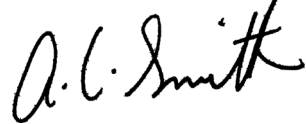




Department of  
Rehabilitation & Correction

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| SUBJECT:<br><b>Private Funeral Viewing/Bedside Visit</b> | PAGE <u> 1 </u> OF <u> 6 </u>  |
|  | NUMBER: <b>76-VIS-03</b>   |
| RULE/CODE REFERENCE:<br>ORC 2967.27, 5120.01             | SUPERSEDES:<br>76-VIS-03 dated 04/23/2018  |
| RELATED ACA STANDARDS:<br>5-ACI-7D-18 (4500-1)           | EFFECTIVE DATE:<br><b>June 1, 2021</b>   |
|  | APPROVED:<br> |

## 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 provide administrative direction to institution managing officers in determining whether an incarcerated individual may be granted an escorted visit for the specific purpose of visiting a dying relative or attending a private viewing of a deceased relative and identifying the conditions an escorted visit may be conducted.

## III. APPLICABILITY

This policy applies to all Ohio Department of Rehabilitation and Correction (ODRC) managing officer/designees who are responsible for granting and/or supervising incarcerated individuals on bedside or private funeral viewing visits or facility web-based video bedside visits or funeral services.

## IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the ODRC policies page on the ODRC Intranet at the following:

### [Definitions Link](#)

- **Bedside Visit**
- **Cost of Viewing/Visit**
- **Extended Restrictive Housing**
- **Family Member**
- **Imminent Danger of Death**
- **Limited Privilege Housing (LPH)**
- **Parole Board**
- **Private Funeral Viewing**
- **Residential Treatment Unit (RTU)**
- **Restrictive Housing (RH)**

- **Serious Misconduct Panel**
- **Transitional Program Unit**
- **Web-Based Bedside Visit/Funeral Services**

## **V. POLICY**

It is the policy of the ODRC to permit eligible incarcerated individuals, who do not pose a threat to the public safety, to attend under supervision a bedside visit or private funeral viewing of a member of their family. Alternatively, the facility may use a web-based approach to manage the bedside or private funeral viewing.

## **VI. PROCEDURES**

Notification concerning a death or impending death of a relative shall be received at the institution and documented on the Family Serious Illness Death Notice (DRC2291). The managing officer/designee shall develop and implement a notification process that shall ensure timely notification to the incarcerated individual and verification of the required information. Once a notification concerning a death or impending death of a relative is received at the institution and documented on the Family Serious Illness Death Notice (DRC2291), the managing officer's designee shall verify the death or hospitalization and notify the incarcerated individual of the information. Every attempt shall be made to timely notify the incarcerated individual so that the death bed/funeral visit can be accomplished; however, when late notification is received by the institution, the managing officer may determine that verification cannot be accomplished to accommodate the visit process.

A. The managing officer/designee shall:

1. Verify all relevant information on the Family Serious Illness Death Notice (DRC2291) through contact with the funeral home, hospital, hospice unit, or nursing home.
2. Verify the relationship of the deceased to the incarcerated individual. If the deceased relative is not listed on the incarcerated individual's visiting list, the family must provide proof of relationship. This information shall be documented by updating screens in DOTS Portal (i.e., VSL, VISTI and VSNOT).
3. Determine if a web-based bedside or funeral visit is possible prior to approving an actual escorted visit. Every opportunity shall be taken to provide web-based funeral/bedside visits prior to approving an actual escorted funeral/bedside visit. All incarcerated individuals, regardless of their security level, can receive a web-based viewing at the discretion of the managing officer. Additionally, the managing officer may approve a bedside or funeral visit for the immediate family member of the incarcerated person when the web-based option is is not available.
4. Determine if the incarcerated individual is statutorily eligible and meets the general criteria for an escorted visit:
  - a. An incarcerated individual is not eligible for an escorted bedside or private funeral viewing visit, pursuant to Ohio Revised Code 2967.27 if either:

