

STARK REGIONAL COMMUNITY CORRECTION
CENTER

Resident Handbook

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STARK REGIONAL COMMUNITY CORRECTION CENTER

MISSION STATEMENT

The Stark Regional Community Correction Center is a community-based correctional facility which provides a cost-effective criminal sanction for eligible adult felons sentenced by the Common Pleas Courts of Holmes, Stark, Tuscarawas, and Wayne Counties. The Stark Regional Community Correction Center is committed to providing high-quality treatment and habilitation services in a highly-structured, safe and secure manner.

PHILOSOPHY STATEMENT

The philosophy of the Stark Regional Community Correction Center is that each individual deserves the opportunity to change toward a more satisfying and socially acceptable lifestyle which is consistent with the public safety and which considers the harm done to victims and the community. While offering this opportunity for change, the Stark Regional Community Correction Center expects individuals to be responsible for the consequences of their attitudes and actions.

WELCOME

Dear SRCCC Resident:

First, we want to welcome you as your hopeful new journey in life begins.

While you participate in your program, recognize that many challenging days lie ahead. While here at SRCCC, you will be asked to examine your previous lifestyles and begin to commit to changing your life for the better. Although you will have good days and challenging days, know that your hard work and dedication will result in a more solid foundation for your life and the future for your loved ones as well.

While in the program, please follow your tailored individual treatment plan and work with all staff to resolve any problems, most especially your assigned case manager.

Remember, as is true for us all, responsibility = freedom.

We wish you great luck- we are here to assist you in your new pro-social journey to success.

Mike Beebe
Executive Director

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SRCCC

The Stark Regional Community Correction Center (SRCCC), a community-based facility, local alternative to state prison for adults convicted of a felony offense. SRCCC offers cognitive behavioral therapy, drug and alcohol programs, case management, education services, work release and community service projects. No one entering or associated with Stark Regional Correction Center will be discriminated against based on race, religion, national origin, gender, gender identity, sexual orientation, disability or political views. No one entering SRCCC will be subject to participation in medical, pharmaceutical, or cosmetic experiments.

ADMISSIONS

You begin the intake process by reporting to the facility. As soon as a staff member is available, you will tour the building, fill out paperwork, and be assigned to a room/bed. You are not allowed to change your bed assignment without prior approval of SRCCC staff. You will be given a resident handbook, linens, bedroll and an ID badge. You and your belongings will be searched and urine, as well as a BAC and DNA (if applicable) will be collected.

SRCCC PASSPORT

You will be given an SRCCC Passport and weekly structured time grid. The Passport is a journal that allows you to account for your time. Passports are used to record:

- Group attendance and completion
- Community service and work release information
- Education levels and test scores
- Education attendance, if applicable
- Structured time (weekly time log)/Grid

THE EDUCATION DEPARTMENT

Residents arriving to SRCCC who do not have their high school diploma or equivalent will be scheduled to complete 40 hours, worked in between assigned classes. The 40 hours must be completed before phasing to the Community Transition (gray lanyard) Phase. The Education Department will administer tests to see how well you read and do math. Education staff will tell you when and where to take the tests. You will be told your scores and they will be recorded in your Passport. Before you are released you will take these tests again, unless deemed unnecessary by the Education Department. You are responsible for providing written verification of your high school diploma or GED equivalent.

INDIVIDUAL TREATMENT PLAN

➤ By seven business days after intake, you will meet with case management department to begin work on your Individualized Treatment Plan. This Treatment Plan will have risk-level dosage and the classes you must complete to meet this obligation. You will receive a copy of your Individualized Treatment Plan. **It is your**

responsibility to go to the groups and classes and complete everything on your Individualized Treatment Plan. If your Treatment Plan needs to be changed at any time, you and your case manager will work together to change it- and a copy of the changes will be given to you. Your case manager will hold regular meetings with you. You can ask for a special appointment to see your case manager.

➤ Release dates are considered upon your successful completion of your individualized treatment plan; and are determined and approved by administrative staff.

GROUPS AND CLASSES

Most of your day will be spent in groups and classes listed on your Individualized Treatment Plan. Some groups and classes allow you to begin when you first arrive at SRCCC. For others, you may have to wait until there is an opening. Groups and class lists are posted on the Resident Group Bulletin Board. You should check this board often for your name on class rosters.

SRCCC offers on-going activities for all residents. Some of these activities are:

In-house AA Meetings: Weekly support groups are conducted at SRCCC and facilitated by residents and local community volunteers.

Community Service: SRCCC provides many hours of community service activities for residents each year through contacts with local community agencies and individuals or within the facility.

Learning Lab: Supervised time in the lab is offered at various time depending on facility activities. Residents will have access to a variety of computer software programs and other learning opportunities in areas such as GED instruction, employment opportunities, and other typing.

Health and Wellness Instruction: Information is provided to residents on topics such as HIV, STDs, communicable diseases, proper diet, and other topics of interest to good health maintenance.

Library: The library has books covering the following topics: anger, business, depression and anxiety, domestic violence, drug and alcohol, grief and loss, learning disabilities, parenting, motivation and inspiration, relationships, self-growth and awareness, sexuality, sexual addiction, and spirituality. Residents can see the jacket of each book in catalogues located in the classroom. Fiction, non-fiction and religious books are available. Stark County Library provides weekly bookmobile service to SRCCC residents for additional selections.

Religious Services: In-house religious services are held weekly. In addition, residents have permission to practice the religion of their choice as necessary. If you would like to receive visits from the clergy of your choice, please speak with your case manager to arrange visitation.

Structured time activities: Residents are required to participate in structured activities. **A minimum of 40 hours per week is required.** Participation hours will be monitored by your case manager.

RESIDENT INFORMATION

LANYARDS/PHASE PROGRESSION

Orientation Phase: All residents begin the program in the Orientation Phase (orange lanyard). The minimum length of this phase is 30 days. This is by state law. You will not move into Life Skills Phase until Day 31 or more.

- You will be assigned a household duty that will change throughout the residency.
- You will not be permitted to leave the facility unless accompanied by SRCCC staff or your probation officer.
- You should begin working with your Case Manager on housing approval. All SRCCC residents' housing will be approved by their assigned probation officer.

To request to move into the next phase, Life Skills (purple lanyard), you must have been in the program a minimum of 30 days and meet the following objectives:

- a. 30 Day Minimum in Orange.
- b. Complete all assessments.
- c. Finalize and agree upon ITP.
- d. Complete Orientation and Health classes.
- e. Completion of education assessment and complete a minimum of 20 hours of Education class if you do not have a verified High School Diploma.
- f. Submit Visitation List.
- g. Begin core treatment classes as reflected on ITP.
- h. A minimum total of 4 rewards (positive incentives).

Life Skills Phase: Approximate length of Life Skills Phase (purple lanyard) ranges between 4-6 weeks.

- You are not yet eligible for social passes, but may leave the facility on program pass with staff escort during the first 15 days of the Life Skills Phase.
- After completing 15 day in the Life Skills Phase, you will be permitted to leave the facility on program passes without staff escort.

To request to move into the next phase, Community Transition (gray lanyard), you must meet the following objectives:

- a. Housing request turned into Case Manager.
- b. Completed the remaining 20 hours to total 40 hours of Education classes and complete the post-test (if required).
- c. A minimum total of 8 rewards (positive incentives).
- d. All post-tests completed and/or passed all assigned classes.

