


SUBJECT: Sex Offender Services	PAGE <u> 1 </u> OF <u> 9 </u>
	NUMBER: 67-MNH-12
RULE/CODE REFERENCE:	SUPERSEDES: 67-MNH-12 dated 02/05/18
RELATED ACA STANDARDS:	EFFECTIVE DATE: January 28, 2019
	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 establish standards, guidelines, and procedures for the implementation of sex offender services and programs in the Ohio Department of Rehabilitation and Correction (ODRC). This policy shall standardize the delivery of sex offender services throughout the ODRC.

III. APPLICABILITY

This policy applies to all institutional staff employed by or under contract with the Ohio Department of Rehabilitation and Correction (ODRC) who provide sex offender services and programs to offenders or who are involved in any project including planning, design and development, evaluation, and research that affect sex offender services and programs, including coordination with any Adult Parole Authority (APA) policy which delegates duties for sex offender management in the community.

IV. DEFINITIONS

Basic Education - A twenty (20) hour psycho-educational regimen all sex offenders complete at the Sex Offender Risk Reduction Center (SORRC) at the Correctional Reception Center.

Comprehensive Sex Offender Assessment - A sex offender-specific assessment conducted on sex offenders assessed as medium high and high risk to sexually re-offend that involves an examination of patterns of risk factors through the administration of an evidence-based dynamic sex offender assessment. Comprehensive sex offender assessments are conducted at SORRC.

Comprehensive Sex Offender Program - Evidence-based cognitive behavioral programming for sex offenders that addresses criminogenic risk/needs factors for sex offenders, as identified by evidence-based dynamic sex offender assessment.

Core Correctional Practices - Practices that include the appropriate use of authority, prosocial/anti-criminal modeling and reinforcement, skill-building and problem-solving strategies, relationship factors, e.g., respectful, genuine modes of relating which are committed to helping offenders, and community reentry strategies.

Group-Based Comprehensive Sex Offender Program - A sex offender program in which participants live in different units in the prison and meet for group and individual interventions, as well as other program related activities in a common area. Group-based programs utilize a collaborative approach in working with Unit Management staff to ensure consistent communication and to enhance the application of core correctional practices.

Sex Offender Program Curriculum - A structured intervention curriculum for high and identified medium-high risk sex offenders that employs cognitive-behavioral intervention techniques and core correctional practices to address a set of dynamic risk factors and intervention targets which are associated with recidivism in adult sex offender offenders.

Sex Offender Risk Assessment - An evidence-based assessment of static, actuarial, or historical factors to determine whether the offender is Very Low, Below Average, Average, Above Average or Well Above Average risk to sexually reoffend.

Sex Offender Services Quality Improvement Program - A comprehensive program to systematically review and improve the quality, efficiency and effectiveness of sex offender services. The quality improvement program is a structured organizational process designed to ensure program fidelity while implementing a continuous flow of improvements to provide quality sex offender services that meets or exceeds expectations.

Unit-Based Comprehensive Sex Offender Program - A housing unit in a prison, designated by the Managing Officer where designated sex offenders are housed for the purpose of participating in an evidence-based sex offender programs. Unit-Based programs utilize the living unit environment to ensure that core correctional practices are incorporated in the living unit and in the program.

V. **POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to provide a system of sex offender services to inmates classified as sex offenders for the purpose of reducing the risk of sexual re-offending thereby enhancing public safety and future risk to victims. This policy ensures all sex offenders shall undergo evidence-based sex offender specific assessments and that evidenced-based sex offender-specific programming shall be provided based on the level of risk to re-offend.

VI. **PROCEDURES**

A. **Identification**

For the purposes of sex offender assessment and programming, an inmate shall be identified as a sex offender if the current offense for which the inmate is currently incarcerated is a sexually oriented offense pursuant to the Ohio Revised Code or if the official journal entry identifies the inmate as a sex offender.

