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 set forth policy and procedure for the interstate transfer of inmates and the handling and record keeping processes of interstate corrections compact inmates in accordance with Ohio Revised Code 5120.50 and current interstate contractual agreements.

III. APPLICABILITY

This policy applies to all persons employed by or under contract with the Ohio Department of Rehabilitation and Correction (DRC), particularly those employees who become involved in the handling of interstate corrections compact inmates.

IV. DEFINITIONS

**DOTS Portal** - The web-based information platform which serves as the primary information system for information on all offenders under DRC supervision. The system contains information regarding the offender from admission at reception to the final release under supervision. This system is updated throughout each day. Access is restricted to essential users only.

**Interstate Transfer** - Transfer of an inmate from one state/agency to another for confinement per an Interstate Corrections Compact Agreement.

**OnBase** - An enterprise content management system utilized by DRC for electronic document archival and retrieval. Access to OnBase is restricted to essential users only.
Receiving Agency - A state or agency party to an interstate corrections compact where an inmate is transferred for confinement other than the state/agency in which conviction or court commitment was obtained.

Sending Agency - A state or agency party to an interstate corrections compact where the individual was convicted or obtained court commitment.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to ensure inmates transferred to and from out-of-state jurisdictions are handled in accordance with the Ohio Revised Code and the Interstate Corrections Compact Agreement between the sending and receiving states and/or agencies.

VI. PROCEDURES

A. Oversight of the Interstate Corrections Compact

1. Ohio Revised Code 5120.50 authorizes the Director of the DRC or designee to perform the necessary duties or responsibilities required by the Interstate Corrections Compact, including sending and receiving inmates to and from states and/or agencies with which the department has a written compact. The chief of the Bureau of Classification and Reception (BCR) shall be designated with the responsibility for maintaining the contracts between Ohio and all other states and agencies.

2. Each contract between sending and receiving states and/or agencies shall provide for matters necessary to fix the obligations, responsibilities, and rights of the sending and receiving states and/or agencies.

3. No information is considered public information on interstate corrections compact or federal inmates. BCR must be contacted prior to the release of any information concerning the inmate. Any inquiries regarding the interstate transfer of inmates or the handling of them shall be directed to the BCR chief/designee. All communication with sending states and/or agencies and the public regarding Interstate Corrections Compact and federal inmates shall occur only with the prior approval of the BCR chief/designee.

4. Whenever an inmate is transferred to another state and/or agency under the Interstate Corrections Compact, they shall be governed by the policies and procedures of that state and/or agency, to exclude any laws or rules related to sentencing. The receiving agency shall act solely as the custodian for the sending agency.

B. General Procedures for Interstate Compact

1. No interstate transfer shall take place unless:

   a. The inmate has given written consent to such transfer; or
b. In the event the inmate does not consent to such transfer, a hearing shall be held by the institutional committee designated by the managing officer of the sending institution and a record made indicating the reason for said transfer; and

c. The receiving and sending states are party to the compact; and

d. The Director of the DRC or designee has determined that said transfer is in the best interest of the DRC. An inmate from Ohio may be transferred out of state if it is determined that he/she constitutes a threat to the security of the institution, its staff, other inmates, or the inmate themselves.

C. Procedures for Interstate Transfers of Inmates Into Ohio

1. Reception Procedures

a. The BCR is responsible for approving and arranging transfers of Interstate Corrections Compact inmates into Ohio. The responsibility of transferring inmates back to the sending agency upon release shall be handled as set forth in each Interstate Corrections Compact.

b. The BCR shall notify the Bureau of Sentence Computation (BOSC) and the managing officer/designee of the designated reception center of the upcoming arrival of an approved interstate inmate transfer. Prior to the inmate’s arrival at the designated reception center, an information packet shall be sent from BCR to the managing officer/designee. This packet shall contain all documents from the inmate’s sending state and/or agency, along with any new documents that contain any other pertinent information as determined by BCR. BCR shall provide transportation orders to the reception center once final arrangements are confirmed with the sending state.

c. The BCR shall provide the BOSC with sentencing documents for an interstate corrections compact inmate. BOSC shall review the sentence calculation and be responsible for any modification provided by the sending state/agency throughout the inmate’s period of incarceration.

d. The managing officer/designee shall advise the health care administrator (HCA), mental health administrator and/or recovery services supervisor, when needed, of the pending arrival and provide the Intrasystem Transfer and Receiving Health Screening form (DRC5255), or similar document(s) received from the sending state. The Intrasystem Transfer and Receiving Health Screening form (DRC5255) shall only be used as background information on the inmates. All required reception center health screenings and assessments shall still be completed.

e. When an interstate corrections compact or federal inmate arrives at the reception center, the reception center record office staff shall:

i. Assign the inmate an inmate identification number;

ii. Enter the DNA “NO” override into DOTS Portal.
f. The BOSC shall be responsible for the following:

i. Entering the sentencing information into DOTS Portal, as similar to the actual sentence information as possible;
ii. Entering the county of commitment as “Clay”;
iii. Entering the Offender Status Update (STATI) code as 01 0B. This will produce a message of “Contact Bureau of Classification” on most DOTS Portal screens;
iv. Entering the Hideaway Flag (EXPNG) in DOTS Portal. This will prevent the inmate’s information from being accessible on the DRC’s internet site. This flag shall be removed by the BOSC once the inmate is released or paroled;
v. Entering the master file into OnBase as stipulated in DRC policy 07-ORD-03, Master File.

