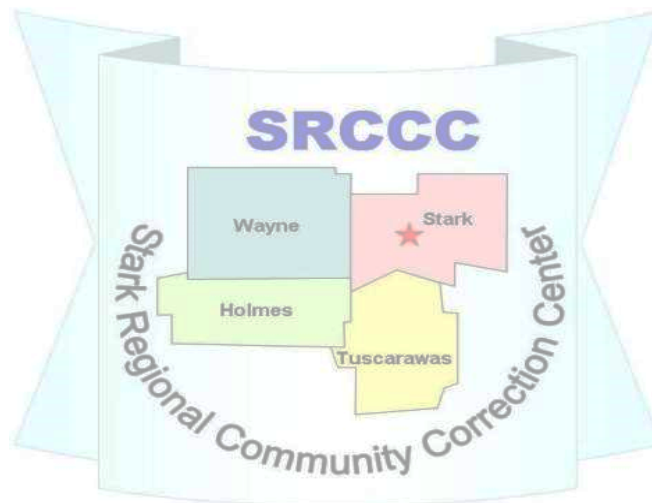


STARK REGIONAL COMMUNITY CORRECTION  
CENTER

# Resident Handbook

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Director, Michael Beebe

Deputy Director of Operations, James Corrin

Deputy Director of Program Services, Melissa Wells

Program Director, Jayne Carlini

Deputy Director of Operations Compliance, Chris Hurst

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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.

## **STRUCTURED ACTIVITY GRID**

You will be given a weekly structured time grid from your assigned Case Manager. The grid is a tool that allows you to account for your time. Grids are used to record:

- Group attendance and completion
- Community service, Chores, and Work Release/Employment Information
- Education attendance, if applicable
- Appointments (Counseling, Court, Medical)
- Visitation (Social Pass/Kiosk)
- Staff Meetings/Interactions
- Volunteer Program Participation

## **THE EDUCATION DEPARTMENT**

Residents arriving to SRCCC who do not have their high school diploma or equivalent will be scheduled to complete 60 hours, worked in between assigned classes. The 60 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. 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. Failing to complete required Education hours will result in a less than successful discharge status.

## **INDIVIDUAL TREATMENT PLAN**

Within fourteen days after intake, you will meet with case management department staff 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.** Should your Treatment Plan need to be revised at any time, case management staff will work together with you to change it- and a copy of the changes will be given to you. Failing to attend scheduled classes or missing more than one excused absence for class will result in retaking the class/ITP modifications. 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 digital display 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/NA 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.

**Learning/Education Lab:** Supervised time in the lab is offered at various times 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. The library is only accessible during normal business hours, Monday through Friday.

**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. Submit Visitation List.
- f. Attend all treatment classes as reflected on ITP.
- g. A minimum total of 8 GTL Tablet Courses completed with Certificates.

**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 preapproved program pass for urgent/emergent medical needs or Education/GED testing needs. SRCCC will determine transportation for approved program pass.

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 minimum of 60 hours of Education classes and complete the post-test (if required).
- c. A minimum total of 16 GTL Tablet Courses Completed with Certificates.
- d. 30 day minimum completion without restriction

**Community Transition Phase:** Approximate length of Community Transition Phase (gray lanyard) ranges between 3-8 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 25 GTL Tablet Courses Completed with Certificates.
- d. Minimum completion within 45 days of last class without restriction.

Pre-Release Phase: Approximate length of Pre-Release (green lanyard) ranges between 1-8 weeks.

- You may be eligible to seek and secure appropriate employment. This will be approved for the last two weeks of the program.
- 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 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:

<b>Breakfast:</b>	<b>5:45 a.m.</b>
<b>Lunch:</b>	<b>11:45 a.m.</b>
<b>Dinner:</b>	<b>4:45 p.m.</b>

The Breakfast meal is optional and is open to both ranges and will be ran by tier the same as lunch and dinner. You will be released by lanyard color to and from the dayroom and the MPR/Chow Hall. 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.

### **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.

Each day, following the 11:30 am count and 4:30 pm count, female residents will make their meal movement, with the exception of Tuesday's and Friday's, when the male resident will eat first. Male residents from the top range and bottom range (male side) will make separate meal movements.

The order of male residents will alternate daily, with the top range moving first one day and the bottom range moving first the next. When called, residents are to exit their rooms and stand outside their doors.

