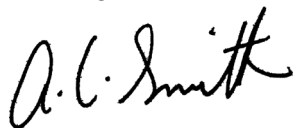




Department of
Rehabilitation & Correction

SUBJECT: APA Offender Transfers	PAGE <u> 1 </u> OF <u> 5 </u>
	NUMBER: 100-APA-21
RULE/CODE REFERENCE: ORC 2929.15, 2967.28, 5120.01	SUPERSEDES: 100-APA-21 dated 04/06/2020
RELATED ACA STANDARDS: 4-APPFS-1B-09	EFFECTIVE DATE: July 15, 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 conditions governing the transfer of offenders under the supervision of the Adult Parole Authority (APA) between officers, units, county departments, and/or geographical areas within the State of Ohio.

III. APPLICABILITY

This policy applies to all employees of the Division of Parole and Community Services (DPCS) and to all 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:

[Definitions Link](#)

- **Business Days**
- **Case Plan (Adult Parole Authority)**
- **Community Based Correctional Facility (CBCF)**
- **Community Control**
- **Community Corrections Information System (CCIS)**
- **Community Residential Centers (ComRC)**
- **Field Officer Tablet (FOT)**
- **Gateway Portal**
- **Geographical Location**
- **Halfway House**
- **Interstate Compact**
- **Inter-Unit Transfer**

- **Intra-Unit Transfers**
- **NOTEC**
- **Ohio Risk Assessment System (ORAS)**
- **Parole**
- **Parole Board**
- **Placement**
- **Post Release Control (PRC)**
- **Probation**
- **Reporting Instructions**
- **Sanction**
- **Sex Offender**
- **Synchronization**

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) that offenders under the supervision of the Adult Parole Authority (APA) may be transferred for supervision when it is determined that such transfer does not jeopardize public safety, is necessary to balance workloads, would be in the offender's best interest, or the offender has an approved residence, employment, or community program in the proposed area.

VI. PROCEDURES

The transfer process ensures the continuous supervision of offenders and monitoring of conditions and/or sanctions with minimal disruption. An offender's case shall not be transferred if compliance with court or parole board conditions and/or sanctions are impossible to complete in the new area. An offender's case shall not be transferred if it is determined that a member of the public would be placed at greater risk due to the transfer.

A. Intra/ Inter-Unit Transfers

1. Workload Equalization

- a. The unit supervisor shall determine when a transfer of offenders is necessary to maintain a workload balance. When such determination is made, the transferring officer shall:
 - i. Provide current field officer records, assessments, and all related documents to the receiving officer.
 - ii. Review the case with the receiving officer.
 - iii. Continue contact with offenders until the receiving officer makes contact.
- b. The receiving officer shall:
 - i. Ensure all appropriate case file materials have been received.
 - ii. Review the case for continuity of supervision.
 - iii. Conduct a face-to-face meeting with the offender, establish a reporting schedule, review the case plan and any imposed sanctions.

2. Geographic Transfers
 - a. When the offender does not reside within the geographic area of the assigned officer, but has suitable residence, employment and/or community program in the new area, the transferring officer shall:
 - i. Document the new address and telephone number.
 - ii. Staff the case with the unit supervisor/designee prior to the transfer.
 - iii. Review and update the case plan prior to submitting a transfer investigation request.
 - iv. Post Release Control (PRC) offenders shall have available prison sanction time documented on the Transfer Investigation form (DRC3464).
 - v. When appropriate, issue a travel permit pursuant to ODRC Policy 100-APA-07, Offender Travel Permits, with reporting instructions to the offender.
 - vi. Submit a Transfer Investigation Request (DRC3464) within (10) ten business days with all appropriate case file materials to the receiving officer/unit.
 - vii. Contact with the offender must continue until the receiving officer makes contact.
 - b. The receiving officer shall:
 - i. Verify the offender's residence, employment and/or community program.
 - ii. Complete a transfer acceptance or rejection within fifteen (15) business days of assignment.
 - iii. When appropriate, review the case plan and any imposed sanctions.
 - iv. Staff rejections with the unit supervisor/designee.
 - v. Assume primary ownership of the case in ORAS.
 - c. The transferring officer shall:
 - i. Re-assume supervision of the case if rejected.
 - ii. Staff rejection with unit supervisor/designee.
3. Offenders shall remain in the originating jurisdiction until a transfer acceptance is received. If special circumstances exist and the offender must proceed prior to acceptance and the offender is a sex offender, a travel permit with reporting instructions shall be provided to the offender. Any approval to travel prior to receiving a transfer acceptance, must be approved by the unit supervisor/designee.
4. Pending criminal charges shall not be the basis for rejecting a transfer of supervision. These cases shall be staffed with the unit supervisor/designee who shall determine which officer(s) shall be responsible for reports and follow-up on the criminal charges.
5. The transferring officer shall maintain the case for statistical purposes until the receiving officer accepts the case.
6. On probation/community control cases, the supervising unit shall be responsible for providing the originating unit with appropriate copies of case file material and assessment reports that cannot be accessed electronically.

