



Department Dictionary

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A

ABC Nursery Program

A program of the Department of Rehabilitation and Correction at the Ohio Reformatory for Women which permits certain, approved incarcerated women and the children born to them while incarcerated to reside together while the mother serves her sentence.

Absconder

An offender placed under Adult Parole Authority supervision who fails to remain within the limits of supervision or confinement, or who fails to return to a facility as directed. An absconder is considered to be whereabouts unknown.

Active Case

An offender, regardless of release type, for whom the APA is responsible to supervise and who is under supervision, declared Violator At Large, or In-Custody.

Administrative Investigation

An investigation conducted by department personnel for the purpose of determining if a violation of a departmental policy, rule or procedure has occurred.

Administrative Leave

At the appointing authority's discretion an employee may be placed on administrative leave, generally with pay, pending the outcome of an investigation or the results of an independent medical examination when failure to do so could jeopardize the health, safety, or security of the employee or any persons or property associated with, entrusted to, or under the care or supervision of the employee. The length of the leave shall not exceed the length of the situation for which it was granted.

Administrative Release

A termination of jurisdiction over a particular sentence by the Division of Parole and Community Services for administrative convenience, as provided for in section 2967.17 of the Ohio Revised Code.

Administrative Review

An internal review of policies, procedures, practices, and criteria used by the Department of Rehabilitation and Correction.

Administrative Supervision

The supervision within DRC that designates the supervisor on the Table of Organization as having the authority to monitor scheduling of tasks and hours worked; to sign off as representing the institution authority to grant leave, to complete evaluations, and to document the employee's regularly scheduled or requested evaluations.

Ancillary Services

Those services that are secondary and supportive of formal Recovery Services and Offenders Services Network treatment activities.

Approved Residence

Residence of the offender as recorded in the placement plan and APA records.

B

Back to Basics Committee

A group of employees tasked with the review of a post order, policy, procedure, area, security concern or systematic process.

Basic Supervision

A requirement that the offender maintain contact with a person appointed to supervise the offender in accordance with sanctions imposed by the court or imposed by the parole board pursuant to section 2967.28 of the Revised Code.

C

Caseload

The total number of offenders assigned to a staff member.

Central Office Board Review (COBR)

The mechanism by which the Parole Board considers cases referred by the Hearing Panel that require approval of a final decision by a majority of Parole Board members. Central Office Board Review does not require that the Members sit together to consider a release.

Central Office Policy Review Team (COPRT)

A central office team responsible for coordinating, reviewing, and disseminating information related to the review of DRC policies and operations manuals. Composition of the team shall be determined by the Central Office Policy Review Chairperson and shall be fluid, based on the subject matter being reviewed.

Certificate of Parole/Release Authorization

A DRC Form (DRC 3010) that notifies the appropriate Warden/ Record Office and eligible offender that a release plan has been approved and the offender should be released on parole upon the effective date.

Classification - Institutional

The process of assessing the needs and requirements of an inmate in order that he/she is assigned to appropriate custody levels, work and program assignments within the limits of available resources.

Classification-APA

The process of assessing the needs and risk of an offender in order that he/she is assigned to the appropriate supervision level.

Clemency

See Executive Clemency.

Close Watch

A crisis precaution that requires staff observation of an inmate at irregular, staggered intervals not to exceed fifteen minutes.

Community Based Correctional Facility (CBCF)

A 50-200 bed detention facility funded by the Department of Rehabilitation and Correction and utilized by an Ohio Court of Common Pleas as a sentencing option for offenders in lieu of incarceration in the state prison system.

Community Control

A sanction that is not a prison term and that is described in sections 2929.15, 2929.16, 2929.17, and 2929.18 of the Ohio Revised Code. Community Control replaces the term "probation" and applies to all offenders given non-prison sanctions for felony offenses committed after July 1, 1996. The maximum period of Community Control is five (5) years.

Community Correction Act Program

Jail and prison diversion programs funded by the Department of Rehabilitation and Correction allowing local courts to sanction certain offenders in the community saving scarce prison and jail beds for violent offenders.

Community Corrections Information System

(CCIS)

A computerized information system used to track the criminal history and progress of offenders under the supervision of the Adult Parole Authority. Access to CCIS is restricted to essential users only.

Community Justice

The philosophy which holds offenders accountable for their individual actions that adversely affect stakeholders by imposing meaningful sanctions and seeking resolutions utilizing input from those individuals involved in the offender disciplinary process.

Community Reentry Management Team

(CRMT)

A multi-disciplinary team that have primary responsibility for developing and/or monitoring the offender's supervision accountability plan. The teams consist of those individuals who, by the nature of their roles, have ongoing and direct contact with the offender, as well as those individuals who have intermittent contact but have some capacity to influence an offender's progress on the Supervision Accountability Plan. Probation, community control and compact offenders may participate in a CRMT if ordered by the court and/or upon recommendation by the unit supervisor following staffing of the supervision accountability plan.

Community Resources

Information and/or linkages to community-based agencies that can provide assistance to an offender in making a successful return to the community. Such resources may include information in the areas of medical, mental health, substance abuse, housing, family support, employment, training and transition issues.

Commutation

The substitution by the governor of a lesser for a greater punishment. A stated prison term may be commuted without the consent of the convict, except when granted upon the acceptance and performance by the convict of conditions precedent. After commutation, the commuted prison term shall be the only one in existence. The commutation may be stated in terms of commuting from a named offense to a lesser included offense with a shorter prison term, in terms of commuting from a stated prison term in months and years to a shorter prison term in months and years, or in terms of commuting from any other stated prison term to a shorter prison term.

Comprehensive Sex Offender Assessment

A sex offender-specific assessment, conducted on sex offenders assessed as high or medium-high risk to sexually re-offend, that involves a detailed examination of patterns of risk factors and includes recommendations for sex offender programming. Comprehensive sex offender assessments are conducted at the Sex Offender Risk Reduction Center and the Ohio Reformatory for Women.

