



Lisbon Facility

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Toll Free: 1-888-390-4843
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227 N. Market Street
P.O. Box 474
Lisbon, Ohio 44432

MISSION STATEMENT
of
EASTERN OHIO CORRECTION CENTER

We provide adult residents ordered into our facilities a safe and secure environment to enable positive change in their lives through a high quality, structured program of education, treatment, and community service

Vision

We imagine a safe and supportive community, where individuals can change and become positive societal contributors and are not judged by their past

Core Values

1. Excellence: We use the best practices to serve our residents in a compassionate and understanding manner

2. Integrity: We are committed to honesty and the highest level of ethical conduct and moral behavior

3. Fairness: We treat everyone in an objective and impartial manner supporting equality, diversity, and inclusion

4. Collaborative: We are committed to collaborating with others to strengthen our work

5. Accountable: We are good stewards of our resources and responsible for successful outcomes

WELCOME

Dear EOCC 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 EOCC, 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 and are here to assist you in your new pro-social journey to success.

Phil Nunes
Executive Director

Orientation Test

➤ Read this Resident handbook carefully. Any resident with limited reading skills will have the handbook read to them. Every resident will be tested on this information after completing Orientation Group, and must score at least 75% correct.

EOCC PROGRAM

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

INTAKE

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 dorm/bed. You are not allowed to change your bed assignment or move furniture without prior approval of EOCC staff. You will be given a resident pack with writing supplies and an ID badge. You and your belongings will be searched (possibly deloused) and urine and DNA (if applicable) will be collected.

EOCC PASSPORT

You will be given an EOCC Passport. The Passport is a small booklet that allows you to account for your time. You are required to bring your passport to every group. 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)

REPORTING TO THE EDUCATION DEPARTMENT

You will report to the Education Department to make an appointment to take 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.

TREATMENT PLAN

By three business days after intake, you will meet with a case manager to begin work on your Treatment Plan. This Treatment Plan will have goals and the things you must do to complete those goals. You and your probation officer will receive a copy of your Treatment Plan. **It is your responsibility to go to the groups and classes and complete everything on your 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 go to you and your probation officer.

Your case manager will hold regular meetings with you. You can ask for a special appointment to see your case manager.

GROUPS AND CLASSES

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

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

In-house Recovery Group: Weekly support groups are conducted at EOCC and facilitated by residents and local community volunteers.

Community Service: EOCC provides many hours of community service activities for residents each year through contacts with local community agencies and individuals.

ServeSafe Certificate: EOCC gives selected residents a chance to earn a nationally recognized ServeSafe Certificate in safe food-handling practices.

Kitchen Prep: EOCC provides residents 30 hours of hands on learning experience in a variety of areas including food preparation and serving within an operating kitchen.

Foundations: Assess residents level of motivation and commitment for change

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.

Leisure and Recreation: Opportunities for outside activity and team events are provided regularly for EOCC residents.

Religious Services: In-house non-denominational services are held. 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 engage in structured time activities in order to facilitate better use of free time. 40 hours of structured time is required weekly.

TYRO: A nationally known and award winning curriculum designed to equip residents with the skills necessary to achieve their highest potential. This intensive character development program teaching participants to own responsibility for their actions, and prepares them to live a life of honor and integrity.

➤ **Successful completion of your program is not only determined by the completion of your treatment plan goals and objectives. You will NOT be released the day after you finish your last group session. The Treatment Team will evaluate your progress and confer with your Probation/Parole Officer to establish a release date and aftercare plan.**

You need to show all staff that you can use the tools you've learned on a consistent basis over a period of time. This includes participating in community service work release, and being compliant with all rules. Ultimately , your release date is determined by YOU and HOW YOU ACT.

RESIDENT INFORMATION

IDENTIFICATION BADGES

You will be issued an Identification Badge and 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.

You cannot add anything to the ID badge unless it has been provided by staff. If it 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 you leave the facility for any reason, turn in the Identification Badge and chain to RS staff. Upon release, return the Identification Badge and chain to staff.

