

# Polk County Correctional Institute Access & Training

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## Institute Access & Lens-o-meter Training

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This procedure describes the requirements to obtain permission to enter the Correctional Facility to work with the teams related to the eyeglass program and provides the training material for use by the workers

## Polk County Correctional Institute Access and Training

### 1. Facility Access

Permission to enter the facility requires advanced notification and approval.

**Address:** 10800 Evans Road  
Polk City, FL 33868- 6925  
863 984 2273  
Fax 863 984 3072  
E mail: polkci@mail.dc.state.fl.us

**Contact Person:** Robert Kelly, Vocational Teacher

**Directions:** From I-4 take Exit 44 (SR-559 North) approximately 1 mile to County Road 557-A; right on 557-A, approximately 1.5 miles to Evans Road, left on Evans Road to the institution. Check in at the Administrative Section

2. **Drop Off and Pick Up from PRTS:** Dropping off raw stock or picking up completed stock, sleeves and mics materials that need to be returned to PRTS, can be arranged with a phone call to Mr. Kelly with a 48 hour notification. Wednesday is too busy at the Polk for drop off or pick ups. The stock may be delivered and picked up with out completing access/volunteer requests, as there is not any access into the Institution.
3. **Entering the Prison for Training/Repairs:** NCIC/FCIC Request and Florida Department of Corrections Volunteer Application must be submitted to the Polk Warden and entrance approved before allowed in the inmate areas. This process may take several weeks. The volunteer will be required to go through a security scan, at the Institution. Please be sure to mention if you have any surgical replacements. See Attached Application.

**Historical Information:** This facility was established in 1978 to house adult male inmates. The institution is also responsible for the following facilities: Polk Work Camp, Largo Road Prison, St. Petersburg Community Release Center, as well as, TTH of Bartow (Contract Facility).

### 4. Lensmeter Training

Training at the Polk County Corrections Institute is performed at the prison by the vocational teacher, Mr. Robert Kelly. Training materials include the Topcon 200 Lensmeter instruction manual attached. The new lensmeters are Topcon 300s. The instruction manual for this machine may be found on the internet. To locate this manual go to Goggle search. Type in Topcon 300 Lensmeter and you will find the total manual which consists of 50 pages.



**IN CONSIDERATION OF THE OPPORTUNITY TO SERVE IN THE DEPARTMENT OF CORRECTIONS AS A CITIZEN VOLUNTEER:**

- I acknowledge that today I have been furnished with a copy of the volunteer rules,
- I have read, understood and signed an Acknowledgement of Responsibility to Maintain Confidentiality of Medical Information, DC2-813 and the PREA training "Read and Sign" for volunteers.
- I understand that I am responsible for reading and complying with the rules.
- I will work in cooperation with staff.
- I will honor the civil and legal rights of all offenders/inmates.
- I will not use my official position to secure privileges or advantages for myself.
- I will report unethical behavior or rule violations to an appropriate Department supervisor.
- I will not discriminate against any offender/inmate, employee, or prospective employee on the basis of race, gender, creed, national origin, or religious preference.
- I acknowledge the drug-free workplace policy of the Department of Corrections and I know I am subject to random drug testing.
- I agree to abide by the policies and procedures regarding confidentiality of records and medical information.

**WAIVER OF LIABILITY**

I hereby waive all liability to the Department of Corrections and its employees, for any and all injuries which may occur to me during my term of service with the Department of Corrections. Volunteers and interns, when working for the department, are covered by Worker's Compensation in accordance with Chapter 440 of the Florida Statutes. I understand that I am the person responsible to ensure that I am in compliance with any and all applicable State Law, Department of Corrections Policy, or any Regulation which may affect me during this period.