g. The security threat group (STG) coordinator at Operation Support Center (OSC) shall review all STG related documents in the inmate’s master file. When STG involvement is indicated, the STG information entered into DOTS Portal will indicate “Unauthorized Group” only.

h. Throughout an interstate compact inmate’s incarceration in DRC, the managing officer/designee shall be responsible for notifying the BCR of any medical emergency or pre-scheduled procedures or treatment to occur outside of the institution and shall provide the BCR with notification of the inmate’s release and return to the institution.

i. The BCR shall contact the interstate coordinator for the sending agent who is the next-of-kin contact for interstate inmates. This information relates to any notification in the case of a death or serious illness of an interstate corrections compact inmate. The managing officer/designee is responsible for ensuring immediate notification to the BCR in the case of death or serious illness.

j. Reception staff shall complete a Security Designation (DRC2568) and notify the BCR chief/designee. Once classified, the BCR shall arrange for transfer to the parent institution.

2. Parent Institution Procedures

a. The managing officer/designee of each institution shall be responsible for maintaining, updating and reviewing the master file to ensure it is current and accurate. All other departments, including but not limited to, medical, mental health services, recovery services, mail, visiting, OSC, maintaining records on interstate compact inmates shall be responsible for updating and reviewing their files to ensure they are current and accurate, and that they are kept confidential, not releasing information without BCR approval.

b. A progress report must be completed by the institution for each Interstate Corrections Compact inmate every six (6) months and forwarded to the BCR chief/designee. Federal inmates require a progress report annually. The report shall include any programs, job evaluations, requests for security level changes, and all disciplinary action since the prior report. A copy shall be maintained in the inmate’s master file.
c. Security level changes or transfers of the inmate may only occur when approved by the BCR chief/designee.

d. The BCR chief/designee must be notified immediately in case of any life threatening medical condition, death, suicide, escape attempts, investigations, or any other unusual incidents involving any interstate corrections compact or federal inmate.

e. The BCR must be notified by the managing officer/designee when an interstate compact inmate’s status is absent with leave (AWL) or out-to-court (OTC), and when the inmate returns to the institution. The BCR shall notify the BOSC so the proper code of “01 0B” may be entered into STATI. If the inmate leaves the institution for any reason, or if the inmate’s status in STATI changes, this code must be updated once the inmate returns to the institution in order to create the “Contact BCR” flag on most DOTS Portal screens.

f. Throughout the inmate’s incarceration in DRC, the HCA and/or MHA shall be responsible for notifying the BCR of any scheduled medical procedures or treatment to occur outside of the institution. The BCR shall receive pre-approval, when necessary, through the sending state.

i. Upon approval from the sending state, the BCR chief/designee shall notify FMC (for the Ohio State University Medical Center procedures and/or treatments) or the responsible deputy warden at the parent institution that the bill for treatment/care must be sent to the BCR.

ii. The BCR shall forward the bill and approval from the sending state to the Department of Business Administration (DBA) chief/designee who shall bill the sending state and deposit the funds into the inmate responsibility fund. DBA shall provide BCR with documentation of payments received.

g. The Bureau of Records Management (BORM) chief shall monitor OnBase on a monthly basis and move all documents on interstate compact inmates to a secure file that can be accessed by the BCR chief/designee and managing officers/designees only.

h. The BCR shall be the primary contact and shall correspond with the sending agency or the APA deputy compact administrator regarding parole/release planning for interstate compact inmates. Upon release, whether on supervision or incarceration, all files are considered closed and shall be sent to CRC/ORW. CRC/ORW shall forward the mental health files to the Bureau of Behavioral Health Services (BOBHS), and medical file(s) to the Bureau of Medical Services at Operation Support Center. Any requests for medical/mental health information on an interstate corrections compact inmate received after the inmate has returned to the sending state’s custody shall be referred to the chief/designee of the BOBHS and/or BOMS accordingly.
i. All closed interstate corrections compact files shall be maintained by the BCR chief/designee and according to the Department Record Retention Schedule and DRC policy 07-ORD-01, Records Management Program. BCR shall forward their OSC file to BORM to be scanned into a secure file in OnBase.

D. Procedures for Interstate Transfers of Inmates Out of Ohio

1. The BCR chief/designee shall review and approve all requests to transfer an offender out of state under the provisions of the Interstate Corrections Compact. When an interstate transfer is being considered, an interstate request packet shall be completed by the institution, approved by the managing officer, and forwarded to the BCR chief/designee for consideration. The packet shall contain, but not be limited to, the following documents:

a. Interstate Compact Request Form (DRC2698);
b. Inmate Request for and Consent to Interstate Transfer and Waiver Of Due Process Hearing Form (DRC2689); or
c. Copy of Rules Infraction Board (RIB) proceedings to determine the need for a transfer out of state for an inmate who does not consent to said transfer;
d. Intrasystem Transfer & Receiving Health Screening Form (DRC5255);
e. Institution summary, including RIB summary with details of any violent/serious infractions;
f. Any available FBI/BCI/PSI/OBI reports;
g. Journal Entries/Sentencing Documents;
h. Medical and mental health summaries;
i. Escape flyer;
j. Inmate Data Sheet;
k. STG information;
l. Any other pertinent information or documents.

