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 guidelines for the fair, uniform, and objective security classification of inmates within the 3-Tier Prison System of the Ohio Department of Rehabilitation and Correction (ODRC). Appropriately classifying inmates is a means of protecting the public, ensuring staff safety, and achieving ODRC’s rehabilitative goals.

III. APPLICABILITY

This policy applies to all Ohio Department of Rehabilitation and Correction (ODRC) staff and inmates involved in the classification process.

IV. DEFINITIONS

Active Security Threat Group (STG) Participant - An offender is identified as an active STG participant when it is documented, within the last twenty-four (24) months, that: the inmate at reception or while incarcerated has STG photos, new STG tattoos or possession of STG contraband (alphabets, codes drawings, or insignias); the inmate has developed leadership in an STG group; the inmate is attempting to recruit, organize or direct inmates for control; information has been received from other law enforcement agencies that substantiates that the inmate is a member of a security threat group; and/or the inmate has been convicted of participating in a criminal gang. For institutional purposes, documentation shall include a Rule 17 guilty finding at the Rules Infraction Board (RIB). For non-institutional purposes, documentation can include, but is not limited to, court journal entries, pre-sentence investigations or intelligence reports.
Annual – A twelve (12) month period.

Control Units/Prisons - The most restrictive housing assignments in the 3-Tier System containing ERH and ERH-T inmates. Control units are designed to prevent violent and disruptive inmates from interfering with the safe operation of prisons. They also are designed to protect the community from those who have the greatest risk of escape (typified by a history of escape).

Disruptive Security Threat Group (STG) Participant - An offender is identified as a disruptive security threat group participant when one or more of the following STG motivated actions are documented within the last 24 months: the inmate functions as a leader, enforcer or recruiter of a security threat group, which is actively involved in violent or disruptive behavior; the inmate has threatened or assaulted a staff member or another inmate; the inmate has participated in encouraging/creating an uprising or activity that disrupts the normal operations/security of the institution; the inmate is involved in the conveyance or attempted conveyance of major contraband excluding STG contraband; the inmate is found to be in possession of a weapon, cellular telephone/device or any item that aids in an escape; and/or the inmate has conducted disruptive acts (extortions, thefts, robberies, etc.). Documentation shall include a Rule 17 guilty finding at the Rules Infraction Board (RIB).

Double Fence Designation – All inmates by default are required to be housed in double perimeter fence housing. Any inmate placed into single perimeter fence housing must be approved using the provisions outlined in this policy.

Double Perimeter Fence Housing – Housing units located within a prison which have been identified by the appropriate regional director as having two (2) fences, including sufficient perimeter integrity as well as patrol, to qualify as double fenced. Regional directors shall, at least annually, review all their facilities to determine if they qualify as a single or double fence rated facility. Single fence perimeters may also be designated as double perimeter, when approved by the managing director of Operations, if they have sufficient perimeter or security structures which equal, or exceed, double perimeter fencing. This includes, but is not limited to, stun fences and high security single fences supported by infrastructure and movement procedures which do not allow inmates near the fence without direct supervision. The installation of a stun fence around a prison facility or unit with a single fence does not automatically make the facility double perimeter rated. The regional director and the managing director may, at their discretion, increase the rating of the prison/facility to double perimeter.

Current exceptions approved by the managing director of Operations:
- OSP Level 4/5 compound
- Grafton Camp at managing officer’s discretion only (based on stun fence)
- NERC (based on provisions listed in this policy)

Extended Restrictive Housing (ERH) - A security classification level represented as “E” in the Departmental Offender Tracking System (DOTS). ERH is the most restrictive security level in the ODRC reserved for inmates who constitute the greatest threat to the safety and security of the community, staff, others, and/or the secure operations of a correctional facility.

Extended Restrictive Housing - Enhanced Behavioral Health Monitoring (EM) - A classification given to an inmate in ERH who is classified as C1 or IDD. Represented as “EM” in DOTS. An EM classified inmate must be offered more than two hours out of cell time daily.
**Extended Restrictive Housing- Ineligible for Presumptive Release (EN)** - A classification given to an inmate in ERH who is ineligible for presumptive release. It is represented as “EN” in DOTS. EN inmates are the same security level as E inmates, but they have different review procedures as contained in ODRC Policy 53-CLS-10, Review and Release of Extended Restrictive Housing Inmates.

**ERH Transitional (ERHT)** - A security level where the inmate is introduced to limited and small group congregate recreation and programming in preparation for release to General Population from ERH.

**General Population** - A reference to all General Population Security Levels (1-4) in the middle of the 3-Tier Prison System. General population provides incremental increases in autonomy and freedom of movement with similar perimeter security, so all inmates can be encouraged to engage in pro-social behavior and follow institutional rules. Level 3 and 4 are considered high security in general population and are typified by greater controls on movement and a higher level of supervision. The overall goal is to prepare inmates in general population for entry into Reintegration Units/Prisons. Privileges may vary between prisons, but all prisons are required to have demonstrably increased privileges as inmates decrease in security level.