7. When an offender is serving a local sentence in a jail, Community Based Correctional Facility (CBCF), or a nursing home outside the area covered by their assigned officer, the case does not need to be transferred, except for very high parole offenders placed in a CBCF and sex offenders in a nursing home, group home, or similar facility.
8. If a transfer investigation request is submitted on a sex offender, the sex offender specialist/designee from the sending region shall contact the sex offender specialist/designee in the receiving region and discuss the case.

B. Interstate Transfer of Cases

Refer to ODRC Policy 103-SPS-01, Interstate Compact for Probation and Parole.

C. Transfer to Residential Centers (HWH, CRC, CTHP)/Temporary Housing

When an offender is accepted into a residential center or temporary housing, the following shall occur:

1. An Intra or Inter unit transfer header must be completed by the receiving unit. All necessary paperwork that is not stored electronically (unit and parole board sanctions) shall be provided to the residential center and receiving unit.
2. The sending unit shall inform the receiving unit about the offender's plans for arriving to the residential center or temporary housing.
3. Within five (5) business days of receipt of the case material, the receiving unit shall accept supervision of the case. The sending unit shall close interest in the case.
4. It is the sending unit's responsibility to provide any additional information at the request of the receiving unit.

D. Transfer from Residential Centers (HWH, CRC, CTHP)/Temporary Housing

1. When an offender is terminated from the residential center or temporary housing and a prison sanction is imposed, the unit shall complete an Intra or Inter unit transfer header. All file/placement material that is not stored electronically and a copy of the prison sanction order shall be sent to the receiving unit (previous unit that supervised the offender) or a unit from the county of residence for the current institution number; whichever is applicable, within five (5) business days of the offender's arrival to the institution. The receiving unit shall accept the offender for supervision within five (5) business days of receiving the transfer request.
2. When an offender is terminated and no prison sanction is imposed, a transfer should not be pursued if it is beneficial for the offender to remain in the area. If the offender is transferred, the unit shall complete an Intra or Inter unit transfer header within five (5) business days of the termination and the receiving unit shall accept the offender for supervision within five (5) business days of receiving the transfer request. If the offender is a direct placement from the institution, the county of residence shall be used as the

receiving unit. If an offender absconds or is terminated within ten (10) business days of arrival, the transferring unit shall accept the case and complete all required paperwork. The residential center or temporary housing unit shall start the Whereabouts Unknown Violator at large (WUVL) process.

3. If an appropriate placement is in a jurisdiction other than the county of residence, the unit shall submit an Intra or Inter unit transfer header to the jurisdiction of the potential placement. If the offender is terminated from the residential center prior to transfer acceptance, the offender shall be transferred to the unit that previously supervised the offender.

E. Synchronization of Field Officer Tablet (FOT)

The following procedures must take place prior to a transfer and closing of a case:

1. Sending unit must complete a full synchronization (sync) prior to the transfer.
2. Receiving unit must complete a full sync after the case is transferred.

Note this is a very important process and failure to follow this procedure could result in information loss.

Referenced ODRC Policies:

100-APA-07 Offender Travel Permits
103-SPS-01 Interstate Compact for Probation and Parole.

Referenced Forms:

Transfer Investigation Request DRC3464