

# Strengthening Bonds and Creating Connections

Answers to the difficult questions children ask  
about their incarcerated loved one

3<sup>rd</sup> Edition



**Ohio**

John R. Kasich, Governor

Department of  
Rehabilitation & Correction

Gary C. Mohr, Director

# **Strengthening Bonds and Creating Connections**

Answers to the difficult questions children ask  
about their incarcerated loved one

3<sup>rd</sup> Edition

This guide was created to support parents, caregivers and advocates of children with incarcerated parents and loved ones. It addresses questions related to the Ohio criminal justice system from arrest to release. This guide is dedicated to parents, caregivers and advocates who work hard every day to take responsibility for protecting, nurturing, and meeting the emotional needs of children of incarcerated parents.

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*Big Brothers Big Sisters Amachi Ohio*  
*and*  
*The Ohio Department of Rehabilitation and Correction*

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# Greetings Parents, Caregivers, and Advocates of Children of Incarcerated Parents

Big Brothers Big Sisters Amachi Ohio and the Ohio Department of Rehabilitation and Correction have partnered to bring you this booklet. We recognize that when a family member is incarcerated, life can become overwhelming for both children and caregivers. Our goal is to provide support while you and your child(ren) navigate successfully through the challenges.

As a caregiver, it isn't always easy to provide protection, nurturing and emotional support for your child(ren). At times like these, children have many questions. Some may be straightforward and factual, while others may be more complex and emotional. All are difficult to answer. This booklet is designed to help you find the best way to provide answers for those difficult questions. ***For children, more answers and better understanding form a solid foundation for self-confidence, empowerment, and the ability to stay on track for success, and that is what we want for all of our children!***

Though it can be a very lonely feeling, your family is not alone. A survey conducted by the Annie E. Casey Foundation indicated about 271,000 children in Ohio had experienced parental incarceration. There are many resources to help families who are going through these challenges. ***Please read through the last few pages of this booklet to learn about additional resources that are available, and do not hesitate to reach out to us and the other resources listed.*** We are here to help!

With permission, this booklet borrows from a similar manual created by the Montana Alliance of Families Touched by Incarceration (MAFTI) and later adapted by the KARE Family Center and the Pima Prevention Partnership in Arizona.

It is our hope that this booklet will support you in your journey to help children find the answers to their questions. May it lead to wisdom and healing – for you and for them.



Elizabeth Martinez  
President & CEO  
Big Brothers Big Sisters of Central Ohio



Gary C. Mohr  
Director  
Ohio Department of Rehabilitation and Correction

## About Big Brothers Big Sisters Amachi Ohio

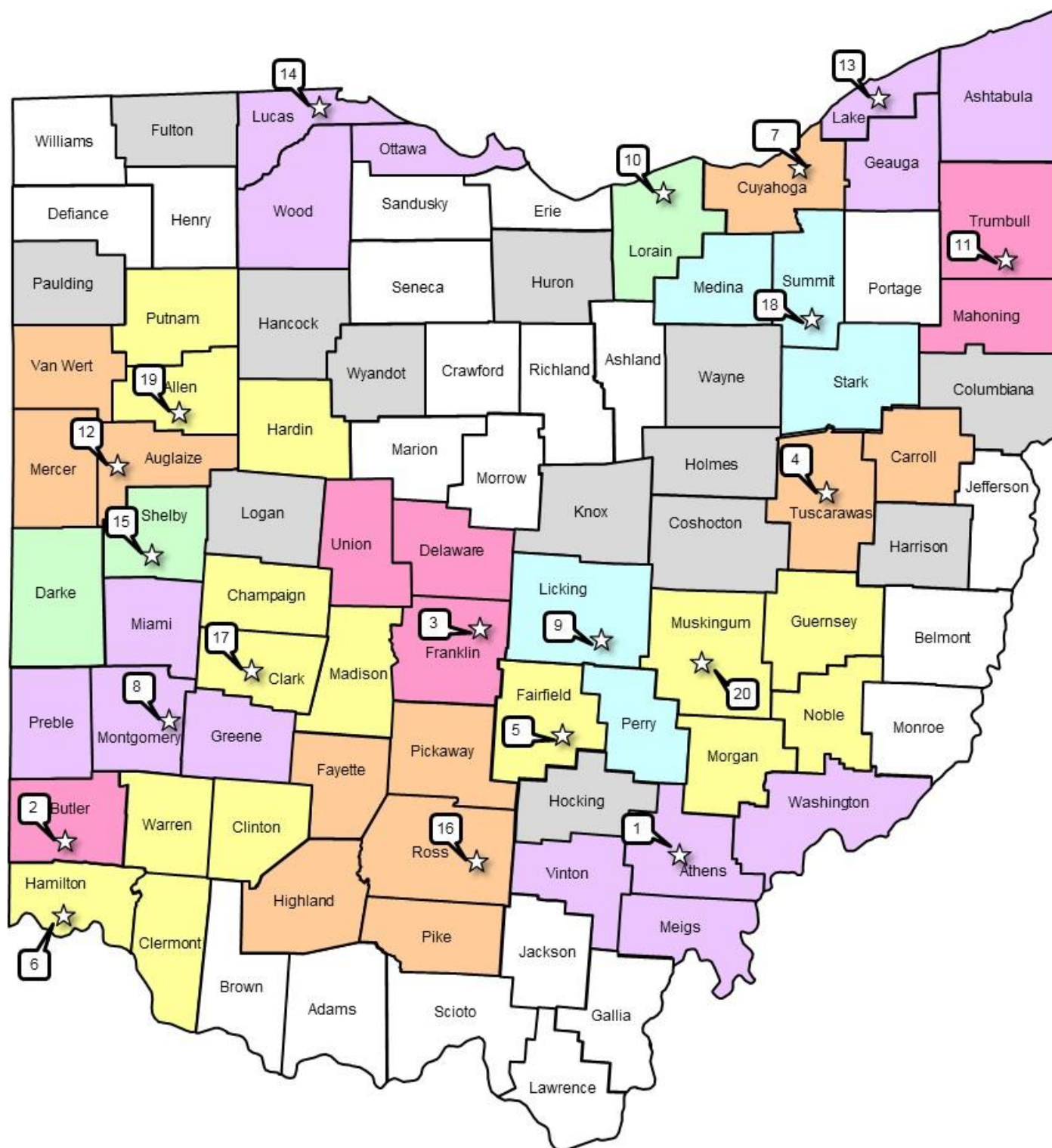
For more than 100 years, Big Brothers Big Sisters has operated under the belief that inherent in every child is the ability to succeed and thrive in life. As the nation's largest donor and volunteer supported mentoring network, Big Brothers Big Sisters makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") in communities across the country. We develop positive relationships that have a direct and lasting effect on the lives of young people.

- **Mentoring works!** Studies show that children mentored by a Big Brother or Big Sister are 46% less likely to use illegal drugs, 52% less likely to skip school, more confident in their school work, less likely to lie to their parents and more likely to have better relationships with peers.

In 2001, on the streets of Philadelphia, Rev. Dr. W. Wilson Goode Sr. founded the Amachi program to provide mentoring relationships to children of incarcerated parents. The estimated 7.3 million children in America who have an incarcerated parent are facing more difficulties in their lives. These children benefit greatly from having an additional caring adult mentor in their lives.

The idea took flight and evolved into a national Big Brothers Big Sisters Amachi program proven to make a difference in the lives of children of incarcerated parents. In 2006, Ohio Big Brothers Big Sisters agencies partnered together to form Big Brothers Big Sisters Amachi Ohio. In 2008, the U.S. Department of Health and Human Services selected Amachi Ohio as one of the five benchmark programs out of 220 that serve children of incarcerated parents.

# Big Brothers Big Sisters Amachi Ohio Agency Map





# Big Brothers Big Sisters Amachi Ohio

## Agency List

Map	Agency Name	Phone	Fax	Agency Mailing Address	City	State	Zip
1	BBBS of Athens County	(740) 797-0037	(740) 797-1921	449 E. State St.	Athens	OH	45701
2	BBBS of Butler County	(513) 867-1227	(513) 867-1489	1755 South Erie Blvd., Suite D	Hamilton	OH	45011
3	BBBS of Central Ohio	(614) 839-2447	(614) 839-4770	1855 E Dublin-Granville Rd, 1st Floor	Columbus	OH	43229
4	BBBS of East Central Ohio	(330) 339-6916	(330) 339-6752	1260 Monroe Avenue PO Box 6099	New Philadelphia	OH	44663
5	BBBS of Fairfield County	(740) 687-9477	(740) 687-9277	P.O. Box 962	Lancaster	OH	43130-0962
6	BBBS of Greater Cincinnati	(513) 421-4120	(513) 421-8114	2400 Reading Road - #148	Cincinnati	OH	45202
7	BBBS of Greater Cleveland	(216) 621-8223	(216) 621-1322	4614 Prospect Avenue, Suite 410	Cleveland	OH	44103
8	BBBS of the Greater Miami Valley	(937) 220-6850	(937) 306-5246	22 S. Jefferson Street	Dayton	OH	45402
9	BBBS of Licking and Perry Counties	(740) 349-9646	(740) 349-8618	62 West Locust Street	Newark	OH	43055
10	BBBS of Lorain County	(440) 277-6541	(440) 277-6583	1917 North Ridge Road East - A	Lorain	OH	44055
11	BBBS of Mahoning Valley	(330) 545-0002	(330) 545-0104	325 North State Street	Girard	OH	44420
12	BBBS of Mercer & Auglaize Counties	(419) 584-2447		1005 N. Main St.	Celina	OH	45822
14	BBBS of Northeast Ohio	(440) 352-2526	(440) 352-2580	8 North State Street Suite 360	Painesville	OH	44077
15	BBBS of Northwestern Ohio	(419) 243-4600	(419) 243-2402	Four SeaGate, Suite 660	Toledo	OH	43604
16	BBBS of Shelby & Darke County	(937) 492-7611	(937) 492-4555	P.O. Box 885	Sidney	OH	45365-0885
17	South Central Ohio BBBS Assn	(740) 773-2447	(740) 773-9072	173 West Second Street	Chillicothe	OH	45601
18	BBBS of Springfield	(937) 390-9900	(937) 390-9965	625 Burt Street	Springfield	OH	45505
19	BBBS of Summit, Medina and Stark Counties	(330) 376-6503	(330) 376-2807	50 S. Main Street LL Suite 110	Akron	OH	44308
21	BBBS of West Central Ohio	(419) 222-8500	(419) 222-8555	207 West Elm Street	Lima	OH	45801-4912
22	BBBS of Zanesville	(740) 453-7300	(740) 450-2642	4 North 7th Street	Zanesville	OH	43701-3755
Gray indicates shared counties (Amachi Program only)							

# About the Ohio Department of Rehabilitation and Correction

## **Mission**

Reduce recidivism among those we touch.

## **Vision Statement**

Reduce crime in Ohio.

## **7 Critical Goals**

- Reduction of non-violent offenders in ODRC
- Reduction of violence in our prisons
- Developing a budget that meets expectations and guiding principles while addressing precipitating issues
- Leading, developing and caring for our employees
- Building a seamless continuum from court to facilities back to community
- Correctional healthcare
- Emergency preparedness



# How to Use this Manual

You are among a unique group of parents, caregivers and advocates for children whose parents or other family members have been thrust into the criminal justice system for a few days, a year, a decade, or maybe longer. Now, the children are in a crisis and they need answers when it seems as though no answers exist. There are no one-size-fits-all answers for the difficult questions your child will ask, because families and their circumstances are so unique.

- If you are caring for a child who has a parent or loved one in prison, this manual is for you.
- If you are a teacher who just learned that a student in your class has been afraid to talk about his situation because he blames himself that his parent is in prison, this manual is for you.
- If you suddenly have custody of your three grandchildren while their parent(s) sit in jail, charged with manufacturing dangerous drugs, this manual is for you.
- If you are a volunteer or employee of an organization in which you work with children who may be impacted by incarceration, this manual is for you.
- If you are a foster parent grasping for answers for the five-year-old who cries at night because mommy went off to prison for ten years, this manual is for you.
- If the police came to your house last week, arrested your husband in connection with an armed robbery, and led him away in handcuffs as your child stood on the porch screaming, “Daddy, daddy,” this manual is for you.

Read the questions and answers, see the similarities in what you are hearing, and we believe that you will certainly come up with an answer that is right for you and your child. Information for you, the parent, caregiver or advocate is in black type. Possible answers for children are in *colored type and quotation marks (“”).*

The answers are designed for young children. Older children and teenagers will have an easier time understanding the criminal justice process, and will have different questions.

This manual is divided into the various stages of the criminal justice system, from arrest to release. Universal questions are those a child will likely ask over and over as the family member progresses through the criminal justice system.

A flow chart Sequence of Events in a Criminal Prosecution is included on page 42. The resource list starting on page 77 points you to some of the many websites that provide information on helping children cope with having a parent who’s incarcerated. We realize that not everyone has access to the Internet from home. Try your local library computer or ask a friend to print some of this information for you.

# Communicating with Children

Communicating with others seems to be very simple, especially communicating with children, but there are some things adults can do that will ensure their communication is being received. In today's world, multi-tasking seems to be an ability adults really believe is a positive asset. When you are speaking to a child please don't multi-task. Turn off the television, your phone, your music. Put down your paper, stop any work you are doing and make sure the child you are speaking to has your full attention. Having the television on or music playing could divert the child's attention from you as well.

Next, position yourself in a way that you are not standing over the child. Put yourself in a position that gives the child an equal eye level with you. You may have to sit on the floor or on your knees to try to be at this equal level. Remember, how you would feel if someone were standing over you and talking down to you? When people are on equal levels they tend to be better listeners.

One last suggestion, make sure your voice is calm and soothing. If you have had a rough day at work and then decide it's time to talk to a child about a loved one in prison, you may find that the stress from work has carried over into the sound of your voice. The child may sense you are angry at them or the loved one and the truth is you are still upset about your work day. Don't try to talk about something this important to a child until you can do it calmly. It will be easier to listen to you and the child will be more at ease.