MEALS AND DAILY ROUTINE, SPECIAL DIETS

Meal times last for 20 minutes after the last resident is served. Meals are served three times daily:

Breakfast:	6:30 a.m. (You do not have to attend)
Lunch:	11:30 a.m. (You must attend)
Dinner:	4:40 p.m. (You must attend)

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 EOCC. 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 housing desk.

LIGHTS OUT

- Weekday (Sunday through Thursday): 11:30 p.m.**
- Weekend (Friday, Saturday, and holiday evenings): 12:30 a.m.**

All residents are required to be up out of bed by 7:00 a.m., but may not be out of their room before 5:30 a.m. Morning housing assignments are to be completed by 8:00 a.m. Afternoon housing assignments, med call, and dinner are to be completed between the hours of 3:00 p.m. and 5:30 p.m. You are responsible for completing your housing assignment on time and having a staff member verify after completion. Free time will begin after the completion of housing assignments.

You are permitted freedom of movement during the programming day in designated areas. **You are not allowed in any other resident's dorm area other than your own.** Do not loiter at the Central Control window, or in hallways or outside of office doors. Residents are not allowed to loiter in their rooms during programming hours without staff permission. Programming hours are Monday – Friday from 7:30am to 4:30pm. Room counts will be conducted regularly. During counts you are not to leave your room until the count is cleared.

MINOR AND MAJOR RULE VIOLATIONS/INCIDENTS

Every resident of the Eastern Ohio 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. In addition to the sanctions listed below, you may also receive an adjustment to your program.

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.

A rule violation may result in a counseling session with your case manager.

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. Poor personal hygiene
6. Unexcused absence or tardiness to **program** activities
7. **Smoking** in prohibited areas/**smoking underage/providing cigarettes to someone underage**
8. Disobedience to lawful orders
9. Lying or disrespect to staff/staff manipulation
10. Being out of place
11. Unauthorized use of telephone
12. Possession of nuisance contraband
13. Possession of money
14. Indecent, seductive, or obscene acts, including indecent exposure and masturbation
15. Harassment/Sexual Harassment (unwelcome sexual advances, request for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive nature)

Sanctions for minor rule violations include:

1. **Verbal reprimand and instruction**
2. **Loss of privileges from 1-48 hours**
 - a. **Entertainment (television, movies, games, rec yard)**
 - b. **Commissary (except personal hygiene items)**
 - c. **Approved visitors**
 - d. **Phone calls, video visits, enotz to family and friends**
3. **Extra duty assignment (2 hours maximum)**
4. **Restriction to room (24 hours 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, or the resident who committed the violation. Major violations may also consist of persistent minor violations as determined by the hearing officer. A last chance agreement can accompany a sanction for a major rule violation as determined by the treatment team.*

1. Malicious destruction, alteration, or misuse of property belonging to another
2. Gambling, or possession of gambling articles
3. Threats, with or without a weapon or use of force
4. Consensual physical contact for the purpose of sexually arousing or gratifying either resident
5. Sexual abuse (non-consensual or coerced touching including penetration however slight or oral contact of the genitalia, anus, groin, breast, inner thigh, or buttocks)
6. Dealing- lending, borrowing, trading
7. Possession or manufacture of a weapon or contraband
8. Possession or consumption of any intoxicating substance of medication not prescribed to you
9. Pass itinerary violation
10. Stealing, embezzlement, fraud, forgery
11. Encouraging or creating a disturbance
12. Physical Fighting
13. Participating in 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 – organizing, participating in any disruptive activity/conspiring
14. Violations of statutory law (misdemeanor or felony)
15. 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.
16. Retaliation (behavior that might deter a reasonable person from opposing behavior or participating in the complaint process)
17. Making offensive or derogatory remarks regarding race, religion, national origin, gender identity, or sexual orientation – Hate speech
18. False accusation
19. Persistent minor rule violations

Sanctions for major rule violations include:

1. **Loss of privileges and/or qualified rights for up to 72 hours**
2. **Extra duty assignment (from 1-10 hours)**
3. **Restriction to room (120 hours maximum)**
4. **Confinement to the facility for a maximum of 30 days**
5. **Disciplinary isolation for 1-10 days**
6. **Unsuccessful termination from the program**
7. **Restitution**
8. **Referral to Treatment Team/Probation Officer**

Every resident has certain due process rights in the event of a Major Rule Violation.