*I confirm that all the information on the application is correct and have read the Acknowledgement of Responsibilities, Waiver of Liability, and agree to abide by the conditions therein.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Those Completing Regular Volunteer Training:** \_\_\_\_\_

**Person Conducting Volunteer Training:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Official Use:**

<b>F.A.S.T. Pin #:</b>			
<b>Training Date:</b>	<b>FCIC/NCIC<sup>1</sup> Date:</b>		<b>Hits:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Approved:</b>		<b>Date:</b>	

**(Approving Authority<sup>2</sup>)**

Signature of Volunteer \_\_\_\_\_ Date: \_\_\_\_\_ Volunteer's Printed Name: \_\_\_\_\_

<sup>1</sup> An annual background check should be done for each active regular service volunteer. The temporary volunteer badge is produced in accordance with "Identification Cards," Procedure 602.056.

<sup>2</sup> The Chaplaincy Services Administrator or institutional lead Chaplain is the approving authority when the volunteer has no previous period of incarceration or supervision. When a proposed volunteer has a previous period of incarceration or supervision, the approving authority is the Assistant Secretary for institutions or designee. ("Volunteers," Procedure 503.004).

DC5-601A (Revised 10/22/15)

In accordance with s. 119.071(5)(a)2, your social security number is being collected in order to complete an FCIC/NCIC security report so that you can be approved as a volunteer. The Department will not use the social security number collected for any purpose other than the purpose provided above. Qualified applicants are considered without discrimination based upon race, color, national origin, age religious preference, or handicap. Intentionally falsifying or omitting information may result in disapproval of your volunteer application.

DISTRICT 35-0 LIONS

# *Project: Right To Sight*

516 BIANCA COURT • ALTAMONTE SPRINGS, FLORIDA 32701

TRAINING MANUAL

for

TOPCON CL 200 LENSOMETER

August 2008

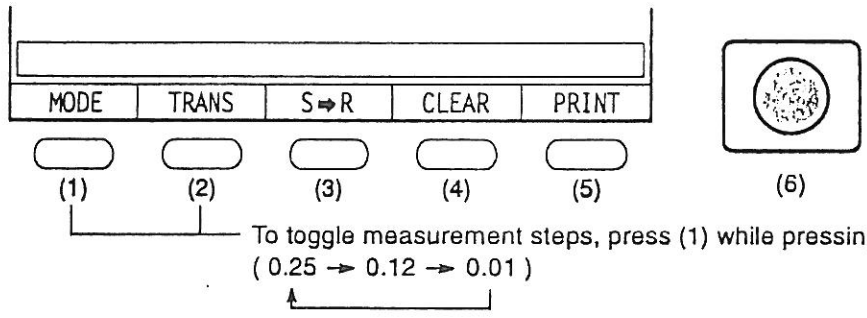
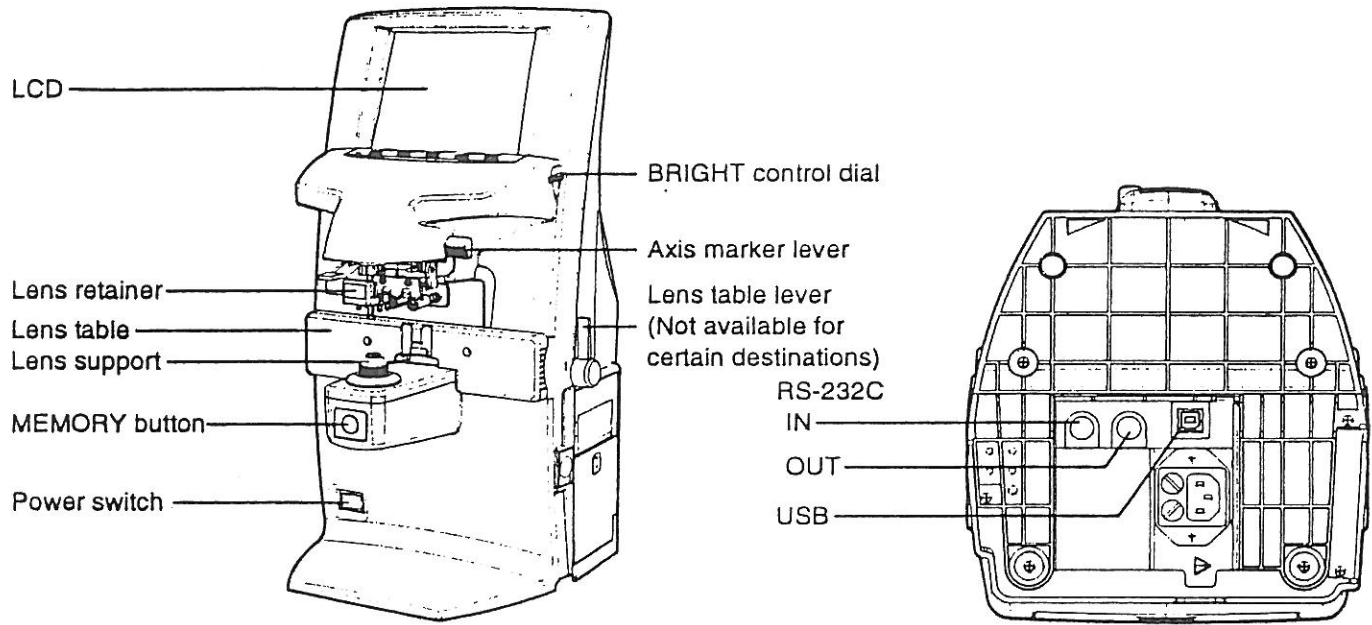
Prepared by Lion Susan Hudoba-Lewis, COMT, LDO