Be sure to ask the child questions such as; "Do you understand what I have told you? I am sure it can be confusing at times." "Do you have any questions? Is there anything you don't understand? I want to be sure you understand because I care about you and how you feel is important to me." "How do you feel about this? It's okay to tell me how you feel." "If I don't know the answer I will find the answer."

Step into the child's shoes...how would you want this information delivered?

# 10 Tips for Parents, Caregivers, and Advocates of Children of Incarcerated Parents

By Ann Adalist-Estrin, Children of Prisoners Library, Family and Connections Network. Copyright 2003. Used by Permission.

- 1. Talk about feelings with children.** *“You look sad. Are you missing daddy?”* Or, *“When you get that angry at little things I wonder if you are also angry at your mom for going to jail?”* or *“I wish your dad could have seen you play ball tonight and I bet you do, too.”*
- 2. Be as honest with children as possible.** *“Mommy won’t be coming home for a very long time. It will be four more birthdays (or two more summer vacations).”*
- 3. Remember to keep your feelings separate from each child’s.** *“We feel different things about this. I am angry at your dad and don’t really want to see him but I want you to go because he’s your dad and you love him.”*
- 4. Set up family discussion times.** Tuesday night is the family *“meeting.”* Or Wednesday night is *“Let’s wait for dad’s call tonight and talk about how we are all doing with this.”* Or Saturday morning’s breakfast is a *“prison and jail talk is off limits”* time, a moment of relief to those who need a break from the subject.
- 5. Talk about the family’s choice to tell others or keep it a secret from certain people.**
- 6. Let children know why the choice is necessary.** Provide plenty of opportunity to talk about it at home.
- 7. Encourage children to write or talk to their parents whenever possible.**
- 8. Help children to start a picture or story that their parent adds onto,** then the child adds on, and so on and so on by mailing it back and forth.
- 9. Read with your children.** Encourage your library to include books and pamphlets about children of prisoners in its collection.
- 10. Get support and help for the children and yourself...** through friends, clergy, or counselors.

# Questions a Child Might Ask ...



# Questions a Child Might Ask During the Stages of the Criminal Justice Process

**Introduction:** We have included a few of the common questions a child might ask when the parent is in jail, prison, or in a community corrections placement such as a drug/alcohol treatment program. Our answers are suggestions. You can tailor them to fit your unique circumstances.

**An 11-year-old girl is confused and worried because her dad isn't home yet and he is supposed to help her with homework. She thinks he is tired of helping with homework and stays away so he doesn't have to do homework.**

## 1. Where is my family member?

Adults often sugarcoat information about family members who have committed crimes because they want to protect children from the painful truth. Lying to a child is seldom a good idea. The truth has a way of coming out. A lie revealed by someone else may cause the child to doubt the caregiver whom (s)he desperately needs to trust. Telling a child that the family member works in another city, state, or country; is away at college, overseas in the military; or is in the hospital will increase their anxiety. Why doesn't (s)he ever come to see me? Will (s)he die? Is (s)he already dead?

The child will see that other children whose parents are away see them once in a while. Without accurate information, a child might believe matters are worse than they are.

## 2. Why is (s)he there?

*"Your family member is there because (s)he committed and was convicted of a crime and going to prison is part of the consequences."*

## 3. When will (s)he be coming home?

Release dates are not always certain. It's probably best not to give the child a firm date on when a loved one will come home. There are too many variables. For example, a family member who is eligible for a parole hearing might tell the caregiver that (s)he is getting out of prison soon, but the parole board might not grant parole.

*"We don't know for sure but we do know that (s)he will not be home this Christmas." "The judge will decide today if your family member can come home."* This is appropriate in cases where the family member received a prison sentence with a parole eligibility restriction:

*"(S)he will not be coming home until you are all grown up, but you can visit."*

## 4. When can I see my family member?

In most cases, family members can visit in jail, prison or other correctional facilities. The Ohio Department of Rehabilitation and Correction supports the connection between children and their

parents if contact is safe and appropriate for the child. The best answer is one that gives the child a specific time to look forward to, but only if you are sure.

*“The jail staff said we could come tomorrow. We will visit right after you get home from school.”*

*“Every prison has different rules about visiting. I will call Monday and find out the rules.”*

*“The prison is a long way from here. We won’t be able to visit until spring break.”*

*“We will have a car in May. We can go then.”*

*“You can’t visit right now, but (s)he might write to you. Would you like to write a letter or draw a picture for your family member?”*

## **5. Can I touch my family member?**

If the family member committed a crime against any child, (s)he may have restricted contact. Most often, however, parents and children may have limited physical contact during visits in jail, prison, and other correctional facilities.

*“You can sit on her lap and (s)he will read you a story.”*

*“(S)he will hug and kiss you like always.”*

*“(S)he will be behind glass so you will not be able to touch him/her. You can talk to him/her on a telephone at the prison.”*

## **6. What will happen to me?**

*“We don’t know yet where you will stay while your family member is in jail/prison. We will make sure you are safe.”*

*“You will stay with me until (s)he comes home.”*

*“Your grandparents will take care of you and your brothers until your family member comes home.”*

If a child must be separated from siblings, tell him/her that they will be with adults who will try to keep them safe too. Some siblings separated during a parent’s incarceration are never reunited. Perhaps a caregiver is able to care for an infant but not school-age children. Avoid dates for a reunion (tomorrow, Saturday, etc.) unless you are sure.

## **7. Is my family member okay?**

A child who watches TV might have a distorted view of jail, court, and prison as dangerous, noisy places where people are sometimes hurt or even killed. They will experience fear, anxiety, sadness, and perhaps guilt or shame about their loved one being behind bars. Usually these stereotypes about the criminal justice system are not true, but injury or death of a family member is possible.

*“Your family member has food and water, a warm place to sleep, and comfortable clothes. The people who work in the jail/prison/treatment center work hard to make sure that everyone is safe.”*

## **8. What will (s)he do there?**

*“Your family member will have rules to follow. (S)he might go to school to learn how to obey laws, be less angry, stop using alcohol or illegal drugs, and be a better parent. (S)he will eat, sleep, exercise, and talk with other people.”*



**9. Does (s)he blame me? Is it my fault?**

*“It is not your fault that your family member committed a crime. They are in prison because of the crime they committed.”*

In domestic violence situations, the child might have called the police, or been the reason an adult called the police.

*“You did the right thing by calling the police because your family member might have hurt you or someone else.”*

**10. Does (s)he still love me?**

Most parents love their children regardless of their current circumstances.

*“Your family member will always love you. (S)he might be angry right now, but (s)he still loves you.”*

If you do not believe this is true in your situation, your answer will need to be more creative.

*“Sometimes people who commit crimes are very confused and they don’t know how they feel about anyone.”*

**11. Is it okay if I feel confused, scared, sad, or angry?**

*“All feelings are okay. Sometimes it helps to talk to other people like a friend or trusted adult about your feelings. You could also write or draw pictures about how you feel.”*

**12. Is it okay if I still love my family member?**

Children who have undergone the worst physical, sexual, or emotional abuse imaginable often still love the family member. Resist the temptation to tell the child that the family member is a bad person who does not deserve love. This can create more confusion and trauma.

*“Yes, it is okay that you love your family member.”*

**13. Is it okay if I don’t love my family member anymore?**

*“Yes it is, and it is also okay for you to have different feelings about this later.”*

**14. What can I do to help my family member?**

*“Everyone in the family needs to love and support each other by helping with chores at home, being a good brother or sister, doing well in school and making them proud.”*

# Questions a Child might Ask When a Family Member is Arrested

**Introduction:** The arrest of a family member is an immediate crisis like a house fire, car accident, serious illness, or death in the family. Children will probably react to the immediate event with fear, panic, and shock. This situation will be worse if police arrive with their guns drawn, handcuff the family member, or if there is a struggle. Adults also will be in crisis and possibly unavailable as support for the children. Depending on family dynamics, the children might be overlooked entirely. When a parent is arrested the child may feel a lack of security. Police or social workers may take them from the home and place them in foster care. If the parents produced methamphetamines in the home, the children may be stripped, bathed, dressed in unfamiliar clothes, and assessed by medical experts who are strangers to them. Children need physical safety, reassurance, information, an introduction to new routines, support, kindness, and adult encouragement to ask questions. Caregivers must not expect children to hold the family together or to postpone their grief. If the children or other family members are victims (domestic abuse or incest, for example), the children will have mixed emotions. They might feel relief that the assaults will stop. They might feel guilty for reporting the crime or for not being able to stop the assaults. The family member might blame them for the arrest. They may be confused and sad. Children often love their parents even if those parents abuse them. Depending on what they have learned at home, children might see the police as the bad guys.

**A 12-year-old boy is sad. His dad is in jail. The boy feels it is his fault. He called the police because his dad was hitting his mom. He thought they'd just make him stop, but they handcuffed dad and took him away. Now he's not coming home. The boy is sure it's his fault. He no longer views police as people who help. They are now the "bad guys."**

## 1. What happened?

*"Someone thinks your family member broke an important rule (or law)."*

*"Your family member was arrested. That means the police took him/her to jail so they can talk about this more and figure out what happened."*

## 2. Why did the police tie my family member up?

*"When people are arrested, they might become angry and frightened. Sometimes they try to run away, even if it means hurting someone. The police put on handcuffs to make sure that your family member does not run away or hurt anyone. They will take off the handcuffs when they get to jail."*

## 3. What did my family member do?

Explaining any crime to a child can be difficult. Keep it simple for now. Provide no more information than the child can understand.

*"They think he stole something."*

*"They think he broke a window and went into someone else's house without asking."*

If the family member is accused of murder, assault, or rape, simplify it for the time being. If (s)he goes to trial or is convicted, you can provide the child with more details.

*“They think (s)he hurt someone else.”*

If the arrest involves manufacture and/or sale of dangerous drugs, the child could have been in imminent danger.

*“Your parents are not able to keep you safe right now, so you are going to stay with me for a while.”*

#### **4. Will I ever see my family member again?**

This is another tough question. Although the child will probably be reunited with the arrested family member, this is an uncertain time for everyone.

*“You will likely see your family member again, but it might not be very soon. We will have to wait and see.”*

#### **5. Is my family member safe?**

If the family member left home in handcuffs, the child may be very anxious about safety. Also, they might have seen violence on TV associated with arrest and jail.

*“The people who are in charge of the jail try very hard to keep everyone safe.”*

If you know that the child trusts the police, explain that police officers run the jail. Otherwise, try telling the child that people who run the jail have been to school to learn how to keep people safe.

#### **6. What will happen to my family member in jail?**

*“When your family member gets to jail, the police will ask lots of questions, and maybe take a picture. Your family member will stay in a small room with bars, called a cell. (S)he might share a cell with at least one other person. People in jail each have a small bed called a cot, with blankets and a pillow. Everyone in jail dresses the same in uniforms that look like pajamas or the clothes painters wear. They have three meals a day.”*

#### **7. When will (s)he come home from jail?**

Immediately after arrest, no one knows when the family member will be released. It is best not to guess or make promises. People who are arrested seldom come home until they have been to court.

*“We don’t know yet. Your family member will talk to a judge. The judge listens to everyone and then decides if your family member can come home soon or if (s)he has to stay in jail for a while.”*

You can add information if law enforcement or the court provides it.

*“We know that (s)he will not be able to come home tonight or tomorrow night.”*

#### **8. Is it my fault my family member was arrested?**

Especially if the arrest followed violence at home, children might think it is their fault. What they really want to know is whether anyone blames them for the arrest.

*“It is not your fault. The police arrested your family member because (s)he might have broken an important rule called a law. Arrest can be a consequence for adults who don’t follow laws.”*

#### **9. What if I do something wrong? Will I go to jail too?**

*“If you do something wrong you might have a consequence like a time-out or not riding your bike for three days.”*

*“When you get older you could go to jail if you commit a crime. Teachers and other trusted adults can explain right and wrong to you, and how laws work, so you won’t commit a crime.”*

**10. My family member said (s)he didn’t do it. Did (s)he lie about this?**

*“We don’t know yet. Your family member will have a chance to explain to the judge what happened. This might take a long time.”*

**Note:** Courts sometime schedule hearings months down the road, especially if the family member’s lawyer requests delays. The family member might not come home at all during this time.

# Questions a Child might Ask When a Family Member Goes to Court

**Introduction:** After arrest, the family member (now called a suspect) will go to court more than once and possibly many times. The court process will be a time of great uncertainty for children and the entire family.

No one knows how long the court process will take or what will happen next. It could be weeks, months, or even years before the family member is convicted or set free. The family member might not come home at all during this time.

At the first court hearing, the judge will, if necessary, appoint a lawyer for your family member and may set a bond amount (sometimes called bail). If your family member pays the bond, (s)he can go home between court hearings. Most suspects plead not guilty at first even if they committed the crime.

The family member might admit to the crime later or plead guilty to lesser charges in exchange for a lighter sentence (plea bargain). If your family member does not plead guilty, (s)he will have a trial.

Caregivers must use caution when deciding whether or not to take young children to court. Evidence against the family member can be traumatic and possibly harmful for children to hear. They love the family member but strangers will be making disturbing accusations. Consider the child's age, developmental level, and temperament. The family member may not be allowed to have physical contact with the child in court. If the crime was committed against the child, (s)he will have different emotions. Even if the child is a victim, (s)he probably loves the family member and might feel responsible for the arrest. Children may have seen court events on TV in which the judge shouts at the accused person. They need reassurance that the judge and police are working to stop abuse and violence.

**A seven-year-old boy is angry and confused and asks, "My daddy is waiting to see if the people at his trial send him to prison. Why can't he come home? Is he already in prison? Can I talk to the people at his trial?"**

## 1. What is court?

*"Court is where a judge listens to your family member and other people. The judge tries to find out what happened, and make a fair decision about what will happen next."*

**Note:** If the judge does not grant bond, or the family member cannot afford the bond, the child will have more questions.