**High Notoriety Case** - Any inmate whose offense and/or pattern of previous behavior gives rise to concerns because of its sensational, notorious, or heinous nature. High notoriety may be evidenced by intense ongoing community, victim, and/or media interest. High notoriety is subject to change over time and may be relative to a particular time or place.

**History of Escape/Escape Risk** - An inmate is considered to have a history of escape when they meet one (1) of the following criteria:

1) They have been convicted of escape in any jurisdiction.
2) They have been found guilty at RIB of attempting to escape, planning an escape, escaping or possession of escape materials.
3) They have a documented history of escaping from a secure perimeter or walking away while on community release from a secured perimeter facility.
4) There is sufficient documentation from any correctional or law enforcement agency to indicate an inmate has attempted to escape, planned to escape or escaped from a secured correctional facility.

If an inmate qualifies under any of these provisions, they shall be flagged in the Departmental Offender Tracking System (DOTS Portal) as an “Escape Risk” and an ER flag will be placed on their file.

**Inmate Adjustment Plan (IAP)** - A case plan which specifically outlines expected behaviors for an inmate placed in extended restrictive housing (ERH). The IAP is comprised of behavioral and programmatic requirements which relate specifically to the inmate’s misbehavior that resulted in the placement in ERH.
Level 1 - The lowest security level in the classification system. As part of the 3-Tier prison system, Level 1 inmates should be granted the highest amount of privilege and autonomy whenever possible (subject to operational needs/capabilities of the facility). Inmate behavior at Level 1 is expected to be rule compliant and pro-social and Level 1 inmates are eligible for admission to Reintegration Units. All Level 1 inmates must be housed in double perimeter fence housing unless they are screened to be housed at a correctional camp with a single perimeter fence. Inmates who are Level 1 may also be screened to work outside of the fence or in the community under intermittent supervision. Inmates who are eligible for reduction to Level 1 shall have their status reviewed in accordance with this policy to determine assignments. Inmates at Level 1 may be housed with Level 2 inmates with no special arrangements required.

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. All inmates at Level 2 must be housed in double perimeter fence housing as defined by this policy, exceptions can be approved by the managing director of Operations for specific missions or types of inmates. Housing may be dorm, rooms or cells. Inmates tend to receive greater autonomy and freedom of movement during the day so as to encourage pro-social behavior and programming as part of the 3-Tier prison system. Privileges shall be greater than Level 3 and inmates may be eligible for Reintegration Units. Inmates at Level 2 may be housed with inmates at Level 1 with no special arrangements required. Inmates at Level 2 may also be housed with inmates at Level 3 with/without special arrangements, at the discretion of the managing officer. Level 3 inmates who have been reduced to level 2 security, but are pending transfer, may be housed with supervision level 3 inmates until the transfer occurs.

Level 3 - 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. All inmates at Level 3 must be housed in Double Perimeter Fence Housing as defined by this policy, exceptions can be approved by the Managing Director of Operations for specific missions or types of inmates. Housing is generally celled with the exception of restorative units specially designed to prepare rule compliant inmates for release. This exception is currently granted for the MACI Zone A dormitory with the following provisions: Inmates will be screened by the unit team to determine suitability for housing in a more open environment. This unit is to prepare inmates in a Level 3 environment for release. They will be single bunked while in this open dormitory setting. As part of the 3-Tier prison system, Level 3 is considered general population, but is designed for inmates who are more likely to, or have previously, engage(d) in disruptive prison behavior. Internal movement is under greater supervision and more controlled. Privileges shall be greater than Level 4, but less than Level 2. Inmates at Level 3 may be housed with inmates at Level 2 or Level 4 with/without special arrangements at the discretion of the managing officer. Level 3 inmates who have been reduced to Level 2 may be housed at the Level 3 supervision level until their transfer. Level 4 inmates who have been reduced to Level 3 but are pending transfer to a Level 3 facility may be housed at the Level 4 supervision level.

Level 4 - The security level that is the next degree higher than Level 3 and requires more security/supervision than Level 3. Level 4 security is not restrictive housing and inmates must be allowed more than 2 hours out of cell time daily and access to general population services. The physical security requirements for Level 4 may vary based on the overall physical structure of the facility. Double perimeter fences, or architectural equivalents where at least two independent barriers exist between an inmate and the outside, are required. The perimeter patrol is armed, with an alarmed perimeter intrusion detection system. The security at Level 4 is enhanced with controlled/supervised movement at all times and limited, and highly supervised, access to outside recreation/activities. Cells must be securable and
Inmates must be single celled while at a parent institution unless there is approval from the managing director of Operations. Typically, inmates at Level 4 have established histories of violent and/or disruptive prison behavior or their prison and community history indicates there is a very high risk of escape. 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 pose a threat to the security of the institution. Inmates from any security level who have been upgraded to Level 4 but are awaiting transfer do not automatically require single celling except at the discretion of the managing officer. Level 3 and level 4 inmates can be housed together at the discretion of the managing officer. Level 4 inmates who have received a reduction in security to Level 3, may be housed with Level 4 inmates while they are awaiting transfer. Inmates pending transfer to a Level 4 prison may be held in limited privilege housing at the discretion of the managing officer.

