

EMPLOYEE RELATIONS

- Since January 1, 2015, there have been 19 dismissals; 3 demotions; 3 suspensions; and 43 written reprimands issued to employees at Lowell CI. There have been a total of 115 new hires at Lowell CI since January 1, 2015, as a result of an original appointment, promotion or reassignment. There were 100 correctional officers, five sergeants, four lieutenants, four captains and one colonel.
- Florida Department of Corrections Procedure 208.039, Employee Counseling and Discipline has been updated to outline the standards of conduct and to establish guidelines for disciplinary actions.
- Florida Department of Corrections, Florida Administrative Code Chapter 33-208.003, Range of Disciplinary Action has been updated to reflect the expectations for standards of conduct and discipline for rule violations.
- An Employee Handbook has been developed and is in the final stages of preparation before being distributed to all employees. The handbook addresses the standards of conduct for employees with the FDC. **The handbook also speaks specifically to the high liability areas for the Department such as Staff/Inmate/Offender Relationships and Excessive and/or Force. The handbook places employees on notice that this behavior will not be tolerated by the Department.**

o The Employee Handbook section on Staff/Inmate/Offender Relationships is as follows:

▪ **Staff/Inmate/Offender Relationship**

- *The Department does not allow any personal or social relationships between Department of Corrections' employees and inmates, offenders under immediate family members, or visitors. The Department encourages respect for the dignity and constitutional rights of persons committed to Department Supervision. Employees are placed on notice that:*
 - *The Department does not tolerate sexual misconduct between any employee of the Department and an inmate or persons in the Department's custody. Employees involved in sexual misconduct will be disciplined, up to and including dismissal;*
 - *Sexual misconduct between any employee of the Department and an inmate or an offender supervised by the Department is a third-degree felony imprisonment for up to five years;*
 - *Employees who witness or who can provide evidence of sexual misconduct are required to make a report within 24 hours. An employee who is required to report and fails to do so, or who knowingly falsifies a report, or prevents another person from making a report is subject to administrative and criminal penalties;*
 - *The Department will investigate all relationships that appear inappropriate;*
 - *Employees should conduct themselves in a professional and appropriate manner remaining vigilant against inmate manipulation. The integrity of our members shall not become compromised.*
- The handbook also notifies the employees of services available through the Employee Assistance Program.
 - Employee Relations reviews the facts of each case submitted for disciplinary action to make a determination if the request should be submitted to the Disciplinary Action Review Board.
 - DART reviews all supporting documentation with the disciplinary authority before a predetermination conference letter is issued to the employee. This review is for all appealable disciplinary actions for career service employees; all disciplinary actions for SES employees; and employees in probationary status as a result of a promotion.
 - If an employee submits mitigating information during the predetermination conference the disciplining authority will review the new information with DART before a final action is taken against the employee.
 - This process has been implemented to review each case and to administer an effective disciplinary program.

PREA INFORMATION

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In the departmental Prison Rape: Prevention, Detection, and Response policy there are established guidelines for proper and immediate reporting of sexual abuse, sexual battery and sexual harassment to include safeguards for victims.

All departmental staff, contractors, and volunteers received training that is appropriate to their level of contact with inmates.

Procedure 602.053 Section 2 Prevention/Detection subsection (f) states the following:

1. All staff, volunteers, and contractors will ensure that they foster an environment within their facility that clearly precludes sexual abuse, sexual battery, and sexual harassment. This policy shall not be limited to:
2. taking all reports concerning sexual abuse or sexual battery seriously;
3. initiating immediate reporting of alleged sexual abuse or sexual battery, staff sexual misconduct and sexual harassment to the Office of the Inspector General;

4. taking immediate steps to ensure preservation of possible crime scenes, inclusive of evidence protection;
5. taking all appropriate measures to ensure the safety of an inmate who may have been sexually abused/battered or of an inmate who may have reported the sexual abuse or sex and
6. promptly reporting any allegation involving retaliation against alleged victims or identified reporters of sexual abuse, sexual battery, and sexual harassment.

Inmates are also trained on the departments zero tolerance policy and advised of the various options of reporting that they have available to them.