Community Transition Phase: Approximate length of Community Transition Phase (gray lanyard) ranges between 3-6 weeks.

To request to move into the next phase, Pre-Release (green lanyard), you must meet the following objectives:

- a. Completed 20% of your required community service hours.
- b. Housing approved by Probation Department or it has been 4 weeks or longer since you've submitted housing.
- c. A minimum total of 12 rewards (positive incentives).
- d. Post-tests completed and/or passed for all assigned core classes.

Pre-Release Phase: Approximate length of Pre-Release (green lanyard) ranges between 1-5 weeks.

- You may be eligible to seek and secure appropriate employment.
- You are now eligible for the privilege of social passes.

IDENTIFICATION BADGES

You will be issued a Photo Identification Badge that is to be attached to your lanyard/neck chain.

You must wear the ID badge and lanyard/neck chain around your neck at all times. Your picture must face the front. If you are corrected by staff, immediately come into compliance and wear your ID badge/lanyard as required. Resident noncompliance may be addressed with discipline and restriction of privileges. Do not switch lanyards with another resident. Doing so will result in disciplinary action.

You cannot add anything to the ID badge unless it has been provided by staff. If the badge is lost or stolen or damaged so that it becomes unrecognizable, a fee may be charged for each additional badge, and a rule violation may be issued, depending upon the circumstances.

If your appearance changes significantly, you will have to be photographed for a new badge.

If you leave the facility for any reason (program pass, social pass, work) turn in the Identification Badge and lanyard to RS staff. Upon release, return the Identification Badge and lanyard to staff.

MEALS AND DAILY ROUTINE, SPECIAL DIETS

Meals are served three times daily:

Breakfast:	6:45 a.m.
Lunch:	11:45 a.m.
Dinner:	4:45 p.m.

The Breakfast meal is optional and is open to both ranges at once (no half range movement). Attendance is mandatory for the Lunch and Dinner meals. All residents are required to report to the Chow Hall for Lunch and Dinner with their assigned range (top/bottom), by lanyard order. Any residents remaining behind, sleeping or deliberately avoiding going to chow will be subject to disciplinary action.

Special Diets

If you require a special diet for medical or dental reasons, written confirmation from your doctor or dentist must be brought in within two weeks of your arrival at SRCCC and submitted to the medical nursing staff. If you require a special diet for religious reasons, you must submit a Special Diet Request form monthly to the Food Service Manager. Forms can be located at the Food Service Manager's office. You must provide confirmation of your religious preference participation prior to arriving to SRCCC.

COMMISSARY

All commissary is purchased through tablet/kiosk and managed by your personal Keefe account. Do not share your pin number. Weekly spendable amount is \$300.00 (\$150.00 per day, 2 days/week). Commissary purchase ends by Sunday and Tuesday night at 10:59pm and is delivered and distributed the following Monday, unless it is a holiday and Wednesday.

If you have problems with commissary items you've ordered, example: missing item, damaged item, contact the Admissions Officer to file a complaint. You must inventory your items to confirmed received, missing, damaged items and sign off the receipt with the staff supervising the Commissary distribution. If you leave the Commissary area and have already signed off on your receipt, you can

not come back later to claim any problems with your commissary order. It is your responsibility to maintain your Commissary receipt to show proof of purchase to staff during any property search. Any commissary found in your possession that cannot be verified by your receipt, will be confiscated as contraband and you will be written up and sanctioned for possession of contraband.

Commissary restriction is a sanction that may be implemented with regards to resident behavior and rule violations. Initial restriction is 8 calendar days to include weekends and holidays. Any Commissary ordered previous to the sanction will be held and not passed out the violator until such time the sanction time period has expired. Any residents found in possession of tobacco will be restricted from purchasing and possessing Commissary for 14 consecutive calendar days, to include weekends and holidays.

Ibuprofen, Acetaminophen (Tylenol), Non-Aspirin over the counter (OTC) pain medications may be purchased through the Commissary or Amazon. Maximum quantity for each bottle is 100 count. Melatonin can be purchased through Amazon and must be 10mg or less in strength, and also limited to 100 count each bottle. Non-Menthol cough drops may be purchased, through Commissary and Amazon.

DAYROOM MOVEMENT

Monday through Friday, which are Programming/Class days, all residents are required to be up out of bed and out of their rooms by 7:45 a.m. Residents may not be out of their room before 5:30 a.m. Security staff will announce when the residents are permitted to exit their rooms. Prior to exiting your room for the day, all beds are to be made, trash is to be emptied, and personal items are to be secured, not laying out in the room. All offenders are issued combination locks for this purpose. All residents must be out of their rooms during the hours of 7:45am until 11:00am, at which time residents are permitted to return to their rooms to prepare for the 11:30am Head Count and Lunch Meal Movement. With the exception of residents in Green, who may remain in their rooms, but are responsible to attend classes as scheduled.

At 1:00pm, Programming/Classes resume and all residents are to remain out of their rooms until the 4:00pm. At this time, residents are permitted to go into their rooms to prepare for the 4:30pm Standing Head Count.

Meal Service Movement

All resident controlled movement to lunch and dinner is run a half range at a time. Ranges will rotate on a daily basis as to which range goes to chow first, by lanyard. The CMC will announce which range goes to the meal service first, following Count. Breakfast is open to any resident wanting to go to chow and is not run under controlled movement.

All residents must be dressed appropriately, no hats, no hoods, no slides, wear appropriate shoes, and wear their lanyards with IDs readily visible, around the neck. Residents not in compliance will be sent back to the housing unit to get properly dressed. Repeat violations of this directive will be subject to disciplinary action.

After the 11:30am Head Count is completed, residents will then proceed to the lunch meal via mass movement, one range at a time. Residents shall line up at the door, then be released in small groups, by lanyard. Residents are required to go to chow, must vacate their rooms and are not to straggle to the door. The CMC will wait until each lanyard group is lined before opening the U-Hall door to release the residents to the Chow Hall. Once the second range returns from lunch, both ranges shall remain locked down, with residents in their rooms, while the assigned work crews clean the housing unit. CMC will announce when residents may exit their rooms once the cleaning assignments have been completed.

After the 4:30pm Standing Head Count is completed, the residents will then proceed to the dinner meal via mass movement one range at a time. Residents shall line up at the door, then be released in small groups, by lanyard. Residents are required to go to both the lunch and dinner meals and must vacate their rooms and are not to straggle to the door. The CMC will wait until each lanyard group is lined up before opening the U-Hall door to release the residents to the Chow Hall. Once the second range returns from dinner, all residents may exit their rooms and occupy the dayroom and have free time for the evening.

Afternoon housing assignments, medication call, and dinner are to be completed between the hours of 5:30 p.m. and 6:00 p.m. You are responsible for completing your housing assignment on time and having a staff member verify after completion. This will not apply on the weekends and holidays.

You are permitted freedom of movement during the programming day in designated areas. Residents are not permitted to sleep in the dayroom, TV room, laundry rooms or underneath the stairs. Residents are not permitted to sit and obstruct foot traffic on the stairs. Residents are not permitted to gather and loiter on the top range. The top range is to be clear and unobstructed at all times with the exception of residents walking to and from their rooms and the restrooms. Do not lean on the top range railing. **You are not permitted in any other resident's room, doorway or any housing area other than your own.** Residents are not permitted inside of the Cleaning/Chemical Issue Room.