## 2. Could my family member come home if we had more money?

*"The judge thinks it would be best right now for your family member to stay in jail until people figure out what happened."*

*"It is not your fault that we do not have more money."*

If the family member bonds out of jail:

**3. Are they letting my family member pay money to come home?**

*“They are letting your family member come home for a while because (s)he promised to go back and see the judge later. (S)he will get the money back later when (s)he keeps the promise. If your family member breaks the promise, (s)he will lose the money and may go back to jail.”*

Some children will be curious and want to go to court, while others will be terrified at the thought. Court is difficult for most adults, and they may not be emotionally available to the child. Court generally is not a good place for young children.

They have probably seen court portrayed on TV as abusive and violent, with people shouting at each other. Assure the child the family member will be safe.

**4. Can I go to court too?**

*“You will not be going to court. Court is for adults. People will be talking about the crime they think your family member committed. You will stay home with (caregiver). The judge will find out the truth.”*

*“You would have to sit still and be quiet for a long time. We will stay home. Maybe we can read a book.”*

If the child is the victim of the family member’s crime or a witness to the crime, (s)he might have to testify. In these cases, lawyers will meet with the child in advance to explain things and attempt to create a comfortable environment and possibly let the child see the courtroom before the trial.

**Note:** If you observe lawyers talking to a child witness or interacting with a child witness in a way you think is inappropriate, you may put your concerns in a letter and send copies of the letter to the lawyers for both sides of the case (keep a copy for yourself). If you are uncomfortable writing to the lawyers about it, you may send your letter to the judge in the case (keep a copy for yourself).

**5. Why do I have to go to court? I’m scared.**

*“The judge wants to ask you some questions about what happened. I will be right there with you. Just tell the truth. It’s okay if you don’t remember everything. The judge will make sure that you are safe. He will not hurt you or yell at you.”*

If the caregiver is a parent, grandparent, or other family member, (s)he might have to go to court as a witness. Children will fear that this other loved adult will disappear.

**6. Will they make you (the caregiver) stay in jail too?**

*“No. I am going to court because the judge asked me to tell what I know about your family member and the crime people say (s)he did. I will not have to stay long or go to jail. I will be home in time to read you a story tonight.”*

**Note:** If the child goes to court, (s)he will have questions about other things addressed in this section.

**7. Why do people have guns? Will they kill us?**

*“They wear guns and badges because they are police officers (or sheriff deputies). They will not kill anyone. Their job is to make sure people are safe in court.”*



**8. Why are people saying mean things about my family member?**

*“Some people are saying those things because they believe your family member committed a crime. That does not mean it’s true. We don’t know yet.”*

Most of those accused enter into a plea bargain. This means the family member agrees to plead guilty if the prosecutor will drop some of the charges or reduce them to something less serious. For example, (s)he might plead guilty to possession of drugs if the prosecutor will drop the charges of manufacturing drugs. In exchange for the guilty plea, the family member can expect a lighter sentence.

The alternative to a plea bargain is a trial at which the prosecutor must prove to a jury that the suspect committed the crime.

Even if a judge or jury does not convict the family member, life may not return to normal. Some members of the community will assume the criminal charges were true even if the prosecution did not prove them. Arrest and court events make headlines. The family member may lose his job. Neighbors and co-workers may eye the family with suspicion. If the family member victimized his significant other and children, a not-guilty verdict may be traumatic.

**9. He did not do it; so why don’t people like us?**

*“Sometimes people are unfair. They believe your family member committed a crime because someone said he did. The judge decided he didn’t do the crime.”*

**10. He hurt us, so why did they let him go?**

*“Sometimes even judges can’t figure out what really happened.”*

*“We don’t know why and we may never know why. Right now we will do everything we can to keep you safe.”*

# Questions a Child might Ask When a Family Member is Convicted

**Introduction:** Conviction means the family member was found guilty of a crime. Perhaps (s)he admitted to the crime as charged, or to lesser charges through a plea bargain. Perhaps the case went to trial, and the jury found the family member guilty.

Conviction is another time of crisis for the family members as they face the probability that a loved and trusted adult did such a thing. People sometimes are wrongfully convicted, but denial becomes more difficult with a conviction. The convicted person might appeal the conviction, which extends the uncertainty and postpones acceptance.

Regardless of the circumstances, the child's life will be changed forever by a conviction. If another family member is the victim, the child might feel relief about the conviction, but (s)he will also feel sadness, betrayal, confusion, and probably guilt and shame. (S)he will miss this family member regardless of how bad things were.

**An 11-year-old boy sees his father led away in handcuffs by the police. He asks his father, "What did you do?" His father says, "I'm innocent, these cops set me up!" The father is convicted of his offense.**

**1. My family member said (s)he didn't do it, so did (s)he tell a lie?**

*"Sometimes people are afraid to tell the truth, so they lie. Sometimes people commit crimes, and we cannot always understand why."*

**2. Does it mean (s)he lied about other things?**

*"No. Lying about this crime does not mean your family member lied about other things."*

**3. Is it my fault (s)he is not coming home?**

*"It is not your fault/our fault that your family member hurt you/us. It was his/her fault and (s)he has to have consequences."*

**4. Why can't my family member tell the judge that (s)he is sorry and then come home?**

*"When people make small mistakes, like a child sneaks a cookie, (s)he can apologize and that's the end of it. When an adult breaks a law, they have bigger consequences. This was a very serious crime because it hurt other people."*

*"The burglary victims are afraid to leave the house now."*

*"The person who was shot died and can't go home to his children."*

**5. My family member said someone else helped him/her commit the crime. What happened to them?**

*"The other person will also have consequences."*

*"The judge decided that the other people did not do this."*

**6. Will my family member do this again?**

*“We don’t know. Your family member will have to decide if (s)he will obey the laws from now on. People will help him/her understand why what (s)he did was wrong. They will help him/her stop drinking/using drugs so maybe (s)he won’t commit more crimes.”*

*“We will work hard to keep you safe so your family member cannot hurt you again.”*

**7. Where are the people (s)he hurt?**

*“People who are hurt when someone breaks the law are called victims. The victims are going to be okay.”*

*“The victim died, and her family is very sad.”*

*“The people who lived in the house that was burglarized are okay, and your family member is going to pay them back for the things (s)he stole.”*

**8. Will the victims hurt us?**

*“The victims are very angry at your family member, but not at you. Remember that it is not your fault that (s)he committed a crime.”*

*“We will keep you safe. They will not hurt you.”*

**9. What will happen next?**

Avoid predicting what will occur, even if the defense attorney has asked for a light sentence. A surprise at sentencing could cause the child to mistrust adults later. It’s best never to tell a child that the family member might come home soon.

*“Your family member will have to stay in jail until the judge decides what the consequences will be. Consequences are called a sentence. We don’t know yet what the judge will decide.”*

**10. Can I tell the judge we need my family member back?**

*“Most judges understand that children need their parents. However, one of the consequences for breaking a law is that your family member will have to be away from you. It is sad but true that you have to suffer because your family member committed a crime.”*

# Questions a Child might Ask When a Family Member Is Sentenced

**Introduction:** In Ohio, judges, not juries, almost always determine the punishment, even following jury trials. In fact, a common jury instruction warns jurors not to consider the question of punishment when deciding a defendant's guilt or innocence. In very few situations, juries do take part in sentencing decisions. For example, in capital punishment cases in Ohio a judge cannot impose the death penalty in a jury trial unless the jury recommends death rather than life in prison.

Sometimes the law a defendant is charged with violating identifies the punishment. For example, a statute identifying specific behavior as a misdemeanor might go on to state, "For a first-time offense, an offender may be fined not more than \$1,000 or imprisoned for not more than six months, or both."

Other laws that define crimes might describe particular behavior as a misdemeanor or felony without specifying the punishment. In this situation, the punishment can be found in a separate statute that sets forth the punishment either for that particular misdemeanor (or felony), or, in some states, for all misdemeanors.

However, sentences aren't often listed in statutes or court rules. If you want to find out what the punishment is likely to be if someone is convicted, you might take the following steps: Pay a private defense attorney for an hour of consultation. An experienced defense attorney can often make accurate predictions as to likely punishment. Talk to an attorney from the public defender's office.

People convicted of the same or similar crimes receive similar sentences. Some states (Ohio included) have "mandatory sentences," which require judges to impose specific and identical sentences on all defendants who violate those laws. Mandatory sentencing laws are a response by state legislatures to their perception of the public's desire to end judicial leniency and treat all people who break the same law alike. Federal law used to prescribe mandatory sentences; these are now used more like guidelines.

More commonly, criminal statutes do not carry mandatory sentences. Rather, judges can take a number of factors into account when deciding on an appropriate punishment. For instance, judges may consider the defendant's past criminal record, age, and sophistication; the circumstances under which the crime was committed; and whether the defendant genuinely feels remorse. In short, mandatory sentence laws "fit the punishment to the crime," whereas judges prefer to "fit the punishment to the offender."

If the judge has discretion to determine the sentence, the defense may bring to a judge's attention an infinite number of factual circumstances that may move the judge to impose a lighter sentence. The following are examples of such circumstances (called "mitigating" factors):

- The offender has little or no history of criminal conduct.
- The offender was an accessory to the crime (helped the main offender) but was not the main offender.

- The offender committed the crime when under great personal stress; for example, he or she had lost a job, was late on rent, and had just been in a car accident.
- No one was hurt, and the crime was committed in a manner that was unlikely to have hurt anyone.

Just as mitigating circumstances can sway a judge to lessen a sentence, "aggravating" circumstances can compel a judge to impose a harsher sentence. A previous record of the same type of offense is the most common aggravating circumstance. Other aggravating circumstances grow out of the way a crime was committed, like when an offender is particularly cruel to a victim. Sometimes, laws themselves specify aggravating factors, such as the use of a weapon.

An attorney can ask for an alternative sentence. Lesser sentences can include suspended sentences, probation, restitution (victim compensation), and community service. Diversion programs, available to some defendants charged with misdemeanors involving drugs or alcohol, also may be available.

**A 10-year-old girl sees her mother being sentenced on the 5 o'clock news and says, "My mom was on TV crying and said she was sorry. Why can't she come home, I need her more than prison does!"**

#### **1. What is a sentence?**

*"A sentence is the consequence your family member will have for committing a crime. A sentence includes punishment such as jail or prison. Your family member might have to pay some money too."*

#### **2. Who decides what happens to my family member?**

*"The judge and lawyers will listen to a lot of people like the police, lawyers, your family member, and the people who were hurt – the victims – before the judge decides the sentence. The judge will probably order your family member to receive help for problems (drinking, drugs, anger, etc.) and attend a special school to learn how to obey the law."*

#### **3. Can I tell the judge that I want my family member to come home?**

*"Sentencing decisions are made by adults. One of the consequences for committing a crime is that you and your family member might not get to live together for a while/a long time. You may miss your family member. It is sad that you have a consequence because you didn't do anything wrong."*

**Note:** The caregiver might help the child write a letter to the judge or draw a picture as a way to express feelings.

#### **4. My family member said (s)he wouldn't do it again, so why can't (s)he come home?**

*"When an adult commits a crime, the consequences are much bigger than when a child breaks a rule. Your family member needs help learning how to follow the law."*

#### **5. Why did my family member get to come home the last time? (In instances of a suspended sentence)**

*"Last time the judge gave your family member another chance to follow the law. (S)he committed another crime. Now (s)he has more consequences. (S)he needs more help."*

**6. My family member said (s)he would be coming home soon.**

*“Sometimes adults don’t tell a child something bad is going to happen because they don’t want the child to be afraid or sad. It’s too bad your family member promised (s)he would come home soon because the judge is the one who decides.”*

**7. Why doesn’t the judge like my family member?**

*“The judge must decide what is best for your family member. Sometimes consequences are the best thing for someone who commits a crime. This helps them learn how to follow the law. Sometimes people need to be punished for hurting others. This does not mean the judge doesn’t like your family member.”*

**8. Other people do the same thing. Why don’t they get sentenced?**

*“People do not always get caught for committing a crime. It is not okay to do something wrong, even if you don’t get caught. Most people who commit crimes will get caught.”*

**9. Will my family member be killed?**

**Note:** The state of Ohio does have the death penalty. Ohio utilizes lethal injection. If your family member was sentenced to death by a jury, they will go to death row. Any person sentenced to death for offenses committed after January 1, 1995 has the right to appeal directly to the Ohio Supreme Court. The appeal process can take many years. We would suggest you contact a child psychologist, a grief and loss support group or an organization involved with issues surrounding the death penalty for more information on explaining a death sentence to a child.

*“No. Being killed is not a consequence for committing the crime your family member committed. Your family member will have consequences that (s)he will not like, but (s)he will not be killed.”*

**10. Will the judge let him/her hurt us again?**

*“The judge will make rules for your family member to follow. The rules the judge makes for your family member are meant to keep you safe. We will do all we can to keep you safe.”*



# Questions a Child might Ask When a Family Member Goes to Prison

**Introduction:** In most cases, a prison sentence will be another immediate family crisis, the worst-case scenario. Until now, adults and children in the family could hope for a better outcome such as a suspended sentence or a prison alternative. Now it is certain that the family member won't be coming home any time soon.

On the other hand, if the family member committed crimes against the child(ren) or other adults in the family, a prison sentence guarantees a respite from the hurt, perhaps permanently, and might be a relief.

Prisons and jails are similar in appearance but they have different purposes. Jails are temporary holding facilities operated by cities, counties, and tribal governments. Suspects go to jail after arrest and before a court hearing or trial if they are not granted bond (or bail).

Incarcerated people are called inmates. Prisons in Ohio are larger secure facilities designed for felony offenders serving longer sentences. Prisons have more treatment, education and exercise options than jails. The Ohio Dept. of Rehabilitation and Correction's administrative offices (Operations Support Center) are in Columbus.