After an allegation of sexual abuse the alleged inmate victim(s) and alleged inmate perpetrator(s) receive a reassessment in classification. This information can be used in the housing of In addition to the reassessment all inmates involved in the allegation are seen by medical and mental health. The medical and mental health departments then take the needed action ap at no charge to the inmate.

Administrative Segregation placement involving PREA

- If an inmate is in fear as a result of a sexual abuse or sexual harassment incident they can be placed on a administrative segregation status for their safety.
- When an inmate makes an allegation and a safe alternative housing placement cannot be immediately found they can be temporarily placed in administrative segregation while t obtained.
- If an inmate is perceived to be a threat to themselves or others they can be placed in administrative segregation.

Recent PREA updates:

42 facilities, to include some privately run facilities, have been audited by a Department of Justice certified PREA auditor. We are currently in the 3rd year of audits for the first cycle. Th including the Florida Women's Reception Center, are scheduled to be audited on April 4, 2016.

- There is a new PREA training video for English speaking inmates with a Facilitator's Guide for Reception Centers and Permanent facilities.
- Currently we have 8 counties with Memorandum of Understanding for Advocacy. The counties are: Miami-Dade (to include all satellites for SFRC), Homestead, Lake, Sumter, Gla Lee.
- DC6-2084 allows the inmate to opt to remain in confinement until the completion of the investigation or to request to be returned to open population. The Incident Command Tr with the information that is available about the allegation and make a decision on the inmates housing within 72 hours of his/her placement.

MEDICAL CARE FOR FEMALE INMATES

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- Female inmates are received at the Florida Women's Reception Center.
- Reception physical examination includes breast examination and pelvic examination, in addition to general examination.
- Pregnancy tests are conducted at Reception for those in reproductive ages and at other female facilities when pregnancy is suspected.
- Routine examinations are performed on a regular basis and as deemed necessary by the clinician.

MEDICAL CARE FOR PREGNANT INMATES

- Pregnancy tests are performed during the reception process.
- If pregnant, following the reception process, physical examination and routine laboratory tests, and other tests pertinent to females, the inmate is transferred to Lowell CI for pre later diagnosed with pregnancy at other female institutions/facilities is transferred to Lowell CI.
- The pregnant inmate is referred to the local obstetrician contracted to provide prenatal, delivery and post-partum services.
- The inmate is seen by the obstetrician to establish an official expected date of delivery, to receive routine prenatal care (e.g., exercise, nutritional requirements, etc.), and to be s pregnancy and chemical addiction. The obstetrician follows the inmate throughout her pregnancy and makes any necessary specialist consultation referral requests. All recommend; obstetricians shall be adhered to by Lowell CI healthcare staff.
- Mental health services are available for the pregnant inmate to address any mental health concerns relating to pregnancy and post-partum issues.
- The inmate is transferred to a contract hospital for delivery, returning to the designated correctional institution when discharged by the attending obstetrician. Postpartum care i institution according to the discharge orders of the attending obstetrician.
- In the case of an emergency delivery at the institution, the inmate and the infant are transferred to the contract hospital and care is provided according to the orders of the atter

EDUCATIONAL AND VOCATIONAL PROGRAMMING

A list of programs available at Lowell C.I. and Lowell Annex is available here...

Main Unit: <http://www.dc.state.fl.us/facilities/region2/314.html>

Additionally, please see the following information:

In FY 15-16 (since July 1, 2015):

52 inmates at Lowell facilities have completed their High School education

80 Department of Education sanctioned vocation certificates have been issued.

Lowell facilities have many successful and impactful programs that provide inmates with valuable skills and certifications that assist them in securing employment after release. These pr

- Technical Support – Computers certification
- Heating and A/C repair and maintenance certifications
- Equine Tech – only course in the state providing technical certification in the care of retired race horses, feeder for jobs/employability in the Ocala area.
- WOOF– Partner with Humane Society for dog training program certification
- Culinary Arts (detailed further below), providing industrial food cooking essentials and business skills in partnership with the Cordon Bleu Cooking School with one scholarship aw inmate.

Lowell facilities also have several programs that focus on providing increased family time and interaction. These programs include:

- Children of Inmates – bonding visits, reconnecting families
- Mommy Reads – 30 inmates every 3 months create recordings for their child. Mothers choose books to read and record themselves reading the books. The recording and the bo child so the child can read along with their mother and hear them reading a story.