Do not loiter at the at the Central Command Center door, windows, U-Hall hallways or outside of staff office doors. Do not stop to speak to staff on your way to the Chow Hall during movement to meal services. Residents are not permitted inside of the Central Command Center.

Residents in noncompliance may be subject to disciplinary action.

LIGHTS OUT

-Weekday (Sunday through Thursday): 11:00 p.m.

-Weekend (Friday, Saturday, and Holiday evenings): 12:30 a.m.

COUNT

Head Counts are conducted regularly. **During counts you are not to leave your room until the count is cleared. Remain in your room during Count, with the door closed. All movement is to cease until the Head Count is cleared. The CMC will announce when Count is cleared.**

During Standing Counts, all residents are required to stand in front of their beds until Security Staff have completed counting the occupants of that room.

Counts are as follows:

- 6:00 a.m.**
- 11:30 a.m.**
- 4:30 p.m. (Standing)**
- 11:15 p.m. (Weekends/Holidays –Late Nights 12:30am)**

RECREATION

Both male and female Recreation Yards will be open from 9:00am – 11:00am, then secured and re-opened from 1:00pm – 3:00pm for the Winter Season, due to limited visibility. Available yard time in the evening for Spring and Summer months may be adjusted in the afternoons due to the extended daylight.

Residents are not to tamper with the fencing, gate, or downspouts. Chairs and tables are not permitted out on the Recreation Yard. Residents in violation of this directive, will be subject to disciplinary action.

MINOR AND MAJOR RULE VIOLATIONS

Every resident of the Stark Regional Community Correction Center has the right to know what type of behavior is not permitted and what happens if **you choose to engage** in that behavior. You should read these rules of conduct. You will be held responsible for all violations of these rules. Claims of ignorance of these rules is not an acceptable excuse and does not exclude you from disciplinary action.

No resident will be subjected to corporal or unusual punishment, humiliation, mental abuse or punitive interference with daily living functions (eating, sleeping, etc.) as a result of a rule violation.

Signing a rule violation is an acknowledgment of rule violation, not an admission of guilt.

Minor Violations: *Minor violations include acts that do not constitute a present and immediate threat to the security of the facility, its staff, residents, visitors, or the resident who committed the violation. Minor violations may result in an immediate sanction by the staff member documenting the violation. Minor violations include:*

1. Horseplay or teasing another
2. Excessive noise (TV, shouting)
3. Failure to keep living area clean
4. Failure to keep clothing clean
5. Refusal to carry out work or any other facility assignments
6. Poor personal hygiene
7. Sitting on tables or feet on chairs/tables
8. Moving furniture from designated areas or designated room layout
9. Disobedience to of staff directives, direct orders
10. Giving false information or lying to facility employees
11. Disrespect to staff, visitor or other resident
12. Unauthorized use of telephone
13. Possession of nuisance contraband
14. Possession of money
15. Not having ID lanyard around your neck
16. Wearing inappropriate clothing to include having sweatshirt hoodies up on your head
17. Entering or peering into the monitoring centers (stay off the glass). Air phones must be used to make contact with staff
18. Any opened food/beverage items in room

Sanctions for minor rule violations include:

1. Verbal reprimand and instruction
2. Loss of privileges for up to 72 hours.
 - a. Entertainment (television, movies, games)
 - b. Commissary (except personal hygiene items)
 - c. Approved visitors
 - d. Phone calls, Extra duty assignment (2 hours maximum)
3. Restriction to room (24-hour Maximum)

Major Violations: *Major violations are a violation of statutory law and/or violations which constitute a present and immediate threat to the security of the facility, staff, residents, visitors, the resident who committed the violation. Major violations may also consist of persistent minor violations as determined by the hearing officer.*

1. Malicious destruction, alteration, or misuse of property belonging to another
2. Malicious destruction of facility property
3. Setting a fire; any unauthorized burning
4. Tampering with fire alarms, sprinklers, or other fire suppress
5. Tampering with facility fixtures (ie. vending machines, lights, fans, windows, fire alarms)

6. Removing or escaping from physical restraints (handcuffs, leg irons, etc.) or any confined area within the facility (Transitional Program Unit/TPU cell, vehicle, etc.)
7. Attempting or planning an escape
8. Tampering with and/or damaging locks, or locking devices, windows, tampering with walls, floors, ceilings, in an effort to penetrate them
9. Forging, possessing or obtaining forged or falsified documents in an attempt to effect release or reduction in prescribed treatment hours, classes, or community service hours, to include wearing an unauthorized lanyard in an attempt to effect an erroneous early release or attempt to exit the building prior to the appropriate designated phase permitted to do so.
10. Gambling, or possession of gambling articles
11. Threatening another resident or staff member with or without a weapon or use of force
12. Aggressive, intimidating behavior
13. Causing, or attempting to cause physical harm to another, with or without a weapon
14. Threatening bodily harm to another (with or without a weapon)
15. Threatening harm to the property of another, including facility property
16. Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
17. Throwing any other liquid or material on or at another
18. Consensual physical contact with another resident for the purpose of sexually arousing or gratifying either resident
19. Harassment/Sexual Harassment of another resident or staff member (repeated and unwelcome sexual advances, request for sexual favors, verbal comments, gestures, or actions of a derogatory or offensive nature).
20. Sexual Misconduct (non-consensual sexual conduct or contact including penetration however slight or oral contact of the genitalia, anus, groin, breast, inner thigh, or buttocks, patting, stroking, groping) whether compelled by: force, threat of force, intimidation, any circumstance evidencing a lack of consent by the victim.
21. Indecent, seductive, or obscene acts, including indecent exposure and masturbation
22. Retaliation (behavior that might deter a reasonable person from opposing behavior or participating in the complaint process)
23. Intimidation and/or emotional abuse of another resident, staff member, visitor
24. Making offensive or derogatory remarks regarding race, religion, national origin, gender identity, or sexual orientation
25. Possession or manufacture of a weapon or contraband
26. Smoking of any substance
27. Possession or consumption of any intoxicating or mind altering substance or medication not prescribed to you
28. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.

29. Procuring or attempting to procure, unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into the facility
30. Failure to provide a urine specimen in allotted time frame
31. Refusal to submit urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions
32. Positive drug screen
33. Misuse of **any** PASS, medical or programming
34. Un-excused absence or tardiness to program activities
35. Being in an unauthorized area
36. Giving false information or lying to facility employees
37. Stealing, embezzlement, fraud
38. Forging, possessing, or presenting forged or counterfeit documents
39. Encouraging or creating a disturbance
40. Rioting or encouraging others to riot
41. Fighting with or without weapons
42. Physical resistance to a direct order
43. Interfering with Facility Count (talking, walking around, bathroom, shower)
44. Engaging in unauthorized group activities or organizing any gang or disruptive group activity including, but not limited to possessing, displaying, wearing, or using the materials, passwords, insignia, or sign of such gang or group
45. Establishing or attempting to establish a personal relationship with an employee, without authorization from the Director including, but not limited to:
 - a. Sending personal mail to an employee at his/her residence or another address not associated with SRCCC.
 - b. Making a telephone call to or receiving a telephone call from an employee at his/her or other location not associated with SRCCC
 - c. Giving to, or receiving from anyone any item, food, favor, or service
 - d. Engaging in any form of business with an employee; including buying selling, or trading any item or service
 - e. Soliciting sexual conduct, sexual contact or any act of a sexual nature with an employee
 - f. For the purposes of this rule, “employee” includes any employee of SRCCC and any contractor, employee of a contractor or volunteer
46. Intentionally grabbing or touching a staff member or other person without consent of such person in a way likely to harass, annoy or impede the movement of such person
47. Violations of statutory law (misdemeanor or felony)
48. Any act not otherwise set forth herein which obviously constitutes a threat to the security of the facility, its staff, offenders, visitors, or the offender committing the act.
49. **Persistent minor rule violations**

Sanctions for major rule violations include:

- 1. Loss of privileges and/or qualified rights for up to 72 hours,**
- 2. Total house restrictions for no less than 8 days up to 14 days**
- 3. Extra duty assignment (10 hours maximum)**
- 4. Restriction to room (120 hours maximum)**
- 5. Confinement to the facility for a maximum of 30 days**
- 6. Transitional Programming Unit up to 72 hours (TPU)**

Every resident has certain due process rights in the event of a major rule violation.