Comprehensive Sex Offender Programming

Long-term cognitive behavioral programming for medium-high and high risk sex offenders that addresses sex offender specific goals and objectives, based on the comprehensive sex offender assessment.

Computer Voice Stress Analyzer

(CVSA)

A device which electronically detects measures and charts the stress in a person's voice following a pre-formatted questionnaire.

Concurrent Supervision

Supervision of an offender by two separate authorities, i.e., federal and state authorities jointly. This term is also applied when an offender is being supervised by a state for a conviction received in that state as well as convictions received in one or more sending states.

Conditions of Supervision

Those general and special rules and regulations with which offenders are required to comply as either part of the criminal sentencing sanction of supervision, probation or parole supervision or other form of community supervision.

Constant Watch

A crisis precaution where the offender is observed on a continuous uninterrupted basis, with documentation of the watch every fifteen minutes.

Contact (Supervision)

The obtaining or attempt to obtain meaningful information about the offender and/or the offender's behavior by the parole officer. The source of the information may be the offender, another person, or agency; it may be in person, by telephone, or by written communication and may be at any location.

Continued Hearing

A subsequent release consideration on or about a date established by the Parole Board at a first hearing or at a previous continued hearing.

Contraband (Adult Parole Authority)

Any goods or items for which possession constitutes a violation of the law, conditions of supervision, or any Court or Parole Board ordered special conditions/sanctions.

Contraband (Institutions)

Any item not permitted by law or expressly prohibited by the DRC and/or institutional policy. (See Administrative Rule 5120-9-55, Contraband).

Criminogenic Needs

These represent predictive factors that may influence an offender's behavior, values, and attitudes and which have been shown to be associated with future recidivism. They are dynamic risk factors that can be changed through effective programming.

Critical Incident

An event which disrupts the routine operations or services of a facility, creating a state of disorder, a threat to security or an inability to maintain orderly control of inmates.

D

Day Reporting

A sanction requiring an offender to report daily to a center or other approved reporting location at a specified time in order to participate in work, education/training, treatment or other approved programs. These programs may or may not be located at the center. The offender must also leave the approved area at a specific time. Or a non-residential service and/or designed for offenders under Adult Parole Authority supervision who are experiencing supervision difficulties due to lack of employment, education and life skill management.

Death Row

(1) A housing area at OSP that has been designated by the Director of the Department of Rehabilitation and Correction to house male inmates who are committed to the Department with a sentence of death; (2) A housing area at MANCI that has been designated by the Director of the Department of Rehabilitation and Correction to house male inmates who are committed to the Department with a sentence of death who are determined to be seriously mentally ill, pursuant to the criteria set forth in the Department's Bureau of Mental Health's Standard Operating Procedure Number 2, or whose medical needs are inconsistent with assignment to OSP, pursuant to the Department Policy 68-MED-13, Medical Classification. Death Row is also a reference to a housing status for inmates sentenced to death; it is not a security classification.

Departmental Offender Tracking System (DOTS Portal)

The web-based information platform which serves as the primary information system for information on all offenders under Ohio Department of Rehabilitation and Correction supervision. The system contains information regarding the offender from reception to final release under supervision. This system is updated throughout each day. Access to DOTS-Portal is restricted to essential users only.

Departure Notice

Written notice from the sending state to the receiving state advising of an offender's date of departure from the sending state and expected arrival in the receiving state.

Detainer

A request filed by a criminal justice agency with the institution in which a prisoner is incarcerated, asking the institution either to hold the prisoner for the agency or to notify the agency when release of the prisoner is imminent.

Detention

Pursuant to ORC 2021.01 (E): supervision by an employee of the Department of Rehabilitation and Correction of a person on any type of release from a state correctional institution.

Director's Subpoena

A written legal order issued by the Director of the Ohio Department of Rehabilitation and Correction, under the Authority of the Ohio Revised Code Section 5120.30, directing a person to give testimony and/or to produce specified records.

Disciplinary Control

(DC)

A form of administrative isolation for an inmate who has been found guilty of a rule violation by the Rules Infraction Board (RIB), pursuant to rule 5120-9-08 of the Administrative Code. An RIB panel may impose up to fifteen days in disciplinary control for a single violation or series of violations arising out of a single event. An RIB panel may impose consecutive penalties of up to fifteen days for two or more unrelated violations, not to exceed a total of thirty days. An RIB panel may impose an additional fifteen days in disciplinary control if the panel determines that an inmate violated a rule while placed in disciplinary control. No combination of offenses shall require an inmate to continuously serve more than thirty days in disciplinary control.

DRC Record Retention Schedule

A document listing all records series for the Ohio Department of Rehabilitation and Correction (DRC) and indicating for that series the length of time the records are to be retained. This schedule covers documents that are specific to DRC and are either not covered by the DAS General Schedules or due to operational needs DRC has a longer minimum retention period than what is required by the DAS General Schedule. This schedule becomes effective when approved by the State Records Administrator, State Archivist, and State Auditor.

Dynamic Domains

The eight domains or needs areas determined to relate to those dynamic factors which directly impact criminality. These eight needs/dynamic domains are: employment, education, marital/family relations, associates/social interaction, substance abuse, community functioning, personal/emotional orientation, and attitude.

Dynamic Needs Assessment

An assessment of eight dynamic domains conducted on designated offenders designed to determine appropriate programs or interventions to effect change in the offender's behavior. These dynamic domains include employment, education, marital/family, associates/social interaction, substance abuse, community functioning, personal/emotional orientation, and attitude.

E

Early Termination

The ending of probation/community control/judicial release/ parole/ Post Release Control supervision prior to the scheduled date because the offender's performance and/or compliance fulfills or exceeds all supervision plan objectives, conditions, special conditions, and sanction requirements.