B. Sex Offender Risk Reduction Center (SORRC)

1. All male inmates who are designated as sex offenders at the male reception centers shall be transferred to the Sex Offender Risk Reduction Center (SORRC) at the Correctional Reception Center (CRC).
2. Upon arrival at SORRC, inmates shall receive an orientation to Sex Offender Services.
3. A Sex Offender Risk Assessment shall be completed under the supervision of the SORRC administrator/designee. The risk instrument shall yield a range of scores that categorize levels of risk to sexually reoffend:

-3, -2	Very Low Risk
-1, 0	Below Average Risk
1, 2, 3	Average Risk
4, 5	Above Average Risk
6 and above	Well Above Average Risk
4. Inmates shall be assigned a risk level, designating them as Very Low, Below Average, Average, Above Average, Well Above Average risk to sexually reoffend.
5. The SORRC administrator may override a designated risk level if it is determined ~~that~~ there are factors present that warrant a higher risk level.
6. Each sex offender's level of risk shall be entered into the DOTS Portal Sex Offender Risk Score (SXR) screen.
7. A sex offender with an override shall be entered as a "4" in DOTS Portal. The reasons for the override shall be described and documented in the Comprehensive Sex Offender Assessment report.
8. Sex offenders assigned a risk level of Very Low, Below Average or Average shall be scheduled for Basic Education programming and transferred to their parent institutions once Basic Education is completed.
9. Sex offenders who are assigned risk levels of Above Average or Well Above Average shall be scheduled for Basic Education programming. Once the Basic Education is completed, they shall be scheduled for and complete a Comprehensive Sex Offender Assessment.

C. Inclusion and Exclusion Criteria for Comprehensive Sex Offender Programs

1. The Comprehensive Sex Offender Program shall be mandatory for the following inmates designated as sex offenders:
 - a. The inmate scores Above Average risk or Well Above Average risk to sexually reoffend. Inmates shall be prioritized by risk level.

- b. The inmate is within thirty-six (36) months of release. Inmates who have Parole Board hearings and score Average, Above Average or Well Above Average risk to sexually reoffend shall be referred at the discretion of the Parole Board.
 - c. The inmate was excluded from the Comprehensive Sex Offender Program due to barriers that required services that cannot be reasonably obtained in the program, but have resolved issues so that they can participate in the program. This determination shall be made at the inmate's annual classification review. If the inmate is able to participate in the Comprehensive Sex Offender Program, he shall be transferred to an institution with the program, and the director of Sex Offender Services shall be notified.
2. Inmates who meet the following exclusionary criteria shall not be placed in the Comprehensive Sex Offender Program, as these criteria represent barriers beyond the scope of the program or require services that cannot be reasonably obtained in the program. These barriers include:
- a. Serious mental health issues that are not stabilized by a medication regimen.
 - b. Significant health issues: This shall include inmates who are designated on the Medical Classification Grid as Class 3 and Class 4.
 - c. Functional limitations impacting placement as determined by Medical Protocol B-13, Evaluation for Functional Limitations Impacting Placement.
 - d. Intellectual impairment that impacts the inmate's ability to participate in cognitive-behavioral programming.
 - e. Posing a risk to self or others as documented by a mental health professional.
3. If the inmate refuses to participate in the Comprehensive Sex Offender Program, the disciplinary process shall proceed as follows:
- a. A designated Sex Offender Program staff person shall meet with the inmate(s) to discuss the policy, expectations regarding attendance and participation, and possible sanctions for non-compliance.
 - b. First Offense - If an inmate refuses to comply, the designated Sex Offender Program staff person or other appropriate individual shall issue a conduct report for "Refusal to carry out work or other institutional assignment" (Rule 22). A conviction of Rule 22 in this context may be disciplined with any of the following sanctions:
 - i. Limited privilege housing;
 - ii. Commissary restrictions;
 - iii. Package restrictions;
 - iv. Loss of audio/video equipment;
 - v. Money order restriction;

- vi. Restrictions on offender funds incoming/outbound;
 - vii. Other sanctions as recommended by Sex Offender Program staff and/or hearing officer.
- c. Second Offense - The Sex Offender Program staff person or other appropriate individual designated shall issue a conduct report for “Refusal to carry out work or other institutional assignment” (Rule 22). A conviction of Rule 22 in this context may be disciplined with any of the above sanctions following the steps of progressive discipline.
 - d. Third Offense - The Sex Offender Program staff person or other appropriate individual designated shall issue a conduct report for “Refusal to carry out work or other institutional assignment” (Rule 22). A conviction of Rule 22 in this context may be disciplined with any of the above sanctions following the steps of progressive discipline.
 - e. Fourth Offense - The Sex Offender Program staff person or other appropriate individual designated shall issue a conduct report for “Refusal to carry out work or other institutional assignment” (Rule 22) and there shall be a mandatory referral to the Rules Infraction Board (RIB) for disciplinary action.
 - f. Fifth Offense - The Sex Offender Program staff person or other appropriate individual designated shall issue a conduct report for “Refusal to carry out work or other institutional assignment” (Rule 22) and there shall be a mandatory referral to the Rules Infraction Board (RIB) for disciplinary action.