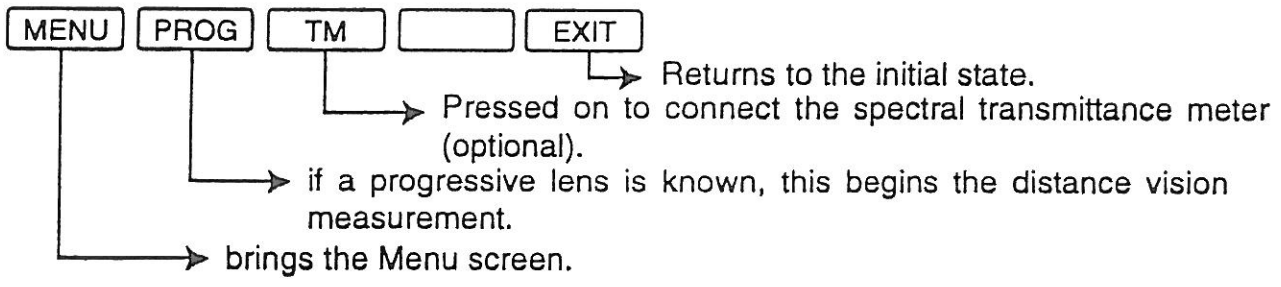


# COMPONENTS

## COMPONENT NAMES



(1) Mode buttons      Pressed to change the mode, and when pressed;



- (2) TRANS button      Used to change (+) to (-) and vice versa in displayed cylinder value.
- (3) R/L button      Used to designate R for right lens or L for left lens.
- (4) CLEAR button      Used to delete all data in memory. To delete R and L separately, hold the button down.
- (5) PRINT button      Press to output data trough RS-232C.  
Press to obtain a print out readings.
- (6) MEMORY button ● Used to store the measurement data.  
Press for 3 sec and longer to turn off the back light.





## SETTINGS UNDER THE MENU BUTTON

(Menu button is located below the LCD Screen on left side.)