- i. The incarcerated individual has a record of three (3) or more felony commitments (including the current commitment); or
    - ii. The incarcerated individual has two (2) or more felony commitments for a crime of an assaultive nature (including the current commitment).
  - b. The following shall be minimum qualifications for an escorted visit to either a bedside/ private viewing:
    - i. No history of an escape within the last ten (10) years.
    - ii. A security classification of Level 1, 2, or 3 and not currently in Limited Privilege Housing (LPH) or Restrictive Housing (RH) as the result of a finding of guilt by the Rules Infraction Board (RIB) or Serious Misconduct Panel (SMP).
    - iii. No escorted visit shall be permitted outside of the state of Ohio.
  - c. Other considerations of the managing officer/designee shall include, but are not limited to, factors such as the incarcerated individual currently is in a Transitional Program Unit (TPU) under LPH, RH or ERH status, death row, detainers, time remaining on the sentence, or until the individual goes to the Parole Board, STG affiliation, notoriety of the case, cause of death of the deceased, and emotional stability and institutional adjustment of the incarcerated individual, including any attempted escapes and/or absconding from probation or parole supervision. Appropriate mental health staff shall be consulted prior to approving a visit for an individual housed in a Residential Treatment Unit (RTU).
  - d. Aside from the criteria set forth in ORC 2967.27, the decision to permit an incarcerated individual an escorted deathbed visit, or funeral viewing is solely within the discretion and professional judgment of the managing officer. No incarcerated individual is entitled to or otherwise has a right to such a visit. Public safety shall be the overriding concern in all cases. The Funeral Viewing/Death Bed Visit Screening Criteria (DRC2612) shall be used to assist the managing officer in his/her decision-making process.
  - e. The managing officer may request a recommendation from the unit management team regarding whether the incarcerated individual, based upon behavior and stability, is an appropriate candidate for the trip or utilization of the web-based process.
5. Prior to approving an escorted bedside visit or private viewing, notification shall be made to the Office of Victim Services (OVS). OVS will inform the institution if there are any victim related issues. For security reasons, notification to the victim (s) shall be limited to the incarcerated individual's name, number, and type of visit (i.e., bedside or private viewing). OVS shall receive this notification twenty-four (24) hours a day via phone or email contact ([drc.victim.services@odrc.state.oh.us](mailto:drc.victim.services@odrc.state.oh.us)) during normal business hours and through the OVS after-hours contact information. This information shall be documented on the Family Serious Illness or Death Notice (DRC2291).
6. The managing officer shall approve or deny the private viewing, bedside visit, or web-based viewing. The managing officer's designee shall notify the incarcerated person of

approval or denial of the trip and advise that they must decide between a bedside visit and funeral viewing, if applicable.

7. Make security and other arrangements with the funeral home, hospice unit, hospital, or nursing home for the viewing or visit.
  8. Notify the family of the decision and, if approved, make arrangements for attendance of appropriate family members. Only incarcerated individuals classified as Level 1 security shall be eligible to have family members at the private funeral viewing. No more than three (3) pre-approved family members shall be present during the escorted visit.
  9. Family members shall not be present during a bedside visit.
  10. Inform the family of the cost of the viewing/visit and method of payment and make appropriate arrangements for receipt of funds. The incarcerated individual may sign a cash slip for the expense of the trip if he/she has the funds currently available in their account.
  11. If approved, authorize appropriate transportation. All trips require two (2) staff, one of which shall be of the same gender as the incarcerated individual. Once the trip/visit has begun, the incarcerated individual shall remain under the constant supervision of an employee of the ODRC.
  12. Make notifications as appropriate to law enforcement agencies in the jurisdiction of the funeral home, hospital, nursing home, or hospice unit.
- B. Restraints, transportation, and dress of the incarcerated individual shall be in accordance with ODRC Policy 310-SEC-03, Inmate Transportation, and shall be provided in a state screened vehicle. Cell phones, if available, shall be assigned to the transport staff.
- C. The transporting officers(s) are authorized to terminate the trip at any time if they determine that the security or safety of themselves, the public, or the incarcerated individual cannot be maintained. In such cases, an Incident Report (DRC1000) shall be filed upon return to the institution.
- D. The transporting officer shall complete an Incident Report (DRC1000) at the conclusion of the bedside visit or private viewing trip if the incarcerated individual exhibits unusual behavior or makes inappropriate comments during the trip. A copy of the Incident Report (DRC1000) shall be maintained in the electronic record office file and copies shall be provided to the shift supervisor and to mental health. Each institution shall establish procedures for scanning and forwarding of all documentation to the appropriate offices.
- E. Web-Based Video Bedside Visits and Funeral Services
1. Every opportunity shall be taken to utilize web-based funeral/bedside visits prior to approving an actual escorted funeral /bedside visit. Additionally, the managing officer shall have discretionary authority in granting a web-based viewing to an incarcerated individual that does not meet the eligibility for an escorted deathbed or private funeral