ACCESS TO THE COURTS AND LAW LIBRARY

A resident can access the 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 qualified rights, or a denial of fundamental rights. A resident's fundamental rights include:

- visits by attorneys and visits by clergy (visits from attorneys and clergy are at a time and day selected by EOCC staff)
- phone calls to attorneys and clergy
- adequate food (nutritional diet)
- adequate light, ventilation, temperature control, and sanitation
- medical care

If a resident submits a grievance that does not qualify as such, it will be treated and responded to as a resident complaint. Resident grievances may be submitted through a grievance box located near the resident mailbox. 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 the grievance box. **No Group Grievance will be reviewed.**

All resident grievances will be forwarded to and acted upon by the appropriate Director.

PREA allegations of sexual abuse or sexual harassment are not reviewable through the grievance process. All allegations (regardless of how reported) are immediately reported to the PREA Coordinator and will be investigated.

PRISON RAPE ELIMINATION ACT (PREA)

The Eastern Ohio 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 that demonstrates or suggests a romantic or intimate relationship. Consensual sexual intercourse between EOCC staff and an offender is by its nature an assault.

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 an

offender'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 an offender 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, you are to immediately report the behavior.

REPORTING

An offender may report allegations of sexual misconduct or retaliation by other offenders or staff verbally, in writing, using the toll free helpline, or to a third party toll free hotline.

Residents shall be given the opportunity to remain anonymous during the report. There is no time limit on when an offender may report sexual misconduct.

- **External reporting option (614) 728-3399**
- **Outside agency victim support toll free hotline (740) 512-6092**
- **Rape Crisis Address: P.O. Box 866 Steubenville, Ohio 43952**
- **State and National Rape Crisis and Support Contact Info:: (614) 267-7020**
- **Rape, Abuse and Incest National Network (RAINN): 1-(800) 656-HOPE**
- **Resident Kiosk**

All EOCC staff, volunteers, and contractors are mandatory reporters of sexual abuse and sexual harassment. Any contact with community support agencies does not guarantee confidentiality. EOCC partners with the ALIVE Shelter for victim support and advocacy.

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 EOCC's disciplinary policies which can include termination from the program.

VISITORS/PROPERTY

Visiting hours are on **Saturday** between 1:00 p.m. and 4:00 p.m. and **Tuesday** between 6:00 p.m. and 8:30 p.m. **(Subject to Change).**

All residents who wish to have friends and family visit will need to complete a visitor request form located at the housing desk. Each resident may list up to four adult (18 and older) visitors;

however, EOCC reserves the right to limit the number of visitors during visitation time. Only biological/step children under the age of 18 are eligible to visit. If you do not have children, you may list siblings under the age of 18 instead. No one under age 18 will be permitted to visit unless accompanied by an adult. All requests for visitor forms will be reviewed by the treatment team who will either approve or deny each visitor.

Visitor list may be changed **ONLY ONE TIME**. If requesting a change, please allow at least 1-week notice.

Visits can be denied for any reason, including but not limited to: failure to provide proper identification, revealing/suggestive clothing or clothing that promotes substance abuse, gang affiliation, or violence; being or appearing to be high or intoxicated.

Visitors are permitted in designated areas only.

You are responsible for the conduct of your visitors. Any display of sexual gestures and/or actions or excessive displays of affection are **prohibited**. Visitors will be denied future visiting privileges for misconduct.

No food or drink items are permitted to be left at the facility. No contraband is permitted and if found, is subject to seizure. No cameras or cell phones are permitted in the visitation area.

Special visitations can be arranged but you need to get approval from a **Facility Operations Manager**. Request forms for special visitations are located at the housing desk.

No property will be accepted on Tuesdays after 3:00 p.m.

HYGIENE AND PERSONAL APPEARANCE

You must shower every day and keep your clothes clean. All showers are to be completed prior to 11 p.m. Sunday – Thursday and prior to midnight Friday, Saturday, and Holidays.