The settings contained under the Menu should not be changed and should remain on the settings noted below:

Lens = Normal (PAL)

Display = Normal

Progressive = Auto

Far Memory = On

Near Memory = On

Auto R/L = R/L

Auto Memory = S: Off R/L: On

Beep = On

Step = 0.25

A: Step = 1

Prism = X-Y

Cylinder = -

Auto Off = Yes

RS-232C = Old Format

TM Data In = Off

Seg. No. = Set

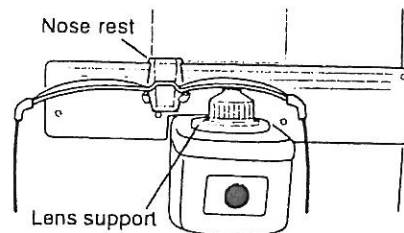
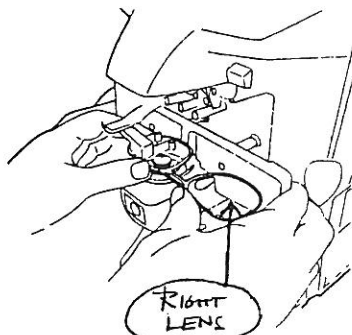
ABBE = Mid 40-50



# BIFOCAL LENS

## 1. ALWAYS READ THE RIGHT LENS FIRST

- Placing Glasses with concave surface on the Lens Support & bottom of entire Frame flat against the Lens Table



## 2. READING PRESCRIPTION IN TOP OF RIGHT LENS (Distance Prescription)

While bracing the Frame flat against the Lens Table and holding onto the sides of the Lens Table

- Move Lens so that the Lens support is in the upper part of the Lens
- Center the Lens by observing the Mires on the screen until the mires are centered and also change color from Green to Purple
- If you hear a “beep” the Lensometer has automatically saved the distance prescription to memory (prescription numbers will appear on the upper Right side of the LCD screen)
- If you do not hear the “beep”, but the Mires on the screen are centered and have turned from Green to Purple, you can manually save the prescription info by pressing the “Memory Button”

## 3. MARKING OPTICAL CENTER OF THE LENS

- Make sure not to move the lens following Step 2
- Rotate the Ink Marker into position & “Spot” the Center of the Top portion of the lens (3 red ink spots in a horizontal line will be imprinted on the lens)

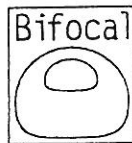


## BIFOCAL LENS (continued)

### 4. READING BIFOCAL POWER

While bracing the Frame flat against the Lens Table and holding onto the sides of the Lens Table

- Pull frame toward you so that the Lens support is in the bifocal area of the Lens
- Press the "Memory" Button - you will see a Bifocal Icon appear in the Lower Left Corner of the LCD Screen



- Center the Bifocal by observing the Mires on the screen until the mires are centered and also change color from Green to Purple
- If you hear a "beep" the Lensometer has automatically saved the bifocal power to memory (prescription numbers will appear on the upper Right side of the LCD screen)
- If you do not hear the "beep", but the Mires on the screen are centered and have turned from Green to Purple, you can manually save the bifocal power by pressing the "Memory Button"

### 5. READING DISTANCE & BIFOCAL POWER OF LEFT LENS

- Reposition the frame so that the top of the Left Lens is positioned over the Lens Support - making sure that the bottom of the entire frame is flat against the Lens Table
- Repeat same procedure as Step 1 through Step 4 with the Left Lens

### 6. TRANSFERRING PRESCRIPTION DATA TO THE COMPUTER

- Press the "Print" Button below the LCD Screen
- Prescription Data is automatically transferred to the Computer



## BIFOCAL LENS (continued)

7. **MEASURE & RECORD PD MEASUREMENT (Pupillary Distance)**  
(Optical Center of the Lens measured in millimeters)
  - Using a millimeter ruler - measure from the center red dot on the Right lens to the center red dot on the Left lens  
(This number should fall in a range from 50 - 75 millimeters (mm))
  - Left Click Mouse on the "PD" window on the computer screen and key in the measurement
  
8. **FRAME STYLE**
  - Left Click Mouse and place a "Check Mark" next to the appropriate Frame Style (Male, Female or Unisex)
  
9. **FRAME SIZE**
  - Left Click Mouse and place a "Check Mark" next to the appropriate Frame Size (Adult or Child)
  
10. **PRINT LABEL**
  - Left Click Mouse on "Print"
  - Prescription data will automatically print on Label
  - Slide Cutting Lever on Label Printer, Remove Label & apply to top of clear plastic zip bag)
  
11. **CLEAN INK SPOTS** off of both lenses & Insert Glasses into labeled plastic bag.

