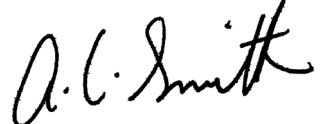




Department of
Rehabilitation & Correction

SUBJECT: APA Administrative Review of Parole/Post Release Control Cases	PAGE <u> 1 </u> OF <u> 2 </u>
	NUMBER: 100-APA-04
RULE/CODE REFERENCE: ORC 149.43, 5120.01, 5120.21 (F)	SUPERSEDES: 100-APA-04 dated 02/28/2017
RELATED ACA STANDARDS:	EFFECTIVE DATE: November 30, 2020
	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 set forth procedures for after action analysis when an offender under supervision in the community is alleged to have committed a homicide or sexual assault or at the Director or deputy director of the Division of Parole and Community Services (DPCS) discretion.

III. APPLICABILITY

This policy applies to all employees of the Adult Parole Authority (APA).

IV. DEFINITIONS

Administrative Review - An internal review of an offender's supervision history due to a homicide or sexual assault allegations during the supervision of the offender or at Director or deputy director of DPCS discretion. The review will include information on the placement plan, compliance with special conditions, violation behaviors and corresponding sanctions imposed, violator at-large status, contact standards compliance and any other relevant information. The review will also include recommendations and actions to be taken. Reviews conducted for individuals under parole supervision shall include the rationale for release.

Field Officer Tablet - 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.

Public Record - Records kept by the ODRC unless exempted or excepted from public disclosure by any state or federal statutes or administrative codes, or other legally binding authorities.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to conduct an administrative review when an offender under Adult Parole Authority (APA) supervision is alleged to have committed a homicide or sexual assault, or at the discretion of the Director or the deputy director of the Division of Parole and Community Services (DPCS).

VI. PROCEDURES**A. Initial Reporting**

When an incident occurs in the community involving an offender under supervision, it shall be immediately reported pursuant to ODRC Policy 01-COM-08, Incident Reporting and Notification.

B. Assignment of Administrative Review

After reporting an incident that requires an administrative review, the regional administrator/designee shall immediately assign the administrative review to an exempt staff person within the region who is not involved in the direct supervision of the offender.

C. Reports and Time Requirements

The administrative review shall be completed within three (3) business days of assignment on the Administrative Review form (DRC-3405 E). The report will be sent to the APA superintendent for review and recommendations for any actions to be taken. After a review by the APA superintendent, the report will be sent to the deputy director of DPCS for final approval.

D. Public Information

The administrative review is part of the offender's file and is not a public record pursuant to ORC 5120.21 (F).

Referenced ODRC Policies:

01-COM-08 Incident Reporting and Notification

Related Department Forms:

Administrative Review DRC-3405 E