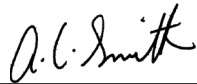




Department of
Rehabilitation & Correction

SUBJECT: APA Initial Interview with the Offender	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 100-APA-15
RULE/CODE REFERENCE: ORC 2909.15, 2929.16, 2929.17, 2929.18, 2929.20, 2950.03, 2950.04, 2967.15, 5120.01	SUPERSEDES: 100-APA15 dated 03/26/2018
RELATED ACA STANDARDS: 4-APPFS-2A-04, 08, 09, 15; 2G-02	EFFECTIVE DATE: February 1, 2021
	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 the requirements for the initial interview between an Adult Parole Authority (APA) parole officer and the offender.

III. APPLICABILITY

This policy applies to all employees of the APA and to all the offenders under its jurisdiction.

IV. DEFINITIONS

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

<http://intra/policies/pagecontent/files/Policy%20Definition%20Spreadsheet%20-%20Intranet%202021.pdf>

Business Days
Calendar Days
Community Control
Conditions of Supervision
Detainer
Field Officer Tablet (FOT)
Grievance
Interstate Compact
Judicial Release
Monitored Time
Parole
Post Release Control (PRC)
Post Release Control Sanction

**Probation
Sex Offender
Special Conditions of Supervision
Unauthorized Relationships**

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) that a parole officer shall conduct an initial interview with an offender no later than three business days after the offender is released from prison under a term of parole or post release control (PRC), unless the offender has been released to a detainer, in which case the officer shall conduct the initial interview upon the offender's availability. Offenders who have been designated as high or very high risk per their most recent risk assessment shall be instructed to contact their supervising officer within twenty-four (24) hours of release from prison for further reporting instructions. For any court related supervision or incoming compact offenders, the initial interview shall be conducted within three business days of the Adult Parole Authority (APA) assuming supervision or offender's availability.

VI. PROCEDURES

A. Initial Interview

1. The initial meeting and interview between the parole officer and the offender shall:
 - a. Document that the offender reported as instructed in the parole officer's field officer tablet (FOT). The offender's placement address shall be documented in the FOT. If the offender has not arranged suitable placement, the parole officer shall refer the offender to appropriate community resources.
 - b. Provide the parole officer's contact information.
 - c. Review the Conditions of Supervision (DRC3019) with the offender and any imposed sanctions/special conditions. Explain the parole officer's role during the offender's supervision to include assisting the offender and monitoring compliance. Discuss the importance of supervision compliance and possible consequences for violation behavior. Provide the offender with a copy of the conditions of supervision and any imposed sanctions/special conditions. The offender shall acknowledge receipt of notification and understanding of his/her conditions/sanctions with their signature.
 - d. Explain the APA offender grievance process pursuant to ODRC Policy 100-APA-17, Offender Grievance Procedure. The offender shall acknowledge his/her understanding of this process with their signature on the APA Grievance Procedure (DRC3218).
 - e. Advise the offender that unauthorized relationships with ODRC employees are prohibited and instruct the offender of the procedure for reporting unauthorized relationships pursuant to ODRC Policy 31-SEM-07, Unauthorized Relationships.

- f. Advise the offender of local felony registration laws and, if appropriate, verify the offender has complied with the sex offender registration requirements under Ohio Revised Code and ODRC Policy 103-SPS-02, Sex Offender Supervision.
 - g. Pursuant to ORC section 2909.15, the APA staff shall verify an offender's arson registration status within ten calendar days of release with the local sheriff's office.
 - h. Have the offender sign the Authorization to Disclose/Release Information to Offender Risk Assessment System and Grant Open Access to Institutional Summary Reports (DRC1273), if needed.
 - i. The parole officer shall review the financial obligations of the offender, if available, which may include restitution, child support, fines, and monthly supervision fee pursuant to ODRC Policy 100-APA-06, Financial Obligation of Offenders.
 - j. If the offender is receiving services from a treatment provider (e.g., substance abuse treatment, sex offender treatment, mental health services, etc.), have the offender sign the Request for Information (DRC3008), as needed, to obtain information during his/her supervision.
2. The initial interview with the offender may include a supportive family member or significant other who is willing to participate in the interview between the offender and their parole officer. The parole officer shall explain to the family member the offender's responsibilities while under supervision and encourage the continued participation of family members throughout the offender's supervision term.

B. Monitored Time

In the case of an offender sanctioned to monitored time directly from the court or the institution, the parole officer shall verify that the offender has signed the Monitored Time Conditions of Supervision (DRC3251). Refer to ODRC Policy 100-APA-19, Monitored Time, for additional guidance regarding initial contact requirements.

Referenced ODRC Policies:

31-SEM-07 Unauthorized Relationships
 100-APA-06 Financial Obligation of Offenders
 100-APA-17 Offender Grievance Procedure
 100-APA-19 Monitored Time
 103-SPS-02 Sex Offender Supervision

Related Department Forms:

Authorization to Disclose/Release Information to Offender Risk Assessment System and Grant Open Access to Institutional Summary Reports	DRC1273
Request for Information	DRC3008
Conditions of Supervision	DRC3019
APA Grievance Procedure	DRC3218
Monitored Time Conditions of Supervision	DRC3251