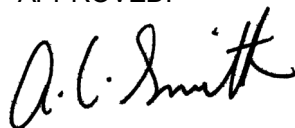




Department of
Rehabilitation & Correction

SUBJECT: Local Policies	PAGE <u> 1 </u> OF <u> 5 </u> NUMBER: 01-COM-14
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 01-COM-14 dated 10/23/2017
RELATED ACA STANDARDS:	EFFECTIVE DATE: May 2, 2022
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish a coordinated system for the drafting, review, and dissemination of written local policies. Guidelines shall be set for the development and revision process to ensure input from appropriate stakeholders.

III. APPLICABILITY

This policy applies to persons employed by the Ohio Department of Rehabilitation and Correction (ODRC), contractors providing a service to the ODRC, incarcerated individuals, interns, and volunteers.

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the policies page on the ODRC Intranet at the following:

[Definitions Link](#)

- **Drafter**
- **Local Policy**
- **ODRC Policy**
- **Policy Administrator**
- **Stakeholder**
- **Subject Matter Experts (SME)**

V. POLICY

It is the policy of the ODRC to develop and maintain current and meaningful local policies. Local policies shall assist in ensuring compliance with agency directives, professional standards, legal requirements, settlement agreements or consent decrees, and/or any requirements or guidelines mandated by an external agency.

VI. PROCEDURES**A. Responsibility**

1. A list of local policies required by ODRC policy, American Correctional Association (ACA) standards, or other directives shall be developed and maintained on the Bureau of Operational Compliance (BOC) Intranet site. The policy administrator shall be responsible for updating the list as warranted.
2. The managing officer shall have the discretion for development of local policies in addition to the required policies based on facility need; however, all additional policies must follow the requirements for local policies depicted below. Local policies cannot minimize requirements of related ODRC policies or Administrative Regulations. In addition to the list of required Local Policies posted on the BOC intranet site, it is the responsibility of the managing officer to ensure all plans, programs, and procedures required by other ODRC policies, American Correctional Association (ACA) standards, and Administrative Regulations are developed and maintained.
3. The operational compliance manager (OCM) shall be responsible for overseeing the local policy process.

B. Local Policy Review and Revision

1. All local policies shall be reviewed annually. It is recommended this review is completed during the ACA documentation collection period. However, at any time during the year, employees may provide input concerning local policies by contacting the OCM.
2. On or about the first business day of the ACA documentation collection period (or other review period as determined by the managing officer), the OCM shall distribute all local policies to the subject matter experts (SME) for review to determine if a revision is necessary. A Local Policy Review (DRC1360) shall be attached to the policy.
3. The SME shall have approximately fourteen (14) calendar days following receipt of the policy to consider and take action on the policy. The OCM must be notified and grant approval for any extension to this deadline.
4. After review of the policy, if the SME determines no revision is necessary, the SME shall complete the Local Policy Review (DRC1360) and forward to the OCM for processing.
5. In the event the SME determines revisions are needed, they shall prepare a draft revision of the policy by making notations on the policy and forwarding the draft to the OCM along with the Local Policy Review (DRC1360).
6. The drafter is responsible for carefully proofreading the proposed draft policy prior to submission for applicability, conciseness, clarity, punctuation, and grammar. In addition, the drafter is responsible for reviewing the entire policy for accuracy, not just the revised sections.

7. A Local Policy Review (DRC1360) shall be completed for all policy revisions. The Local Policy Review (DRC1360) shall be completed in its entirety showing the revision made to the policy, the factors supporting the revision, and the anticipated impact on institutional operations.
8. Local Policy Review
 - a. Upon receipt of a proposed policy and the corresponding Local Policy Review (DRC1360), the OCM shall determine the appropriate stakeholders and coordinate a policy review meeting on the draft policy if warranted. The purpose of this meeting shall be to consider the proposed revision and its impact on overall institutional operations. Unless extenuating circumstances exist, attendance at the policy review meeting by the SME or a designee is required.
 - b. The managing officer/designee is responsible for ensuring all affected staff has the opportunity to provide feedback on the proposed policy draft before the policy is finalized.

C. Local Policy Format and Numbering

1. Following the review and stakeholder input, the SME or OCM shall make the changes to the Word version of the policy. All policies shall be prepared on the approved Local Policy Template (DRC1356). If the previous policy was developed in an outdated format, the SME or OCM is responsible for transitioning the policy into the current, approved format.
2. All Local Policies must be numbered in the following manner and must be implemented during the annual review period following the effective date of this policy. Refer to Appendix A for specific details.
 - a. Local Policies shall be numbered using references to the ACA Standards Manual and a sequential number representing the number of policies on this subject in this section. For example: 01A-01
 - i. The “01A” represents the Chapter/Section of the ACA Standards Manual.
 - ii. The “01” designates the number of institutional policies on this subject in this section.
 - b. It is the responsibility of the OCM to determine the most appropriate Chapter/Section of the ACA Standards Manual.
 - c. Franklin Medical Center (FMC) local policies shall be numbered using references to the ACA Health Care Standards Manual.

D. Approval and Implementation

1. When a final version of the policy is complete, it shall be submitted to the managing officer for approval and signature.

2. Upon approval of the policy, the OCM shall assign an effective date.
3. The OCM shall facilitate posting the new or revised policy on the facility intranet and shall disseminate notice of such to all institution staff, contractors, interns, volunteers, and incarcerated individuals when appropriate.