Approved hygiene items are to be brought in by you at the time of admission or by family members. Hygiene items are also available for purchase through the EOCC Commissary and include soap, shampoo, toothbrush, toothpaste, comb, deodorant, towels, washcloths, shower shoes, feminine hygiene products, and detergent. Indigent residents (with no money or never getting any money) will be provided with these items. If you are indigent and receive money, you will no longer be considered Indigent. You will be billed for the items requested during indigent status. Hygiene items are to be in rooms or restrooms only. Residents have the opportunity to wash their personal laundry in the facility laundry room. Bed Linens will be issued by facility staff and exchanged according to schedule.

You must be fully clothed before leaving the bathroom - shirt, shorts or pants, underwear and footwear. Towels are not to be worn in place of clothing. Underwear must be completely covered by clothing and pants worn at waist level. Shorts must be at least as long as two inches from the knees. Hats, jackets, and coats are to be worn outside of the facility. Head coverings for religious purposes will be allowed - all other head coverings will be worn only in your room and outside the facility. Sleeveless shirts can only be worn on the recreation yard. If you wear a

hoodie, the hood is not allowed to be up. 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. Other prohibited clothing includes: camo; steel toed boots (unless approved for work) tank tops, and crop tops.

You are not permitted to cut your own hair. You are not permitted to cut, style, or braid any other resident's hair while at EOCC.

BELONGINGS

You are responsible for anything brought into the facility. If you bring in more than the approved amount, the excess will be stored in the facility until you can dispose of it. Upon release, all property not claimed within two (2) weeks will be disposed of by EOCC staff. Food items will **not** be stored.

EOCC is not responsible for lost or stolen items.

You **cannot** take items out of the facility or return with any items without prior approval. A Resident Request form must have **prior approval** before any exchange of property can occur. Former residents or **former resident's families** are not allowed to drop off property for residents.

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.

All property not approved will be held in EOCC property storage until you arrange for pick up or you are released.

SEARCHES

Searches may be conducted at any time. 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.

Searches of residents will be conducted in a professional and respectful manner. Pat searches will include the breast, buttocks, and groin areas. All pat searches, strip searches, and urinalysis monitoring will be conducted by same gender staff members.

Transgender residents will be allowed to address any concerns with searches with administration.

EOCC prohibits body cavity searches.

MAIL

Outgoing Mail: An unlimited number of letters may be sent out as long as the proper postage is on each letter. This practice is only restricted when clearly necessary for the order and security of the facility. All outgoing mail will be sealed, have proper postage and complete addresses, including return name and address. Mail should be placed in the resident mailbox located in the housing area. **Mail is picked up Monday through Friday.**

Stamps: Stamps may be sent to you by family/friends and pre-stamped envelopes are available for sale through the commissary. Indigent residents can get stamped envelopes by request.

Incoming Mail: There is no limit to the amount of incoming mail you receive. **Mail will be distributed at a time that is convenient for staff.** In-coming mail will be opened by a staff member in your presence. The staff member will check the contents for contraband and then hand out the mail. Any contraband found will be confiscated and an investigation conducted. Guidelines for incoming mail are:

- Parcel packages will be accepted with the regular incoming mail.
- If a check or money order is received in the mail, staff will issue a receipt and the money will be entered into your account. **No Cash Accepted through the mail.**
- Materials of an explicit sexual nature are not permitted in the facility.
- Products ordered through the mail ***must*** be billed to ***your home address***.

Mail can be sent to you by using this address: Packages can be sent to you by using this address

All other packages
Resident Name
P.O. Box 474
Lisbon, Ohio 44432

Fed-Ex and UPS only
Resident Name
227 N. Market Street
Lisbon, Ohio 44432

Forwarding Mail: First class mail received after your release will be forwarded to the address provided to your case manager. 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. Mail from another correction facility must be approved by your case manager.

PHONE CALLS

You can use the telephones in the Day Room area during programming hours. You are not permitted to use another resident's debit phone time, email account, or be on camera during another resident's video visitation. Outside prepaid phone cards are prohibited.

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

You may call your attorney at any time during regular business hours. All calls to attorneys will be confidential and uncensored by staff.

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 11:00 p.m. with the exception of Friday, Saturday, and holiday evenings, at which time calls will be permitted until 11:50 p.m.