D. Comprehensive Sex Offender Programs

1. Comprehensive Sex Offender Programs are currently designated at the following institutions:
 - Belmont Correctional Institution;
 - Chillicothe Correctional Institution;
 - Grafton Correctional Institution;
 - Madison Correctional Institution;
 - Other institutions identified to provide the Comprehensive Sex Offender Program.
2. Identification and Movement of Sex Offenders for the Comprehensive Sex Offender Program:
 - a. In January and June of each calendar year, the director of Sex Offender Services/designee shall identify sex offenders who meet the criteria for the Comprehensive Sex Offender Program in each of the DRC’s institutions that do not have sex offender programs.

- b. The director of Sex Offender Services shall compile a list of sex offenders who are required to participate in the program for each institution that does not have sex offender programs.
 - c. The director of Sex Offender Services shall send the list to the managing officer's administrative professional 4 and unit management chief of each respective institution. The director of Sex Offender Services shall also identify the institution to which the offenders are to be transferred for the Sex Offender Program.
 - d. The appropriate staff at each institution shall initiate administrative transfer requests to move the identified sex offenders to the identified institution(s).
 - e. For those institutions which have sex offender programs, the Sex Offender Program director shall maintain a database of offenders who are required to participate in the Sex Offender Program.
3. Comprehensive Sex Offender Programs shall have a structured Sex Offender Program Curriculum that is standardized for all programs. The Curriculum shall direct all program interventions and activities. Any changes or modifications of the Curriculum shall be approved by the director of Sex Offender Services.
 4. Comprehensive Sex Offender Programs shall provide evidence-based sex offender-specific correctional programming that include:
 - a. Program-specific assessment;
 - b. Review of criminogenic factors that indicate a risk to sexually reoffend;
 - c. Meeting with inmates to review program expectations and requirements;
 - d. Intervention plan (Sex Offender Program In-Program Inmate Assessment - DRC5194, or electronic record);
 - e. Group Intervention (Sex Offender Program Session Summary - DRC5223, or electronic record) and individual intervention, when indicated;
 - f. Intervention plan monitoring through scheduled program team reviews;
 - g. Program completion review and documentation (Sex Offender Program Discharge Summary - DRC5226, or electronic record);
 5. Comprehensive Sex Offender Programs shall be provided in one of two basic models/settings:
 - a. Group-Based Sex Offender Programs shall be provided for inmates who live in different housing units within the prison. They will be scheduled for group intervention and other relevant program activities, as identified in the program handbook, with an assigned location at which program interventions shall be provided. Group-Based Sex Offender Programs shall utilize a collaborative approach in working with unit management staff to ensure consistent communication and to enhance the application of core correctional practices.

- b. Unit-based Sex Offender Programs shall be provided for inmates who reside in the same housing unit within the prison, as designated by the managing officer. Unit-Based Programs shall utilize the housing unit environment to ensure core correctional practices are incorporated in the housing unit and in the treatment program.
6. Sex Offender Programming for female sex offenders shall be provided at the Ohio Reformatory for Women (ORW). This programming shall be voluntary.
- a. Staff conducting the sex offender program shall meet with inmates who volunteer for the program to discuss program expectations, as well as the expectations of the inmates that led them to volunteer for the program.
 - b. The program model shall be reviewed and approved by the director of Sex Offender Services.