**Limited Privilege Housing (LPH)** - Assignment of an inmate to a designated area for the purpose of reducing their privileges, controlling movement, and reducing their access to other inmates. An LPH inmate is considered general population and shall have access to prison services, although that access can be reasonably limited as part of their privilege reduction. Designated out of cell time shall be more than two (2) hours daily.

**Multidisciplinary Services Team (MST)** - A group of unit, treatment, programming, and security staff who provide integrated services to inmates in Specialized Units and Restrictive Housing. The team assesses inmate needs, integrating the treatment plan, and develops an individualized plan to ensure security measures support the delivery of treatment services and privileges.

**Multidisciplinary Treatment Team (MTT)** - Provides an integrated team approach to inmate care and treatment. The members meet to develop and provide necessary health and behavioral health care services and individualized treatment for inmates with emphasis on addressing needs during confinement in health and behavioral health care specialized units and for those on the mental health caseload in step-down programs, including restrictive housing settings. The team may include, but is not limited to, Mental Health professionals, psychiatric attendants, Medical and Recovery Services staff, Sex Offender Services, Custody and Unit Management staff.

**Reintegration Prisons/Units** - The lowest tier of the 3-Tier Prison System comprised of Level 1 and 2 inmates who have demonstrated consistent pro-social behavior and are dedicated to their rehabilitative case plan. Inmates in this tier are moved to specialized housing where they receive increased access to programs, services and privileges to better prepare them for reentry into the community. Standards for Reintegration Prisons/Units require inmate compliance with rules and engagement in structured or meaningful activity 8-12 hours per day.

**Restrictive Housing (RH)** - Housing that separates an inmate from the general population and restricts the inmate to their cell twenty-two (22) hours or more per day.

**Serious Misconduct Panel** - A panel of two (2) correctional staff selected and assigned by a regional director and trained by Legal Services, who are authorized to conduct all misconduct hearings for offenses that would qualify for placement in ERH. The panel must consist of two (2) individuals who are not employed in the same prison where the behavior leading to the recommendation for ERH placement occurred.
**Single Perimeter Fence Housing** - Housing units with a single perimeter fence intended for the purpose of housing minimum level inmates who have achieved Level 1 security status and have been screened for placement in a single fence rated facility. The following prisons are currently rated as single fence:

- BeCC
- FMC Zone B
- LeCC
- ManCC
- NERC - with certain provisions outlined in this policy
- TCC

V. **POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to maintain a classification level system that creates a process for the classification of inmates according to their security risk. This process shall consider behavior and such other objective factors as are available and relevant when assessing an inmate’s institutional security needs. Factors considered include, but are not limited to:

- History of assaultive, violent, or disruptive behavior
- Age
- Escape history
- Enemies of record
- Gender
- Sex
- Medical status
- Mental and emotional stability
- Notoriety of offenses
- Criminal history
- Type of sentencing and release eligibility
- Programming and education history
- STG affiliation
- Previous adjustment at less restrictive security levels

Inmates shall be placed at the lowest level of security possible that is still sufficient to ensure the safety and security of persons, the institution, and the community. Inmates shall be placed at institutions that are consistent with their security classification rating. For purposes of public safety, all inmates are required to be housed in double perimeter fence housing unless specifically screened and approved to be housed in single perimeter fence housing in accordance with the provisions in this policy. This allows inmates to earn Level 1 security via good institutional behavior while still being housed in a medium security (Level 2) environment.

VI. **PROCEDURES**

A. **Initial Classification**

1. Initial security levels shall be identified by the use of pre-commitment variables. Reception staff shall obtain information available, such as pre- and post-sentence
investigations (PSI), FBI/BCI reports, Ohio Court Network reports, Ohio Risk Assessment Community Supervision Tool information, past reentry case management plans and past incarcerations, to assist in determining the inmate’s needs. Upon objective determination of the inmate’s security level, utilizing the Security Designation (DRC2568/DRC2630) for male inmates or Security Designation (DRC2690/DRC2691) for female inmates, the classification specialist shall forward their recommendation and all pertinent documents to the reception coordinator. Separation orders or requests for such shall be included with the recommendation on the Separation Order form (DRC2456) pursuant to ODRC Policy 53-CLS-05, Inmate Separations. The Bureau of Classification and Reception (BOCR) shall monitor the process and serve as back-up to the process.