Every resident has due process rights and may appeal sanctions given for any rule violation. There are appeal forms in the male and female dayrooms. **These forms must be completed and addressed to the Chief of Security.**

ACCESS TO THE COURTS AND LAW LIBRARY

A resident can access the outside court and a law library through a written request to their case manager.

GRIEVANCE PROCEDURE

A grievance is when an offender believes there has been abuse, harassment, a violation of civil rights, or a denial of fundamental rights. A resident's fundamental rights include: visits by attorneys; visits by clergy; phone calls to attorneys and clergy; adequate food (nutritional diet); adequate light, ventilation, temperature control, and sanitation; and medical care. Visits from attorneys and clergy are at a time and day selected by SRCCC staff. If a resident submits a grievance that does not qualify as such, it will be treated and responded to as a resident complaint. Staff members will assist any resident who is illiterate, mentally or physically disabled, or any resident who request assistance.

The grievance must have the time, date, name(s) of staff members involved, all of the details of the incident, and the names of any witnesses. The grievance must be signed by you and placed in a sealed envelope. **No Group Grievances will be reviewed.**

All resident grievances will be and responded to by the Deputy Director of Operations (or designee) within five (5) business days of receipt. If the grievance is against the Deputy Director of Operations, it will be filed with the Deputy Director of Programs.

If a resident disagrees with grievance outcome, a formal appeal indicating reason should be forwarded to the Director within 72 hours of receipt of the Deputy Director's response. The Director will issue a final appeal decision within five (5) business days.

All medical grievances will be forwarded to contracted medical staff (Vital Core) to address. Vital Core staff shall issue a response to the resident complaint within five (5) business days of receipt.

PRISON RAPE ELIMINATION ACT (PREA)

The Stark Regional Community Correction Center has a zero tolerance policy for sexual abuse and sexual harassment. As a resident of this facility you have the right to be free from sexual abuse, sexual harassment, and retaliation for reporting sexual abuse and sexual harassment.

SEXUAL ABUSE OR ASSAULT

Sexual abuse includes, but is not limited to, sexual intercourse, oral or anal sodomy and sexual acts with instruments. It is also the intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thighs or buttocks of any offender, when such touching is unrelated to the necessary performance of job duties and conversation or correspondence demonstrates or suggests a romantic or intimate relationship. Sexual intercourse between SRCCC staff and an offender is by its nature an assault and cannot be consensual.

SEXUAL HARASSING ACTIVITIES

Sexual harassment includes sexually offensive comments, gestures or any physical conduct which is of a sexual nature or sexually suggestive; influencing, promising or threatening a resident's safety, custody or security level (including recommendations for court actions), privacy, housing, privileges, work detail or program status in exchange for sexual favors; and/or creating an intimidating, hostile or offensive environment for a resident or others by engaging in or permitting sexually offensive behavior or language that is directed at or observable by offenders or others.

INVESTIGATIONS

All reports of sexual abuse and sexual harassment will be investigated. If you are found to be in violation of this rule, you may face termination from the program as well as additional charges. If you believe you have been the victim of sexual abuse or harassment by a resident or staff member, contractor, or volunteer you are to immediately report the behavior.

REPORTING

A resident may report allegations of sexual misconduct or retaliation by other residents or staff verbally, in writing, using the toll free help line, or to a third party toll free hot line. Residents shall be given the opportunity to remain anonymous during the report. There is no time limit on when a resident may report sexual misconduct.

- **ODRC help-line: (614) 728-3399**
- **Stark County 24-Hour Compass Sexual Assault Crisis Hotline (330) 452-1111**
- **Stark County Text Help-line: Text FOR HOPE to 741741**
- **SRCCC Facility Hotline: (330) 588-2500 EXT. 1586**
- **State and National Rape Crisis and Support Contact Info (614) 267-7020**
- **Rape, Abuse and Incest National Network (RAINN) 1-(800) 656-HOPE (4673)**

All SRCCC staff, volunteers, and contractors are mandatory reporters of sexual abuse and sexual harassment. Program staff shall assist any residents with language/reading disabilities, Limited English Proficient, blind, deaf, or hard of hearing. Any contact with community support agencies does not guarantee confidentiality.

ESTABLISHING RELATIONSHIPS

Residents are not allowed to establish or attempt to establish a relationship with another resident or staff member. Violators will be subject to SRCCC'S disciplinary policies which can include termination from the program.

VISITATION

As of May 5, 2023, in person visitation has been suspended at SRCCC. SRCCC provides residents the opportunity to utilize video visitation through ICSolutions. Residents are responsible to schedule their video visits around program obligations. Video visitation is permitted until 10:55 pm. with the exception of Friday, Saturday, and holiday evenings, at which time video visitation will be permitted until 12:25 am. All video visitation is subject to monitoring. Video visiting may be restricted due to violation of facility rules. Lewd acts and behavior, violates the facility Video Visiting protocol and may result in visiting restriction for both the resident and offending visitor.

RESIDENT PERSONAL APPEARANCE & HYGIENE

Residents are to be fully dressed when outside of their rooms. No tank top undershirts, no underwear, bare feet or bare chests. No wearing towels to and from the bathrooms. Towels are not to be worn in place of clothing.

Residents are expected to maintain personal hygiene, keeping their persons and rooms clean and free of foul odor. Shower on a regular basis and keep your bunk, locker and room clean, organized and orderly. All food items are to be stored in closed containers to prevent vermin and insects.

Pants must be worn at waist level, no sagging. No hoodies are to be worn over residents' heads/face, concealing identity. Residents found in violation of this directive will be subject to disciplinary

action. **Jackets, and coats are to be worn outside of the facility. Head coverings for religious purposes will be allowed.**

You must have a shirt on at all times including the rec yard area. If you have a housing assignment in the kitchen or are enrolled in the kitchen prep program, you **must** have on closed toe shoes.

No obscene, alcohol/drug, or gang related logos or sayings are permitted on any clothing item. No ripped clothing is permitted to be worn.

Residents have the opportunity to wash their personal laundry in the facility laundry room as scheduled. Bed linens will be issued by facility staff and exchanged according to schedule. Facility bed linens, towels and washcloths are not to be taken home by residents upon discharge from the facility. Residents will be responsible to sign off on the Linen Issuance Form documenting the return of towels and washcloths.