E. Sex Offender Services Continuous Quality Improvement (CQI)

1. The purpose of CQI is to continuously move sex offender programs toward improved service delivery and more effective outcomes. Toward this end, CQI is designed to generate feedback to ensure that services are delivered, as set forth, and that program fidelity is continuously monitored.
2. Sex Offender Services shall provide a comprehensive system of internal review that:
 - a. Is implemented by the director of Sex Offender Services, Sex Offender Program administrators, the administrator of SORRC, and the institutional QICs to collect, analyze and trend defined data;
 - b. Results in the effective implementation of Evidence-Based Sex Offender Programs by maintaining fidelity to the program model, as defined in the Sex Offender Program Curriculum.
 - c. Uses CQI tools and techniques to identify, examine, and correct problems and improve processes in sex offender services.
 - d. Provides regular reviews of inmate informal complaints and grievances submitted to the Sex Offender Program to identify, examine, and correct problems and improve processes in Sex Offender Services.
3. Institutional Sex Offender CQI meetings shall occur monthly. The meeting shall be chaired by the Sex Offender Program director and all Sex Offender Program staff shall attend.
 - a. Agenda items shall include:
 - i. Review of the monthly report;
 - ii. Record reviews;
 - iii. Group facilitator evaluations;

- iv. Informal complaints/grievances; and
 - v. Other opportunities to improve processes, correct problems, and to enhance fidelity to the program model.
4. The results of the meeting shall be documented in Sex Offender Program CQI meeting minutes (DRC2561) and submitted to the director of Sex Offender Services and the institutional quality improvement coordinator by the 15th of the month.
5. There shall be a quarterly Sex Offender Services CQI meeting. In attendance shall be the director of Sex Offender Services, the Sex Offender Program directors, and the SORRC director.
- a. The agenda of the quarterly CQI meeting shall include:
 - i. Review of active action plans (DRC5243);
 - ii. Review/analysis of monthly reports (DRC5224);
 - iii. Review/analysis of record reviews (DRC5264);
 - iv. Review/analysis of group facilitator evaluations (DRC5227);
 - v. Review of informal complaints and grievances; and
 - vi. The development of new action plans, as indicated (DRC5243).
 - b. The quarterly CQI meeting shall be documented in the CQI Quarterly Report (DRC5240).
6. Sex offender services CQI activities shall include:
- a. Sex Offender Program administrators and the administrator of SORRC shall conduct systematic reviews of the utilization of resources, focusing on the allocation of resources in the most cost-efficient manner, while maintaining the quality of care. Areas that shall be reviewed regularly include, but are not limited to:
 - i. Number of inmates in program;
 - ii. Number/percentage assessed at high risk and assessed at medium-high risk;
 - iii. Number of program-specific assessments completed;
 - iv. Number of inmates completing the program;
 - v. Number of inmates refusing the program;
 - vi. Number of inmates terminated;
 - vii. Number of groups scheduled;
 - viii. Number of groups cancelled;
 - ix. Number of conduct reports issued in the program;
 - x. For SORRC: Number of inmates for whom no PSI was ordered;
 - xi. For SORRC: Number of Comprehensive Sex Offender Assessments completed;
 - xii. Number of grievances.

All utilization resource review information shall be entered in the Sex Offender Program Monthly Report (DRC5222) and the SORRC Monthly Report (DRC5224). Both monthly reports shall be submitted to the director of Sex Offender Services by the 15th of each month.

- b. Sex Offender Program administrators shall schedule and conduct group facilitator evaluations using the Sex Offender Program Group Facilitator Evaluation (DRC5227) for their respective staff. Group Facilitator Evaluations (DRC5227) shall be conducted once a month for each staff.
- c. Record reviews shall be conducted monthly utilizing the Sex Offender Program File Review Worksheet (DRC5264). Five (5) files shall be reviewed per month and the findings shall be summarized for presentation at the Sex Offender Services quarterly CQI meeting.
- d. Sex Offender Program administrators shall verify the licenses of applicable staff utilizing the on-line license verification centers provided by each board upon employment and every twelve (12) months thereafter.

F. Confidentiality

- 1. CQI records are confidential and privileged and shall not be disclosed to any person or entity except as provided by the specific exceptions, per ORC 5120.211.
- 2. All CQI records shall be marked as “confidential”.

Related Department Forms:

Sex Offender Program Monthly CQI Meeting Minutes	DRC2561
Sex Offender Program In-Program Inmate Assessment	DRC5194
Sex Offender Program Monthly Report	DRC5222
Sex Offender Program Session Summary	DRC5223
SORRC Monthly Report	DRC5224
Sex Offender Program Discharge Summary	DRC5226
Sex Offender Program Group Facilitator Evaluation	DRC5227
Sex Offender Services CQI Quarterly Meeting Minutes	DRC5240
Sex Offender Services CQI - Action Plan	DRC5243
Sex Offender Program File Review Worksheet	DRC5264