Earned Credit

After July 1, 1996, the diminution of a prison sentence by 1 day per month for productive participation in approved department programs.

Economic Loss

Any economic detriment suffered by a victim as a result of the commission of an offense. This includes any loss of income due to lost time at work because of injury, any property loss, medical cost or funeral expense.

Electronic Monitoring

(EM)

A specified period during which an eligible offender is restricted to a specified premise, during which period, the eligible offender wears an EM device and meets all other requirements as defined in ORC 2929.23.

Eligibility Date

A date calculated pursuant to statute which indicates when an inmate can be considered for release.

Eligible Releasee

Adult felony offenders actively supervised by the Adult Parole Authority or Common Pleas Court Probation staff.

Execution Team

A team consisting of no less than twelve (12) members designated by the Warden of the Southern Ohio Correctional Facility (SOFC). Their duties include preparation and testing of equipment, carrying out pre- and post-execution activities, and counseling with the inmate.

Executive Clemency

An act of mercy or leniency providing relief from certain consequences of a criminal conviction. The executive clemency power, including pardon, commutation and reprieve, is exercised by the Governor.

Executive Session

A closed meeting held by the Parole Board to consider, deliberate and vote on matters which are the subject of clemency, Full Board and Sexually Violent Predator hearings, or any other open hearing conducted by the Board.

Expiration of Definite Sentence

(EDS)

The expiration of the definite sentence imposed by the sentencing judge after reduction of jail credit per ORC 2967.19.1 and good time per ORC 2967.19.

Expiration of Prison Term

The expiration of the prison term imposed by the sentencing judge after reduction of jail credit per ORC 2967.19.1

Expiration of Stated Term

The expiration of the stated term imposed by the sentencing judge after reduction of jail credit per ORC 2967.19.1.

Expiration of Supervision Term

The maximum period of time any community control or PRC offender remains under the control and/or supervision of the Adult Parole Authority, as specified by the sentencing court's journal entry or Parole Board minutes.

Extradition

Delivery from one state to another of a fugitive upon agreement of the Governor or Chief Executive of the state in which the fugitive is found. Return of parolees or probationers under the terms of the Compact Agreement can preclude formal extradition.

F

Face Sheet

The first page of an investigation or supplemental investigation that provides basic identification data, Court data and official version data.

Field Arrest

While in the community, the act of taking custody of an offender and transporting the offender to a local holding facility.

Field Officer Sheets

(FOS)

Note sheets or computerized data maintained by the APA parole officer assigned to the case that contains the chronological details involving contacts with the offender, social services agencies, law enforcement, etc. The sheets also contain demographic information pertaining to the offender and documentation of staffing decisions.

Field Officer Tablet

(FOT)

Computerized data maintained by the parole officer assigned to the case that contains the chronological details involving contact with the offender, social services agencies, law enforcement, etc. The tablets also contain all demographic information pertaining to the offender and documentation of staffing decisions.

Field Policy Review Team

(PRT)

A formal or informal team of field staff designated to review and provide policy recommendations and feedback to the Central Office Policy Review Chairperson.

Field Sites

Any location other than a central/regional/district office of the agency.

Field Staff

According to the Internal Accounting Control Program, personnel who are away from the office at least 50% of the time and/or those employees who leave directly from home to go to field sites at least 50% of the time.

Final Release

A remission by the Adult Parole Authority of the balance of the sentence or prison term of a parolee, or the official acknowledgment by the APA or the Court of the end of a term of Post- Release Control/Probation/Community Control/Judicial Release. PRC terminations can be classified as Favorable or Unfavorable pursuant to Administrative Code 5120:1- 1-42.

First Hearing

A regular parole release consideration hearing calculated pursuant to Sections 2967.13, 2967.19, 2967.191, 2967.192 and 2967.193 of the Ohio Revised Code.

Fugitive

An individual who is fleeing to avoid APA supervision, custody, or confinement after conviction.

Full Board Hearing

A Parole Board hearing conducted by a minimum of seven Parole Board Members as described in section 5149.101 of the Revised Code.

Full Service Jail

A jail facility that houses inmates longer than 120 hours.

G

General Population Inmate

A general population inmate is one who has a regular assignment in the institution and is not currently assigned to Security Control, Disciplinary Control, Local Control or Death Row. Residential Treatment Unit and Protective Control are general population assignments.

Grievance

A formal, written complaint about any policy, rule, practice or act by the Department of Rehabilitation and Correction or its employees that directly affects the staff member or offender making the complaint.

H

Halfway House

A facility licensed by the Department of Rehabilitation and Correction, pursuant to section 2967.14 of the Revised Code, as a suitable facility for the care and treatment of adult offenders.

Hearing (Parole)

Any release consideration for an eligible inmate's case conducted by a hearing panel or as an interview by a hearing officer with a recommended action forwarded to a Parole Board member for final determination.

Hold Order

The order or act of a parole officer, unit supervisor or other Adult Parole Authority (APA) official that causes an offender under the jurisdiction of the APA to be detained or held in custody for alleged violations. The order or act may be placed into effect by use of an APA Hold Order, an APA Arrest Order, a teletype, fax or a verbal order.

Hostage Negotiations Team

(HNT)

Regional teams comprised of hostage negotiators who respond and negotiate a resolution to hostage and non-hostage crisis situations.

House Arrest

The period of confinement of an eligible offender that is in the eligible offender's home or in other premises specified by the sentencing Court or by the Parole Board pursuant to ORC 2967.28. This may be Electronically Monitored house arrest.

Hybrid Case

A case where an inmate is serving an indefinite sentence of prison incarceration for offenses committed, and is under the criminal sentencing code as it existed before July 1, 1996 and who is also serving a sentence of incarceration for offenses committed and the criminal sentencing code, as it existed on or after July 1, 1996.