2. The reception coordinator shall review the information provided to them, along with any other pertinent information they possess, and assign the inmate to an appropriate institution. Inmates shall be transferred to an institution equipped to supervise inmates of that security level. Except in unusual circumstances, the initial classification of inmates should be completed within six (6) weeks after admission. The security designation forms shall be used to determine all inmate security and supervision classifications.

3. Level 1 inmates who may be eligible for outside work details shall be sent to prisons with the greatest need for available workers. It is the responsibility of the parent institutions to keep the reception coordinator apprised of their current worker needs so the appropriate number of inmates may be added to the transfer pools. Parent institutions with a need for workers may also contact the reception coordinator at their respective reception center in order to make arrangements to send recruiters and screeners to the reception center.

4. An inmate may be assigned at reception to any security level from 1-4 or ERH. No inmate shall be placed in ERH from reception without following the protocols in this policy and ODRC Policy 53-CLS-04, Extended Restrictive Housing Placement.

B. Annual Security Review Process

1. Each inmate shall have a security review on no less than an annual basis. All inmates assigned to Security Levels 1-4 shall receive this review. Inmates who are in an extended restrictive housing (ERH) status are subject to reviews in compliance with ODRC Policy 53-CLS-10, Review and Release of Extended Restrictive Housing Inmates.

2. Unless precluded for security or other substantial reasons, all inmates shall have the opportunity to meet with at least one (1) member of the classification committee. Inmates are to be given written notice forty-eight (48) hours prior to their review hearing, unless such notice has been waived in writing on the Classification and Reclassification Processing (DRC2099). An inmate shall be allowed to submit a written statement to the committee which shall be entered into the official record.

3. The annual review for Level 1 inmates shall not require the completion of the applicable Supervision Review Forms, nor shall it require a formal review hearing with the inmate unless there is intent to increase the security supervision level. The specific requirements for Level 1 reviews are covered later in this section.
4. The classification review provides for involvement of representatives of relevant institutional programs and the inmate concerned. The classification committee shall include a minimum of two (2) staff, and may include members of the mental health department, education, unit staff, or any other institution program personnel.

5. During the meeting with the representative of the classification committee, the inmate and the staff member shall discuss whether the inmate is currently enrolled in an earned credit program. If the security classification action will require a change in the inmate's institutional location and the inmate can complete the program within the next six (6) months, the classification shall proceed; however, the move shall be held in abeyance until the inmate completes the program. The committee will document this in the classification notes and shall not submit a Transfer Authorization (DRC2003) or a Decrease Security Level List (DRC2622) with the inmate's name until the inmate completes the program.

6. Supervision Review Forms (DRC 2098/2094/2338) for male inmates and Supervision Review Forms (DRC2605/2606/2607) for female inmates, along with a full review of the inmate’s behavioral history shall be used to determine if any changes are appropriate to the inmate’s security level. The classification committee shall review post-commitment variables and any other pertinent information available, such as any statement the inmate has provided to draw an objective profile of the inmate’s adjustment to his current security level. The security review score is only a recommendation that the inmate’s security level should be lowered, increased, or remain the same. The instrument is a tool to assist staff in making a good correctional decision regarding which security level the inmate should be managed. The final recommendation shall be based on a holistic review of the inmate’s behavioral history using all the factors under section V in this policy.

7. The classification committee shall inform the inmate of their recommendation to the managing officer/designee.

8. If the managing officer/designee determines that a security level change is appropriate it shall be forwarded to the BOCR under the following circumstances:

   a. The inmate is being increased to Level 3 or 4;
   b. The inmate is being decreased from Level 3 or 4;
   c. The change in classification will necessitate a transfer.

9. If the managing officer/designee does not agree with the recommendation of the classification committee, the inmate shall be notified in writing of the decision.

C. **Annual Security Review Situational Rules**

1. **Level 1 Inmates**

   a. The classification committee is not required to complete a security instrument when reviewing Level 1 inmates annually. However, they must still review the inmate's security level. If the review of a Level 1 inmate indicates their level will not change a
representative of the classification committee shall document the results of this review in the ORAS or RAP notes. A unit staff member must meet with the inmate; however, a forty-eight (48) hour notice is not required. During special reviews, or situations where the committee is considering a security increase, all procedures and forms for regular security classification hearings must be followed and utilized.

b. Inmates who are classified as Level 1 and who are housed in a single fence perimeter must be checked during this review against the provisions in section VI.F and G of this policy to ensure their status has not changed making them ineligible to be in a single fence perimeter.

2. Level 2 Inmates

Although the 3-Tier system provides mechanisms for inmates to be reduced to Level 1 for good behavior, inmates may still be held at Level 2 for longer periods of time if they have a history of institutional misbehavior, have committed very serious crimes which threaten public safety, or have escaped from a secured facility. No inmate has a right to a reduction to Level 1 security.