Video Visitation: You cannot schedule a video visit between the hours of 11am to 12:30 pm – 4 pm to 5:30 pm – and visits will close for the night at 10:30 pm and reopen at 8:00 am. During your visit, you and your visitor are prohibited from indecent exposure of “private parts,” fondling yourself, or engaging in any sexual acts/gestures. Residents are not permitted to touch the webcam or video screen. Any misconduct can result in disciplinary action and/or denied future visits.

EMERGENCY MESSAGES

If you receive an emergency or program-related message, EOCC 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 are able to request a program pass and approval is at the discretion of their case manager and the treatment team. The goals of a program pass **must** be related to your Treatment Plan goals or objectives, and documentation must be provided upon achievement of goals.

You are responsible for transportation if you take a Program Pass.

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. Your itinerary must state correct times, locations, and phone numbers. **Goals and objectives to be accomplished while on program pass must be written on the itinerary and must have some measurable result (for example, a completed assignment, an application for employment or housing, etc.) Changes to the itinerary will be done at the discretion of staff.**

While on program pass, you

- 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 EOCC.

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

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

Before leaving, you must sign out and exit through the Main Entrance.

While out of the facility, you must call the facility every 2 hours and upon arrival and departure of any other location. Use the toll free number for EOCC 1-888-390-4843 x200.

You must return on or before the time stated on the itinerary. (There will be no loitering in the parking lot.)

Upon returning, you and your driver must enter the facility. You will wait to be searched, sign in, and then return to the EOCC population. You should be prepared to provide a urine specimen at the time of entry or within two hours of your arrival.

MONEY

While at EOCC you will have an account for your money. Your money will be deposited into this non-interest-bearing account. A Resident Accounts Manager will administer all resident accounts.

Upon Intake: All residents will receive a unique Commissary Pin at intake. This pin is used to order commissary, buy email credits, phone time or to place money into a resident's account. Family members may place money into a resident's account by using the Cobra Kiosk System, SmartDeposit.com, 1-866-394-0490, or sending a check or money order through the mail only. **No Cash** will be accepted through the mail or by any staff member.

Banking Days: Banking Days are held one day each week.

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 before Banking Day for approval and processing.

Paychecks: All money earned through work release programs or earned through work outside the facility, *must* be deposited into your EOCC 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.

If you have less than \$.99 on your phone and/or commissary account, and do not make prior arrangements before release to obtain that money, it will be donated to the Resident Commissary Account.

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

COMMISSARY

Commissary Request Forms: Commissary items will be distributed at the discretion of the Resident Accounts Manager. To request a commissary item, residents will use the Kiosk Ordering System. The items that may be purchased are limited to the Commissary Listing. All prices may be subject to change without prior notification.

The following procedures will be followed when purchasing commissary items:

- Select the correct facility (building)
Use the resident kiosk located in the day room
- Set up an account using your EOCC number
- You will complete a fingerprint scan
- From the homepage select “commissary”
- Choose from the list of items
- Email credits and phone time can be purchased from the homepage
- The funds will be automatically deducted from your commissary account

All commissary orders must be completed by Thursday at 9:30 am in order to receive items during the next commissary distribution.

Residents who wish to use the beverage vending, must submit a request for a zip card by Thursday at 7:30 a.m. Residents may only have one zip key out at a time and all zip cards must be returned to the facility at discharge.

Residents are not permitted to eat in their rooms. Unopened food items purchased through Commissary may be stored in rooms, but not eaten.

INDIGENCE

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

- Two (2) stamped envelopes per week.
- Writing paper.
- Feminine hygiene products
- Shampoo, soap, deodorant, comb, shaving cream, toothbrush and toothpaste, towels, washcloths, shower shoes, and detergent, as needed and within reason (2 items per week).

If you are indigent and receive money, you will no longer be considered indigent. You will be billed for the items requested during indigent status.

HEALTH CARE AND MED CALL

EOCC has a nurse on duty three day per week. You will have a physical assessment by the nurse completed within 14 days of admission. If you need to see the nurse, you must fill out a Medical Request form. All appointments with personal physicians or dentists must be approved and verified by the facility nurse or facility staff. 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. EOCC provides residents with access to **emergency** medical and dental care as determined by the facility nurse or facility staff and payment for these services is your responsibility. Any resident going to the med clinic will be charged \$37.50.