**Press "Clear" Button below the LCD Screen before starting to read next pair of eyeglasses**





## DETERMINING SINGLE VISION LENS

versus

## INVISIBLE BIFOCAL LENS (Progressive Bifocal)

1. READ THE RIGHT LENS FIRST

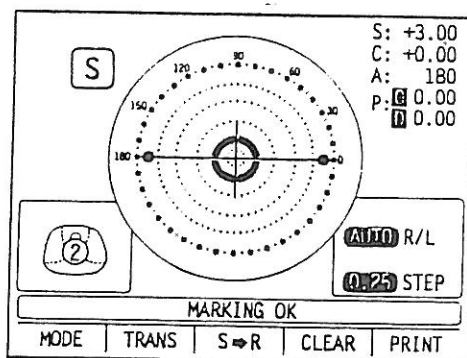
- Placing Glasses with concave surface on the Lens Support & bottom of entire Frame flat against the Lens Table

2. DETERMINING IF LENS IS SINGLE VISION or INVISIBLE (PROGRESSIVE) BIFOCAL

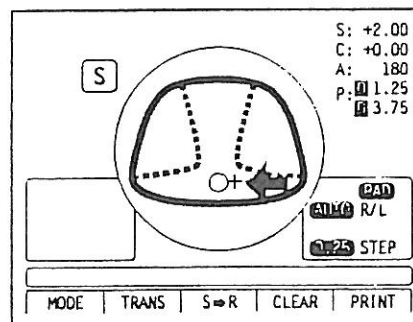
- While bracing the entire Frame flat against the Lens Table and holding onto the sides of the Lens Table.....
- Position Lens so that the Lens Support is under the lower area/ bottom of the lens.
- Slowly push the Lens table away from you - again keeping the entire Frame flat against the Frame Table - this allow you to move up to the top of the Lens
- Using this procedure the Lensometer will automatically detect whether or not the Lens has an invisible (Progressive) Bifocal

3. IMAGE ON LCD SCREEN INDICATES TYPE OF LENS

SINGLE VISION LENS



INVISIBLE (Progressive) BIFOCAL



After Single Vision or Invisible (Progressive) Bifocal is determined  
(by image on the screen)  
follow procedure indicated for the specific type of lens.