Hybrid Sentence (institution)

An offender serving both a HB261 (crime committed prior to 7/1/96) and a SB2 (crime committed on or after 7/1/96) sentence.

I

Incident

An event or situation in or affecting any institution or office of the Department which is unexpected or non-routine and may include any of the following criteria:

1. Affects the health or safety of any person - A situation that results in an abnormal physical condition and requires treatment by a physician or other medically trained, licensed personnel, such as a nurse, paramedic or physician assistant, or is likely to cause the development of such a condition in the future.
 2. Breach of or threat to the security of the facility, offenders, employees or visitors - A situation that deviates from the rules of conduct, post orders, policies, Administrative Rules or the laws in effect at any facility.
 3. Disrupts the orderly operation of the facility - A situation that necessitates use of force, violates a rule of conduct or requires employees to seek extra assistance in responding to the situation.
 4. Would be of interest to the Managing Officer or other ranking official in the facility.
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In-Custody

An offender under the supervision of the Adult Parole Authority who is being held in a jail, prison or similar detention facility.

Independent Housing

A facility licensed by the Department of Rehabilitation and Correction as a suitable facility for the housing of lower-risk, lower-need adult offenders under the supervision of the Adult Parole Authority.

Industrial and Entertainment Fund

(I&E)

Also referred to as the I & E Account, as defined in Administrative Rule 5120-5-04 (Administration of Industrial and Entertainment Funds). The fund is created and maintained for the entertainment and welfare of the inmates. All disbursements from the industrial and entertainment fund shall be used for purchases which exclusively benefit inmates. No disbursements are approved for items to be used for the benefit of an individual inmate, inmate group, or employees.

Informal Complaint

The first step of the inmate grievance procedure. An Informal Complaint Resolution Form (ICR) completed by an inmate upon which an inmate documents his/her complaint or concern. The completed form is then submitted to the appropriate institutional supervisor for investigation and response.

Inmate Grievance Procedure

According to Administrative Rule 5120-9-31, the process by which an inmate may present complaints related to any aspect of institutional life that directly and personally affects the grievant. This may include complaints regarding policies, procedures, conditions of confinement, or the actions of institutional staff.

Inmate Master Record

An accurate and complete record documenting the incarceration of each inmate consisting of the Record Office File and all Satellite Files.

Inmate Representative (Full Board Hearings)

A person selected by the inmate to represent him or her at a full board hearing or on Office Conference Day provided that (s)he is not under the jurisdiction of DRC or any other state, federal, or county jurisdiction.

Institution Records

Information concerning the inmate's delinquent or criminal, personal, and medical history and behavior and activities while in custody, including but not limited to commitment papers, court orders, detainers, personal property receipts, visitor lists, photographs, fingerprints, type of custody, disciplinary reports, work assignments, program participation, and miscellaneous correspondence.

Institution Separation

An order wherein two or more inmates are not assigned to general population in the same institution due to a concern for the safety and security of the institution, staff, and/or other inmates.

Institutional Sexual Assault Committee

(SAC)

A team of employees, appointed by the Warden, to evaluate and recommend a course of action for the inmate victim or potential victim of an attempted or completed sexual assault.

Intensive Outpatient Programs

(IOP)

Treatment services that are provided for a minimum of eight hours a week for a minimum of three days a week for program participants who reside in general population.

Intensive Program Prisons

(IPP)

A 90 day program focusing on education, training, work, substance abuse treatment, community service, conservation work, and/or other programs designed to provide intensive programming for eligible inmates in accordance with Ohio Revised Code 5120.032. Upon successful completion of this program, the inmate's sentence may be reduced to 90 days and the inmate will then serve a transitional type of detention followed by a release under post-release control sanctions or, in the alternative, will be placed immediately under post-release control sanctions.

Intensive Supervision

Requirement that an offender maintain frequent contact with a supervising officer while the offender seeks or maintains employment and participates in training, education and treatment programs.

Intermediate Transitional Detention Offender

An inmate who has satisfactorily completed the ninety 90 day imprisonment phase and is residing in a halfway house for thirty to sixty days.

Intervention In Lieu of Conviction

A period of supervision, as if the offender was subject to a community control sanction imposed under section 2929.15 through 2929.18 of the Ohio Revised Code.

Intra-County Transfers

Transfer between county probation departments and APA units in the same geographical area.

Intra-Unit Transfer

Transfers between APA staff in one unit or geographic location to other APA staff within the same unit.

J

Jail Time Credit

(JTC)

Jail time credit is given for the time an offender is in the jail prior to delivery into the custody of DRC. This includes sentences to jail or to a Community Based Correctional Facility.

Judicial Release

A form of release pursuant to ORC 2929.20 and effective, July 1, 1996. Judicial Release replaces Shock Probation. The offender must be serving a sentence of 5 years or less to be eligible for this type of release.

K

Kite

A written form of communication from an inmate to staff.

L

Local Control

(LC)

As designated in Ohio Administrative Rule 5120-9-13.1, a program placement for inmates if the warden determines after a RIB hearing that:

1. The inmate has demonstrated a chronic inability to adjust to the general population, or
2. The inmate's presence in the general population is likely to seriously disrupt the orderly operation of the institution.

Local control shall not exceed 180 days unless the prior written approval of the Director or designee has been obtained.

Local Control status shall be reviewed monthly by the Managing Officer, at which time the Managing Officer may decide to continue local control placement, release the inmate to general population or recommend a security review and/or institutional transfer which would result in a release from local control following the transfer.

Local Separation

An order wherein two or more inmates are not permitted to be assigned to the same living and/or work area, and are not permitted simultaneous involvement in the same recreational or leisure time activities to ensure they are not in close proximity with one another.