RESIDENT ROOM/ORGANIZATION

All residents are to maintain their rooms and furniture per the prescribed layout posted on each room door. Deviation from this layout shall be addressed and subject to disciplinary action. Residents may have chairs in their rooms. Chairs are not to be taken to the bathrooms. Residents found in violation, again, will be subject to disciplinary action.

AMAZON ORDERING

SRCCC no longer accepts property drop offs to the facility. Any exception would be at the Director's discretion.

Residents can order allowable limits of clothing and hygiene from an approved vendor (Amazon). The maximum amount a resident can spend on Amazon orders, is \$150.00/month. Any residents found in possession of clothing and personal items over the allowable items amount, will be subject to disciplinary action with the excess property taken as contraband.

RESIDENT PERSONAL PROPERTY

Property will not be accepted at Admission. Any property brought with you at intake will need to be picked up by your family/friends within 24 hours. SRCCC does not take property, food items, medication from the county jails. SRCCC will not store excess resident personal property or food items. New intakes arriving with excessive personal property, cell phones, and clothing will be directed by the Admissions Officer to make necessary arrangements for pickup.

Your family may purchase a clothing/hygiene box from Keefe once a month. Any items ordered/received must be within the allowable limits.

SRCCC is not responsible for lost or stolen items. Residents are all provided with combination locks for their property. It is your responsibility to secure your property.

You cannot borrow or buy any other resident's clothing or belongings. Any item **not** on the Approved Item List or that is altered from its original state will be considered contraband and will be confiscated. Residents found with clothing or property that is not their own, may be subject to disciplinary action.

Ball caps may be worn inside the housing unit. The only colors permitted are Black or White. Hats of any other color will be confiscated as contraband. Ball caps or knit hats may not be worn outside of the housing unit.

Residents are not permitted to wear jacket/sweatshirt hoodies on their heads. Refusal of any staff directive to remove the hood will result in disciplinary action.

You **cannot** take items out of the facility or return with any new items without prior approval. A Resident Property Request form must have prior approval before any exchange of property via Drop Off can occur.

Residents are not permitted to bring personal items, clothing, food, nor ANY ITEM into the facility upon return from pass. Items brought back to the facility by any resident returning from pass, without authorization by the Director/designee, will result in disciplinary action with the unauthorized items being confiscated, processed as contraband and destroyed.

In the event of an early termination from the program. Residents being terminated either for disciplinary or medical reasons will have 30 days from the day of release to have their property picked up from Admissions. After 30 days post release, the property will become forfeit and discarded.

SEARCHES

Searches of residents will be conducted in a professional and respectful manner.

Pat searches may be conducted at any time, at any location inside the facility. Pat searches will include the breast, buttocks, and groin areas. All efforts will be made for pat searches to be conducted by same gender staff members. The facility does not permit cross-gender pat-down searches of female residents, absent exigent circumstances. SRCCC does not allow cross-gender strip searches or urinalysis monitoring.

Strip searches will be conducted by same gender staff in a professional, dignified manner. These searches will be conducted in a secure, confidential location. Residents returning from social pass, outside work, will be strip searched.

Transgender residents will be permitted to address facility administration regarding any concerns and request special accommodations regarding searches.

SRCCC prohibits body cavity searches.

Unannounced searches of your room will also be conducted periodically by facility staff. Any contraband found in your possession or your room is subject to seizure and may result in immediate facility restriction until disciplinary action can be taken. If contraband found is in violation of federal, state, or municipal law, criminal proceedings may be brought against you. Refusal to cooperate with staff during a search will result in further disciplinary action.

MAIL

You may send unlimited amounts of mail. There are no restrictions on who you may send mail to. You will be held accountable to your Probation Officer if you send your victim(s) any written correspondence.

If you are without financial resources you may obtain writing paper, two (2) envelopes, and two (2) stamps for one-ounce, first-class letters per week. Request for these items must be made through your Case Manager.

All outgoing mail must be dropped off at the Monitoring Center by 3:00pm Monday through Friday, excluding holidays, for mail to be sent out the next day. All outgoing mail must include your full name and SRCCC address or it will be returned to you. Outgoing mail must include recipient's full name and address, including street name and number (PO box is not sufficient) or it will be returned to you. The Security Supervisor reviews all outgoing mail. Incoming Mail shall be picked up each day before 4:00 pm and distributed by Security Staff during Second Shift (Afternoons), by 6:00pm.

Any inappropriate writings, drawings or symbols on envelopes are not permitted.

All incoming mail, including packages, will be opened by you in front of Security Staff who will inspect the mail for contraband. All incoming mail must have the sender's complete name and address. You will be required to sign and date the Incoming Mail Log, acknowledging receipt of your mail. Security staff will retain the envelope for security purposes. Incoming legal mail will also be opened in front of Security Staff, but you will be permitted to keep the envelope.

Unauthorized mail shall be confiscated as contraband and you will be issued a Notice of Withholding Form. Return the form, indicating whether you want the mail to be sent back out or destroyed, to the Security Supervisor.

Forwarding Mail: First class mail received after your release will be forwarded to the address provided to your Case Manager for no longer than six (6) months; SRCCC is not responsible for forwarding your mail thereafter. In the case of no forwarding address, the mail will be returned to the sender. At no time will the mail be withheld as punishment or purposely kept from you.

PHONE CALLS

Phone services are provided by ICSolutions. You can use the telephones in the Day Room area during programming hours. You are not permitted to use another resident's PIN number. Do not give away your PIN number to any other resident. You must only use telephones on your assigned room floor. All phone calls are subject to monitoring. Use of the phones and video visiting is a privilege and may be restricted if you violate facility rules.

Establishing Your Access Codes (PIN Number):

- Use your SRCCC ID Number to setup your phone account. This PIN allow you to use the tablets.
- You will be prompted to set up a 4-digit passcode for your phone account.
- When setting up the vending machine PIN, do not start the number with "0".
- If you do not repeat "United States of America" 3 times, your phone account will not be set up correctly.
- Questions or concerns regarding your phone/video visiting and commissary accounts should be directed to the Admissions Officer.
- ICSolutions 24-hour customer care representative can be reached at 1-888-506-8407.
- Once an account is created, it will take approximately 15 minutes before a resident can access the account.

ICSolutions provides 2 free phone calls a week for each resident and one free video visit that can be used anytime during your stay at SRCCC.

Resident Tablets

SRCCC provides ICSolutions tablets for individual use. These tablets can be used for phone calls, video visiting, and commissary ordering. The tablets must be returned to the charging stations each evening at lights out.

Phone calls relating to programming (counseling appointments, sponsors, potential employers) may be made with the assistance of SRCCC staff. If someone leaves you a message about a programming issue, staff will inform you.

You may call your attorney during regular business hours by making arrangements with your Case Manager.

No incoming calls are permitted except in the case of emergency situations (hospitalization, severe illness or death). No out-going phone calls are allowed after 10:55 pm. with the exception of Friday, Saturday, and holiday evenings, at which time calls will be permitted until 1:25 am.

EMERGENCY MESSAGES

If you receive an emergency or program-related message, SRCCC staff will try to confirm the information. If the information cannot be confirmed, every attempt will be made to determine what actually happened.

Confirmation of an emergency does not automatically come with permission to leave the facility. Each case will be considered on an individual basis.

