I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to state the guidelines representing the operation of Level 4 Classification and Protective Control processes at the Ohio State Penitentiary (OSP).

III. APPLICABILITY

This policy applies to all Level 4 and protective control inmates at the Ohio State Penitentiary (OSP) and all staff involved in the security classification process.

IV. DEFINITIONS

**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.

**Serious Mental Illness (SMI)** - Adults with a serious mental illness are persons who are age eighteen (18) and over, who currently or at any time during the past year, have a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within the most current Diagnostic and Statistical Manual of Mental Disorders and that has resulted in functional impairment which substantially interferes with or limits one or more major life activities. These disorders have episodic, recurrent, or persistent features; however, they vary in terms of severity and disabling effects.
V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to create an informal, non-adversarial 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.

The goal of the classification process is to place inmates in the lowest security level deemed necessary to ensure the safety and security of persons, the institution, and the community. Inmates shall be placed at institutions consistent with their security classification rating.

VI. PROCEDURES

A. Reasons for Placement of Classification Level 4 Inmates at the Ohio State Penitentiary (OSP)

1. An inmate may be placed at classification Level 4 at the OSP for the following reasons:

   a. An inmate held in security level E at the OSP is placed in classification Level 4. No inmate has the right to stay at OSP and the basis for retention at OSP is solely for institutional and operational need.

   b. An inmate who is already security Level 4 may be transferred to OSP when it has been determined OSP is the most suitable placement for the inmate.

   c. An inmate who requires protective control and is also Level 4 security may be placed at OSP under the following conditions:

      i. The inmate cannot be safely housed at any other institution which houses Level 4 protective control inmates.
ii. The inmate is not SMI as indicated by a mental health classification level of C1.

2. The inmate is not seriously mentally ill (SMI) as indicated by a Mental Health classification of C1. If while an inmate is at OSP his diagnosis changes to SMI (C1), the inmate shall be removed from OSP. Exceptions to this rule may only be approved by the chief psychiatrist of the ODRC.

3. An inmate who is reduced from E to Level 4 at OSP or an inmate already at Level 4 who is transferred to the OSP will be provided with an orientation meeting with a member of the unit staff within fourteen (14) calendar days of placement at Level 4 at the OSP.

B. Procedural Requirements Governing Annual Security Review for Classification Level 4 Inmates at the OSP.

Level 4 inmates at OSP shall receive a security review no less than annually and all reviews shall be guided by the provisions outlined in ODRC policy 53-CLS-01, Inmate Security Classification Levels 1 through 4.