending a hearing by the Rules Infraction Board for a rule violation, under investigation or pending institutional transfer and needs to be separated from the general population. Inmates may be placed in SC for up to seven days. The seven day period can be extended if additional time is needed.
- Security Level/Classification – System by which inmates are classified based on the following: current age; seriousness of the crime; prior offenses; most recent violence (not including the current offense); gang activity before going to prison; and present and past escape attempts.
 - Level 1A Security (Minimum) – The lowest security level in the classification system. Inmates classed as Level 1 have the most privileges allowed. Inmates in Level 1 who meet criteria specified in DRC Policy 53-CLS-03, Community Release Approval Process, may be eligible to work off the grounds of a correctional institution. Level 1A inmates may be housed at a correctional camp with or without a perimeter fence and may work outside the fence under periodic supervision. Level 1A replaces the classification previously known as “Minimum 1 Security.”
 - Level 1B Security (Minimum) – The second lowest level in the classification system. Level 1B inmates may be housed at a correctional camp with a perimeter fence and may work outside of the fence under intermittent supervision. However, Level 1B inmates who are sex offenders are not permitted to work or house outside of a perimeter fence. Level 1B inmates may not work off the grounds of the correctional institution. Level 1B replaces the classification previously known as “Minimum 2 Security.”
 - Level 2 Security (Medium) – A security level for inmates who are deemed in need of more supervision than Level 1 inmates, but less than Level 3 inmates. Level 2 replaces the classification previously known as “Medium Security.”
 - Level 3 Security (Close) – This is the security level that is the next degree higher than Level 2, and requires more security/supervision than Level 2, but less than Level 4. Level 3 replaces the classification previously known as “Close Security.”
 - Level 4 Security (Maximum) – This is the security level that is the next degree higher than Level 3, and requires more security/supervision than Level 3, but less than Level 5. It is the security level for inmates whose security classification score at the time of placement indicates a need for very high security. It is also a classification for those who are involved in, but not leading others to commit violent, disruptive, predatory or riotous actions, and/or a threat to the security of the. Level 4 replaces the classification previously known as “Maximum Security.”

- Level 4A Security (Maximum) – A less restrictive privilege level, which inmates may be placed into by the privilege level review committee with the Warden/Designee’s approval, after a review of the inmate’s status in level 4.
- Level 4B Security (Maximum) – The most restrictive privilege level assigned to an inmate classified into level 4.
- Level 5 Security (Supermax) – A security level for inmates who commit or lead others to commit violent, disruptive, predatory, riotous actions, or who otherwise pose a serious threat to the security of the institution as set forth in the established Level 5 criteria. Level 5 replaces the classification previously known as “High Maximum Security.”
- Level 5A Security (Supermax) – A less restrictive privilege level, which inmates may be placed into by the privilege level review committee with the Warden/Designee’s approval, after a review of the inmate’s status in level 5.
- Level 5B Security (Supermax) – The most restrictive privilege level assigned to an inmate classified into level 5.
- Security Threat Group (STG) – Groups of inmates such as gangs that pose a threat to the security of the institution.
- Separation – See Institutional Separation and Local Separation
- Seriously Mentally Ill (SMI) – Inmates who require extensive mental health treatment.
- Shank – Sharp object manufactured to be used as a weapon.
- Special Management Housing Unit (SMHU)/Segregation – Housing unit for those assigned to Security Control, Disciplinary Control, Protective Control, and Local Control.
- Supermax Security – See Level 5

T

- Telemedicine – A two-way interactive videoconferencing system that allows for visual and limited physical examination of an inmate by a physician specialist while the inmate remains at his/her prison setting and the physician specialist remains at the health care facility. It also includes educational and administrative uses of this technology in the support of health care, such as distance learning, nutrition counseling and administrative videoconferencing.
- Transitional Control – Inmates approved for release up to 180 days prior to the expiration of their prison sentence or release on parole or post release control supervision under closely monitored supervision and confinement in the community, such as a stay in a licensed halfway house or restriction to an approved residence on electronic monitoring in accordance with section 2967.26 of the Ohio Revised Code.
- Transitional Education Program (TEP) – Learn skills to successfully re-enter society. Release dated within 90-180 days.