3. Level 3 Inmates

While at Level 3, any inmate who has been in Level 4 security within the past three (3) years shall be meaningfully considered for a reduction each year, but the committee must review the entire history of the inmate and ensure there are sufficient correctional reasons which indicate the inmate has demonstrated enough stability to be housed at Level 2. The absence of conduct reports is not the sole consideration and all items listed under section V of this policy must be considered before lowering the inmate to Level 2.

4. Level 4 Inmates

Level 4 inmates shall have their complete history of violence, escape history and disruption examined before reduction to Level 3. The committee shall provide significant weight to how the inmate adjusted when previously managed at lower security in making the final recommendation.

5. General Rules

a. If the inmate is at security Level 2 or 3 and the security review score is to consider present supervision (0-3 for males) or (2-3 for female), then the reviewer may serve the inmate the forty-eight (48) hour notice via the Security Classification and Job Assignment form (DRC2099), complete the hearing, and sign the security/supervision review form as the chairperson recommending continued placement at current level. The inmate must still be provided an opportunity to submit written documents for consideration and to meet with a member of the committee.

b. During any security review, a recommendation for an increase shall be supported by recent RIB and SMP findings of guilt. In order to be increased in security, an inmate must have at least one, or more, RIB or SMP finding(s) of guilt in the past 12 months.
These rule violations, in conjunction with all the factors listed under section V of this policy, must provide legitimate correctional reason to conclude the inmate requires a greater level of supervision in order to be safely managed.

c. Hearing Officer reports may be considered by the committee conducting a security review when determining suitability for a decrease in security, as they are an indicator of adjustment at the current level. Hearing Officer reports may also be considered for any other classification action (excepting security increases), including but not limited to, lateral movement for discipline, inmate-initiated transfers, program transfers, and/or downgrades in security.

d. Excepting a finding of guilt at RIB or SMP, an inmate may only be raised in security if one of the following is true:

i. An error was found in a previous classification action and the inmate’s continued presence at the current security level could result in a potential danger to the community or the security of the prison.

ii. New information was obtained regarding the inmate’s previous criminal or institutional behavioral and this new information provides legitimate correctional reasons to house them in a more secure environment (e.g. escape, serious violence while incarcerated, etc.).

D. Special Security Review

1. Special security reviews, on dates other than the inmate’s annual review due date, may occur at any time when recommended to the institutional classification committee through the inmate disciplinary process or when otherwise deemed appropriate by the managing officer/designee and/or the BOCR, following the above listed procedures.

2. Inmates may request a special security review of their progress and program status in writing, utilizing an institution Kite (DRC2005). The facility is not obligated to grant a special security review request and must notify the inmate of their decision if such a request is denied.

3. Depending on the reason for the request for a special security review, institution staff may utilize the following factors in determining an inmate’s eligibility to be considered for a special security review:

   a. Length of time until the next scheduled security review;
   b. Parole Board recommendations;
   c. Recent conduct and/or attitude;
   d. Length of time since last placement in disciplinary status;
   e. Original reason for current security level, including the seriousness of any related conduct report(s); and
   f. Length of time since the last reduction/increase in status.
4. Any security review, either annual or special, which increases or decreases an inmate’s security level changes the inmate’s anniversary date: the new anniversary date shall be twelve (12) months from the BOCR’s approval date of the increase or decrease. A special security review that does not result in a change in security level does not alter the inmate’s anniversary date and the inmate shall receive an additional security review within twelve (12) months from the previous annual review.

E. Overrides to the Classification Instrument

1. In every step of the classification process, the human element shall be considered. Each of the objective phases has latitude for overrides if a condition exists where an exception should be made. In the initial process, the institution reception center staff may recommend higher or lower security levels than computed, based on knowledge of the individual inmate. The BOCR has the authority to increase or decrease an initial security level or make a placement based on information they may have concerning an individual inmate.

2. During the annual review process, the managing officer/designee may override the review recommendation for the individual inmate if circumstances warrant or the inmate has done better or worse than the actual security instrument numbers may indicate. Justification/basis for any override shall be documented on the instrument. Consideration shall be given to the inmate’s compliance with his case management plan. (Refer to ODRC Policy 02-REN-01, Offender Reentry Assessments and Planning.)

F. Consideration for Placement at Level 1

All inmates are eligible for consideration for placement at Level 1 within the following guidelines.

1. Level 1 is the lowest security level in the ODRC and the classification committee shall consider a multitude of factors to determine if the inmate qualifies for this level. Inmates with a history of non-perimeter escape(s), failure to comply, significant amounts of time left to serve, high notoriety cases, wanted felony detainers, or extensive criminal histories may still be denied Level 1 security for these reasons at the discretion of the classification committee and the BOCR.