PROGRAM PASS

Residents may be able to request program passes and approval is at the discretion of their Case Manager and/or designated staff. The goals of a program pass **must** be related to your Individualized Treatment Plan.

Program passes are a privilege, not a right.

- You must be in the Life Skills Phase to request a Program Pass.
- Program Passes will only be granted for Medical or Educational purposes and are to be arranged by those departments.
- Passes will be granted for up to 8 Males and 8 Females per day.
- Passes will be granted for the length of time needed to complete the identified task.
- Program Passes are only available between the hours of 8:00am and 4:30pm, Monday through Friday.
- You will not be able to leave for passes during Count, or during meals.
- The person transporting you must have a valid driver's license and must have a phone that they will answer. You are not permitted to operate a motor vehicle unless prior approval is granted. You are still required to complete a Visitors List.
- Possession, conveyance or use of contraband will result in the permanent suspension of Social Passes and or Program Passes.

Transportation for Program Passes will be determined based on operational and security needs.

You are subject to drug and alcohol screening when entering or leaving the facility. You are also subject to search procedures. If you are suspected of intoxication or consuming illegal substances, you may be placed in the holding cell.

To be considered for a program pass, you must first complete and submit an itinerary to your case manager and wait for approval. Program pass must be submitted to Case Manager or applicable SRCCC staff for approval by 4 p.m. and no less than 48 hours prior to pass date. Your itinerary must state correct times, locations, and phone numbers.

****You are expected to coordinate program pass times around scheduled program obligations****

****Upon returning, you must enter the facility:** You will wait to be strip searched, signed in, and then return to the housing unit. You should be prepared to provide a urine specimen at the time of entry or within two hours of your return**

SOCIAL PASS

Your itinerary must state correct times, locations, and phone numbers. **Goals and objectives to be accomplished while on social pass must be written on the itinerary and must have some measurable result (for example, a completed assignment, a structured visit with family/loved ones, etc.) Changes to the itinerary will be done at the discretion of staff.**

While on social pass, you:

- must call into the facility every hour, using the phone number on the pass.
- must be aware that calls to the telephone numbers given on the itinerary will be conducted randomly to verify whereabouts.
- must not associate with other residents or any other known felons while absent with permission.
- must not engage in any activity deemed illegal by any federal, state or municipal law.
- must follow all conditions and rules of your probation and of SRCCC.

Any violation of the above rules may result in disciplinary action.

Social Pass must be taken around any scheduled activities/classes. Missing a scheduled activity or program obligation while on Social Pass may result in additional program time.

Residents may not leave or return at 4:30 pm (Head Count).

You must be in Pre-Release (Green) phase to request a Social Pass.

Passes must be submitted to your Case Manager or Chemical Dependency (CD) Counselor by Thursday for the upcoming week.

Passes will be granted for up to 8 Males and 8 Females per day.

Social Passes for the General Population are only available between the hours of 8:30am and 7:30pm, Mondays, Tuesdays, Wednesdays and Thursdays.

Honor Dorm Residents may leave for social passes at 8:30am through 8:30pm, Monday through Friday.

You will not be able to leave for passes during Count or during meals.

Passes must be scheduled around your classes.

You may go to no more than 3 approved locations per pass.

The person transporting you, must have a valid driver's license and must have a phone that they will answer. Security Staff will verify this phone number and you must call the facility every hour from this number. If you fail to call every hour, security staff will call the number. If you do not answer, you will be considered Absent Without Leave (AWOL). If further attempts to contact you are unsuccessful, you will be reported to local law enforcement as an escapee, terminated from the program and charged with Escape charges.

- Obtaining Birth Certificates/IDs will be completed via Social Pass.
- Job seeking or interviews will be completed via Social Pass. Residents are eligible for off grounds employment two weeks prior to their last scheduled class.

You are not permitted to operate a motor vehicle unless prior approval is granted.

You are still required to complete a Visitors List.

Poor participation or missed classes will result in canceled passes.

If your information on your pass cannot be verified by Security Staff (incorrect phone number, different name of person arriving to the facility), your pass will be canceled.

Possession, conveyance or use of contraband will result in the permanent suspension of Social Passes as well as additional sanctions.

Returning late will impact your ability to obtain Social Passes in the future.

You are not eligible for a social pass the week of your discharge.

****Transportation for Social Pass may only include individual from approved visitation list****

Your driver must come into the facility, verify that they are listed on the itinerary and show a valid driver's license to SRCCC staff.

1. Before leaving, you must sign out and exit through the respective Admissions door.

2. While out of the facility, you must call into the facility every hour.
3. You must return on or before the time stated on the itinerary. (There will be no loitering or smoking in the parking lot.)
4. **Upon returning, you must enter the facility.** You will sign in and be strip searched, and then return to the housing unit. You should be prepared to provide a urine specimen at the time of entry or within two hours of your return.

The Deputy Director of Operations will distribute a Social Pass Restriction list on a weekly basis, sharing it with staff via email and posting it for residents in the dayrooms. Those individuals who are restricted due to non-compliance with facility or program expectation will not be permitted to take Social Passes.

COMMUNITY SERVICE

Community service projects are a way you can show you are taking responsibility and giving something back to the community. As representatives of the facility, you have certain responsibilities when participating in community service projects. All rules and regulations mentioned in this handbook, including all federal, state, and municipal laws, apply to you while out of the facility on community service. Eligibility for community service will be determined by staff.

Special rules regarding community service are as follows:

- You are not permitted to leave the community service site unless it is part of the work duties and are accompanied by an employee or supervisor from the site.
- Lunch will be provided by SRCCC. The community service site is not obligated to provide lunch for you.
- You are required to participate in community service projects as scheduled unless an emergency arises or class or group attendance is scheduled for the same time period. You must notify SRCCC staff as soon as possible if there is a schedule conflict so that a replacement may be found.
- You are not permitted to drive any vehicle while on community service.
- You may not bring back to the facility any products from the community service site.
- Family members or friends of residents are not permitted to visit you or drop off items while on community service projects.
- You will not use drugs, alcohol or any other prohibited substances while on community service.
- If problems or questions arise, you should discuss them with the appropriate SRCCC staff as soon as possible.
- You cannot make any personal phone calls or access social media from community service sites.

WORK RELEASE

Work Release **may be considered part of your SRCCC program.** If you are in work release, you are expected to make regular payments to the courts for fines, court costs, restitution, as well as to any applicable child support programs.

Employed residents must sign and adhere strictly to the Memorandum of Understanding (MOU) for Outside Employment supplied by staff and will continue to follow all SRCCC rules and regulations while at the workplace. If it is not allowed at SRCCC, it is not allowed while at work.

RESIDENT CONDUCT ON PASS

You are not to leave the facility without permission.

When traveling in facility vehicles, these guidelines apply and are expected:

- Be dressed appropriately for the occasion, weather conditions, and be ready on time.
- Use seat belts when riding in facility vehicles.
- Keep conversations low, out of courtesy to the driver.
- Represent the facility in public in a positive manner, for example, **NO** gestures out of the windows or profanity.
- No smoking** in the vehicles.

MONEY

Upon Intake: All residents will receive a unique vending account PIN. This PIN is used to get phone credits, or to place money into a resident's account. Family members may place money into a resident's account by going to the website **accesscorrections.com**.

Disbursement Forms: Disbursements for payment of court costs and fines, personal bills, child care or any other request must be submitted to your Case Manager for approval and processing.