2. When a transfer out of state has been approved, the BCR shall notify the sending institution and the BOSC of the details of the inmate’s transportation to the receiving agency. The BOSC shall enter the Offender Status Update (STATI) code as 01 0B. This will produce a message of “Contact Bureau of Classification” on most DOTS Portal screens. The BOSC shall also enter the Hideaway Flag (EXPNG) in DOTS Portal. This will prevent the inmate’s information from being accessible on the DRC’s internet site. This flag shall be removed by the BOSC once the inmate is released or paroled.

3. The institution shall prepare the inmate for transport. The inmate cannot be transported with property. Legal mail and a fourteen (14) day supply of current medications are the only items that may travel with the inmate. If the inmate has property that is allowed at his/her new institution, it may be mailed to that institution at the inmate’s expense, or mailed home. If the institution chooses, they may obtain the inmate’s authorization ahead of time to pay for the property being mailed and send the remaining funds in the inmate’s account to the receiving institution after the inmate has been processed and assigned a parent institution and number in the receiving state. When inmates leave via CRC for the benefit of the transporting authorities, the parent institution sending the inmate to CRC shall complete these functions prior to transferring the inmate to CRC.
4. Upon transfer of the inmate from Ohio, all records on male offenders must be forwarded to the BORM for scanning, if necessary. CRC shall send the medical file(s) to BOMS and mental health file to BOBHS. All male offenders shall be carried on CRC’s out-to-court other list. Records on female offenders transferred out of state must be forwarded to the BORM for scanning, if necessary. ORW shall send the medical file(s) to BOMS and mental health file to BOBHS. All female offenders shall be carried on ORW’s out-to-court other list. BORM, the BOMS, and BOBHS are responsible for the maintenance of the files in accordance with DRC policy 07-ORD-01, Records Management Program.

5. DRC shall also monitor all requests for medical treatment and procedures for out-of-state inmates. Requests for pre-approval on medical treatment and procedures shall be approved by the DRC medical director. Pre-approval for emergency services is not required; however, the DRC medical director shall determine if the treatment or procedure was emergent in nature. If the DRC medical director determines the care received was not emergent, the charge will be refuted. Approved medical bills shall be sent to the DBA chief/designee for payment.

6. BOSC shall confirm the sentence computation, monitor the parole eligibility dates, and notify the BCR chief/designee and the parole board chair/designee of impending releases and parole hearings for all out-of-state offenders.

7. BOSC shall be responsible for providing parole notification letters and notifying the parole program specialist supervisor and the parole board parole officer (PBPO) that the inmate is out of state but can be heard during CRC/ORW’s normal hearings. They shall monitor parole eligibility dates and release dates and notify the parole program specialist supervisor who shall consult with the BCR chief/designee of impending releases and parole hearings.

8. The parole program specialist supervisor shall obtain any required information, such as access to the inmate’s file and progress reports, from the BCR chief/designee. The PBPO shall not have access to any information regarding the inmate’s out of state placement.

9. The parole board chair/designee shall enter parole board hearing minutes into DOTS Portal.

10. Unless granted an exception from the BCR chief/designee, all Ohio inmates shall be returned from their receiving state back to Ohio prior to their release date. At that point, the inmate shall be treated as a non-interstate corrections compact inmate.

11. It may become necessary for an Ohio inmate to return to Ohio from an interstate compact placement to serve the remainder of his sentence. The BCR chief/designee shall notify BOSC and BORM of the status change for information to be updated in DOTS Portal and access given to records in OnBase. These inmates will return to CRC/ORW. The BCR chief/designee shall work with CRC/ORW reception staff to assign a parent institution and arrange the transfer.
12. Prior to any release, BORM shall be responsible for review of the Master File and Record Office File Release Checklist (DRC2463), to include checking for detainers and notify requests.

13. If an inmate is assessed with post release control or granted a parole in Ohio, CRC or ORW staff shall be responsible for coordinating the placement, supervision, and transportation of the offender, if necessary.

14. If an inmate is assessed with post release control or granted a parole outside of Ohio, the APA deputy compact administrator shall be responsible for coordinating the placement and supervision of the offender.

15. Upon completion of the sentence, CRC or ORW staff shall forward the entire inmate file to BORM in accordance with DRC policy 07-ORD-03, Master File.

**Related Department Forms:**

- Record Office File Release Checklist
- Security Designation
- Inmate Request For and Consent to Interstate Transfer and Waiver of Due Process Hearing
- Interstate Corrections Compact Request
- Intrasystem Transfer and Receiving Health Screening