2. No inmate who has escaped from the secured perimeter of a correctional facility, or attempted an escape whereby he/she breached the perimeter of a correctional facility, shall be placed at Level 1 security. Inmates who have such a history and are currently Level 1 are grandfathered under this clause only until such time he/she is released and returned, or they are increased in security. However, no inmate is grandfathered under this clause to remain in a single fence perimeter. Any inmate with a perimeter escape history shall not be housed in a single fence environment.

G. Single Perimeter Fence Housing

All inmates in the ODRC are required to be housed in double perimeter fence housing unless they are screened and approved for placement in single perimeter fence housing.
1. Inmates may be considered for placement into single perimeter fence housing using Single Fence Screening form (DRC4028). They may be screened at reception or during anytime in their incarceration.

2. Once approved for single fence housing, the status should be reviewed annually during the annual security review to ensure there have been no changes in the inmate’s profile which would necessitate placement back in double perimeter fence housing. This includes, but is not limited to, a change in their sentence, inmate misbehavior or getting new information which reveals a history of escape or a wanted felony detainer. A review may also be prompted at any time when new information is obtained or an inmate violates a rule. No inmate has the right to be housed in a single fence environment.

3. The following are the minimum criteria for placement in single perimeter fence housing. The managing officer of a facility shall reserve the right to deny any inmate single perimeter fence placement, above and beyond the criteria listed herein, as long as there is a legitimate correctional reason for the denial.
   a. No more than six (6) years left to serve to maximum release date (no life sentences);
   b. No history of escape as defined by this policy;
   c. No former death row inmates;
   d. No felony or out-of-state wanted detainers;
   e. High notoriety inmates convicted of violent offenses (sex offenses and crimes against persons) may only be approved after consultation with the Office of Victims Services;
   f. No history of causing the death of a law enforcement officer/correctional staff person (includes attempted);
   g. No history of taking a hostage (includes attempted).

4. The managing officer managing the single perimeter fence housing may recommend an exemption to this policy based on objective criteria which justifies the action. All of these exemptions must be approved by the regional director and added to this policy. Currently, the exemptions to this policy are as follows:
   a. NERC is designated for Level 1 inmates. All Level 1 female inmates are eligible to be housed at NERC except for:
      i. Any former death row inmate who has had their sentence commuted to life;
      ii. Any inmate serving a life without the chance of parole sentence, or a sentence which is the equivalent;
      iii. Any inmate serving life with more than six (6) years to the parole board; and
      iv. Any inmate who has a documented history of escape from a secure perimeter.

Inmates who are ineligible under these rules may be approved to remain Level 1 at NERC after a review of their behavioral history, length of incarceration, age, programmatic involvement and medical condition. In these cases, the managing officer and the BOCR chief shall both review the reasons for the exceptions to the rules and must both concur the inmate may stay. This shall be documented in the inmate’s classification notes in DOTS Portal.
H. Level 4 at the Ohio State Penitentiary (OSP)

1. An inmate’s ability to be placed or retained at Level 4 at OSP is governed by the following rules:
   a. No SMI (C1) inmate shall be placed at OSP at Level 4 without the approval of the chief psychiatrist.
   b. No inmate has the right to be placed at OSP and accessibility to visiting or proximity to home is not a consideration when making a placement into maximum security.

I. Appeal Process

1. As is consistent with all classification actions, the inmate has the right to appeal the recommendation on the Notice of Appeal Supervision/Security Level Recommendation (DRC2680) within twenty-four (24) hours to the managing officer/designee.

2. Inmates may appeal a security designation or change in writing, utilizing the Notice of Appeal Security Level Recommendation form (DRC2680).

3. A Level 1, 2, 3 or 4 decision must be appealed to the managing officer/designee within seventy-two (72) hours following notification of the recommendation of the classification committee.

4. Inmates may further appeal the managing officer/designee’s decision to the BOCR for all security classification actions, within fifteen (15) calendar days following notification of the managing officer’s decision.

J. Death Sentenced Inmates

1. An inmate who is sentenced to death shall generally be housed in an area designated as “death row” pursuant to Administrative Rule 5120-9-12, Inmates Sentenced to Death. Death row is not a security classification, and inmates assigned to this status are not subject to security classification procedures as long as they remain in this status.

2. An inmate assigned to death row status who presents a threat to security may be subject to assignment to a security classification that is appropriate for the security risk. In the event of a potential security classification assignment for a death row inmate, the security classification procedures for the proposed security level shall be followed. Once the inmate no longer poses a threat to security in death row, he may be returned to that status.