E. Rescinding Policies

1. In the event a Local Policy is no longer needed or otherwise should be rescinded, the managing officer/designee shall complete a Local Policy Review form (DRC1360) providing a brief explanation as to the reason the policy should be rescinded. The managing officer shall then consider the request and the impact that rescinding the policy would have on the facility.
2. If it is determined appropriate to rescind the policy, the managing officer shall note such approval on the Local Policy Review (DRC1360). If approved, the policy shall be rescinded and notice provided consistent with this policy.

F. Policy Maintenance

1. The OCM shall initiate and track the annual review of all local policies. The OCM shall be responsible for maintaining a copy of all local policies with a corresponding index. The index shall identify which Local Policies are required.
2. Old and rescinded versions of policies must be kept in accordance with the Department Record Retention Schedule which can be found on the ODRC Intranet under the Legal Services section.

[Record Retention Schedule Link](#)

G. Non-Routine Policy Revisions

In the event of a non-routine situation, the OCM shall have the ability to coordinate an immediate policy revision outside of the annual review schedule using an abbreviated version of the policy process. This type of revision shall be extremely limited to only valid, urgent situations and only after the OCM met with and received authorization from the managing officer to proceed with the revision.

H. Security Policies and Policy Access

Local policies are public information and shall be made available upon request. The only exception to public access is the security related policies which are not public information and shall be kept confidential. Local policies related to the ODRC policy 310 series shall be developed, reviewed, and maintained at the discretion of the managing officer and are not required to follow the above procedures; however, they must be in compliance with their specific review requirements. The OCM is responsible for meeting with the appropriate deputy warden and/or the security chief to ensure all 310 related local policies are annually reviewed and approved by the managing officer.

I. Adult Parole Authority, Corrections Training Academy, and Ohio Penal Industries Local Policies

Local policies specific to the Adult Parole Authority (APA), Corrections Training Academy (CTA), and the Ohio Penal Industries (OPI) located on McKinley Avenue are exempt from the local policy review and revision process. The managing officer may develop their own policy review process; however, they must be converted to the Local Policy Template (DRC1356) during their next revision and must adhere to annual review, security policy access, and retention requirements.

Attachments:

Appendix A	Local Policy Numbering System
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Referenced Forms:

Local Policy Template	DRC1356
Local Policy Review Form	DRC1360

Local Policy Numbering System

A: The number which designates the Chapter and Section of the ACA manual.	B: Hyphen (-) followed by a number which designates the number of procedures on this subject in this section
01- Part One: Administration & Management	
A - Facility Administration / 5-ACI-1A-01 thru 1A-24 B - Fiscal Management / 5-ACI-1B-01 thru 1B-24 C - Personnel / 5-ACI-1C-01 thru 1C-25 D - Training and Staff Dev. / 5-ACI-1D-01 thru 1D-22 E - Case Records / 5-ACI-1E-01 thru 1E-05 F - Info. Systems and Research / 5-ACI-1F-01 thru 1F-18 G - Citizen Involvement and Volunteers / 5-ACI-1G-01 thru 1G-07	01, 02, 03 ...
02- Part Two: Physical Plant	
A - Building & Safety Codes / 5-ACI-2A-01 thru 2A-03 B - Size, Organization, & Location / 5-ACI-2B-01 thru 2B-04 C - Inmate Housing / 5-ACI-2C-01 thru 2C-13 D - Environmental Conditions / 5-ACI-2D-01 thru 2D-10 E - Programs & Service Areas / 5-ACI-2E-01 thru 2E-12 F - Administrative & Staff Areas / 5-ACI-2F-01 thru 2F-03 G - Security / 5-ACI-2G-01 thru 2G-03	01, 02, 03 ...
03 - Part Three: Institutional Operations	
A - Security & Control / 5-ACI-3A-01 thru 3A-45 B - Safety & Emergency / 5-ACI-3B-01 thru 3B-16 C - Rules & Discipline / 5-ACI-3C-01 thru 3C-23 D - Inmate Rights / 5-ACI-3D-01 thru 3D-19	01, 02, 03 ...
04 - Part Four: Special Management and RH	
A - Special Management / 5-ACI-4A-01 thru 4A-27 B - Restrictive Housing / 5-ACI-4B-01 thru 4B-34	
05 - Part Five: Institutional Services	
A - Reception & Orient / 5-ACI-5A-01 thru 5A-08 B - Classification / 5-ACI-5B-01 thru 5B-19	01, 02, 03 ...

	<p>C - Food Service / 5-ACI-5C-01 thru 5C-16 D- Sanitation & Hygiene / 5-ACI-5D-01 thru 5D-15 E -Social Services / 5-ACI-5E-01 thru 5E-15 F - Reentry / 5-ACI-5F-01 thru 5F-08</p>	
06 – Part Six: Health Care		
	<p>A – Access to Services / 5-ACI-6A-01 thru 6A-44 B – Staff Training / 5-ACI-6B-01 thru 6B-13 C - Offender Treatment / 5-ACI-6C-01 thru 6C-16 D - Performance Improvement / 5-ACI-6D-01 thru 6D-10 E - Safety, Sanitation, and Offender Hygiene / 5-ACI-6E-01 thru 6E-05</p>	01, 02, 03...
07 - Part Seven: Inmate Programs		
	<p>A - Work & Industries / 5-ACI-7A-01 thru 7A-15 B – Academic & Vocational Education / 5-ACI-7B-01 thru 7B-15 C – Recreation & Activities / 5-ACI-7C-01 thru 7C-06 D - Mail, Telephone, Visit / 5-ACI-7D-01 thru 7D-22 E - Library / 5-ACI-7E-01 thru 7E-07 F - Religious Programs / 5-ACI-7F-01 thru 7F-08</p>	01, 02, 03 ...