U

- Unit Management Administrator (UMA) – Staff member responsible for overseeing the roles, responsibilities and processes of unit management staff in a decentralized or centralized social services management format. The UMA may develop

centralized processes within unit management, while maintaining the unit based caseload management system for managing offender needs. The UMA shall ensure that at least one unit staff member visits the special management areas at least once per week and visits will not exceed seven days in between visits.

- Unit Manager (UM) – Staff member responsible for providing direct supervision to assigned unit management staff and serving as the chairperson of designated committees. Unit Managers will conduct rounds of all housing areas occupied by inmates under their supervision.
- Use of Force – Staff is authorized to utilize force per DRC Policy 63-UOF-01 and Administrative Rule 5120-9-01, which lists six general circumstances when a staff member may use less than deadly force against an inmate or third person as follows:
 1. Self-defense from physical attack or threat of physical harm.
 2. Defense of another from physical attack or threat of physical attack.
 3. When necessary to control or subdue an inmate who refuses to obey prison rules, regulations, or orders.
 4. When necessary to stop an inmate from destroying property or engaging in a riot or other disturbance.
 5. Prevention of an escape or apprehension of an escapee.
 6. Controlling or subduing an inmate in order to stop or prevent self-inflicted harm.

Administrative Rule 5120-9-02 requires the Deputy Warden of Operations to review the use of force packet prepared on each use of force incident, and to determine if the type and amount of force was appropriate and reasonable for the circumstances, and if administrative rules, policies, and post orders were followed. The Warden reviews the submission and may refer any use of force incident to the two person use of force committee or to the Chief Inspector. The Warden must refer an incident to a use of force committee or the Chief Inspector. The Warden **must** refer an incident to a use of force committee or the Chief Inspector in the following instances:

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

W

- Warden – Managing officer of each correctional institution.

Ohio Department of Rehabilitation and Correction Institution Acronyms

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

D. ENDNOTES

ⁱ Ohio Department of Rehabilitation and Correction: Lake Erie Correctional Institution website. Accessed at <http://www.drc.ohio.gov/Public/laeci.htm>.

ⁱⁱ Ibid.

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

^{iv} American Correctional Association (ACA) Accreditation Report, Lake Erie Correctional Institution, December 4-6, 2012.

^v Information provided by the Ohio Department of Rehabilitation and Correction January 22, 2013.

^{vi} Information provided by the Ohio Department of Rehabilitation, January 22, 2013. The Currently Incarcerated/Age Totals report only reports inmates up to the age of 65. Inmates who are older are placed into the category labeled as "UP." The date that the aforementioned report was run, there were five inmates classified as "up." CIIC assigned those inmates to the age category of 66 in order to formulate the average age of the inmate population at LaECI.

^{vii} Personal communication, Lake Erie Correctional Institution, February 13, 2013.

^{viii} Significant Incident Summary reports provided by Lake Erie Correctional Institution for the following periods: January 2012- December 2012.

^{ix} Ibid

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

^{xi} Significant Incident Summary reports provided by Lake Erie Correctional Institution for the following periods: January 2012- December 2012.

^{xii} Ibid

^{xiii} A Report on Assaults, Disturbances, Violence, and Prosecution in the Ohio Department of Rehabilitation & Correction: January 1, 2007 through September 30, 2012.

^{xiv} Ibid.

^{xv} Information provided by the Ohio Department of Rehabilitation and Correction, January 24, 2013.

^{xvi} Significant Incident Summary reports provided by Lake Erie Correctional Institution for the following periods: January 2012 – December 2012.

^{xvii} Information provided by the Ohio Department of Rehabilitation and Correction.

^{xviii} Ibid.

^{xix} Johnson, Alan. Drug use in Ohio's prisons spiked in '12, January 7, 2013.

^{xx} Lake Erie Correctional Institution inmate, personal communication, January 22, 2013.

^{xxi} Lake Erie Correctional Institution staff, personal communication, January 22, 2013.

^{xxii} Ohio Department of Rehabilitation and Correction, personal communication, January 25, 2013.

^{xxiii} Ohio Department of Rehabilitation and Correction, personal communication, February 13, 2013.

^{xxiv} Staff Development and Training Annual Training Report, Lake Erie Correctional Institution, August 22, 2012.

^{xxv} Ibid.

^{xxvi} Ibid.