3. Staff shall not use classification procedures for death-sentenced inmates, except for those who are in, or may qualify for, ERH but shall follow the procedures listed in ODRC Policies 52-RCP-02, Reception Admission Procedures: Male Death Row Inmates, and 52-RCP-03, Reception Admission Procedures: Female Death Row Inmates.
K. Reception and Classification of High Notoriety Inmates

1. Inmates who have received abnormally high levels of media attention, or whose crimes may elicit extraordinary reactions from inmates or the general public, shall be designated as high notoriety inmates upon arrival at reception.

2. It is the responsibility of the managing officer of the reception center to notify the BOCR chief and the BOBHS chief upon the arrival of any inmate who they believe qualifies as a High Notoriety inmate.

3. The reception center shall have a full mental health, medical, classification and ORAS risk assessment completed within seven (7) days of arrival.

4. Upon notification, the BOBHS chief shall schedule a high notoriety inmate review within fourteen (14) days of arrival.

5. The high notoriety review shall have the following representatives in attendance. Designees shall only be used when the absence of the primary person precludes attendance:
   a. BOCR chief/designee;
   b. BOBHS chief/designee;
   c. Program directors for specialized criminogenic needs (i.e., Sex Offender or Recovery when applicable);
   d. Reception Unit Team designee;
   e. Reception Mental Health Representative, preferably the clinician who conducted the assessment;
   f. Reception Medical Representative;
   g. Reception Coordinator/designee;
   h. Reception Managing Officer/designee;
   i. Any other staff deemed necessary by the reception managing officer.

6. Minutes of the high notoriety meeting shall be maintained by the reception center and distributed to all attendees as well as the parent institution’s managing officer.

7. The team shall discuss the mental health needs, medical needs, programmatic needs and classification of the inmate identified as high notoriety.

8. The final recommendations of the committee shall be forwarded to the managing director of operations who shall have final oversight over all action plans.

9. All decisions of the team shall be contained in the “must read” red flagged notes in the Classification section of DOTS Portal.

10. Whenever a high notoriety inmate is moved, the receiving managing officer must be notified in advance by the sending facility.
L. General Provisions

1. All forms referred to in this policy shall be completed according to guidelines established in the Administrative Regulations 5120-9-52, Initial Classification of Inmates and 5120-9-53, Classification Committees.

2. General population inmates shall be assigned and classified according to the procedures described in this policy.

3. Extended Restrictive Housing (ERH) populations shall be assigned according to the procedures described in ODRC Policy 53-CLS-04, Extended Restrictive Housing Placement.

4. Staff shall assign inmates to restrictive housing (RH) statuses using the specified procedures in Administrative Rules and policy directives for each of those statuses.

M. Classification of Inmates in Correctional Healthcare Specialized Units

Office of Correctional Health Care (OCHC) specialized residential treatment units include, but are not limited to, Residential Treatment Units, Dementia Units, Intellectual/Developmental Disability Units, Assisted Living Units, Day Treatment Programs, or any other unit identified and approved by the managing director of Health Care and Fiscal Operations, the managing director of Operations, and the regional director.

These units shall balance the security needs of the individual with the treatment needs. The multi-disciplinary services team (MST) shall ensure inmates of all security levels have access to higher levels of care when determined necessary by the multi-disciplinary treatment team (MTT).

1. No inmate shall be prevented from receiving a security review, or a reduction in security, solely because they are in one of these units. All inmates must be reviewed at least annually. Inmates who show positive adjustment to treatment and a cessation of their negative behavior after admission and treatment shall be considered for a lower security level.

2. Inmates housed in these units shall be managed in accordance with the policies and/or protocols guiding the operation of those units. Although security and safety are always a high priority, the treatment and care of the inmate in this unit is also a high priority.

3. While in these units, the security measures used to supervise the inmates (e.g., escort procedures, extent of restraints, unrestrained access to other, etc.) shall be guided by the security level and any additional measures as determined necessary by the chief of security.

4. All prisons with at least one specialized unit shall assign a security supervisor (i.e., lieutenant, captain, or chief of security) as a member of the MST. The MST shall also include a unit corrections officer, a member of the unit staff, and a correctional healthcare staff member.
5. The MTT shall determine the treatment plan for the inmate. The MST shall develop an individualized plan to ensure the inmate has access to the treatment prescribed by the MTT.

6. The MST shall meet whenever a treatment plan change could affect the security measures needed to safely manage an inmate.

7. At no time shall access to treatment be denied because of an inmate’s security level. The treatment must be provided although additional security measures, supervision, restraints, individualized settings, or other methods to ensure safety may be used to ensure the safety of staff and other inmates.

8. The MST may adjust the security measures taken for an inmate if the inmate is not actively violent and there is evidence to indicate the treatment plan has been successful in reducing the inmate’s likelihood of violent behavior. These adjustments do not need to result in a change in security. They shall be specifically tailored to the inmate and the MST shall approve all changes and ensure they are followed by the security staff on the unit. If the MST disapproves a request for a change in the security measures which is recommended by the MTT to properly treat the inmate, the MST shall forward their decision to the managing officer, including a rationale for the denial. The managing officer shall make a final decision on the request. The actions of the MST as well as the decisions of the managing officer shall be documented on the Request for Review of Security Measures by the Multi-Disciplinary Services Team (DRC4040).