If the child is the victim, (s)he will have different questions.

**A six-year-old girl is angry, hurt and confused. Both her parents are incarcerated. She is having problems in school. She hits and kicks other children. When asked why, she states, "My mommy did something bad and went to prison. If I am bad they will send me there too and we can be together."**

## 1. When can I see or talk to my family member?

*"I will find out what the visiting rules are and help you to see him/her."*

**Note:** Visiting rules are different for each jail and state prison. Sheriffs' offices can provide jail-visiting rules. Because prison visiting rules can change, we are not including them in this manual, but have included the general visiting rules and guidelines and the phone listings of the institutions. Visitors and family members can call the facility and seek clarification on visiting rules and procedures. For more information on Visitation and Communication with Inmates, please see page 57.

## 2. When is my family member coming home?

Be careful not to give a child a firm date because prison release dates can change for many reasons, including parole (early release) or new criminal charges (extended stay). If you are reasonably certain when the sentence will end, try using a reference date that is important to the child.

*"We believe (s)he might come home after two summers," or "after three birthdays," or "when you are 12 years old."*

### **3. Will my family member be safe?**

*“People who work at the prison are called Correctional Officers. They are much like counselors. They work very hard to make sure that your family member and the other inmates are safe. You will be safe when you visit.”*

**Note:** Prisons in Ohio do not use the outdated term “guard” anymore because it has negative connotations. Today’s Correctional Officers are trained professionals who do more than “guard” the inmates. Caregivers can compare them to police officers.

### **4. Where will my family member sleep?**

*“Your family member will sleep in a bed sort of like a camp cot in a small room with bars on the door, called a cell. (S)he will probably share a cell with at least one other person, sometimes called a cellie.”*  
*“In some cases, your family member may sleep in a bed area similar to army barracks. The cots are placed in an open dormitory and they are not in cells.”*

### **5. What will (s)he wear?**

*“Inmates wear identical uniforms that look like pajamas or the clothes painters wear. They also have socks, shoes, and jackets provided by the prison.”*

### **6. What will (s)he eat?**

*“The prison serves three meals a day on trays in a cafeteria similar to the one you have at school. Some inmates eat meals in their cells. Inmates can also buy snacks from a prison store called a commissary.”*

### **7. How will my family member spend his/her time in prison?**

*“People read books, write letters, and go outside or to a gym for exercise. They attend classes that help them learn how to obey rules, be better parents, stop drinking alcohol or taking drugs, and be less angry. Most prisons have classes for inmates who want to earn their high school diploma.”*

### **8. What will it be like to visit prison?**

Every prison is different. You will be informed about the rules in advance. This is a general answer to help children envision the visit and perhaps lessen their fear:

*“You will be with me (or other adult caregiver) the entire time. Before we go, the prison will tell us what we can wear and what we can and cannot bring into the prison. Going into the prison will be sort of like going through airport security (if the child has been to an airport). We will be required to go through a metal detector and may be subject to a search of our pockets, jackets, etc. We are subject to these types of searches to ensure the safety and security of the prison, employees, inmates and the public. Even ODRC employees are subject to search when entering a secure prison area. Unfortunately, we can’t bring anything in with us like our favorite toy, books or extra clothes. We will visit in a special room with tables and chairs. Most prison visiting rooms have books and toys for children to enjoy. Your family member will meet us there.”*

**9. Will anyone hurt us?**

Public safety is the top priority at ODRC correctional facilities. Staff will take any action necessary to protect visitors, other staff, and inmates. Visits include some risks; which staff members will explain to visitors. Young children probably do not need to be told that a prison visit involves risk.

*“The people who work at the prison will keep us safe. You will not be left alone at any time in the prison. It might be scary at first to be in a prison but no one will hurt us. Most of the time, we will be visiting while other inmates are visiting with their loved ones and you will need to stay in our designated area.”*

**10. What if I do something wrong? Will I have to go to prison?**

*“If you do something wrong you will have a consequence like “time out” or not riding your bike for three days.”*

# Questions a Child might Ask When a Family Member is on Community Control (Probation) or Parole

**Introduction:** It is not necessary for children to learn the difference between parole and community control (probation).

Community Control (CC), formerly known as probation, is generally an alternative to incarceration, but it can come before (instead of incarceration) or after a term of incarceration. The probation departments that supervise those on community control are divisions of the various counties and county courts that sentence people to community control. In some cases, ODRC's Adult Parole Authority (APA) provides courtesy supervision of community control offenders. Some offenders who violate rules of community control are remanded by the courts to ODRC.

Parole is an old term and is actually only granted to those who were sentenced under the laws in effect prior to "Truth in Sentencing" (TIS) or "mandatory sentencing" laws. Ohio still has inmates who are eligible for or granted parole by the Ohio Parole Board, which is a section within the APA and APA staff will supervise those people.

The vast majority of offenders are sentenced under "TIS". These inmates must serve their sentence before they are eligible for an EST (expiration of stated term) release. Once released, they are no longer called inmates, but are referred to as offenders. If released under supervision, called Post Release Control (PRC), they are supervised by Supervising Officers.

Some offenders receive enhanced supervision (called ISP or Intense Supervision Program) as part of their sentence. ISP is the judge's decision and is managed by the probation department of the county.

Usually people under supervision must refrain from alcohol and illegal drugs, and stay out of bars and casinos. They cannot contact their victims or travel outside designated supervision areas without a permit. The judge typically orders CC and PRC offenders to hold jobs, pay fines and fees (including victim restitution) and participate in various types of treatment and programming.

**A young 7-year-old and his brother, who is 9, have different fathers and live with their grandmother because their mom is in prison. The 7-year old's father is also in prison. The boys are close. They are the one constant in each other's lives. Then one day, the 9-year old's father comes from out of state. He wants to take his son back home with him. He leaves and his younger brother feels all alone in the world. He wonders why his dad doesn't love him enough to stop doing bad things and why his dad doesn't come and take him home.**

**1. What will my family member be like when (s)he gets out of prison?**

*“Your family member is used to living in a small cell and obeying many rules, eating what they give him/her to eat, and wearing prison clothes. It will take a while for him/her to adjust to being home. We will all have to get used to being a family again. People will help you with this.”*

**2. What will happen to my family member under community supervision (to include community control, post release control or parole)?**

Community supervision after a time in prison:

*“Because your family member was convicted of a crime and had to be in prison, now (s)he must prove to people that (s)he can follow the rules. (S)he will meet (daily, weekly or monthly) with a Probation or Supervising Officer to make sure (s)he is following the rules.”*

Sentenced to community control with no prison: *“The judge decided that your family member can come home instead of going to prison. (S)he will have special rules to follow, including a meeting every week/month with a Probation or Supervising Officer who enforces the rules.”*

**3. What does a probation and/or Supervising Officer look like?**

*“Probation and Supervising Officers look just like other people. They can be men or women. They are like police officers except that they don’t wear uniforms. They have badges and sometimes they carry guns. A Supervising Officer might come to your home sometimes to make sure your family member is following the rules. If you are afraid or don’t feel safe with your family member, you can tell the Supervising Officer and (s)he will help you.”*

**4. Will the same Supervising Officer always come to our house?**

*“The officer might change sometimes. Even if the Supervising Officer changes, you will be safe when (s)he is in your home.”*

**5. Why can’t my family member come to my ball game, go shopping with me, or take us to Grandma’s for Thanksgiving?**

A child will probably experience many disappointments when a loved one is bound by travel, time, and activity restrictions. You might try focusing on the positive aspects of community supervision instead of prison.

*“Your family member is fortunate to be at home instead of in prison, but (s)he has many rules to follow. One of the rules is that (s)he cannot leave town (or the county) without special permission. I’ll go to your ball game/shopping with you. Maybe Grandma can come here for Thanksgiving.”*

**6. Why can’t we have a hamburger at (the local restaurant and bar)?**

*“We talked about how your family member gets in trouble when (s)he drinks alcohol (or gambles). One of the rules says that (s)he cannot go places where (s)he might be tempted to drink or play the machines. Our old restaurant has a casino. Let’s make hamburgers at home/get the hamburgers to go/try another restaurant that doesn’t serve alcohol.”*

**7. How long does community control last?**

*“The judge decided that your family member will be on community control for 5 years. That means you will be in high school.”*

*“Your family member will be finished with community control when you are 13 years old.”*

**8. What will happen if my family member breaks a rule of community control?**

*“The Supervising Officer would have to decide what to do. Sometimes a family member can have another chance but (s)he has to agree not to get in any more trouble. If (s)he breaks the rules again, a judge might have to decide whether to send your family member to prison.”*

**9. My family member drank some beer and they took him/her back to jail. What will happen?**

*“We don’t know yet. Sometimes people on community control go to a special program for a few months to learn how to stop drinking alcohol. Your family member knows the rules and (s)he made a bad choice. (S)he will have consequences.”*

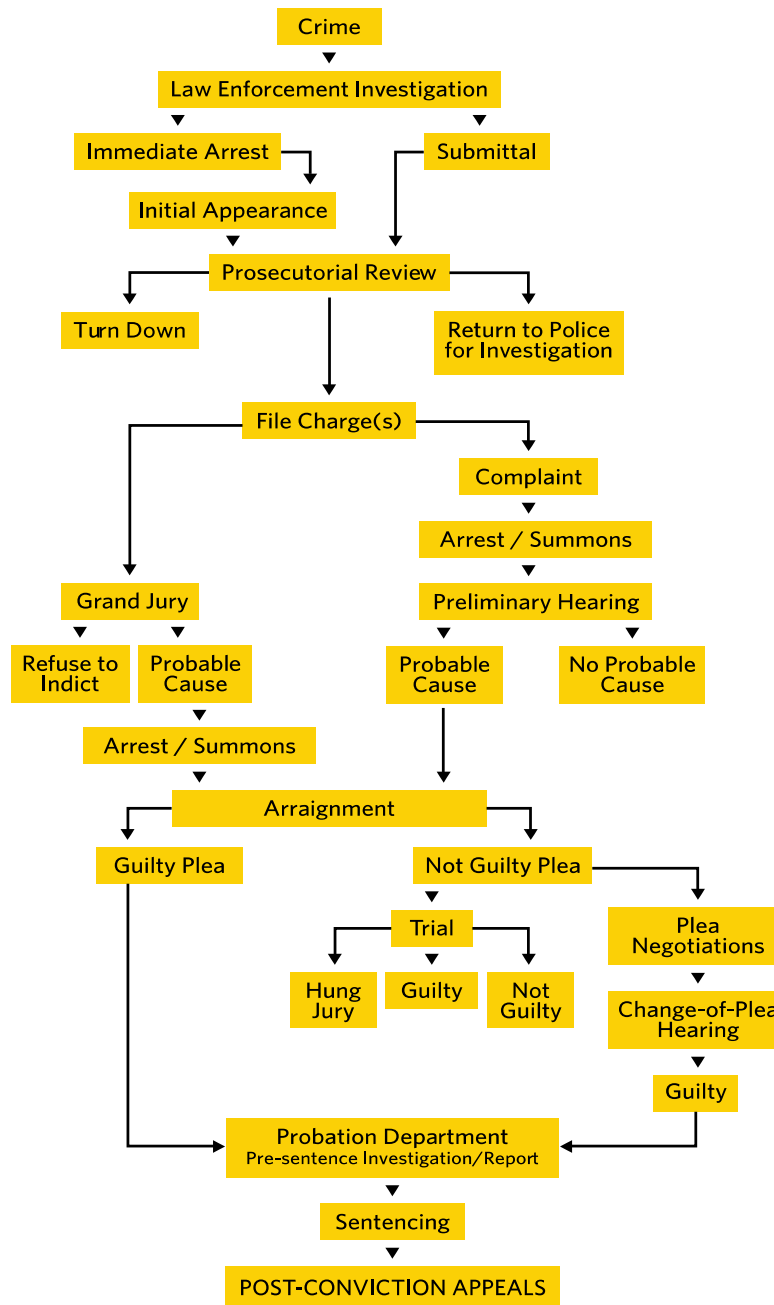
**10. Why doesn’t my family member have enough money to buy my new ballet slippers?**

*“The judge told your family member that (s)he must pay for the damage (s)he caused when (s)he ran into the other people’s car. One of the people was hurt in the wreck and because it was your family member’s fault, (s)he will be paying the doctor bills. These bills are some of the consequences.”*



# Sequence of Events in a Criminal Prosecution

The following information outlines the flow and usual sequence of events in the process of criminal prosecution.



## **Arrest and Initial Appearance**

A person accused of committing a crime will be taken before a Judge or Magistrate. This is called an Initial Appearance. The purpose of this hearing is to establish conditions of release, inform the accused of the charges, and appoint counsel if necessary. Depending on the type and severity of the crime, the Judge or Magistrate will decide if the person should be held in jail, released after posting a cash or bail bond or released on their own recognizance or promise to appear. Sometimes accused persons are released to third parties or Pretrial Services for pretrial supervision.

## **Determination of Probable Cause**

After the accused person has had an initial appearance and conditions of release have been established, a hearing or meeting is scheduled to determine if there is sufficient evidence (probable cause) to justify a trial. Probable cause can be determined in two ways, either by Preliminary Hearing or by Indictment by the Grand Jury.

## **Preliminary Hearing**

A Preliminary Hearing is heard by either a Magistrate or Common Pleas Court Judge. Evidence is presented as to the probability that a crime was committed and whether it was probably committed by the person accused.

If probable cause is determined, the accused is bound over and held to answer the charges in Common Pleas Court and an "information" or charging document is filed in the Common Pleas Court. If no probable cause is determined, the charges are dismissed and the person is released. Ohio rules require that a person accused of committing a crime must have a preliminary hearing within 10 days if (s)he is in custody or within 15 days if (s)he is released, unless the Grand Jury makes an earlier determination of probable cause.