Additionally, all inmates participate in cognitive programs like *Thinking for a Change*. *Thinking for a Change* helps inmates restructure older damaging ways of thinking to become more th productive and contributive.

Florida’s inmates work daily to support our state’s communities. At the Lowell facilities, inmates participating in the institution’s Boot Camp are assisting the Marion County Services division with their “Food 4 Kids Program”. The “Food 4 Kids Program” works with 33 schools in Marion County to provide food to low income families, especially f or reduced –cost lunch. With the help of inmates at Lowell C.I., “Food 4 Kids” collects more than 3,000 pounds of food each week to fill backpacks for more than 1,500 childr backpacks are stocked with nutritious and much needed food (tuna, peanut butter, jelly, soup, fruit cups, pudding cups, etc.) and given to the children on Friday’s so that the weekend. Each Monday, the backpacks are re-collected and restocked by the inmates. Programs like “Food 4 Kids” provide an essential service to the community, as well as giving back to the inmates who participate.

FACILITIES INFORMATION

Governor Scott recommended the Department’s full capital improvement request for \$35.9M in his Florida First budget, including nearly \$700,000 for improvements at Lowell

Inmate housing units E, F, and G were built in the late 1950’s early 1960’s. All three have been vacant for at least five years. These dorms were closed due to numerous maintenance is roofs, plumbing failures, and deficiencies including electrical and heating systems. In light of these deficiencies along with the age of the buildings, it was determined that replacing these bay prototypes would be more cost effective.

The Y Dorm (Confinement Unit) was built in the late 1950’s. This building was closed over 15 years ago due to the same maintenance issues mentioned regarding E, F and G dorms abo was reassigned and is now at the Annex in one of the new secure housing units.

Ongoing Issues (noted in the 4-year LBR that was previously provided, also below):

| PROJECT DESCRIPTION | 16-17 | 17-18 | 18-19 | 19-20 | |
|--|------------|------------|-------|-------|----|
| Reroof Administration Bldg. | \$ 210,308 | | | | \$ |
| Replace Overhead Electrical With Underground Utilities | \$ 450,000 | | | | \$ |
| Reroof Main Unit Canteen (5 Units In Building) | | \$ 60,588 | | | \$ |
| Reroof Vocation Building | | \$ 217,653 | | | \$ |
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|---|--|--------------|------------|------------|----|
| Reroof Maintenance Building | | \$ 37,214 | | | \$ |
| Demo E,F,G Dorms And Old Confinement. Replace With Two 731 Prototype OBD. | | \$ 3,090,000 | | | \$ |
| Upgrade Perimeter Lighting System | | \$ 310,000 | | | \$ |
| Reroof D-Dorm | | | \$ 27,030 | | \$ |
| Reroof B Dorm. | | | \$ 177,444 | | \$ |
| Install/Upgrade Telecommunications Infrastructure Cabling | | | \$ 174,900 | | \$ |
| Rec. Gate Tower Construction | | | \$ 200,045 | | \$ |
| Reroof Warehouse | | | | \$ 185,720 | \$ |

ALLOWED SUPPLIES AND PERSONAL ITEMS

This topic was discussed with the *Miami Herald* at length. We also provided a comprehensive list of approved items, with allowed quantities, as required by Florida Administrative Code. F

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FOOD

New Menu Enhancements

In August 2015, the Department implemented significant enhancements to the master menu available to our inmate population. As requested by our inmate population, the Department im including adding fresh fruit to the menu three times per week for breakfast, offering a ground beef patty once per week for dinner, and offering an oven fried chicken leg quarter meal to the dinner. These enhancements show an increased focus on our food service program by improving the quality of our menus, both by ensuring the meals are nutritionally adequate and by ir meals for our inmate population.

Nutritional enhancements to the master menu based on these changes include:

- Stabilizing the calories between 2600 to 2800 calories per day;
- Providing less than 30% total fat per day (24%);
- Providing less than 10% saturated fat per day (6.2%);
- Reducing trans fat (0.1%) to ensure intake is as low as possible;
- Provides less than 300 mg/day of dietary cholesterol (209 mg/day) per key recommendations of the Dietary Guidelines for Americans, 2010;
- Adding fruit on the menu to promote the increase of fruit intake per the Dietary Guidelines for Americans, 2010 recommendations of foods to increase; and
- Increasing dietary fiber to promote healthy lipid profiles and glucose tolerance, and normal gastrointestinal function.