Staff will call for the residents in Pre-release (green) phase to proceed to the MPR. Immediately after Pre-release residents exit the dayroom, staff will call for those residents in Community Transition (gray) to proceed to the MPR. Subsequently, staff will call for residents in Life Skills (purple), then Orientation (orange), and finally those on Restriction (yellow) to proceed to the MPR.

Lanyards are to be checked by staff as the residents move from the dayroom to the U-Hall. All residents must have their lanyard and ID on and visible around their neck.

After you have finished eating, staff will release you in the following order: Green, Gray, Purple, Orange and Yellow. When you are released, and not prior, you are to discard any uneaten food in the trash can, and stack your trays. You are to immediately proceed back to the dayroom.

When "seconds" are available, staff will direct you to the serving line in the following order: Green, Gray, Purple, Orange and Yellow. During count and meals, you are not permitted to utilize the restroom or move about. You are to remain in your rooms when not making a meal movement.

## **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 to the Director of Operations Compliance. Request to Speak Forms can be located at the on the dayroom floor. You must provide confirmation of your religious preference participation immediately upon arriving to SRCCC to the Intake/Admissions Officer.

## **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 Deputy Director of Operations Compliance 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 cannot 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 or other major contraband (i.e. drugs, weapons, etc.), will be restricted from purchasing and possessing Commissary for 30 consecutive calendar days, to include weekends and holidays.

Ibuprofen, Acetaminophen (Tylenol), Non-Aspirin over the counter (OTC) pain medications and Melatonin may be purchased through the Commissary or Amazon. Maximum quantity for each bottle is 100 count. Non-Menthol cough drops may be purchased, through Commissary and Amazon.

All OTC medication shall be sent to Medical for approval, then re-distributed to residents. If residents are found doubling up with the OTC and prescription medication, may be subject to disciplinary action.

## **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, with the exception of medical lay-in 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 Standing Head Count and Lunch Meal Movement. All residents are responsible to attend assigned classes as scheduled during this time frame.

All residents present in the dorm are permitted to fall back to their rooms and take a nap beginning at 10:00am until lunch time.

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.

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 staff podium (male side), 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. Do not sit on the stairs or under the stairs. Residents shall not obstruct the upper tier and should keep moving. No sitting on the floor of the top tier.

Residents in noncompliance may be subject to disciplinary action.

## **LIGHTS OUT**

**-Weekday (Sunday through Thursday): 11:30 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.**

**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:       **5:00 a.m.**  
  **11:30 a.m. (Standing)**  
  **4:30 p.m. (Standing)**  
  **11:30 p.m. (Weekends/Holidays –Late Nights 12:30am)**

## **RECREATION**

Both male and female Recreation Yards will be open from 8:00am – 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. The Recreation Yard shall be opened and/or closed based upon the discretion of the Unit Supervisor due to operational need.

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.

**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. Abusing food service; including bringing food back from the MPR or having open food container in your room.
19. Failure to wear lanyard and/or ID Badge around neck, failing to have it displayed properly, defacing or damaging it, or wearing a lanyard color different than the one you have earned.
20. Sleeping past scheduled wake-up, sleeping in an unauthorized area, or sleeping at an unauthorized time

**Sanctions for minor rule violations include, but are not limited to:**

- 1. Verbal reprimand and instruction**
- 2. Thinking Report**
- 3. Early Bed**
- 4. Extra Duty Assignment**
- 5. Loss of privileges for up to 8 days.**
  - a. Entertainment (television, movies, games)**
  - b. Commissary (except personal hygiene items)**
  - c. Approved visitors**
  - d. Phone calls, Extra duty assignment (2 hours maximum)**
- 6. Restriction to room (24-hour Maximum)**
- 7. Day Jail**

**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. Giving to, or receiving from anyone any item, food, favor, or service
12. Threatening another resident or staff member with or without a weapon or use of force
13. Aggressive, intimidating behavior
14. Causing, or attempting to cause physical harm to another, with or without a weapon
15. Threatening bodily harm to another (with or without a weapon)
16. Threatening harm to the property of another, including facility property
17. Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
18. Throwing any other liquid or material on or at another
19. Consensual physical contact with another resident for the purpose of sexually arousing or gratifying either resident
20. 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).
21. 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.
22. Indecent, seductive, or obscene acts, including indecent exposure and masturbation
23. Retaliation (behavior that might deter a reasonable person from opposing behavior or participating in the complaint process)
24. Intimidation and/or emotional abuse of another resident, staff member, visitor
25. Making offensive or derogatory remarks regarding race, religion, national origin, gender identity, or sexual orientation
26. Possession or manufacture of a weapon or contraband