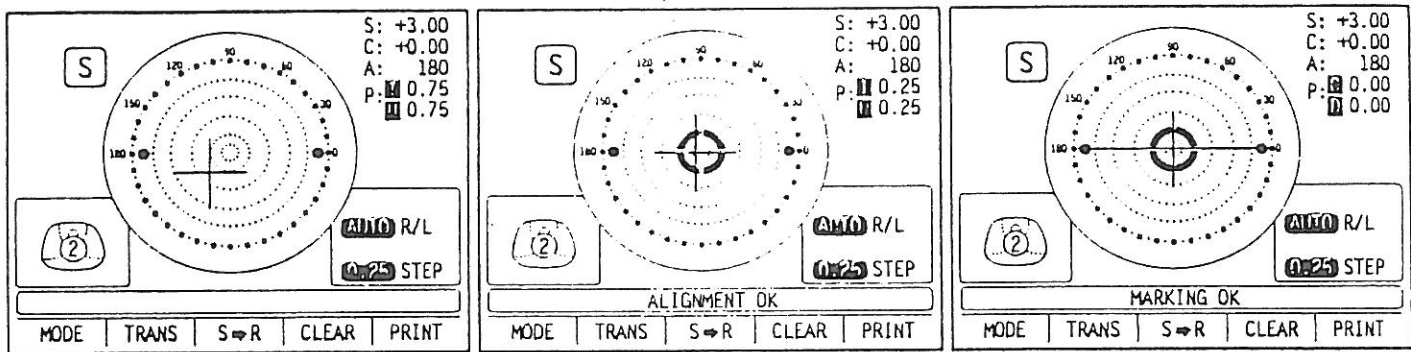


# SINGLE VISION LENS

- DETERMINING LENS POWER of RIGHT LENS** - (After following procedure on Page 4)  
Continue to read the Right Lens by:

**Bracing the entire bottom of the Frame flat against the Lens Table and holding onto the sides of the Lens Table**

- Move Lens over the Lens Support until the mires are centered and also the color changes from Green to Purple



- If you hear a “beep” the Lensometer has automatically saved the prescription to memory (prescription numbers will appear on the upper Right side of the LCD screen)
- If you do not hear the “beep”, but the Mires on the screen are centered and have turned from Green to Purple, you can manually save the prescription info by pressing the “Memory Button”

- MARKING OPTICAL CENTER OF THE RIGHT LENS**

- Make sure not to move the lens following Step 1
- Rotate the Ink Marker into position & “Spot” the Center of the the lens (3 red ink spots in a horizontal line will be imprinted on the lens)

- DETERMINING POWER of LEFT LENS**

- Reposition the frame so that the Left Lens is positioned over the Lens Support - making sure that the bottom of the entire frame is flat against the Lens Table
- Repeat same procedure as Step 1 through Step 2 with the Left Lens (Left Lens Power Info will appear on upper left corner of screen)



## SINGLE VISION LENS (continued)

4. **TRANSFERRING PRESCRIPTION DATA TO THE COMPUTER**
  - Press the "Print" Button below the LCD Screen
  - Prescription Data is automatically transferred to the Computer
  
5. **MEASURE & RECORD PD MEASUREMENT (Pupillary Distance)**

(Optical Center of the Lens measured in millimeters)

  - Using a millimeter ruler - measure from the center red dot on the Right lens to the center red dot on the Left lens
  - (This number should fall in a range from 50 - 75 millimeters (mm))
  - Left Click Mouse on the "PD" window on the computer screen and key in the measurement
  
6. **FRAME STYLE**
  - Left Click Mouse and place a "Check Mark" next to the appropriate Frame Style (Male, Female or Unisex)
  
7. **FRAME SIZE**
  - Left Click Mouse and place a "Check Mark" next to the appropriate Frame Size (Adult or Child)
  
10. **PRINT LABEL**
  - Left Click Mouse on "Print"
  - Prescription data will automatically print on Label
  - Slide Cutting Lever on Label Printer, Remove Label & apply to top of clear plastic zip bag)
  
11. **CLEAN INK SPOTS** off of both lenses & Insert Glasses into labeled plastic bag.

**Press "Clear" Button below the LCD Screen before starting to read next pair of eyeglasses**



# INVISIBLE BIFOCAL LENS (Progressive Bifocal)

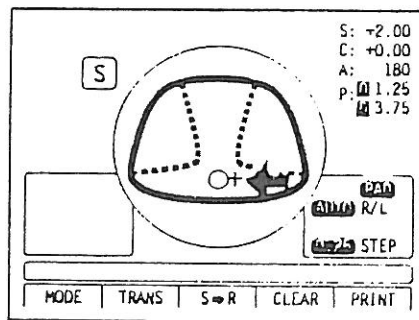
## 1. DETERMINING LENS POWER of RIGHT LENS

(After following the procedure on Page 4)

The Invisible Bifocal Lens (Progressive Bifocal) has been automatically detected by the Lensometer. Continue to read power of the Right Lens by:

Bracing the Frame flat against the Lens Table and holding onto the sides of the Lens Table

- Move upper part of Lens over the Lens Support until the cross is centered in the circle as illustrated below:



- If you hear a “beep” the Lensometer has automatically saved the prescription to memory (prescription numbers will appear on the upper Right side of the LCD screen)
- If you do not hear the “beep”, but the cross on the screen is centered in the circle, you can manually save the prescription info by pressing the “Memory Button”

## 2. MARKING OPTICAL CENTER OF THE RIGHT LENS

- Make sure not to move the lens following Step 1
- Rotate the Ink Marker into position & “Spot” the Center of the lens (3 red ink spots in a horizontal line will be imprinted on the lens)

## 3. DETERMINING HIGHEST READING (Bifocal) POWER of RIGHT LENS

Bracing the entire bottom of the Frame flat against the Lens Table and holding onto the sides of the Lens Table

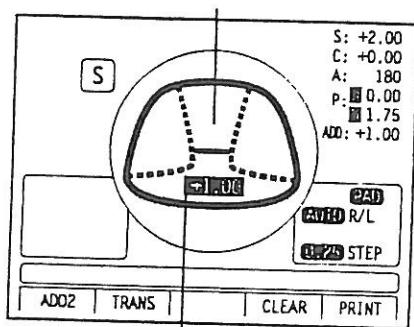
- Pull Lens Table toward you moving into the bottom of the lens.



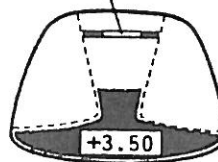


## INVISIBLE BIFOCAL LENS (Progressive Bifocal) (continued)

- Observe the image on the LCD Screen - Move into the lowest portion of the lens keeping the image centered (As pictured below)



Indicates the maximum value that was measured



- If you hear a "beep" the Lensometer has automatically saved the bifocal power to memory (prescription numbers will appear on the upper Right side of the LCD screen)
- If you do not hear the "beep", but the image on the screen looks like the image above, you can manually save the bifocal power by pressing the "Memory Button"

#### 4. DETERMINING POWER of LEFT LENS

- Reposition the frame so that the Left Lens is positioned over the Lens Support - making sure that the bottom of the entire frame is flat against the Lens Table
- Repeat same procedure as Step 1 through Step 3 with the Left Lens  
NOTE: When Stored to Memory - Left Lens Power Data will appear in the upper left corner of the screen.

#### 5. TRANSFERRING PRESCRIPTION DATA TO THE COMPUTER

- Press the "Print" Button below the LCD Screen
- Prescription Data is automatically transferred to the Computer



**INVISIBLE BIFOCAL LENS (Progressive Bifocal)**  
**(continued)**

6. **MEASURE & RECORD PD MEASUREMENT (Pupillary Distance)**  
(Optical Center of the Lens measured in millimeters)
  - Using a millimeter ruler - measure from the center red dot on the Right lens to the center red dot on the Left lens  
(This number should fall in a range from 50 - 75 millimeters (mm))
  
  - Left Click Mouse on the "PD" window on the computer screen and key in the measurement
  
7. **FRAME STYLE**
  - Left Click Mouse and place a "Check Mark" next to the appropriate Frame Style (Male, Female or Unisex)
  
8. **FRAME SIZE**
  - Left Click Mouse and place a "Check Mark" next to the appropriate Frame Size (Adult or Child)
  
9. **PRINT LABEL**
  - Left Click Mouse on "Print"
  - Prescription data will automatically print on Label
  - Slide Cutting Lever on Label Printer, Remove Label & apply to top of clear plastic zip bag)
  
10. **CLEAN INK SPOTS** off of both lenses & Insert Glasses into labeled plastic bag.

**Press "Clear" Button below the LCD Screen before starting to read next pair of eyeglasses**