## **Grand Jury Proceedings**

The Grand Jury is composed of a panel of citizens taken from the regular juror pool. Instead of being impaneled to sit for a trial, they are given the responsibility of determining probable cause on felony charges. During the period Grand Jurors are impaneled they meet daily to hear cases. Facts of the case are presented to the panel by a Prosecuting Attorney, police officers, and witnesses.

After hearing the evidence, they meet in the absence of the officers, attorneys, and witnesses. If they decide there is probable cause, a "True Bill" or Indictment (charging document) is returned. If the Grand Jury determines there is not enough evidence, a "No Bill" is returned. The case can be re-presented to the Grand Jury at any time.

When the Grand Jury is finished hearing cases for the day, they appear before a Common Pleas Judge who will hear each case read by the Grand Jury foreperson who indicates if the case was "True Billed." The Judge will give the case a Common Pleas Court case number and assign it to a division. At this point, the Common Pleas Court has jurisdiction, and either a Summons or Warrant describing the offense charged in the indictment or information is issued to cause the accused to appear for Arraignment. Court appointed lawyers are assigned at the initial court appearance of the person accused, either within 24

hours of arrest or upon appearance in court on a summons. Attorney fees may be assessed by the Court to offset the cost of the defense.

### **Arraignment**

An accused's first appearance in Common Pleas Court is called an Arraignment. At this hearing a plea of not guilty is entered to all charges contained in the Indictment and a denial as to any allegations that may have been attached.

The accused person is notified of the next court appearance date, the division the case has been assigned to, and is warned that failure to appear at future hearings could result in a warrant being issued and the proceedings occurring in the absence of the accused.

### **Pretrial Conference**

At any time after the filing of an indictment, information or complaint, the court may, upon its own motion or the motion of any party, order one or more conferences to consider such matters as to promote a fair and expeditious trial. At the conclusion of a conference the court shall prepare and file a memorandum of the matters agreed upon.

### **Trials**

In most criminal cases the Defense Attorney and the Prosecuting Attorney will negotiate a Plea Agreement in which the accused person will plead to all, or some, of the original charges, or to lesser charges agreeable to the parties involved.

If no plea agreement is reached, the case will proceed to trial. If there is a trial, then victims, witnesses, law enforcement officers, and expert witnesses can be subpoenaed (summoned) to testify before the judge, or a jury, who will decide the accused person's guilt or innocence.

### **Sentencing**

If there is a finding of guilty (by plea or by trial), the Court will set a time for sentencing. If there is a reasonable possibility the person accused will receive prison time, the State may request that the Court order the accused be taken into custody after either a guilty plea or a finding of guilt at trial.

The Court will order the preparation of a pre-sentence report by the Adult Probation Department. The report provides information concerning the offense, and the accused's criminal, social, educational, employment, and mental health history. The report will also provide statements from the person accused and victim(s), and an evaluation by the investigating officer.

Either party may request a hearing to present aggravating or mitigating factors before sentencing. Additionally, the accused, the victim, and other interested parties may submit letters for the Court's consideration prior to sentencing. The court is required to consider victim impact statements in imposing sentences.

### **Community Control**

Following a person's Change of Plea or conviction at trial, the Court instructs the person to report to the Adult Probation Department for the development of a pre-sentence investigation. Supervising Officers conduct investigations to assist the Court in determining an appropriate sentence.

If Community Control is granted, it may occur under various levels of supervision. The most common level of supervision requires the person accused to report in person as directed, file monthly written reports, make monthly payments of fines and fees, participate in counseling as directed, maintain employment, and not violate any state, federal, or local laws.

Additionally, the conditions may include requirements for community service, educational programs, mental health counseling, alcohol abstinence and/or Antabuse, electronic monitoring, jail, and other conditions that are deemed appropriate.

An individual requiring a greater level of supervision may be placed on "Intensive" Supervision, the most restrictive supervision. Specialized caseloads also provide greater levels of supervision and focus on addressing the needs of the sex offender, seriously mentally ill, special learning population, and drug offenders.

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### **Types of Supervision**

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- Parole
- Post Release Control
- Transitional Control/Treatment Transfer

#### **Parole**

The release from confinement in any state penal or reformatory institution by the APA that is created by section 5149.02 of the Ohio Revised Code and under any terms and for any period of time that is prescribed by the APA in its published rules and official minutes. A parolee so released shall be supervised by the APA. Legal custody of a parolee shall remain in the DRC until a final release is granted by the APA, pursuant to section 2967.16 of the Ohio Revised Code. The above applies to all offenders who are sentenced to indeterminate sentences the release mechanism of which is the discretionary releasing authority of the parole board.

#### **Post Release Control**

A period of supervision for an offender by the APA following release from imprisonment that includes one or more post release control sanctions imposed by the parole board pursuant to section 2967.28 of the Revised Code.

#### **Transitional Control (TC)**

Offenders approved for release up to 180 days prior to the expiration of their prison sentence or release on parole or post release control supervision under closely monitored supervision and confinement in the community, such as a stay in a licensed halfway house or restriction to an approved residence on electronic monitoring.

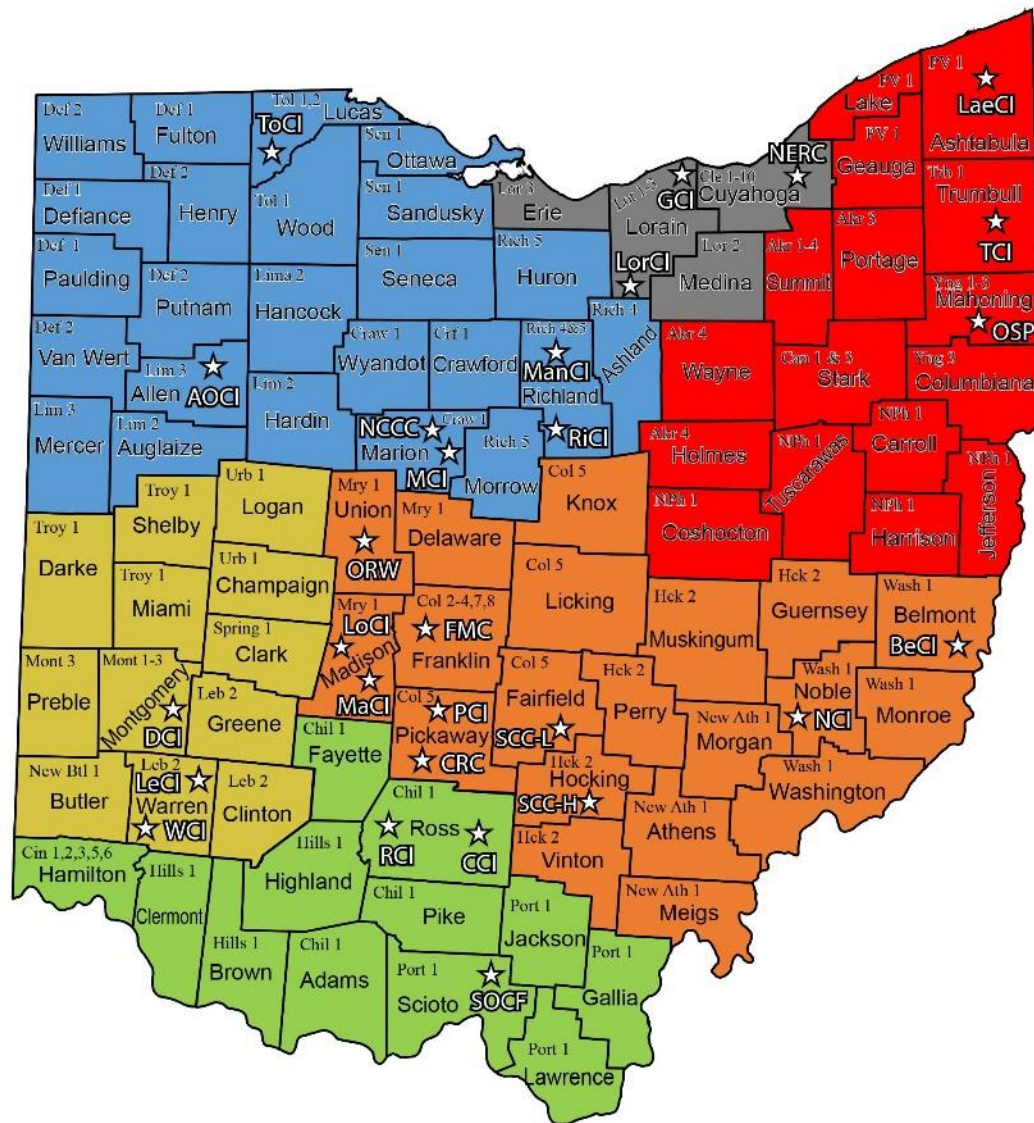
**Treatment Transfer (TT)**

A prison program that provides substance use disorder assessment and treatment through licensed community treatment providers to help reduce substance use relapse and recidivism for prisoners convicted of felony level 4 and 5 non-violent offenses. Eligible inmates may be transferred from state correctional facilities to community facilities for up to 365 days prior to the expiration of their prison sentences. The inmates transferred will be under closely monitored supervision and confinement in the community, by a licensed halfway house or restriction to an approved residence on electronic

**Risk Reduction Sentence (ORC 2929.143)**

This is a provision of HB86 for inmates sentenced on or after 9/30/11. The court decides at sentencing whether an offender will receive a Risk Reduction sentence. It will be specified in the sentencing entry. If the court so notes BOSC staff will set the Risk Reduction Flag on CERT2 screen and compute 80% of the non-mandatory prison terms.

# Ohio Adult Parole Authority Map



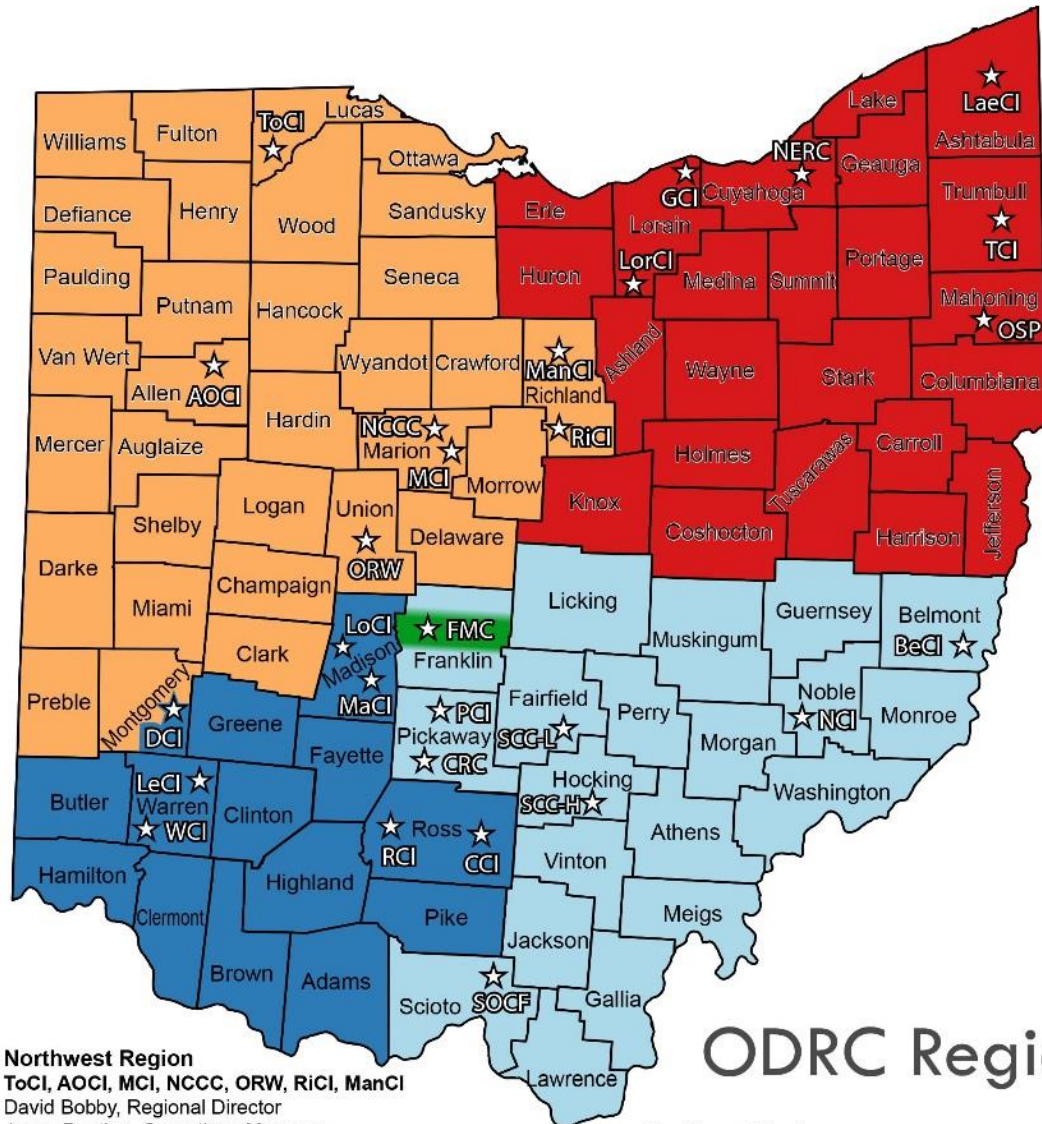
## ODRC Adult Parole Authority Regions

- Jennifer Olsen, Lima APA Regional Administrator
- Tina Patrick, Dayton APA Regional Administrator
- Tyrone Williams, Cincinnati APA Regional Administrator
- Steve Vukmer, Cleveland APA Regional Administrator
- Michael Beebe, Akron APA Regional Administrator
- Joe Schwarm, Columbus APA Regional Administrator

Regions (10/14/2016)