Paychecks: All money earned through work release programs or earned through work outside the facility, *must* be deposited into your account. Receipts will be issued for all paychecks entered into your account. Any resident who is working and is considered a contractor or a sub-contractor or whose taxes are not directly deducted from earnings is responsible for paying State and Federal taxes.

No financial transactions are permitted between residents, between residents and SRCCC staff, or between residents and volunteers.

INDIGENT

If you have no money and no chance of receiving money, you will be placed on “Indigent Status”. As an Indigent Resident, you may be provided:

- Two (2) stamped envelopes per week.
- Writing paper.
- Shampoo, soap, deodorant, shaving cream, toothbrush and toothpaste, comb, towels, washcloths, shower shoes, and detergent, clothing as needed and within reason. Indigent clients may request clothing through their case manager utilizing indigent clothing request form.
- In addition, you may request assistance from SRCCC staff in securing ID/Birth Certificate and GED test payment.

If you are indigent and receive money on your books or a drop off, you will no longer be considered indigent and may be asked to return provided indigent supplies/clothing.

HEALTH CARE AND MED CALL

SRCCC has a nurse on duty seven (7) days per week during the hours of 8-4. If you need to see the nurse, you must sign up on the Nurse Call sheet at the Monitoring Center by 7:30 a.m. on applicable Nurse call days (Monday, Tuesday, Thursday and Friday). Nurse call will begin at approximately 8:30 a.m. on the male wing or at discretion of medical staff and move to female wing after male side complete. Nurse call will determine and schedule residents to see the SRCCC Physician/Nurse Practitioner during their scheduled times on Wednesday and Friday morning. It is resident responsibility to be available for Nurse call or Nurse Practitioner call. All medical/dental appointments outside of SRCCC will be determined to be medically necessary and approved by the Nurse Practitioner only. Physical exams are available for those residents suspected of having communicable diseases. Residents suspecting, they may be HIV positive can receive information about testing and available resources from the nurse or their case manager.

SRCCC provides residents with access to **emergency** medical and dental care as determined by the facility nurse, Nurse Practitioner, or facility staff, and payment for these services is your responsibility and payment for these services is your responsibility.

All residents have equal access to routine medical treatment or emergency medical services 24 hours per day. If a resident requires emergency medical attention through the ED, upon return to facility there is a mandatory 24-hour sick call /room restriction which prohibits telephone, tablet, and if you need routine medical services for non-life threatening illnesses (colds, headaches, etc.) you can report to the next available med/sick call or you may be issued an over-the counter medication.

Emergency Medical Treatment: The facility’s primary emergency medical treatment is the emergency room at Cleveland Clinic Mercy Hospital, located at 1320 Mercy Dr. NW Canton, Ohio 44708, a 24-hour per day facility. Any resident requiring emergency

medical services will be transported to Cleveland Clinic Mercy by emergency medical personnel or facility vehicle, depending upon the severity of the illness or injury.

If you are taking prescription medication, you must report to Med Call. Medication will be given four times a day at SRCCC med call or at the designated written prescription time. Medical staff will inform client of specific time medication will be dispensed based on individual prescription information.

During the Medication Pass times, there are to be only 5 residents in line at once in the North Wing Medical hallway. One resident taking medication and four in line behind the privacy curtain.

Med call times are:

- 6:30 am
- 12:15 pm
- 5:30 pm
- 9:00 pm

- All daily medications will be timed at 1230 unless there is a medical need for a different time
- All 2x day medications will be scheduled for 1230 and 9:00 pm
- All 3x medications will be scheduled for 0630, 1230, and 9:00 pm
- All 4x day medications will be scheduled for 0630, 1230, 5:00 pm and 9:00 pm
- All bedtime medications will be scheduled for 9:00 pm
- All as needed medications will be timed based on the frequency of the dose (2x day or 3x day)

If you miss your designated medication call, you cannot take it at an alternative/next call time. Missed medications will be considered a “Refusal” and documented the same.

All medications that are prescribed for a set amount of time (x7 days, x10 days, etc) will only have an active order for the medication for those amount of days.

It is your responsibility to report to Med Call on time. In addition to prescription drugs, non-prescription medication (non-aspirin, cold remedies, antacids, etc.) will also be dispensed at these times.

If you go to out of the building for a pass or community service and take medication, you must report to the med call prior to your departure for your medication.

You must swallow your medication in the area dispensed and in the presence of staff. Residents who do not take their prescribed psychotropic medication are subject to termination. Residents who abuse/manipulate medication procedures are subject to termination.

Ibuprofen, Acetaminophen (Tylenol), Non-Aspirin over the counter (OTC) pain medications may be purchased through the Commissary or Amazon. Maximum quantity for each bottle is 100 count. Melatonin can be purchased through Amazon and must be 10mg or less in strength, and also limited to 100 count each bottle. Non-Menthol cough drops may be purchased, through Commissary and Amazon.

Medical Assisted Treatment (MAT)

Residents admitted to SRCCC receiving pre-approved MAT (Medication-Assisted Treatment) <Stark County only at this time> are required to follow the strictly monitored Nurse/Security MAT medication call procedures at approximately 8:30 am each day for females and 11:00 am each day for males. No new inductions of MAT medications will occur at SRCCC.

Residents reporting for MAT are not permitted to wear sweatshirts/hoodies, hats or extra clothing. Dentures will need to be removed prior to entering the MAT pass area.

Only 3 residents are to be in line/seated in Medical for MAT at one time. No residents are permitted beyond Medical near the Maintenance, Intake offices or the Honor Dorm. Residents not complying with this direction will be subject to disciplinary action. Failure to cooperate with procedures or abuse of MAT medications may result in termination.

All residents are responsible for payment of any expenses related to requested medical treatment per ORC 2301.571. In no event will a resident be denied medical services based on the inability to pay.

DRUG TESTING

As an SRCCC resident, you are subject to drug testing. You may be asked to provide a urine sample at any time by any staff member. Refusing to provide a specimen can be equivalent to a positive drug screen. If you request confirmation testing, you will be charged for a positive confirmation result.

Upon notification of the intent to conduct a drug screening, you will have two hours to provide the urine specimen. After two hours have passed, if no urine specimen has been collected, the incident will be documented and further disciplinary action may be taken.

FACILITY INFORMATION

ROOM SANITATION AND LINEN EXCHANGE

You are responsible for keeping your living quarters neat and orderly. Beds are to be made upon awakening and clothes hung up on plastic hangers. Dirty clothes are to be washed weekly in the facility laundry room. Nothing is permitted to hang off bed. All locker doors are to be closed and locked. You are not allowed to obstruct the views from windows or doors. Beds are not to be obstructed by blankets or sheets. All residents must be visible at all times.

You are permitted to decorate your room with personal items (family photographs, etc.). Decorations must be tasteful and within reasonable limits as determined by SRCCC staff. Decorations must not create a safety or fire hazard. A bulletin board is provided for displaying appropriate art/personal items. No decorations of a pornographic nature or referring to the use of drugs or alcohol are permitted.

Residents are not permitted to eat in their rooms. Unopened food items purchased through vending or Commissary, may be stored in locker. Room checks will occur to ensure no bulk storage or unopened items being kept in room. Residents are not permitted to take food out of the Chow Hall/Kitchen. Kitchen food, opened food items and open beverages found in residents' rooms, shall be confiscated as contraband and may result in disciplinary action for the responsible parties.