27. Smoking of any substance
28. Possession or consumption of any intoxicating or mind altering substance or medication not prescribed to you
29. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
30. 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
31. Failure to provide a urine specimen in allotted time frame
32. Refusal to submit urine sample urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions
33. Positive drug screen
34. Misuse of **any** PASS, social, medical or programming
35. Un-excused absence or tardiness to program activities
36. Being in an unauthorized area
37. Giving false information or lying to facility employees
38. Stealing, embezzlement, fraud
39. Forging, possessing, or presenting forged or counterfeit documents
40. Encouraging or creating a disturbance
41. Rioting or encouraging others to riot
42. Fighting with or without weapons
43. Physical resistance to a direct order
44. Interfering with Facility Count (talking, walking around, bathroom, shower)
45. 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
46. 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
  - g. Unauthorized contact, physical or otherwise, between male and female clients while on premises.
47. 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
48. Conveyance/Conspiracy to Convey Contraband
49. Violations of statutory law (misdemeanor or felony)

50. 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.
51. **Persistent minor rule violations**

**Sanctions for major rule violations include, but are not limited to:**

1. **Loss of privileges and/or qualified rights for up to 30 days**
2. **Total house restrictions for no less than 8 days up to 30 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**

**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, Legal Counsel, or Law Library through a written request to their case manager. Access to the facility Law Library is located in the Education classroom and is only accessible during regular business hours, Monday through Friday.

### **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. **No Group Grievances will be reviewed.**

All resident grievances will be and responded to by the appropriate Administration staff member (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 applicable Administrator'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 (Armor) to address. Armor staff shall issue a response to the resident and the Deputy Director of Programs 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, visual impairment, deafness/hard of hearing or Limited English Proficient. 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. No Video Visitation during count or meals (11:15 am-1:00 pm; 4:15 pm-5:30 pm). 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 and the hoodie will be taken as contraband. **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 issued two (2) laundry soap pods on linen exchange day. Residents will be responsible to sign off on the Linen Issuance Form documenting the return of towels and washcloths.

## **ROOM ORGANIZATION/SANITATION**

You are responsible for keeping your living quarters neat and orderly. Beds are to be made by 7:45 am each morning and all personal items are to be kept in assigned lockers. Dirty clothes and linens are to be washed at minimum, weekly, in the facility laundry room. Nothing is permitted to hang off bed. All locker doors are to be closed. You are not allowed to obstruct the views from windows or doors. Beds are not to be obstructed by blankets, sheets or the locker doors. All residents must be visible at all times.

### **\*The following guidelines will be used to monitor room sanitation:**

- Beds are made wrinkle free, pillow at the top, sheet fold within the lines on the bedframe
- Mattress pulled to the bottom and toward the center of the room on the bedframe
- Desk (top and open shelf) is empty (clocks permitted)
- Windows are to remain clear and uncovered
- Top of lockers are to remain empty
- No open food is permitted in resident's room
- No food from the kitchen is permitted in resident's room
- All items are to be kept in the resident's locker (towels may be on locker door)
- Item may only be hung on the cork/bulletin board (no offensive pictures permitted)
- No items, other than shoes are on floor (shoes are to be neatly kept under resident's beds)

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.

**Unopened food items purchased through vending or Commissary, may be stored in lockers. 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.

## **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. All rooms are expected to be inspection ready by 7:45 am each day. **\*Guidelines listed above will again be used to inspect rooms.**

Residents in green who meet and pass the weekly room inspection standards will be given the privilege of taking a six (6) hour social pass the week following the inspection.

Residents who fail the weekly room inspection and refuse to maintain their rooms in an acceptable condition, will be subject to forfeiting their eligibility for any social passes and/or an adjustment (loss of) social pass hours.

Residents who are noncompliant with room inspection expectations more than 10 times will be ineligible for ALL social passes.