Lost Time

Pursuant to ORC 2967.15 lost time is the specific period of time during which an offender's period of supervision or prison term is tolled or not credited. Lost time can result from being declared a violator-at-large, violator in custody out-of-state, being unavailable for supervision, or other reasons. Lost time can modify an offender's end of stated term or close of supervision date.

M

Maximum Expiration Date

The last day of a period of incarceration or community supervision which signifies that the maximum sentence imposed by the Court has been served in its entirety.

Monitored Time

A sanction option pursuant to Ohio Revised Code 2929.17, which is that period of time an offender continues to be under the supervision of the sentencing Court or Parole Board subject to no conditions other than leading a law abiding life. Monitored time is applicable only to those offenders who commit offenses on or after July 1, 1996 or compact offenders.

N

Nexus (staff)

An employee, volunteer or contractor who has any contact and/or relationship (business or personal) with an inmate or offender who is currently under supervision of DRC.

NOTEC

A section in the Community Corrections Information System (CCIS) to record information regarding offenders' activity while under supervision.

Notice of Arrival

Written notice from the receiving state to the sending state confirming the date that an offender has reported to an officer in the receiving state or of an offender's failure to arrive.

Notice of Departure

Written notice from the sending state to the receiving state advising of an offender's date of departure from the sending state and expected arrival in the receiving state.

Notice of Findings of Release Violation Hearing

The DRC form #3326 prepared by the Parole Board Hearing Officer at the conclusion of a violation hearing, which contains a summary of the proceedings and findings and the specific rationale for the findings.

O

Offender Background Investigation

(OBI)

A confidential report, completed by Adult Parole Authority, after an offender is admitted to prison. This report contains details of the offense, criminal record, and social history.

Offender Conference Day

A designated day each month wherein offenders, families, and/or supporters are scheduled to meet with a Parole Board Member or other Parole Board staff to exchange information prior to an offender's release consideration hearing.

Offender Services Network

(OSN)

APA staff located in each region to provide direct services to offenders and facilitate linkages between community service providers, APA field staff and prison providers. Network staff consists of a regional services coordinator who supervises the chemical dependency specialist, sex offender specialist, psychologist and the reentry specialist.

OnBase

An enterprise content management system utilized by DRC for electronic document archival and retrieval. Access to OnBase is restricted to essential users only.

P

Panel Hearing

A hearing wherein an inmate personally appears before a Parole Board hearing panel at an institution or through video-conferencing for the purpose of reviewing and evaluating available information and determining whether to recommend release of the inmate to community supervision.

Pardon

The remission of penalty. Pardons may be granted after conviction and may be absolute and entire or partial, and may be granted upon conditions precedent or subsequent.

Parent Institution

The institution the inmate is assigned to after completing the reception process.

Parole

The release from confinement in any state penal or reformatory institution by the Adult Parole Authority 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 Adult Parole Authority in its published rules and official minutes. A parolee so released shall be supervised by the Adult Parole Authority. Legal custody of a parolee shall remain in the Department of Rehabilitation and Correction until a final release is granted, by the Adult Parole Authority, pursuant to Section 2967.16 of the Ohio Revised Code. The above applies to all persons who have committed felonies and were sentenced prior to July 01, 1996.

Parole Board

That section of the Adult Parole Authority created in Ohio Revised Code sections 5149.02 and 5149.10, whose duties include but are not limited to reviewing and evaluating offenders for parole and clemency consideration and imposing post-release control.

Parole Board Minutes

The official public record of the decisions of the Parole Board.

Parole On or After

(POA)

The earliest date upon which an inmate may be released on parole supervision. Given the individual requirements of each case, the actual release may be extended to a date after the POA Date.

Parole On or Before

(POB)

The latest date upon which an inmate shall be released from custody onto parole supervision. The Parole Board establishes this date whenever a parolee is held in custody for an alleged parole violation and is found not guilty of the violation, or whenever circumstances exist that render a Parole On or After date inappropriate.

Permanent Supportive Housing

A program funded by the Department of Rehabilitation and Correction to house and provide services to offenders released from prison who suffer from a disabling condition that impairs their ability to reside in independently and who are at risk of being homeless upon release.

Petition Process (Full Board Hearings)

A process by which a Parole Board member, hearing officer, or the Administrator of the Office of Victim Services may request that a full board hearing be conducted on a particular case being considered for release.

Physically Immobilizing Restraints

Any authorized means of restricting an inmate's ability to exercise free movement of the arms and legs, or which totally immobilizes the inmate and which the inmate is unable to remove without assistance. Physically immobilizing restraints shall include either four or five point restraints, except where other types of restraints are authorized. This definition shall not include the use of handcuffs, leg irons, or belly chains used during the transport or movement of inmates.

Placement

The approved residence plan of an eligible offender in the community.

Placement Investigation Request

(PIR)

A DOTS automated form listing verified information regarding an offender. It is used by DRC staff to initiate an investigation by field staff of release plans for offenders who are eligible to be released on parole, post release control, transitional control or IPP/Second Chance to Change.

Post Release Control

(PRC)

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

Post Release Control Term Reduction

A reduction by the Parole Board of an offender's term of post-release control upon the recommendation of the APA Field Services Section.

Post Release Control Violator Notification

Any time an offender under Post Release Control is indicted on a new felony offense, the local prosecutor's office will be notified in writing with the Prosecutor Notification form. The notification contains information regarding the time remaining on Post Release Control supervision.

Post Sentence Investigation

A report that is completed for the Court after an offender has been sentenced to a prison term. This report is completed when a Presentence Investigation was not completed. The format is the same as the Presentence Investigation. The purpose of this report is to assist the Court in determining whether or not to release an inmate. It is also to be completed before supervision begins, if a PSI was not completed.

Presentence Investigation

(PSI)

A confidential report, completed by the Adult Parole Authority or County Probation Department, on an offender that is provided to the Common Pleas Court to assist in sentencing recommendations. This report contains details of the offense, criminal record, social history, and a recommendation, pursuant to ORC 2951.03.