# Ohio Prison Map



## ODRC Regions

### Northwest Region

ToCI, AOCl, MCI, NCCC, ORW, RiCl, ManCI

David Bobby, Regional Director  
Jason Bunting, Operations Manager  
Gwen Woods, Reentry Administrator  
Sheila Goodwin, Bureau of Personnel  
Cheryl Adams, Victim Advocate

### Southwest Region

RiCl, CCI, MaCl, LoCl, WCI, LeCl, DCI

Michele Miller, Acting Regional Director  
Gary Clever, Operations Manager  
Darryl Graves, Reentry Administrator  
Shelly Hennessy, Bureau of Personnel  
Lori King, Victim Advocate

### APA Regional Administrators

Jennifer Olsen, Lima APA Regional Administrator  
Tina Patrick, Dayton APA Regional Administrator  
Tyrone Williams, Cincinnati APA Regional Administrator  
Steve Vukmer, Cleveland APA Regional Administrator  
Michael Beebe, Akron APA Regional Administrator  
Joe Schwarm, Columbus APA Regional Administrator

### Northeast Region

LaECI, OSP, TCI, NERC, GCI, LorCI

Todd Ishee, Regional Director  
Bennie Kelly, Operations Manager  
Brian Byorth, Reentry Administrator  
Katrett Huckleby, Bureau of Personnel  
Kristen Arapp, Victim Advocate

### Southeast Region

BeCI, NCI, SCC-L, SCC-H, PCI, CRC, SOCF

Rob Jeffreys, Regional Director  
Tim McConahey, Operations Manager  
Jay Forshey, Reentry Administrator  
Angela Shull, Bureau of Personnel  
Jennifer Conkle, Victim Advocate

### FMC

Stu Hudson, Chief of Correctional Healthcare



# Ohio Prison List

ODRC Addresses and Phone Numbers: At the time of this printing the following phone numbers are the frequently requested phone numbers for the Ohio Department of Rehabilitation and Correction. If you know the prison that your loved one is in, then you may call them at the number listed. If you do not know who to call, please contact the following offices:

**Operations Support Center:**

770 West Broad Street, Columbus, Ohio 43222

**Office of Prisons:**

South Region: 614-752-1711

North Region: 614-752-1719

**Bureau of Classification:** 614-752-1106

**Office of Offender Reentry and Enterprise Development:** 614-752-0627

**Division of Parole and Community Services:** 614-752-1258

**Office of Victim Services:** 614-728-1976

Toll Free Number for Victims: 1-888-842-8464

## ODRC Operated In-State Prisons

### Mailing Addresses and Telephone Numbers

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Mail sent to an inmate must have the inmate's full legal name, ODRC number, assigned ODRC facility and full mailing address of the facility.

**Example:**

Jane Doe #111111  
Pickaway Correctional Institution  
P.O. Box 209  
Orient, Ohio 43146

Prison Name/Region	Contact Information
<b>Allen/Oakwood Correctional Institution (AOI)</b> Northwest Region	P. O. Box 4501 2338 North West Street Lima, OH 45802 419-224-8000

<b>Prison Name/Region</b>	<b>Contact Information</b>
<b>Belmont Correctional Institution</b> (BeCI) Southeast Region	P. O. Box 540 68518 Bannock Road, S.R. 331 St. Clairsville, OH 43950 740-695-5169
<b>Chillicothe Correctional Institution</b> (CCI) Southwest Region	P. O. Box 5500 15802 State Route 104 North Chillicothe, OH 45601 740-774-7080
<b>Correctional Reception Center</b> (CRC) Southeast Region	11271 State Route 762 Orient, OH 43146 614-877-2441
<b>Dayton Correctional Institution</b> (DCI) Southwest Region	P. O. Box 17249 4104 Germantown Street Dayton, OH 45417 937-263-0060
<b>Franklin Medical Center</b> (FMC) Zone A	1990 Harmon Avenue Columbus, OH 43223 614-445-5960
<b>Franklin Medical Center</b> (FMC) Zone B	P. O. Box 23651 1800 Harmon Avenue Columbus, OH 43223 614-445-8600
<b>Grafton Correctional Institution</b> (GCI) Northeast Region	2500 South Avon Beldon Road Grafton, OH 44044 440-748-1161
<b>Lebanon Correctional Institution</b> (LeCI) Southwest Region	P. O. Box 56 State Route 63 Lebanon, OH 45036 513-932-1211
<b>London Correctional Institution</b> (LoCI) Southwest Region	P. O. Box 69 1580 State Route 56 London, OH 43140 740-852-2454
<b>Lorain Correctional Institution</b> (LorCI) Northeast Region	2075 South Avon Beldon Road Grafton, OH 44044 440-748-1049
<b>Madison Correctional Institution</b> (MaCI) Southwest Region	P. O. Box 740 1851 State Route 56 London, OH 43140-0740 740-852-9777

<b>Prison Name/Region</b>	<b>Contact Information</b>
<b>Mansfield Correctional Institution</b> (ManCI) Northwest Region	P. O. Box 788 1150 North Main Street Mansfield, OH 44901 419-525-4455
<b>Marion Correctional Institution</b> (MCI) Northwest Region	P. O. Box 57 940 Marion-Williamsport Road Marion, OH 43302 740-382-5781
<b>Noble Correctional Institution</b> (NCI) Southeast Region	15708 McConnellsville Road Caldwell, OH 43724 740-732-5188
<b>Northeast Reintegration Center</b> (NERC) Northeast Region	2675 East 30th Street Cleveland, OH 44115 216-771-6460
<b>Ohio Reformatory for Women</b> (ORW) Northwest Region	1479 Collins Avenue Marysville, OH 43040 937-642-1065
<b>Ohio State Penitentiary</b> (OSP) Northeast Region	878 Coitsville-Hubbard Road Youngstown, OH 44505 330-743-0700
<b>Pickaway Correctional Institution</b> (PCI) Southeast Region	P. O. Box 209 11781 State Route 762 Orient, OH 43146 614-877-4362
<b>Richland Correctional Institution</b> (RiCI) Northwest Region	1001 Olivesburg Road P. O. Box 8107 Mansfield, OH 44901 419-526-2100
<b>Ross Correctional Institution</b> (RCI) Southwest Region	P. O. Box 7010 16149 State Route 104 Chillicothe, OH 45601 740-774-7050
<b>Southeastern Correctional Complex</b> (SCC - L) Southeast Region	5900 B.I.S. Road Lancaster, OH 43130 740-653-4324
<b>Southeastern Correctional Complex</b> (SCC - H) Southeast Region	P. O. Box 59 16759 Snake Hollow Road Nelsonville, OH 45764 740-753-1917

<b>Prison Name/Region</b>	<b>Contact Information</b>
<b>Southern Ohio Correctional Facility</b> (SOCF) Southeast Region	P. O. Box 45699 Lucasville-Minford Road Lucasville, OH 45699 740-259-5544
<b>Toledo Correctional Institution</b> (ToCI) Northwest Region	2001 East Central Avenue Toledo, OH 43608 419-726-7977
<b>Trumbull Correctional Institution</b> (TCI) Northeast Region	P. O. Box 901 5701 Burnett Road Leavittsburg, OH 44430 330-898-0820
<b>Warren Correctional Institution</b> (WCI) Southwest Region	P. O. Box 120 State Route 63 Lebanon, OH 45036 513-932-3388
<b>Trumbull Correctional Camp</b> (TCC) Northeast Region	P. O. Box 640 Leavittsburg, OH 44430 330-898-0820

## Privately Owned Facilities

<b>Prison Name/Region</b>	<b>Contact Information</b>
<b>North Central Correctional Complex</b> Northwest Region	P. O. Box 1812 670 Marion Williamsport Road East Marion, OH 43301 740-387-7040
<b>Lake Erie Correctional Institution</b> (LaECI) Northeast Region	501 Thompson Road P. O. Box 8000 Conneaut, OH 44030 440-599-4100

# Information for Families of Immigrants Detained by the Immigration and Customs Enforcement Service (ICE)

Recent laws in Ohio and other states have impacted the number of birth parents and relatives detained by Immigration and Customs Service (ICE). While it is difficult to experience incarceration of a family member, a predictable process exists for locating the arrested or incarcerated individual. The detention of persons without adequate documentation to show their legal right to be in the United States adds complexity because the processes of detention, hearings and deportation are less known to citizens. Detainees can potentially be moved and removed without notification to attorneys or family members. Often it is helpful to consult an attorney or a legal rights organization for assistance in locating a detained family member.

**If you need information following the arrest or detention by ICE of an immigrant family member, call:**

Immigration Customs Enforcement / Columbus  
50 W. Broad St. 3rd Floor  
Columbus, OH 43215  
614-469-2900

## **Immigration Detention Centers in Ohio:**

Butler County Correctional Complex  
705 Hanover Street  
Hamilton, OH 45011

Morrow County Correctional Facility  
101 Home Road  
Mt. Gilead, OH 43338

Seneca County Jail  
3040 South State Route 100  
Tiffin, OH 44883

## **Finding the status of a case:**

### **Immigration Court**

For information about a matter before the immigration court, you may call 1-800-898-7180 to speak with them directly. Applications for relief from removal and other applications requested by the immigration judge must be filed directly with the immigration court.

For additional information please visit: [www.ice.gov](http://www.ice.gov)

# Visitation and Communication with Inmates

Information about visitation and communication is available on the Ohio Department of Rehabilitation and Correction website: [www.drc.ohio.gov](http://www.drc.ohio.gov).

An inmate may visit with identified family members, friends, and clergy who have been selected by the inmate and pre-approved by ODRC to visit. Before being allowed to visit, however, an individual selected by an inmate must complete an Application to Visit an Inmate, DRC2096, and be approved by ODRC.

These individuals are also allowed to receive telephone calls from the inmate if they:

- Are on the inmate's approved telephone list, and
- Are willing to accept collect telephone calls.

Inmates may not have a telephone card or cell phone but may have access to email.

Every newly committed inmate (housed in ODRC Reception Centers) completes and submits a Visitation List to staff, identifying up to 15 individuals they would like to have visit them. While at the Reception Center (CRC, LORCI, ORW), an inmate's immediate family member and one support person can visit the inmate and fill out an application in the lobby of the reception center before the first visit. Inmates in reception centers have limited visitation times. You are encouraged to call the institution or speak with your family member to verify visitation hours and days prior to traveling to visit.

Once an inmate is classified and transferred to a parent institution (where (s)he will spend the majority of his/her sentence) then (s)he may send an Application to Visit Form DRC2096 to each person listed on the Visitation List who did not have an opportunity to visit at the reception center. A potential visitor may also access an application at the "Application to Visit an Inmate" link at [www.drc.ohio.gov](http://www.drc.ohio.gov). The form must be fully completed (including any criminal background history), signed by the potential visitor and returned by mail to the case manager at the inmate's assigned unit. If you do not know the case manager's name, then you can send it to unit management at the inmate's institution address. (Visitors may download a visitor application packet from the website that includes the Visitor Application, Form DRC2096, General Visiting Instructions, Form DRC2274, and Declaration of Understanding, Form DRC2554.)

Applications for minors, Form DRC4371 must be signed by the minor's parent or guardian. Completed applications will not be accepted from the inmate. A caregiver who is not the parent of a minor child will need to complete the Authorization of Minor Child Visitation Form, Form DRC2554.

Upon receipt of the Application to Visit an Inmate Form, Form DRC2096, department staff will complete a background check for the individual submitting the application. It takes approximately 30 days to complete the process and to officially accept or deny the visitor. Your loved one is responsible for notifying you of your status. If you violate a rule while visiting and it is serious enough to terminate your

visit, then you will be sent a letter from the Warden's office notifying you of a change in your visitor status. To appeal the decision, you must respond in writing to the Warden within 10 workdays from the date you receive the letter. Victims of the inmate's immediate offense will not be permitted to visit.

Each institution establishes visiting hours and may or may not require reservations for visitation sessions. Visiting hours and reservation requirements are posted on the institution's webpage that can be accessed at [www.drc.ohio.gov](http://www.drc.ohio.gov). In addition, visitors are encouraged to call the institution to verify before planning THEIR FIRST visit. It is the offender's responsibility to request visitors to be placed on his or her visiting list.

EFFECTIVE MARCH 1, 2009: Tobacco Free - All ODRC visitors are prohibited from bringing any tobacco product into an Ohio Department of Rehabilitation and Correction facility. Violators are subject to visiting restrictions and other possible sanctions.

### **Hours for Visitation**

The hours for visitation and inmate telephone access will vary based upon the inmate's institution and security status. In general, visiting hours are 5 to 7 days a week and include weekends. Most often, visiting is closed on National holidays. For current information, contact the prison where the inmate is housed. An inmate is responsible for knowing the visitation hours and schedule at the facility and should communicate this information to you prior to arranging for visits.

### **Visitation Guidelines**

Complete visitation rules and regulations are listed in Department Policy 76-VIS-01, Inmate Visitation, which may be accessed through the Department's website, under the inmate visitation link at [www.drc.ohio.gov](http://www.drc.ohio.gov). To assist in understanding the rules of visitation, the General Visiting Instructions, Form DRC2274, provides basic information concerning proper identification, dress code requirements, searches, allowable property, and visitor conduct. Inmates are responsible for providing a copy of the attachment to prospective visitors when mailing the "Application to Visit an Inmate."

Visitation regulations do not change often, but are subject to change.

### **Visitor Personal and Property Searches**

All persons, their personal belongings, and vehicles are subject to search on Department property. Persons refusing to submit to a search will be denied visitation, required to leave Department property immediately and are subject to subsequent suspension of visitation privileges. K-9 alerts will result in suspension of visiting privileges. Contraband is any item considered a detriment to the safety, security, and orderly operation of the Unit. Contraband is not allowed on State property and includes but is not limited to:

- Any item which could be used as an aid to escape
- Any item which could be used to disguise or alter an inmate's appearance
- Any item of clothing or other item(s) for personal use or consumption that is not preauthorized through security or the unit's property room
- Cameras, video, audio or other related equipment



- Weapons or ammunition of any type
- Illegal drugs or drug paraphernalia
- Alcoholic beverages (empty or full)
- Any and all tobacco products (can be secured in vehicle)
- Ladders, rope, cable, power tools, wire cutters, rakes, etc.

