




SUBJECT: Inmate Performance Merit System	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 80-INC-01
RULE/CODE REFERENCE:	SUPERSEDES: 80-INC-01 dated 09/06/13
RELATED ACA STANDARDS:	EFFECTIVE DATE: May 12, 2017
	APPROVED: 

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 define the procedures for awarding incentives to inmates who have successfully completed reentry approved programming offered by providers through the Ohio Department of Rehabilitation and Correction (DRC).

III. APPLICABILITY

This policy applies to all institutional employees and program providers involved in the development, approval, and delivery of reentry approved programming to inmates incarcerated by the Ohio Department of Rehabilitation and Correction (DRC).

IV. DEFINITIONS

Offender Performance Merit Evaluation (PME) - An evaluation tool used by program providers/staff facilitators to determine whether or not an inmate’s classroom performance and behavior during program period participation warrants the earning of an incentive selection from a pre-determined list by the inmate.

Offender Performance Merit System (OPMS) - A performance based system designed to recognize constructive, pro-social behaviors demonstrated by inmates enrolled in recommended reentry approved programming eight (8) weeks or longer in length.

Ohio Offender Performance Merit Evaluation (Coupon) (DRC4393) - A coupon that documents that an inmate has earned a Performance Merit System Incentive, what incentive has been selected by the inmate, the program staff approving the selection, date of redemption, and which institution department redeemed the incentive. The coupon is available in DOTS Portal as part of the Ohio Performance Merit Evaluation and in ORAS as the Incentive Coupon.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to promote the development of positive changes in inmate behavior by offering intensive reentry programming and recognizing constructive, pro-social behaviors by inmates enrolled in reentry programming.

VI. PROCEDURES

- A. The managing officer/designee shall be responsible for oversight, communication, and implementation of the Inmate Performance Merit System at each Ohio institution. All inmates enrolled in recommended reentry approved programming eight (8) weeks or longer in length shall receive a Performance Merit Evaluation upon program completion or an Incentive Coupon as determined by the institution. Any inmate that has completed a Reentry Supplemental Program shorter than indicated above may be eligible for an incentive at the discretion of the facility.
1. The program provider shall be responsible for entering the inmate and program information in RAP3 which will automatically complete Section I of the PME in DOTS Portal. Inmates assessed through the Ohio Risk Assessment System (ORAS) shall receive Incentive Coupons generated through the use of ORAS. Program facilitators shall input similar information into ORAS under "New Coupon" following the same timeframes as used for RAP PME processes outlined below.
 2. Within five (5) business days of program completion, the program provider shall return to the PME screen for each program participant and enter the appropriate information in Section II of the PME or the ORAS. The program provider shall access and complete Section III of the appropriate screen, (guilty conduct reports located on the RIBM screen). A total of "10" in Section III indicates the offender is eligible to select a PME.
 3. Following the program provider evaluation review, if eligible for an incentive, the inmate shall be notified by the program provider. The inmate will inform the program provider of the incentive selected from the pre-determined list of incentives. The program provider shall enter the incentive selected in the PME screen or the ORAS.
 4. The printed original Ohio Offender Performance Merit Evaluation (Coupon) (DRC4393) issued through DOTS Portal or the Incentive Coupon generated through ORAS shall be given to the inmate. The Incentive Coupon must be signed by the inmate and the staff person issuing the incentive. The signatures shall be in blue, red, or green and not black so the Incentive Coupon is recognizable as an original and not a photo copy. The inmate shall submit the Incentive Coupon to the appropriate institution departmental staff for redemption.
 5. Inmates must present the original Ohio Offender Performance Merit Evaluation (Coupon) (DRC4393) or ORAS Incentive Coupon with the program provider's signature to the appropriate departmental staff for redemption within sixty (60) calendar days of incentive selection to redeem his/her incentive. Ohio Offender Performance Merit Evaluation (Coupons) (DRC4393) not redeemed within sixty (60) calendar days of selection are not valid. If an item is not available, the inmate shall be issued a rain check for the item. It is

the responsibility of the inmate to follow up on the item availability every thirty (30) days until the item is restocked.

6. Institution departmental staff redeeming incentive selections shall collect the Incentive Coupon from the inmate, indicate the date the incentive was redeemed, sign, and return it to the managing officer/designee within three (3) business days of redemption.
7. The staff person designated by the managing officer shall enter the incentive selection date on the PME screen, scan the Ohio Offender Performance Merit Evaluation (Coupon) (DRC4393) into OnBase in the UM (Unit Management) Re-Entry Document Type, and destroy the Ohio Offender Performance Merit Evaluation (Coupon) (DRC4393) via hot trash. ORAS incentive coupons are issued to the inmate and are not documented into ORAS once they are redeemed. No further action is necessary after awarding the incentive coupon to the inmate. It is the inmate's responsibility to retain the coupon and redeem it within sixty (60) calendar days.
8. Institutions shall offer all incentives from the approved incentives list unless otherwise granted a waiver by the Performance Merit Evaluation/Incentive Committee chairperson. Waivers shall only be granted if the institution is operationally unable to offer a certain incentive.

Related Department Forms:

Ohio Offender Performance Merit Evaluation (Coupon)

DRC4393