Inmates Assigned to Work in Food Service

- Statewide
 - On average, 10% of the inmate population per facility is assigned to work in food service.
- Lowell CI
 - On average, 130 inmates are assigned (65 inmates per shift (morning/afternoon))
- Lowell Annex
 - On average, 130 inmates are assigned (65 inmates per shift (morning/afternoon))
- Lowell WC
 - On average, 32 inmates are assigned (16 inmates per shift (morning/afternoon))

Religious Diet Program Participation

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In April 2015, the Department fully implemented our statewide Religious Diet Program. This program demonstrates the Department's focus on ensuring our inmate population has a reasor observe their religious diet preferences through nutritionally sound menu choices.

- Current participation levels:
 - Statewide 9,221
 - Lowell CI 10
 - Lowell Annex 70
 - Lowell WC 0

Prescribed Therapeutic Diets (As of October 2015)

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The Department has 14 prescribed therapeutic diets to ensure the various medical conditions of our inmate population are adequately addressed. The female facilities, which include Lowell Work Camp, offer a prenatal diet to ensure the nutritional needs of inmates who are pregnant are achieved. The prenatal diet is based on the Department's master menu and is ent caloric needs of 300 calories per day in the second and third trimester. The prenatal menu increases the following key nutrients during pregnancy, Vitamin A, Vitamin C, B Vitamin riboflavin, niacin, folate and vitamin B 12), iron, and magnesium. Folic acid requirements are also met by the prenatal diet which is critical for reducing the risk of neural tube defects of th

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- Below is the number of inmates on prescribed therapeutic diets statewide and at the above mentioned facilities:
 - Statewide 3,472
 - Lowell CI 28
 - Lowell Annex 49
 - Lowell WC 0

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Culinary Arts Program

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- Lowell CI currently provides this program.
- Approximately 18 students are enrolled at a time.
- The program has a 1-year curriculum
- Curriculum includes instruction on food safety and sanitation, menu development, meal preparation and service, and a general history of the culinary arts.
- Inmates attend class Monday thru Friday.
- Inmates are allowed to use this experience on employment applications.

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Monitoring History

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The Department of Financial Services recently reached a settlement with US Food, the Department's previous food products and delivery contract vendor. Based on issues identified with contract, the Department included stronger auditing requirements in our current food products and delivery contract which improved the Department's ability to effectively monitor and manage the new requirements includes an independent review of contract pricing by a third party audit firm on a semi-annual basis to ensure accuracy of pricing and to improve contractor account

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- Below is a list of monitoring conducted (January 2015 thru October 2015) at Lowell CI, Lowell Annex and Lowell WC.

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- Therapeutic Diet Monitoring
 - Lowell CI: 2/16/2015, 5/19/2015, 10/7/2015
 - Lowell Annex: 2/24/2015, 5/13/2015, 10/7/2015
 - Lowell WC: No Diets

- Food Service Operations Monitoring
 - Lowell CI: 03/25/2015, 08/11/2015, 09/23/2015, 10/13/2015
 - Lowell Annex: 03/25/2015, 08/11/2015, 09/23/2015, 10/13/2015
 - Lowell WC: 03/25/2015, 08/11/2015, 09/23/2015, 10/13/2015

- Religious Diet Program Monitoring
 - Lowell CI: 07/13/2015, 10/13/2015
 - Lowell Annex: 07/13/2015, 10/13/2015
 - Lowell WC: No inmates participating

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SECURITY

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Cameras

All secure housing units (confinement, close management, death row, etc.) at Lowell Annex currently have cameras that are fully operational. Lowell Main Unit does not have any secure

60 cameras are currently being installed in the remaining housing areas (open bay dorms) at both the Annex and the Main Unit.

Last month, the Governor recommended funding in his FY16-17 budget for the purchase of approximately 120 additional cameras to be installed at Lowell Main Unit and Annex such as the kitchen, education buildings, dining hall, etc.