### **Sanctions for Failed Room Inspections will be:**

**1<sup>st</sup> Offense: Incident Report/Warning**

**2<sup>nd</sup> Offense: Incident Report/Five days loss of ICsolutions/Keefe Commissary**

**3<sup>rd</sup> Offense: Incident Report/Total House Restriction**

### **Facility Cleaning Assignments**

The Chief of Security and/or designee shall compile a list of cleaning assignments for various portions of the facility on a monthly basis. This list shall be followed by security staff and only the residents on the list shall be used for the cleaning detail and special cleaning assignments. 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.

## **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, laundry detergent, toilet paper, 1 flat iron (females), and Diamond Art from an approved vendor (Amazon).

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 7 days. If this property is not picked up, it will be disposed of by facility staff. SRCCC may 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. If Residents are provided 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.

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.*

### 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	2	Can include scrubber
Books/Magazine	3	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 pencils or pens
Gel Pens	1 pack	30 pens
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	
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/Shorts	6 pairs	No Holes, No Embellishments Basketball/Bermuda or Knee Length Shorts
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/Sweatshirts/Sweaters	6	No Sleeveless, No Tank Tops, No Mid- Rise
Shoes/Footwear	2 pairs	No Steel Toe, No Open Toe; No Slides
Shower Shoes	1 pair	To Be Worn in Dayroom Only
Shower Cap	1	
Slippers	1 pair	To Be Worn in Dayroom Only

Socks	8 pairs	
Stamps	1 book	
Styling Brush	1	
Sunglasses	1 pair	Worn outside only
Toothbrush	1	No battery operated toothbrushes
Toothpaste	2 tubes	
Towels	4	
Underwear	6 pairs	No Thongs, No Lace
Wash cloths	4	

Watch	1	\$100 Value Max
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**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, program pass, or 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 approximately 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 collect 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.

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.

### **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 signed out when in use and signed back in when returned to the charging stations. The sign in/out clip board is monitored by Security Staff at the podium. All tablets must be returned to the charging stations each evening at lights out.

### **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 receive program passes via Medical or Education Departments or for applicable legal reasons.

Program passes are a privilege, not a right.

- You must be in the Life Skills Phase to receive a Program Pass.
- Program Passes may only be granted for urgent/emergent Medical needs or Educational purposes, legal reasons and are to be approved by those Departments or Administration.
- 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.
- 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.

**\*\*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

Effective, Monday, 2/9/2026 all Social Passes were suspended until further notice by the facility Director.

**Eligible for Pre-Release residents only.**

~~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 between 11:15 am-1:00 pm or 4:15 pm-5:30 pm~~

~~**You may turn in your Social Pass request along with Pre-Release (Green) phase request.**~~

~~**Passes must be submitted to your Case Manager by Thursday for the upcoming week.**~~

~~**Passes will be granted for up to 10 Males and 10 Females per day and 2 Honor Dorm Residents.**~~

~~**Up to six (6) hour Social Passes for the General Population are only available between the hours of 8:30am and 7:30pm, Monday, Tuesday, Wednesday and Thursday.**~~

- ~~Exception: Residents in green who meet and pass the weekly room inspection standards will be given the privilege of taking a six (6) hour social pass the week following the inspection.~~
- ~~Residents who fail the weekly room inspection and refuse to maintain their rooms in an acceptable condition, will be subject to forfeiting their eligibility for any social passes.~~
- ~~Residents who are noncompliant with room inspection expectations more than 10 times will be ineligible for ALL social passes.~~

~~Honor Dorm Residents may leave for social passes at 8:30am through 9:00pm, Monday through Friday. Passes for Honor Dorm Residents may be granted for up to eight (8) hours.~~

~~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.~~
- ~~Non urgent/emergent medical needs may be completed via Social Pass.~~

~~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.~~

~~Expect to be searched upon return and you may be directed to submit a urine specimen for drug testing.~~

~~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.~~

~~Your driver must come to Door 8 of the facility, verify that they are listed on the itinerary and show a valid driver's license to SRCCC staff and verify phone number.~~

- ~~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 or designee will distribute a Social Pass Restriction list on a weekly basis, sharing it with staff via email. Those individuals who are restricted due to non-compliance with facility or program expectation will not be permitted to take Social Passes.~~

## COMMUNITY SERVICE

You may be required to complete a Community Service obligation for your sentencing Court. Community service projects are a way you can show you are taking responsibility and giving something back to the community/society. You have certain responsibilities when participating in community service projects. To ensure accurate tracking of community service hours and resident responsibility and accountability, a digital time clock system has been installed in the designated community service area: the podium on the male side of the facility, kitchen, and the Female Monitoring Center (FMC). Residents shall keep their own time cards. Staff must punch in residents on assigned time card before starting their community service obligation and then must punch them out immediately after completing the work assignment. Female residents may be responsible to manage punches for in/out on their own. It is resident's responsibility to leave the appropriate amount of time to get to scheduled class or appointment upon completion of community service work.