### **Visitor Identification**

Visitors must present photo identification (ID) upon entering the visitation checkpoint. Acceptable forms of ID are:

- Valid driver's license
- Military identification card
- Passport
- Official photo identification card of any State or Federal agency
- Immigration and customs enforcement document

### **Dress Code**

1. All attire worn upon entry into the facility must be worn throughout the duration of the visit, with the exception of appropriate outerwear such as a coat and gloves
2. Appropriate undergarments must be worn (i.e., bra, slip, and underwear)
3. No additional clothing is permitted to be carried into the facility
4. Inappropriate attire includes, but is not limited to:
  - a. See-through clothing of any kind
  - b. Tops or dresses that expose the midriff or have open backs or open sides (such as any sleeveless clothing like halter tops, tube tops, cropped tops, tank tops, and muscle shirts)
  - c. Low-cut clothing cut in a manner that exposes the chest
  - d. Any clothing that inappropriately exposes undergarments
  - e. Skirts, dresses, shorts, skorts, or culottes with the hem or slit above the mid-knee
  - f. Wrap-around skirts/dresses or break-away type pants.
  - g. Clothing with any gang related markings
  - h. Clothing with obscene and/or offensive pictures, slogans, language and/or gestures
  - i. Form-fitted clothing made from Spandex or Lycra or other similar knit material such as leotards, unitards, bicycle shorts, tight jeans, or tight pants
  - j. Clothing with inappropriate holes/rips, including shoulder cut-outs
5. No more than one wristwatch or pocket watch will be permitted
6. Purses, handbags, backpacks, or similar items are not permitted. Diaper bags and infant carriers are permitted but are subject to regular search procedures. Clear plastic bags are preferred in place of diaper bags.

Diaper bags may include:

- a. A reasonable number of diapers and baby wipes

- b. Three plastic baby bottles
  - c. Three plastic containers of baby food
  - d. One pacifier
7. All visitors are subject to clear the metal detector. The following items often prevent clearance of the metal detector and could result in denial of visitation.
- a. Hairpins
  - b. Bras with metal underwires
  - c. Certain boots and shoes
  - d. Clothing with multiple zippers
  - e. Excessive jewelry

Wearing inappropriate clothing may result in a visitor not being allowed to visit or not clearing the metal detector.

### **Allowable Property**

- Personal identification.
- Prescription medication, in the original container, and only in the limited amount needed during the visitation period.
- A designated amount of money (call to verify amount) and/or an institution approved debit card per visitor, to purchase items from the vending machines.

### **Visitor Checklist**

1. Confirm that the inmate has not been transferred and has visitation privileges.
2. Bring valid identification (ID).
3. If you have made special arrangements with the facility, call before leaving to be sure that plans for your visit have been made and are in place.
4. Check clothing and jewelry for compliance with visiting regulations.
5. Visitors should be aware if they choose to wear an underwire brassiere, it may not clear metal detector which will result in visitation denial.
6. If you are bringing a child and are not the legal guardian or parent, you must have a notarized statement from the child's parent or legal guardian with you, Form DRC4371, (and any other requested documents).
7. Before leaving home, check your vehicle for contraband and/or hazardous items. This includes, but is not limited to: implements of escape, drug paraphernalia, intoxicants, poisons, any items that pose a danger to others, weapons such as knives, scissors, or firearms, and any item used to show a gang affiliation. Remove these items before entering the correctional facility grounds.
8. Arrive on the designated day during scheduled visiting hours.
9. Do not bring with you onto the premises: purses, wallets, cell phones, and electronic devices.
10. Lock your car.
11. Do not leave any minor children in the car.

12. Do not bring any contraband onto state property and into the facility. Do not bring anything into the visitation area to give to the inmate. Inmates are not permitted to take anything from the area.

### **Video Visitation**

Video visitation using the JPay kiosks installed in housing units throughout the DRC is designed to increase visiting opportunities and reduce burdens on family and friends. Therefore, assisting in facilitating these visits is an important role at all facilities.

Video visits shall be available in general population housing units at all Level 1, 2 and 3 prisons seven days a week. Video visits may be restricted in limited privilege housing units, but not in 3B units. Level 4 and 5 prisons have the flexibility to set the hours to meet specific operational needs but should make every effort to make video visiting available seven days a week and in the evenings.

Video visits shall be available in the morning, afternoon and evening at all Level 1, 2 and 3 prisons. Each facility shall set a minimum of three (3) hours in the morning, three (3) hours in the afternoon and three (3) hours in the evening where video visits will be available, for a total of nine (9) hours each day.

All individuals requesting a video visit shall be approved or tentatively approved visitors according to DRC visiting policy.

## **Frequently asked questions:**

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### **Why am I no longer on an inmate's visitation list or able to receive telephone calls from him/her?**

Removal of individuals from an inmate's visitation/telephone list is usually at the request of an inmate. You may contact the case manager at the inmate's assigned Prison Unit for further clarification. For contact information see the institution directory included in this document or go to [www.drc.ohio.gov](http://www.drc.ohio.gov) under institutions.

### **Who is available, other than visitation staff, if an issue arises while I am at visitation?**

The on-site Administrative Duty Officer, Shift Commander, or Unit Management Administrator is available should you need to discuss an issue that the visitation staff cannot address. If your visitation has been terminated, you must leave immediately. The Preliminary Notice of Visitation Suspension given to you by the staff provides the explanation for the termination. This form will give you direction on how to contact the warden and present your views on the situation and appeal the decision of the visiting room staff.

### **Why does registration for visitation take so long?**

The Department understands it can take longer on some days than others to clear the visitation process. Thoroughness during the visitation process helps to safeguard visitors, staff, and inmates so everyone can have an enjoyable visit.

### **Do the visiting areas have VCR/DVD/TV or playground equipment to occupy children?**

Visitors and inmates are responsible for the conduct of young children and minors, and are required to monitor and exercise responsible supervision of them during the visit. All visiting areas have reading rooms or designated areas that contain children's books, coloring books, and some have computers and TVs. Not all areas are equipped with all of these items, but most have books that parents can read to the children or the kids can read by themselves.

### **Is an inmate permitted to make phone calls?**

An individual receives a telephone pin number at reception and will usually be permitted to make phone calls within two weeks of arriving at the reception center. In order for inmate collect calls to go through, there cannot be any type of block on your phone and calls must be approved by the called party first.

### **How many calls can an inmate make?**

Inmates are afforded access to telephones consistent with the inmate's security classification. Inmates are aware of their telephone privileges. Telephones used for inmate personal calls are equipped with monitoring and recording devices. Calls may be terminated without prior notice during an institutional emergency. During an institutional emergency, scheduled telephone calls will be canceled for the duration of the emergency.

### **How do I contact the inmate if there is a family emergency, such as a serious illness, injury, or death?**

During regular business hours, contact the inmate's case manager or Chaplain at the inmate's institution. After 5:00 pm or on weekends and holidays, contact the Shift Supervisor at the inmate's Prison Unit. Be prepared to provide specific information that will assist with verifying the emergency prior to notifying the inmate (e.g. name, relationship, law enforcement agency or hospital). Inmates are generally provided an opportunity to call their family after verification of the emergency.

### **What kinds of phone calls are not allowed?**

Calls that are relayed from the number called to another number (i.e., third party calls). Credit card calls. Calls to 800 and 900 phone numbers. Any hook-up that is broadcast live, including radio or television. Any call placed for an inmate that involves charges shall require prior approval from the Warden or designee.

### **Inmate Mail**

An inmate may send and receive mail, keep personal property, and purchase items at the inmate store.

Any person may mail general correspondence such as letters, greeting cards, and post cards to an inmate. All incoming mail is opened and inspected for contraband and unauthorized materials.

Mail may not include:

- Packages
- Products
- Contraband

- Cell phones or electronic devices
- Cash, coins, personal checks of any kind\*
- Postage stamps
- Stickers, labels, address labels or decorative stamps
- Photos where the non-photo side can be separated (Polaroid's)
- 'Bubble'-style greeting cards
- Photos that are sexually explicit, sexually suggestive or contain nudity
- Photos of other inmates
- Unknown foreign substances and/or powders
- Oils, perfumes or personal property items
- Lottery tickets or games of chance
- Tax forms
- Battery operated greeting cards, or greeting cards of excessive size (larger than 8.5" by 11")
- Unused greeting cards, stationary, pens/pencils and envelopes
- Used postcards
- Bookmarks
- Candy, gum, or any food items
- Art, crafts and hobby supplies
- Other unauthorized items as determined by ODRC

\*ODRC maintains all money received on behalf of an inmate or earned by an inmate in an inmate trust account. For information on mailing money to an inmate for deposit into the inmate's trust account visit [www.drc.state.oh.us](http://www.drc.state.oh.us).

There is no limit on the number of letters an inmate may receive or send in a week. An indigent inmate, one whose account balance is \$12.00 or less and has not exceeded this amount during the previous 30 days, may send one letter per month by first class mail without charge. Inmates may have access to email.

In order to deliver mail to an inmate, the sender must address the correspondence as follows:

- Inmate's Assigned Prison and Unit IF KNOWN
- Inmate's Full Legal Name and ODRC Number, P.O. Box (mailing address) of the Prison City, State and Zip Code

Mail that is not addressed as shown above cannot be delivered to an inmate and will be returned to the sender. Inmates may receive prepaid publications mailed directly from the publisher/retailer. All incoming publications are opened and inspected.

**Why does ODRC staff read an inmate's mail?**

ODRC mail room staff is required to open all mail and inspect it for contraband. The mail may be read if there is a reasonable belief that the inmate is using the mail to further a crime, avoid ODRC regulations or other written instructions.

**What clothing items are inmates allowed?**

ODRC issues all State clothing items, including socks, underwear, T-shirts, bras, smocks, pants, and work boots as well as lined coats during the winter months. Upon release, the inmate may not take these clothing items home.

**What items can be purchased at the inmate store?**

Inmates may purchase items such as hygiene products, food, candy, soda, bottled water, instant coffee, writing supplies, greeting cards, playing cards, and electronic devices including televisions and desk fans.

Each inmate has a Case Manager (CM) assigned to them. The CM is the staff person assigned to assist your loved one with institution adjustment issues, programming referrals and reentry needs. You can call the prison unit to find out the name of the CM for your incarcerated loved one. The phone call will be transferred from the unit's main number to the case manager's line. This booklet has the numbers for every prison within the Ohio Department of Rehabilitation and Correction. The inmates' ODRC # is always required when a person is calling for information about anything to do with the inmate. You must call during normal working hours, 8:00 am-5:00 pm. Many times you will need to leave a message on voicemail.

# Ohio Department of Youth Services (DYS)

## **Mission**

Improve Ohio's future by habilitating youth and empowering families and communities.

## **Vision**

A safer Ohio: one youth, one family and one community at a time.

The Ohio Department of Youth Services (DYS) is the juvenile corrections system for the state of Ohio. DYS is statutorily mandated to confine felony offenders, ages 10 to 21, who have been adjudicated and committed by one of Ohio's 88 county juvenile courts.

DYS touches the lives of thousands of youth in Ohio. Beyond youth in DYS facilities and those on parole, DYS funds and supports 664 community programs throughout the state offering more than 88,000 youth (based on annual program admissions) opportunities and services to impact positive change. These range from prevention and diversion programs to residential treatment and community treatment in areas such as mental health, sex offending and substance abuse.

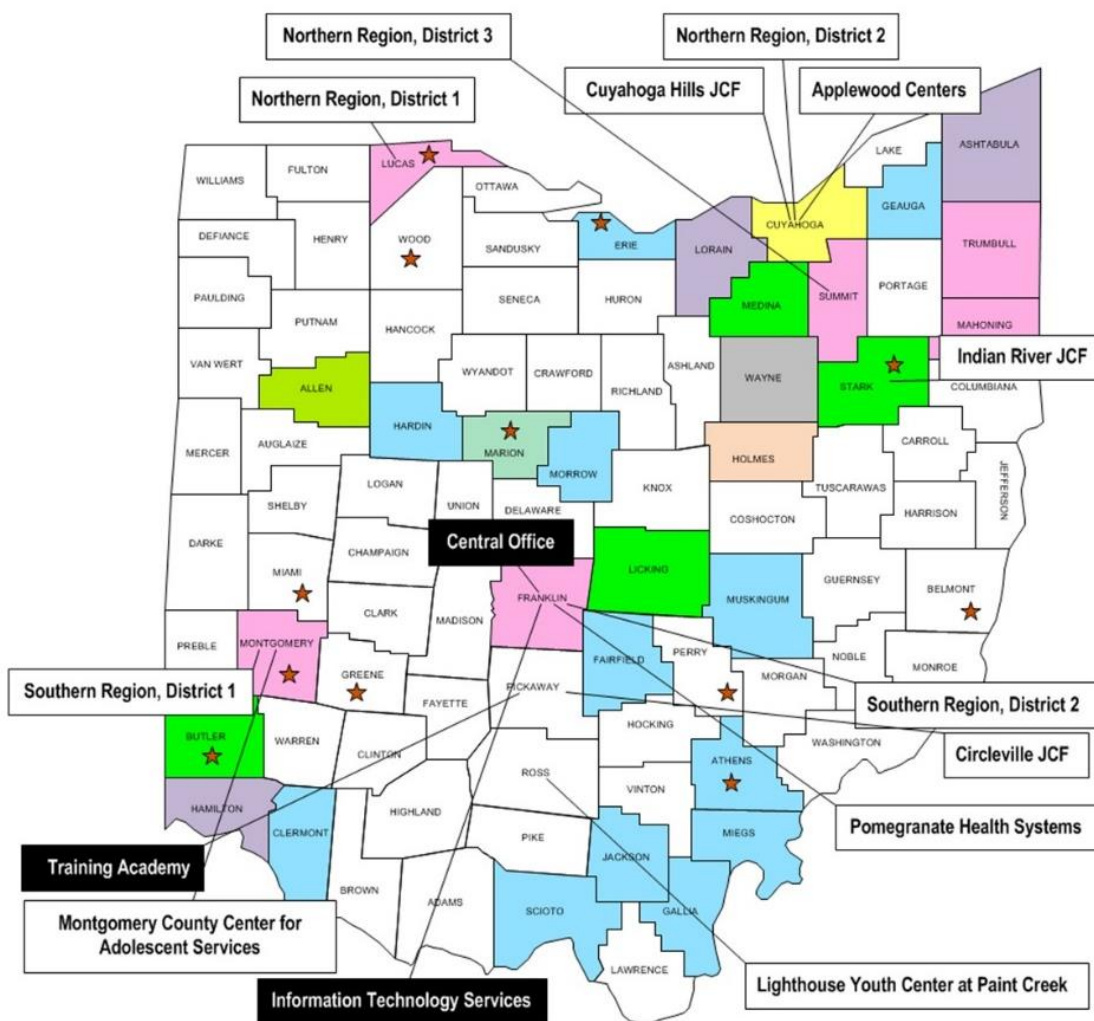
## **Core Values**

- All people can change.
- Treat everyone the way you would like to be treated.
- Every life matters.
- We strive to provide youth everything they need to succeed.
- We want the best for youth, and we believe in families.
- We believe in being good role models.