9. The MST may also recommend a special review to change the security classification of the inmate to further their treatment when either one of these two three conditions have been met:

   a. The inmate’s violent and disruptive behavior which necessitated the need for higher security has abated because the inmate has been receiving treatment.

   b. The inmate’s medical/mental health condition was a contributing factor causing the violent/disruptive behavior and the inmate is now in a housing condition that provides adequate safety and security to safely deal with the condition causing the negative behavior.

   c. The inmate is ready to be discharged from the residential treatment unit, they have demonstrated positive adjustment treatment, they are not currently violating institutional rules, and there is reason to conclude they can be safely managed at a lower security level.

N. Transfer 30 Day Review

Whenever a classification action results in the transfer of an inmate, including initial classification, the managing officer/designee of the receiving prison shall review their security level and status within thirty (30) days of arrival at the new facility. This review does not require the completion of a security instrument nor a meeting with the inmate. If there are any concerns
about the security level or reason for the transfer, the inmate may be referred to the unit classification committee for reconsideration of their placement by using the special review procedures set forth in section VI.D of this policy.

O. Transfers of Inmates in Limited Privilege Housing (LPH)

1. If an inmate is transferred while they are assigned to LPH status based on a ruling of the RIB, the receiving prison shall review the inmate upon arrival to determine if continued placement at LPH is required. In these circumstances, the receiving prison may place the inmate in LPH for as much time that is remaining on the RIB disposition, providing credit for all time served while pending transfer.

2. If an inmate is increased in security to a new general population assignment, the managing officer may place an inmate into LPH for up to ninety (90) days for an initial assessment and orientation period as outlined in AR 5120-9-09, Limited Privilege Housing Assignments.

3. If an inmate is laterally transferred from a Level 3 prison to another Level 3 prison for disciplinary reasons, or as the result of a release from ERH, the managing officer of the receiving prison may, at his/her discretion, place the inmate into LPH for up to ninety (90) days in order to transition them back to general population.

4. An inmate in a LPH status shall not be decreased in security level without approval from the BOCR chief, nor are they eligible for inmate initiated transfers as outlined in ODRC Policy 53-CLS-09, Inmate Initiated Transfer.

P. Movement of Inmates for Changes in Missions, Emergencies or for Security Reasons

1. In accordance with AR 5120-9-21 Inter-institutional Transfer of Inmates, section E, whenever an emergency, threat to security, or change in mission requires the movement of large numbers of inmates, the managing officer of the facility may request a waiver for the classification hearing procedures outlined in this policy, as long as all of the following conditions are met:

   a. The inmates effected will not have their security level change;

   b. The inmates effected are being moved to an institution which houses the same security classification level.

2. All requests must be approved by the BOCR chief.

3. Once approved, the inmates shall be notified of their transfer using the Notice of Inter-Institutional Transfer (DRC2446) and offered an opportunity to express safety concerns about the proposed move prior to any move taking place. In cases where a safety risk is identified, the inmate shall not be moved prior to the safety concern being investigated and addressed. This notification should occur at least forty-eight (48) hours in advance of the move unless security concerns dictate otherwise. In cases where the managing officer concludes the notice would likely lead to a security concern or disruption among the population, the notice may be provided with less than forty-eight (48) hours. However,
the requirement to investigate and address all safety concerns prior to moving shall not be waived.

4. All inmates moved under this provision retain the right to appeal the new classification assignment and must file that appeal using the Notice of Appeal Supervision/Security Level Recommend (DRC2680) within fifteen (15) days of arrival at their new facility.

**Related Department Forms:**

- Transfer Authorization Form: DRC2003
- Kite: DRC2005
- Supervision Review-Male (Page 2): DRC2094
- Supervision Review–Male (Page 1): DRC2098
- Security Classification and Job Assignment: DRC2099
- Supervision Review-Male (Page 3): DRC2338
- Notice of Inter-Institutional Transfer: DRC2446
- Separation Order: DRC2456
- Security Designation-(Long Form Page 1): DRC2568
- Supervision Review–Female (Page 1): DRC2605
- Supervision Review-Female (Page 2): DRC2606
- Supervision Review-Female (Page 3): DRC2607
- Decrease Security Level List: DRC2622
- Security Designation (Long Form Page 2): DRC2630
- Notice of Appeal Supervision/Security Levels Recommendation: DRC2680
- Security Designation-Female (Page 1): DRC2690
- Security Designation-Female (Page 2): DRC2691
- Single Fence Approval Form: DRC4028
- Request for Review of Security Measures by the MST: DRC4040