Damages are to be immediately reported and repaired. Any damage to Stark Regional Community Correction Center property will be charged to the responsible person.

Linen exchange will be conducted weekly. You must use SRCCC linen and blankets. Staff will supervise and monitor the exchange of linen.

ROOM INSPECTIONS

To keep a clean and healthy environment, it is necessary for staff members to inspect all resident rooms on a daily and weekly basis. Daily room inspections shall be conducted by Security Staff to ensure that each room is clean, organized, and presentable. These room inspections will be announced 10 minutes prior to the inspection. All rooms are expected to be inspection ready by 7:30am each day.

HOUSE ASSIGNMENTS

To keep the facility in a clean and healthy state, you will be assigned a house cleaning assignment. This may vary from cleaning to trash disposal. Cleaning assignments are posted on the resident

bulletin board each week. A detailed list describing each assignment and the times to be done can also be found on the resident bulletin board.

Morning housing assignments are to be completed by 7:30 am and afternoon housing assignments are to be completed between 12:15 p.m. and 1:00 pm Security staff will inspect that your housing assignment has been completed and meets expectations. Refusal to complete your cleaning assignment will result in disciplinary action.

Evening Cleaning Crew

The Chief of Security designates the evening cleaning crew for the resident housing units. This list shall be followed by security staff and only the residents on the list shall be used for the evening cleaning detail. If you are assigned to this detail, do not recruit additional residents to help you. Complete your assignments as expected and follow security staff directives.

PERSONAL VEHICLES

If approved by staff, residents participating in work release are permitted to bring their personal vehicles on facility grounds. Those residents will provide the following information:

- Vehicle make and model
- A copy of the vehicle registration information
- Proof of valid vehicle liability insurance coverage
- A copy of the resident's valid driver license
- If the vehicle is not titled to the resident, the owner of the vehicle must **be immediate family** and provide written and notarized permission for the resident to use the vehicle.

Vehicle keys must be left with SRCCC staff when vehicle is not used. Resident vehicles left on SRCCC property are subject to periodic searches.

FIRE PREVENTION AND SAFETY

SRCCC is a smoke-free facility.

Storage of Toxic and Caustic Materials: All toxic and caustic materials will be stored in a locked storage area. Toxic or caustic materials that have flammable or explosive characteristics will be stored in a manner as approved by the fire department. At no time will you be permitted to use or handle any toxic or caustic materials without adequate supervision, and necessary protective clothing or equipment.

Living Quarters: You cannot accumulate large amounts of combustible materials (for example, paper, trash, etc.) in your assigned room or Day Room area.

Fire Evacuation: Evacuation routes are posted throughout the facility on doors and walls and in each resident room.

In case of fire you should:

- Remain calm,
- Report to the designated assembly area in an orderly and quiet manner,
- Once in assembly area, remain quiet and do not leave the area unless instructed to do so by facility staff or Fire Department personnel.

Basic Fire Safety:

- You should know where the fire exits are throughout the facility.
 - You should know where the primary and secondary evacuation routes are.
 - In case of heavy smoke, you should go low to the floor for fresh air and crawl to the exit.
 - When entering or leaving any area or room, you should feel the door by placing your hand close to the door. Do not touch the door or door knob. If the door is hot, find an alternate route or exit.
 - If your clothing is on fire, drop to the ground and roll, which will aid in smothering the flames. **DO NOT RUN!** This could be fatal.
- If someone else's clothes are on fire, have them drop and roll, use a blanket or any other item (such as a coat or shirt) to smother the fire.

APPROVED ITEM LIST

The following is a list of belongings you are permitted to bring to SRCCC. No substitutions of allowable items will be permitted during a resident's stay at SRCCC.

Residents are not permitted to bring any type of cigarette lighters, aerosol cans or any item containing alcohol into the facility.

ITEM	NUMBER ALLOWED	COMMENTS
Acetaminophen	1 bottle/100ct	
Alarm Clock	1	Cannot be battery operated or have a radio
Belt	1	
Body lotion	1 bottle	
Body Soap/Gel	3	Can include scrubber

Books/Magazine	5	Must be appropriate in content. No subscriptions can be billed to SRCCC address. May have religious book/Bible.
Bra	5	No Underwire/No Lace
Brush/Hair pick or Comb	1 each	
Coat	1	Anything that can zipped or lined is considered a coat
Colored Pencils/Pens	1 pack	12 pack
Contact lenses	1 set	
Clear Toiletry Bag (soft sided)	1	For hygiene items only
Cough Drops	2 bag/30 count each	Non-Menthol
Deodorant	2- Pack	Plastic, non-aerosol Must have manufacturer binding
Detergent/Soap Powder – Laundry	1 container, liquid, powder, or pods	Max Limits: Liquid (84 fl. oz.) Powder (56 oz.) Pods (62 ct.)
Diamond Art	3	
Disposable razors	1 pack, Maximum of 10	

Dryer sheets	1 box	80-100 Sheets
Ear Plugs	5 sets of 2	
Envelopes	1 box	
Eyeglasses	1 Pair	
Feminine Hygiene Products	2 Packages/Boxes	
Gloves	1 pair	
Hair gel/pomade	1 bottle	No grease, no oil, Must not contain alcohol
Hat	1	Toboggan or Baseball Must be Black or White Only
Ibuprofen	1 bottle/100ct	

Loose leaf paper	1 pack	Must be ordered and shipped directly to facility from Distributor
Make-up	1 Eyeshadow, 1 Mascara, 1 Eyeliner, 1 Lipstick/Lip balm	1 Clear Plastic Make-up Bag
Medallion/Necklaces	1	Religious in nature only/\$100 Max Value
Melatonin	1 bottle; 100ct/Max	≤10mg
Mouth Wash	1	Non-alcohol
Nail clippers	1	
Notebooks	3	No wire binding
Pajamas/Long Johns	1 pair	1 top 1 bottom
Pants/Sweats	6 pairs	No Holes, No Embellishments
Wipes, Hygiene/Face/Body	100 ct	NO bleach wipes
Writing Pens/pencils	1 pack each	No markers
Photos/pictures	6 maximum	Staff discretion
Rings	1	Wedding/Engagement only- \$100 Value Max
Robe	1	
Shampoo/conditioner	2 bottles each	Non-alcohol
Shaving cream	1	Non aerosol can/Non-alcohol
Shirts	6	No Sleeveless, No Tank Tops, No Mid-Rise
Shoes/Footwear	2 pairs	No Steel Toe, No Open Toe; No Slides
Shorts	6 pairs	Basketball/Bermuda – Knee Length
Shower Shoes	1 pair	To Be Worn in Dayroom Only
Shower Cap	1	
Slippers	1 pair	To Be Worn in Dayroom Only
Socks	10 pairs	

Stamps	1 book	
Styling Brush	1	
Sunglasses	1 pair	Worn outside only
Toothbrush	1	No battery operated toothbrushes
Toothpaste	3 tubes	
Towels	4	
Underwear	6 pairs	No Thongs, No Lace
Wash cloths	4	
Watch	1	\$100 Value Max

Equal Opportunity Statement

The Stark Regional Community Correction Center does not discriminate on the basis of race, color, religion, sex, national origin, or disability. Under Federal law, retaliation is prohibited against a person who files a complaint of discrimination.

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