viewing. Families should be cautioned that video visitation is not guaranteed as it is subject to technical limitations and may not be available at all locations.

2. Other considerations of the managing officer may include, but are not limited to, factors such as the inmate is currently in a TPU under RH or LPH conditions, STG activity/level, notoriety of the case, cause of death of the deceased, emotional stability, and institutional adjustment of the incarcerated individual. Appropriate mental health staff shall be consulted prior to approving a web-based funeral viewing for an incarcerated individual housed in an RTU.
3. Notify the Office of Victim Services prior to web-based participation for a bedside visit or funeral. The OVS shall conduct a screening for victim related concerns. Any potential concerns noted by the OVS screening shall be shared with the managing officer. OVS email address: [drc.victim.services@odrc.state.oh.us](mailto:drc.victim.services@odrc.state.oh.us)
4. Web-based visits shall be arranged for a reasonable period of time but shall not exceed sixty (60) minutes in length unless otherwise approved by the managing officer. The Office of Victim Services (OVS) should be notified by email to: [drc.victim.services@odrc.state.oh.us](mailto:drc.victim.services@odrc.state.oh.us) of web-based participation for a bedside visit or funeral to allow a screening conducted for victim related concerns.
5. Upon notification of the death, or impending death, a family member of the incarcerated individual may be contacted to determine their interest in arranging a web-based connection for the services or visit. The exact IP address will be obtained by the institution representative for the purpose of streaming the web-based visit. Some benefits of web-based visits/viewings include:
  - a. No expense to family members.
  - b. Incarcerated individuals that do not meet the eligibility criteria to be escorted outside of the institution may be considered for this method of visit/viewing.
  - c. Family members may be available and viewed during the visit/viewing.
  - d. The incarcerated person may view the actual funeral service if approved by the managing officer.
6. Once it has been determined that a web-based visit/viewing will take place, the institution representative shall email [DRC.Videoconference@odrc.state.oh.us](mailto:DRC.Videoconference@odrc.state.oh.us) and provide the following information: the approval status of the visit, type of viewing (bedside or funeral), date and start time approved by the institution; inmate name and number, institution and video room preferred, relationship of deceased, name and phone number of family member providing the smart phone, name and contact information of the staff that will be with the incarcerated individual at the time of the funeral.
7. The family member making arrangements shall be informed to contact the Video Support Center at 740-845-3100 to obtain conferencing information and to arrange a date and time for the visit/viewing.

8. Once a date and time for the visit/viewing has been arranged, the institution representative shall receive a confirmation email from the Video Support Center. In the event that an email is not received, a Video Support Center representative shall contact the managing officer of the institution where the incarcerated individual is housed.
9. An appropriate staff person shall monitor the web-based visit/viewing for the emotional support of the incarcerated individual and to ensure that appropriate behavior ensues during the visit.
10. All documents regarding the funeral trip/bedside visit shall be scanned to OnBase under the incarcerated individual's number into the unit management section, under kites/correspondence document type as noted in ODRC Policy 07-ORD-03, Master File. Notifications/calls received related to funeral viewing or bedside visits shall be documented in FNOTE in addition to the required forms DRC2291 and DRC2612.

**Referenced ODRC Policies:**

|            |                       |
|------------|-----------------------|
| 07-ORD-03  | Master File           |
| 310-SEC-03 | Inmate Transportation |

**Referenced Forms:**

|  |         |
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| Incident Report                                    | DRC1000 |
| Family Serious Illness Death Notice                | DRC2291 |
| Funeral Viewing/Death Bed Visit Screening Criteria | DRC2612 |