All residents have equal access to routine medical treatment or emergency medical services 24 hours per day. 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 of Salem Community Hospital, 1995 East State Street, Salem Ohio 44460 (330) 332-1551, a 24-hour per day facility. Any resident requiring emergency medical services will be transported to Salem Community Hospital 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/Sick Call. Medication will be given four times a day. The times are 6:00 a.m, 11:00 a.m, 4:00 p.m, and 9:00 p.m. It is your responsibility to report to Med/Sick Call on time. In addition to prescription drugs, non-prescription medication (aspirin, cold remedies, antacids, etc.) will also be dispensed at these times.

If you go 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 you 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.

All residents are responsible for payment of any expenses related to requested medical treatment per ORC 230.571. In no event will a resident be denied medical services based on the inability to pay.

Covid-19 Protocols: EOCC follows all policies, procedures, and mandates concerning COVID-19. Rules are subject to change at any time. All required guidelines/updates will be posted on resident information boards.

CONDUCT

You are not to leave the facility without permission.

When traveling in facility vehicles, these guidelines apply. **You will:**

- 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.
- Not** smoke in the vehicles.

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 the Treatment Team. As community service is a part of your treatment program while at EOCC, refusal to participate can result in a rule violation.

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 EOCC. 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 EOCC 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 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 EOCC 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 EOCC program. It can sometimes be court-ordered. In any case, if you are on work release, you are expected to make a mandatory

minimum \$5 monthly payment to the courts for fines, court costs, restitution, and to any child support programs.

Employed residents must sign and adhere strictly to the Work Release Agreement supplied by your Case Manager and will continue to follow all EOCC rules and regulations while at the workplace. If it is not allowed at EOCC, it is not allowed while at work.

All employed residents will be charged \$5.00 for every eight (8) hours worked or a prorated fee if less than eight (8) hours, but no more than \$25.00 per week. If you work less than eight hours, you will be charged on a prorated basis.

DRUG TESTING

As an EOCC 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 will be taken.

SMOKING

Ohio smoking laws state that it is unlawful for any person under the age of 21 to use, consume, purchase, attempt to purchase, or possess any tobacco or vaping products. This includes cigarettes, electronic smoking devices, cigars, chewing tobacco, snuff, filters, rolling papers, pipes, and dissolvable nicotine products. Any resident under the age of 21 found in possession of tobacco products as listed above, or anyone providing a resident under the age of 21 with tobacco products listed above, will be subject to disciplinary action.

Any nicotine product for the purpose of smoking cessation are exempt from this policy.

You must be at least **10 feet** from the entrance when smoking.

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 the bed. All locker doors are to be closed and locked. You are not allowed to obstruct the views from windows or doors.

You are permitted to decorate your room with personal items (family photographs, etc.).

Decorations must be tasteful and within reasonable limits as determined by EOCC staff. Decorations must not create a safety or fire hazard. 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 Commissary may be stored in rooms, but not eaten. No other food or beverages are permitted in your room.

Damages are to be immediately reported and repaired. Any damage to Eastern Ohio Correction Center property will be charged to the responsible person.

Linen exchange will be conducted weekly. You must use EOCC linen and blankets. Staff will supervise and monitor the exchange of linen. Linen exchange is mandatory even if you have permission to wash your own 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 are conducted each program day morning to ensure that each room is clean, organized, and presentable.

Standards and grading for this inspection can be found on the bulletin board. It is your responsibility to know what to do and when to do it. RS staff will inform you of the grade received and what improvements need to be made, if any.

In addition to these daily inspections, a more detailed inspection is carried out once a week. If you fail the weekly room inspection, another inspection will be conducted. If that inspection is also failed, disciplinary action will be taken.

HOUSE ASSIGNMENTS

To keep the facility in a clean and healthy state, you will be assigned a house assignment. This may vary from cleaning to trash disposal. House 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 8:00 a.m. and afternoon housing assignments are to be completed between 3:00 p.m. and 5:30 p.m. You must inform RS staff when your house assignment has been completed.

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 provide written and notarized permission for the resident to use the vehicle.