Prison Rape Elimination Act

(PREA)

Prison Rape Elimination Act of 2003 (PREA, P.L. 108-79). Federal legislation enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies.

Privilege Level A

A less restrictive privilege level, that inmates may be placed into by the privilege level review committee, with the Warden/Designee's approval, after a review of the inmate's status in security levels 4 or 5.

Privilege Level B

The most restrictive privilege level assigned to an inmate classified into security levels 4 or 5.

Probation

A period of supervision for a convicted offender (felony or misdemeanor) in lieu of prison/jail term for a specified length of time. The execution of the sentence is suspended and the defendant is placed under the supervision of the court. The period of supervision can be up to a period of five (5) years. Once placed on probation, the offender is expected to abide by the conditions the court imposed. The probation services can be one by either the Common Pleas Court probation department or by APA Field Services. The term probation applies to all persons placed on probation for felonies or misdemeanors committed prior to July 01, 1996, and all misdemeanors thereafter.

Projected Release Date

(PRD)

An action taken by the Parole Board to establish a future date of release not less than six months or more than ten years from the date of the hearing or Central Office Board Review (COBR) vote. Release on this date is based on the inmate complying with program and institution conduct requirements, and is approved after a file review is conducted prior to the release date.

Protective Control

(PC)

A housing unit or area segregated from general population for the purpose of protecting those inmates who face a significant and verified risk of harm from a specific person, other inmate, or group of inmates. The unit operations shall include programs and services comparable to those offered to general population inmates.

R

Record Office File

Active records maintained in the Records Office of institutions. Contents include confidential materials such as Pre-Sentence and Post-Sentence Investigations, FBI/BCI Rap Sheets, journal entries, notifications to judges and prosecutors, commitment papers, court orders, etc. These records are maintained in areas strictly restricted from inmates. Inactive records are files of inmates who have reached the Expiration of Definite Sentence, Expiration of Stated Term, Final Release, Administrative Release, Vacated Sentence, Maximum Expiration of Sentence or are deceased.

Reentry Accountability Plan

(RAP)

An individualized plan designed to identify and target the offender's risk and needs areas through appropriate programming. The RAP is comprised of the static risk assessment, the dynamic needs assessment and program participation. During the period the offender is under supervision in the community, the Reentry Accountability Plan shall be referenced when completing the Supervision Accountability Plan.

Reentry Management Team - Institution

(RMT)

A multi-disciplinary team that has primary responsibility for developing and/or monitoring the offender's Reentry Accountability Plan. The teams consist of those individuals by nature of their role, and have ongoing and direct contact with the offender, as well as those individuals who have intermittent contact, but have some capacity to influence an offender's progress on the Reentry Accountability Plan. This team may be combined with the Job Assignment Committee.

Reentry Mentor

A volunteer who is affiliated with a community organization that has partnered with the Ohio Department of Rehabilitation and Correction to assist the inmate in transitioning into the community.

Reentry Planning

A plan developed in conjunction with the inmate to assist with addressing the essential habilitation, programming, treatment and service needs of offenders incarcerated in Ohio's prisons and under the supervision of the Adult Parole Authority in compliance with Department Policies 02-REN-01, Prison Reentry Assessment and Planning, and 100-APA-13, Reentry Planning and Offender Classification.

Reentry Program

A planned, or purposeful correctional intervention aimed at changing an offender's behavior, values, and/or attitudes to reduce the likelihood of future recidivism. The Central Office Reentry Program Oversight Committee will identify reentry approved programs.

Religious Accommodation

A religious practice not addressed in other religious policies which has been authorized by the Department. Inmates requesting such changes must use the Request for Religious Accommodation (DRC4326).

Reporting Instructions

The orders given to an offender by a sending or receiving state directing the offender to report to a designated person or place, at a specific date and time in another state. Reporting instructions shall include person, place, date and time that the offender is directed to report.

Reprieve

The temporary suspension by the Governor of execution of a sentence or a prison term. The Governor may grant a reprieve without the consent of or against the will of the convict.

Residential Treatment Unit

(RTU)

A secure treatment environment within an institutional setting that has a structured clinical program for offenders with mental illness or offenders who are experiencing a crisis.

Risk Indicator

Historical, demographic and clinical factors shown in scientific and clinical literature to be related to violence and/or sexual offense recidivism.

Rules Infraction Board

(RIB)

Pursuant to Administrative Rule 5120-9-08, the Rules Infraction Board is a three-member panel appointed by the Managing Officer. The RIB panel has the authority to determine guilt and impose penalties for violations of the inmate rules of conduct.

S

Safe Cells

Designated cells within each institution for placement of offenders on watch status. Safe cells must allow clear visibility to all areas of the cell to allow continuous visual observation. These cells shall be suicide resistant and include: stainless steel fixtures, fine mesh screens or other Bureau of Mental Health Services (BOMHS) approved coverings over windows and vents with no exposed plumbing or other fixtures/objects from which a person could hang or otherwise harm him or herself. The cell door must contain a food/cuff port with locks and the cell outfitted with a BOMHS approved bed and/or suicide resistant mattress.

Safe Housing Environment

A housing environment for the victim or potential victim of an attempted or completed sexual assault, where the victim is accorded, to the extent possible, the same level of privileges they were entitled to immediately prior to the attempted or completed sexual assault.

SANCO Order

The form generated through Department Offender Tracking System that is used to document prison sanction time available for Post Release Control (PRC) offenders.

Sanction

Any penalty imposed on an offender who is found guilty of an offense or violation of conditions of supervision. Sanction includes any sanction imposed pursuant to any provision of Sections 2929.14 to 2929.18 of the Revised Code.