If a resident time card fails to have a punch in or out they will forfeit the hours for that work assignment. Handwritten times will not be accepted. Repeated failures may lead to termination of work assignment as determined by the department or staff overseeing the community service project.

At the beginning of each week, residents must bring their time cards to their case manager during a scheduled meeting. The case manager will review the time card to ensure that all punches are accurate and complete, and enter the verified hours into SecureManage/computer platform. Any discrepancies will be addressed immediately. The Operations Compliance Deputy Director, will track patterns of non-compliance and take appropriate actions as necessary without delay.

All rules and regulations mentioned in this handbook, including all federal, state, and municipal laws, apply to you while completing community service. Any Community Service assignment must be screened, assigned, and monitored by appropriate staff.

**Completed Community Service hours are provided to the Court upon discharge. Any falsification or misrepresentation of hours may result in disciplinary action.**

### **WORK RELEASE**

Work Release may be considered part of your SRCCC program.

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.
- Do NOT pick up anything while out on pass to bring back to the facility. Any items brought back to the facility will be confiscated as contraband and you may be subject to disciplinary action.
- **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 in your account and have not received items via Amazon, 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, toothbrush and toothpaste, comb, towels, shower shoes, laundry detergent, and clothing as needed and within reason.
- 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 receive an Amazon delivery, you will no longer be considered indigent and may be asked to return provided indigent supplies/clothing.

**HEALTH CARE/MEDICAL CO-PAY**

Each resident submitting a Nurse Sick Call form will be assessed the \$5 co-payment fee. Registered Nurse (RN) referrals to the SRCCC Physician/Nurse Practitioner will be assessed the \$7 co-payment fee.

**Residents who are deemed indigent will not be charged co-pay fees.**

Medical Co-Payment Fees are not collected for the following exempt medical services:

- Intake Physical/Health Appraisal Assessment
- Treatment and Follow-Up of Chronic Conditions/ Infectious Diseases. Chronic Conditions include cardiovascular monitoring, hypertension monitoring, lung/pulmonary disorders (breathing treatments), and seizure disorders. Infectious Diseases include tuberculosis (TB) and Human Immunodeficiency Virus (HIV).
- Facility wide spread of infectious diseases including lice, scabies, chicken pox.
- Health care staff evaluation/treatment of injuries/emergency first aid.

**HEALTH CARE AND MED CALL**

SRCCC has a nurse on duty seven (7) days per week during the hours of 7-4. If you need to see the nurse, you must sign up for Nurse Sick Call on the provided forms at the podium and place in the metal box near North Wing entrance and outside Female FMC by 7:00 a.m. on applicable Nurse call days (Monday and Friday). Nurse call will begin at approximately 9:30 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 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 (urgent/emergent). 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 Emergency Room, upon return to facility there is a mandatory 24-hour sick call /room restriction which prohibits telephone, tablet, video visitation. 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:

- 7:00 am
- 12:15 pm
- 5:30 pm
- 9:00 pm
  
- All daily medications will be timed at 12:30 pm unless there is a medical need for a different time
- All 2x day medications will be scheduled for 12:30 pm and 9:00 pm
- All 3x medications will be scheduled for 6:30 pm, 12:30 pm, and 9:00 pm
- All 4x day medications will be scheduled for 6:30 am, 12:30 pm, 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) are required to follow the strictly monitored Nurse/Security MAT medication call procedures at approximately 07:45 am each day for males and approximately 11:00 am each day for females. 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. No books, folders, property are permitted in the MAT pass area. Dentures will need to be removed prior to entering the MAT pass area.

Only 4 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 during MAT pass. Security staff will escort residents to/from MAT pass/medical clinic area. 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 and criminal charges filed.

**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 a 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**

### **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.

### **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.**

<p><b>This handbook is the property of STARK REGIONAL COMMUNITY CORRECTION CENTER and must be returned upon your release.</b></p>
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