Vehicle keys must be left with EOCC staff when the vehicle is not used. All vehicle purchases must have prior consent of the resident's probation officer.

Resident vehicles left on EOCC property are subject to periodic searches.

FIRE PREVENTION AND SAFETY

Eastern Ohio Correction Center is a smoke-free facility. Residents are permitted to smoke outside the facility on the recreation yard. Vapor Cigarettes and E-Cigarettes are also through commissary and must also be used outside on the recreation yard. Lighters are not permitted in the facility.

Smoking Receptacles: Noncombustible receptacles are provided in designated smoking areas. The receptacles are emptied and cleaned on a daily basis as part of normal facility housekeeping duties.

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 the 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 for heat. If the door is hot, find an alternate route or exit.
- If your clothing is on fire, drop to the ground and roll. **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.

Tornados:

A tornado watch means conditions are favorable for tornadoes to develop. A tornado WARNING means that funnel clouds or actual tornadoes have been spotted in the area of warning and persons in the alerted vicinity should seek appropriate shelter.

- North wing residents will move to the north restrooms
- South wing residents will move to the south restrooms
- Remain in shelter until the warning has expired and normal operations can resume

Equal Opportunity Statement

The Eastern Ohio 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.

APPROVED ITEM LIST

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

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
Belt	1	
Body lotion	3 bottles	
Body Soap/Gel	3	Can include scrubber
Books/Magazine	5	Must be appropriate in content. No subscriptions can be billed to EOCC's address
Brush/Hair pick or Comb	1 each	
Cigarettes	1 carton	unopened
Coat	1	Anything that can zipped or lined is considered a coat
Colored Pencils	1 pack	
Contact lenses		
Container (soft sided)	1	For hygiene items only
Cotton swabs	3 pack	
Deodorant	3	Plastic bottle, non-aerosol
Detergent/Soap Powder	1 container, liquid or powder	
Disposable razors	1 pack, Maximum of 10	
Dryer sheets	1 box	

Ear Plugs	1 box	
Envelopes	1 box	
Eyeglasses		
Feminine Hygiene Products	1 package	Tampons and/or sanitary napkins unopened
Floss	3 container	
Gloves	1 pair	
Hair Dryer	1	Hand held electric
Hair gel/grease	1 bottle	Must not contain alcohol
Hat	1	Toboggan or sport-type
Hangers	10	Plastic only
Loose leaf paper	1 pack	
Make up	1 each – No Glass Bottles- No mirrors- No liquids, No alcohol	Powder foundation, powder eye shadow, mascara, eyeliner, powder blush, lipstick, lip balm- tube or tin
Medallion/Necklaces	1	Religious in nature only
Mouth Wash	1	Non-alcohol
Nail clippers	1	
Notebooks	3	No wire binding
Pajamas/Long Johns	1 pair	
Pants/Shorts/Sweats	6 pairs	Any combination not to exceed 6 total. Shorts must be no shorter than 2in from the knee
Pens/pencils	1 pack each	No markers Colored Gel Pens are allowed
Photos/pictures	10 maximum	Must be in good taste
Rings	1	Wedding/Engagement only

Shampoo/conditioner	3 bottle each	Non-alcohol
Shaving cream	1	Non aerosol/Non-alcohol
Shirts	10	No sleeveless or crop top
Shoes/Footwear	2 pairs	No High Heels/Includes boots
Shower Shoes	1 pair	
Shower Cap	1	
Slippers	1 pair	
Socks	10 pairs	
Stamps	1 book	
Styling Brush	1	
Sunglasses	1 pair	Worn outside only
Toothbrush	1	No battery operated toothbrushes
Toothpaste	3 tube	
Towels	4	
Underwear	10 pairs	10 Panties and 10 bras
Wash cloths	4	
Watch	1	
Yarn	5 skeins	No more than 3 crochet hooks/knitting needles

The following is a list of belongings you are required to purchase through EOCC commissary

Aftershave	1 bottle	EOCC Commissary only
Cup/mug	1	EOCC Commissary only
Phone Credit		EOCC Commissary only

E-Cigarettes		EOCC Commissary only
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This handbook is the property of Eastern Ohio Correction Center and must be returned upon release