Having a child committed to the Department of Youth Services (DYS) can be a difficult event for the youth and his or her family. In order to reduce this stress, youth meet with social workers on the day they arrive at DYS. The social workers explain to the youth what they can expect from DYS and what is expected from them. Social workers help youth make telephone calls home. In addition, the social workers provide family members with updates on how youth are adjusting and answer any questions.



# DYS Facilities, Offices, and Community Initiatives in Ohio



## **DYS Facilities**

All DYS facilities offer substance abuse programming, victim awareness, sex offender programming, and gang interventions. Treatment targets a variety of issues including conduct disorders, anger, aggression, violence, depression, anxiety, self-injury, sleep disturbances, and more.

### **Circleville Juvenile Correctional Facility**

640 Island Road,  
P.O. Box 598 (Please use P.O. Box for mail)  
Circleville, OH 43113  
Phone: 740-477-2500      Fax: 740-420-9816

### **Cuyahoga Hills Juvenile Correctional Facility**

4321 Green Road  
Highland Hills, OH 44128  
Phone: 216-464-8200      Fax: 216-464-3540

### **Indian River Juvenile Correctional Facility**

2775 Indian River Road  
Massillon SW, OH 44646  
Phone: 330-837-4211      Fax: 330-837-4740

# **DYS Alternative Placements**

DYS offers a variety of alternative placement options for youth. These safe, supportive environments provide the treatment and services youth need to become responsible young men and women.

## ***FOR GIRLS:***

### **Montgomery County Center for Adolescent Services**

333 Access Road  
New Lebanon, OH 45345  
Phone: 937-687-7407

### **Applewood Centers**

3518 W. 25th Street  
Cleveland, OH 44109-1995  
Phone: 216-741-2241

### **Pomegranate Health Systems**

765 Pierce Drive  
Columbus, OH 43223  
Phone: 614-223-1650, ext. 303

## ***FOR BOYS:***

### **Lighthouse Youth Center at Paint Creek**

1071 Tong Hollow Road  
Bainbridge, OH 45612  
Phone: 740-634-3094

## Other DYS Offices

### **Central Office**

30 West Spring Street, 5th Floor  
Columbus, Ohio 43215  
Phone: 614-728-9319

### **Parole Services**

Juvenile Supervising Officers and other parole staff work with youth and their families to provide the guidance necessary for youth to become positive, contributing members of society. Beyond the important task of supervision, staff help youth on parole receive needed services including housing, public assistance, education and treatment for medical, mental health and substance abuse.

### **Northern Regional Parole Office**

#### **District 1**

One Government Center, Suite 1016  
Toledo, Ohio 43604  
Phone: 419-245-3040  
Fax: 419-245-2784

#### **District 2**

615 West Superior Avenue, Suite 860  
Cleveland, Ohio 44113  
Phone: 216-787-3350  
Fax: 216-787-3685

#### **District 3**

161 S. High Street, Suite 100  
Akron, Ohio 44308  
Phone: 330-643-3040  
Fax: 330-643-1436

### **Southern Regional Parole Office**

#### **District 1**

1133 South Edwin C. Moses Blvd, Suite 400  
Dayton, Ohio 45417  
Phone: 937-285-6525  
Fax: 937-285-6708

#### **District 2**

899 E. Broad Street, Suite 200  
Columbus, Ohio 43205  
Phone: 614-466-4676  
Fax: 614-752-7492

### **Office of Unit Management**

Phone: 614-466-7516

### **Bureau of Classification**

Phone: 614-728-4921

### **Reentry Services**

Phone: 419-241-5015

### **Parole, Courts & Community**

Phone: 614-752-9079

### **Office of Victim Services**

Phone: 614-466-8635

### **Release Authority**

Phone: 614-466-6756

## Release Authority

The release and discharge process begins when a youth is committed to DYS. Following the completion of an assessment process, Release Authority (RA) staff review the assessment results, commitment paperwork, and other information provided by the court in order to complete a reentry plan for the youth. The reentry plan outlines court requirements and establishes youth, institution and region expectation for the youth.

The plan is reviewed with the youth in a face-to-face meeting, including an explanation of the release and discharge process and clarification of any questions the youth may have. A schedule is created, which includes timelines for all subsequent reviews. The reentry plan and schedule are provided to the youth, facility, region, youth's family, court and prosecutor.

### Family

Youth who make the most progress in DYS have parents, guardians or other persons who provide support and take an active part in their treatment. DYS staff invite family members to participate in their young person's treatment throughout his or her stay at DYS and while on parole. Family members are encouraged to share their ideas and concerns and to ask questions. Helping our young people takes all of us working together!

Each youth is assigned a social worker and Juvenile Supervising Officer who work collaboratively with families to help youth succeed. Family members can also ask questions by calling the DYS Central Office at (614) 466-4314.

A youth may visit with identified family members, friends, and clergy who have been selected by the youth and pre-approved by DYS to visit. Information about visitation and communication is available on the Ohio Department of Youth Services website at [www.dys.ohio.gov](http://www.dys.ohio.gov) (click on "Family").

# C.L.O.S.E. To Home

## **Making Transportation Available to Families - Connecting Loved Ones Sooner than Expected**

It is important to give youth at DYS an opportunity to connect with their family members on a regular basis. It improves communication and keeps the family engaged in the rehabilitation process. Since 2012, DYS has made transportation services available so that family members can visit their loved one at our facilities throughout the state. DYS has partnered with several local bus companies to transport families to and from DYS facilities. This service is provided at NO COST to family members and scheduling is as easy as 1, 2, 3...

1. Schedule a facility visit
2. Choose a bus trip on the schedule (available at [www.dys.ohio.gov](http://www.dys.ohio.gov) (click on "Family"))
3. Contact the youth's Supervising Officer to reserve a seat

### **Schedule a Visit**

Please contact the youth's Social Worker to schedule a visit:

Circleville Juvenile Correctional Facility	740-477-2500
Cuyahoga Hills Juvenile Correctional Facility	216-464-8200
Indian River Juvenile Correctional Facility	330-837-4211
Lighthouse Youth Services - Paint Creek	740-634-3094

### **Contact Parole Office**

To reserve a seat, contact the appropriate district office:

#### **NORTHERN REGION**

District 1	(Toledo)	419-245-3040
District 2	(Cleveland)	216-787-3350
District 3	(Akron)	330-643-3040

#### **SOUTHERN REGION**

District 1	(Dayton)	937-285-6525
District 2	(Columbus)	614-466-4676

# The Baby Elmo Program

The goal of the Baby Elmo program is to ensure that the children of fathers in the Baby Elmo Program have two active involved parents who work cooperatively together to support and nurture the healthy development of their child. Helping youth who are fathers themselves, improves parenting skills. Baby Elmo rooms at facilities provide a safe place for parents to interact and build a stronger relationship with their little ones.

The Baby Elmo Program is a research-based, parenting education and visiting program designed to teach parents cutting-edge child development techniques to help their children by using weekly classes and visits. Children of incarcerated parents are more likely to drop out of school and become delinquent. However, children with involved fathers receive better grades in school and have less behavior problems.

## Facility-Based Program:

- Help young fathers establish paternity.
- A five-session Baby Elmo curriculum.
- Supervised visits for young fathers and child.
- Fatherhood, child support, parenting time, education and coaching.
- Participation in treatment team meetings and reentry meetings.

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## Tip Line

In order to make the DYS facilities as safe as possible for both youth and staff, DYS has established a Tip Line for sharing concerns related to the safety of youth. The Tip Line is a direct line to the Central Office to report any safety issues, including any matters related to sexual misconduct. The Tip Line can be called from anywhere to report any concerns by dialing the toll-free number (855) 577-7714.



# Select Resources

## Tools for Parents

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**Sesame Street Little Children, Big Challenges: Incarceration.** (n.d.). Retrieved from:

<http://friendsoutside.org/assets/pdf/How-to-Tell-Children.pdf>

**Communication Tips for Prisoners and Their Families** (pamphlet). Author: A. Adalist-Estrin. 2003. No. 107 in Children of Prisoners Library. Available free from the Family and Corrections Network.

<http://nrccfi.camden.rutgers.edu/files/cpl107-communicationtips.pdf>

**Incarcerated Parents Manual: Your Legal Rights and Responsibilities.** Author: E. Barry. 2001. Available free from Legal Services for Prisoners with Children.

[www.prisonerswithchildren.org/pubs/ipm.pdf](http://www.prisonerswithchildren.org/pubs/ipm.pdf)

## Tools for Mentors

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**Mentor Guide for People Working With Children of Promise.** Author: National Crime Prevention Council. 2004. Available for a fee from [www.worldcat.org](http://www.worldcat.org).

<http://www.worldcat.org/title/mentor-guide-for-people-working-with-children-of-promise/oclc/61500143>

**40 Developmental Assets.** Author: Search Institute. 1990. Available free from the Search Institute's website.

<http://www.search-institute.org/research/developmental-assets>

**Mentoring Answer Book.** Author: C. Kapperich. 2002. Available for a fee from Big Brothers Big Sisters of McHenry County in McHenry, Illinois.

<http://www.abebooks.com/book-search/author/big-brothers-big-sisters-of-mchenry-co/>

**Tip Sheet for Incarcerated Parents: Planning for a Visit from Your Child/Children.** (pdf, 3 pages). Author: Youth.gov.

<http://youth.gov/youth-topics/children-of-incarcerated-parents/federal-tools-resources/tip-sheet-parents-visits>

**What Do Children of Prisoners and Their Caregivers Need?** (pamphlet). Author: A. Adalist-Estrin. 2003. No. 203 in Children of Prisoners Library. Available free from the Family and Corrections Network.

<http://www.f2f.ca.gov/res/pdf/WhatDoChildren.pdf>

## Books and Activities for Children and Youth

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**An Inmate's Daughter.** Author: J. Walker. 2006. Available for a fee from Raven Publishing, Inc.

<http://ravenpublishing.net/catalog-detail?book=52>

**My Mentor and Me: The Elementary School Years.** Author: S. Weinberger. 2001. Available for a fee from Mentor Consulting Group.

<http://www.mentorconsultinggroup.com/bookstore.html>

**My Mentor and Me: The Middle School Years.** Author: S. Weinberger. 2001. Available for a fee from Mentor Consulting Group.

<http://www.mentorconsultinggroup.com/bookstore.html>

**My Mentor and Me: The High School Years.** Author: S. Weinberger. 2001. Available for a fee from Mentor Consulting Group.

<http://www.mentorconsultinggroup.com/bookstore.html>

## Internet Resources

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**Ohio Department of Rehabilitation and Correction**

<http://www.drc.ohio.gov/>

**Amachi Ohio Website**

[www.AmachiOhio.org](http://www.AmachiOhio.org)

*We cannot vouch for the accuracy of the content of the following websites, nor do we take a position on that content. If you do not have access to the internet, try your local library or ask a friend to print materials from a home computer.*

**National Resource Center for Healthy Marriage and Families**

<https://www.healthymarriageandfamilies.org/>

**Prison Talk: An online community for families of prison inmates**

[www.prisontalk.com/](http://www.prisontalk.com/)

**Hope House Resources for Children of Prisoners**

<http://www.hopehousedc.org/resources/>

# Acknowledgments

This booklet was adapted from the *Arizona Family Members Behind Bars: Difficult questions children ask...and answers that might help* guide developed by the KARE Family Center of the Arizona's Children Association, Pima Prevention Partnership and the AZ Stars Collaboration.

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# The National Bill of Rights for Children of the Incarcerated\*

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Every child with a parent in prison (or alternatives to prison)  
has the following rights:

1. *To be safe and informed at the time of my parent's arrest;*
2. *To be heard when decisions are made about me;*
3. *To be considered when decisions are made about my parent;*
4. *To be well-cared for in my parent's absence;*
5. *To speak with, see, and touch my parent;*
6. *To support as I face my parent's incarceration;*
7. *To not be judged, blamed or labeled because my parent is incarcerated;*
8. *To have a lifelong relationship with my parent.*

*\*The Bill of Rights for Children of Incarcerated Parents was written in 2003 by Californians Nell Bernstein, (journalist and author) and Gretchen Newby (a practitioner serving children of prisoners), outlining the principles needed to ensure the wellbeing of these highly at-risk children.*