Security Control

(SC)

A form of administrative isolation that is used to house an inmate when: 1. Needed to facilitate an investigation prior to the issuance of a conduct report or other administrative action, criminal prosecution; 2. Pending a hearing before the rules infraction board (RIB); a. When the inmate poses a threat or danger to himself or others, to institutional property, or to the security of the institution or; b. When the inmate poses a threat of disruption to the orderly operation of the institution. 3. Pending transfer to another institution; a. When the inmate poses a threat or danger to himself or others, to institutional property, or to the security of the institution; and/or, b. When the inmate poses a threat of disruption to the orderly operation of the institution or; c. The inmate's security level is incompatible with the security level of the general population. 4. As a temporary housing assignment for inmates to facilitate an inmate's appearance in judicial or administrative proceedings.

Security Level

A system used to classify inmates by risk level. Security levels include: Security Level 1A, 1B, 2, 3, 4A, 4B, 5A, 5B.

Security Level 1A

The lowest security level in the classification system. Inmates classed as Level 1 have the most privileges allowed. Inmates in Level 1 who meet criteria specified in DRC Policy 53-CLS-03, Community Release Approval Process, may be eligible to work off the grounds of a correctional institution. Level 1A inmates may be housed at a correctional camp with or without a perimeter fence and may work outside the fence under periodic supervision. Level 1A replaces the classification previously known as "Minimum 1 Security."

Security Level 1B

The second lowest level in the classification system. Level 1B inmates may be housed at a correctional camp with a perimeter fence and may work outside of the fence under intermittent supervision. However, Level 1B inmates who are sex offenders are not permitted to work or house outside of a perimeter fence. Level 1B inmates may not work off the grounds of the correctional institution. Level 1B replaces the classification previously known as “Minimum 2 Security.”

Security Level 2

A security level for inmates who are deemed in need of more supervision than Level 1 inmates, but less than Level 3 inmates. Level 2 replaces the classification previously known as “Medium Security.”

Security Level 3

This is the security level that is the next degree higher than Level 2, and requires more security/supervision than Level 2, but less than Level 4. Level 3 replaces the classification previously known as “Close Security.”

Security Level 4

This is the security level that is the next degree higher than Level 3, and requires more security/supervision than Level 3, but less than Level 5. It is the security level for inmates whose security classification score at the time of placement indicates a need for very high security. It is also a classification for those who are involved in, but not leading others to commit violent, disruptive, predatory or riotous actions, and/or a threat to the security of the institution as set forth in the Level 4 criteria set forth in paragraph VI.E., below. Level 4 replaces the classification previously known as “Maximum Security.”

Security Level 5

A security level for inmates who commit or lead others to commit violent, disruptive, predatory, riotous actions, or who otherwise pose a serious threat to the security of the institution as set forth in the established Level 5 criteria. Level 5 replaces the classification previously known as “High Maximum Security.”

Security Staff

Those individuals whose job title is within the Department of Administrative Services job classification specification series 4653. These job titles include Correction Officer, Correction Sergeant/Counselor, Correction Lieutenant, Correction Captain and Correction Major.

Sentencing Enhancement

ORC 2929.141 allows the sentencing judge to add a consecutive judicially imposed prison sentence for a violation, when also imposing a prison sentence for a new felony.

Separation Order

An order or decision that is designed to maintain a specific restriction on an inmate’s potential for being in close proximity to another inmate.

Sex Offender

An inmate with a documented commission and/or conviction of a sex or sexually oriented offense as defined under section 2950.01 of the Ohio Revised Code.

Sex Offender - Tier I

An offender who has committed certain sexually oriented offenses, resulting in the lowest level of registration and notification obligations. Tier I sex offenders must register with the County Sheriff once annually for a period of 15 years. In addition, they must register any change of residential address, place of employment, or enrollment in a school or institution of higher education.

Sex Offender - Tier II

An offender who has committed certain sexually oriented offenses, resulting in the next highest level of registration and notification obligations. Tier II sex offenders must register with the County Sheriff every 180 days for a period of 25 years. In addition, they must register any change of residential address, place of employment, or enrollment in a school or institution of higher education. For these type of offenders, there may or may not be community notification, depending on Court designation.

Sex Offender - Tier III

An offender who has committed certain sexually oriented offenses, resulting in the highest level of registration and notification obligations. Tier III sex offenders must register with the County Sheriff every 90 days for life. In addition, they must register any change of residential address, place of employment, or enrollment in a school or institution of higher education. Tier III sex offenders may also be subject to community notification, which means upon a change of residential address, the County Sheriff will provide notice to a neighborhood within 1000 feet of the sex offender's residential address. The County Sheriff will also provide notice to schools, registered day-care providers, and law enforcement agencies within the county.

Sex Offender Risk Reduction Center (SORRC)

A unit at the Madison Correctional Institution (MACI) that provides assessment services and a regimen of basic sex offender education. Sex offenders maintain their reception status while at SORRC.

Sexual Predator

An individual who has been convicted or has pled guilty to a sexually oriented offense, and has been determined by the court as likely to engage in one or more sexually oriented offenses in the future for the purpose of registration and community notification.

Shock Parole

A release consideration for those inmates meeting the eligibility criteria provided in the Ohio Revised Code Section 2967.31 on Shock Parole and/or Administrative Rule 5120:1-1-06 on Shock Parole.

Slate

A notice of individuals recently arrested and residing in some type of detention facility operated by law enforcement agents other than the Department of Rehabilitation and Correction. This may also be referred to as "booking".

Social Services Management Model

A centralized social services unit management model for the delivery of programs, activities, tasks and services to inmates. Offices may be located in or out of the unit depending upon staff resources, degree of centralization, inmate population and operational needs.

Special Conditions of Supervision

Special and specific conditions for individual offenders, with which they must comply, that are related to the previous offense pattern and the probability of further serious law violations by the individual offender. Special conditions may be imposed by the court, by the Parole Board or by the Field Services Section of the APA.

Special Incident

An incident that seriously threatens the health, safety and/or security of a person or facility. Examples of special incidents include but are not limited to:

1. Escapes, escape plans, walkaways, escape attempts and erroneous releases;
 2. Death of an employee or offender;
 3. Major Disturbances – A disruption to the orderly operation of the facility that causes a risk of serious physical harm to persons or a risk of serious physical harm to employees in attempting to restore order.
 4. Power outages;
 5. Staff or inmate/offender assaults;
 6. Self-injurious behavior;
 7. Life threatening injuries to offenders, employees, volunteers or contractors;
 8. Major property loss or damage;
 9. Loss of/or missing Class A tools, equipment or keys;
 10. Major contraband (i.e. drugs, cell phones, weapons, etc.)
 11. Firearms drawn or pointed
 12. Other incidents that will likely have external ramifications and/or media interest.
-

Special Needs Offender

An offender whose mental and/or physical condition requires special handling and treatment by staff. Special needs offenders include, but are not limited to drug or alcohol addicts or abusers, the emotionally disturbed, mentally retarded, seriously mentally ill, physically handicapped, chronically ill, and the disabled, infirmed or aged.

Special Response Team

(SRT)

An institution team trained to respond to a critical incident using special tactical and control techniques to resolve the situation and support special security operations necessary to manage disruptive inmates.

Special Tactics And Response Team

(STAR)

A team trained to respond to a critical incident using special tactical techniques to resolve the situation and support special security operations necessary to manage disruptive inmates.

Staffing

The process in which information is shared between the supervising officer, the supervisor/designee, or any other authorized representative of DRC to ensure appropriate supervision of the offender and/or report preparation.

Static Risk Assessment

An assessment conducted on all offenders serving 91 days or more to measure their risk of reoffending. The assessment is based on six static risk factors that include prior convictions, prior commitments, recent commitment free period, prior probation/parole revocations, the age of the offender, and the probation/parole/confinement/ escape status. (Criminal History/Risk Score DRC 3153) The static risk assessment score ranges from 0-8. Higher scores indicate a higher risk of re-offending. Those offenders who score a 5 or less shall be referred to as reentry basic cases. Those offenders scoring a 6 or higher shall be referred to as reentry intensive cases.

Static-99

An actuarial measure that incorporates ten empirically derived risk factors that assess the likelihood that an offender will sexually and/or violently re-offend. The recidivism estimate provided by the Static-99 are group estimates based on re-conviction.

Stay

A court-ordered suspension or postponement of a legal execution.

Suicide Attempt

A conscious, deliberate, self-injurious act intended to take one's own life/commit suicide with non-fatal outcomes which may include, but are not limited to, injury by jumping, asphyxiation, laceration, overdose, hanging, drowning, injury by firearm, and poisoning. A determination of the act is the responsibility of the institution's mental health manager/administrator.

Supervising Authority

The entity designated to provide supervision to offenders.

Supervision Accountability Plan

(SAP)

An individualized plan for an offender's supervision designed to identify and target the offender's risk and need areas through appropriate monitoring and programming. The SAP is comprised of the criminal history/risk score, the dynamic needs assessment, and program participation.

Supervision Term

The maximum period of time an offender remains under the control and/or supervision of the Adult Parole Authority.

Synchronization

The process of a Parole Officer connecting to the DRC server via data line, wireless, or dial-up to ensure all offender information is exchanged and backed up to the DRC information system.

T

Toll

To suspend or stop temporarily. Thus to “toll time” means to stop counting against an offender’s sentence.

Transitional Control

(TC)

Inmates 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 in accordance with section 2967.26 of the Ohio Revised Code.

U

Unauthorized Relationships

A relationship with any individual under the supervision of the Department of Rehabilitation and Correction and in the case of an APA employee, a relationship with any individual under the supervision of any criminal justice agency, which has not been approved by the Managing Officer in writing.

Unit Management

A decentralized management system that sub-divides an institution into units in order to improve security and the delivery of correctional services. The unit management system has several basic requirements: 1. Inmates are housed in the same unit for a major portion of their confinement; however, an exception to this may be participation in a residential program or a transfer due to placement in segregation. 2. Inmates assigned to a unit work in close relationship with a multi-disciplinary team of staff who are regularly assigned to the unit and whose offices are located within the unit or in a centralized area accessible to inmates.

V

Victim

A person who has been directly affected or who has suffered from an act committed by an offender.

Victim Advocate

A staff member of the Office of Victim Services whose job is to assist victims of offenders under the jurisdiction of DRC.

Victim Conference Day

A day scheduled and set aside for the sole purpose of allowing victims or victim representatives to have a conference with a representative of the Parole Board.

Victim Information and Notification Everyday

(VINE)

An automated victim notification system providing offender status information on offenders confined in local jails or state correctional facilities.

Victim Representative

A member of the victim's family or another person who, pursuant to the authority of ORC §2930.02, exercises the rights of a victim.

Violation Behavior

Conduct by an offender during the period of Adult Parole Authority supervision that is a violation of the conditions of release.

Violation Hearing

An administrative hearing conducted by a representative(s) of the Parole Board or designee of the Chief of the Adult Parole Authority to determine whether an offender has violated one or more of the conditions of release and, if so, the specific sanction that should be imposed upon the offender.

Violator

An offender that has been declared to be in violation of any of the conditions or rules of DRC or sanctions imposed by the Department and the determination of which has been made by the APA and documented in its records or reports.

Violator At Large

(VAL)

Pursuant to Ohio Revised Code 2967.15, a person who is a parolee or releasee, who is under transitional control, or who is under another form of authorized release under the supervision of the adult parole authority that absconds from supervision.

Y

Youthful Offender

Offenders between the ages of 14 and 18, male or female, who have pled or been found guilty of felony level offense(s), and who have been bound over and remanded to the custody of the Department of Rehabilitation and Correction.
