

<b>TERM</b>	<b>OWNER</b>	<b>DEFINITION</b>	<b>POLICY</b>
<b>Absconder</b>	Division of Parole and Community Services (DPCS)	An offender under the supervision of the ODRC who fails to remain under the limits of supervision or confinement or who fails to return to a facility as directed.	100-APA-32 102-FUG-02
<b>Absent with Leave</b>	Bureau of Records Management (BORM)	Leave approved by ODRC for an incarcerated individual to be held in another agency's custody.	52-RCP-04
<b>Abuser</b>	Bureau of Operational Compliance (BOC)	A high risk incarcerated individual who has been found guilty of committing one or more instances of sexual abuse in an institutional setting.	79-ISA-01 79-ISA-02 79-ISA-04
<b>Access</b>	Bureau of Records Management (BORM)	The ability or right to view contents of the Master File based on the job assignment.	07-ORD-03
<b>Access Point</b>	Bureau of Information and Technology Services (BITS)	In this context, any point at which an entity outside the boundary connects to the network that contains secured assets.	05-OIT-03
<b>Accommodation</b>	Ohio Central School System (OCSS)	The process of adapting methodology and/or delivery of instruction. A student's individual education program (IEP) will have any necessary accommodations for the student.	57-EDU-03 57-EDU-11
<b>Accountability Report</b>	Office of Prisons (OOP)	Financial data that summarizes the cost of merchandise purchased, cost of merchandise sold and the cost of merchandise remaining on inventory from an activity.	73-GRP-01
<b>Accredited College or University</b>	Bureau of Personnel	Any of the more than 800 Community Colleges granting an associate degree, or the more than 1,400 Colleges and Universities granting bachelors, master's and/or doctoral degrees which have been regionally accredited by one of the six regional accrediting agencies.	38-CED-01

<b>ACMI (AP) &amp; (CL) Sealed Product</b>	Bureau of Operational Compliance (BOC)	Identifies art materials that are safe and that are certified in a toxicological evaluation by a medical expert to contain no materials in sufficient quantities to be toxic or injurious to humans, including children, or to cause acute or chronic health problems.	10-SAF-12
<b>Active</b>	Office of Prisons (OOP)	Engaging or ready to engage physically.	11-COP-01
<b>Active Aggressor</b>	Special Operations	An individual(s) who is actively engaging in killing or attempting to kill people in a confined or populated area or attempting to cause harm to as many people as possible. In most cases, active aggressors use firearms and there is no pattern or method to their selection of victims. The intent of most active aggressors is to kill individuals as quickly as possible.	11-COP-01 310-SEC-55
<b>Active Global Positioning System (GPS) Tracking Device</b>	Bureau of Community Sanctions (BCS)	A tracking device that instantly tracks the exact location of an offender in real time.	108-ABC-04
<b>Active Pay Status</b>	Bureau of Personnel	Conditions under which an employee is eligible to receive pay, and includes, but is not limited to, vacation leave, sick leave, bereavement leave, military leave, compensatory time, holidays, and personal leave. For purposes of this policy, active pay status does not include full-time disability leave, workers' compensation leave, administrative leave, or other leave of absence except approved education leave or if working to supplement a leave at the time the Application for Reimbursement is submitted.	38-CED-01

<b>Active Work Status</b>	Bureau of Personnel	The conditions under which an employee is actually in a work status and is eligible to receive pay but does not include vacation pay, sick leave, bereavement leave, compensatory time, holidays, personal leave, and disability leave.	35-PAY-02
<b>Activities of Daily Living (ADLs)</b>	Office of Correctional Health Care (OCHC)	A term used in healthcare to refer to daily self-care activities within an individual's place of residence, in outdoor environments, or both including, but not limited to, feeding, bathing, dressing, and grooming. Healthcare professionals routinely refer to the ability or inability to perform ADLs as a measurement of the functional status of a person.	66-ILL-01
<b>Adaptive Behavior</b>	Behavioral Health Operations (BHO)	The collection of conceptual, social, and practical skills that are learned and performed by individuals in their everyday lives. <u>Conceptual</u> - language and literacy, money, time, number concepts, and self-direction; <u>Social</u> - interpersonal skills, social responsibility, self-esteem, gullibility- likelihood of being tricked or manipulated, naiveté, social problem-solving and the ability to follow rules/ obey laws and avoid being victimized; <u>Practical</u> - activities of daily living, personal care, occupational skills, healthcare, travel/transportation, schedules/routines, safety, use of money, use of the telephone.	67-MNH-22
<b>Additional Term Hearing</b>	Parole Board	A hearing at which the ODRC may rebut the presumptive release at the expiration of a minimum term and maintain incarceration of an incarcerated adult for an additional period of incarceration up to the maximum term.	105-PBD-15
<b>Administrative Account</b>	Bureau of Information and Technology Services (BITS)	A privileged, higher level information technology system account that permits the account holder to grant system access, levels, rights, permissions and passwords to computer end users.	05-OIT-17

<b>Administrative Investigation</b>	Labor Relations Office (LRO)	Detailed inquiry and systematic examination of an allegation of Employee Misconduct.	09-INV-03 09-INV-04 09-INV-05 09-INV-07
<b>Administrative Review</b>	Division of Parole and Community Services (DPCS)	A preliminary review of an offender's supervision history due to a homicide or sexual assault allegations during the supervision of the offender or at Director or deputy director of DPCS discretion. The review will include information on violation behaviors and corresponding sanctions imposed, violator at-large status, contact standards compliance, and any other relevant information. The review will also include recommendations and actions to be taken.	100-APA-04
<b>Administrator Privileges</b>	Bureau of Information and Technology Services (BITS)	Ability to modify computer system settings including access permissions associated with computer resources and data.	05-OIT-15
<b>Adult Diploman Program</b>	Ohio Central School System (OCSS)	Enables participating OCSS career technical education (CTE) programs to provide a pathway for eligible students to earn a High School Diploma issued by the Ohio Department of Education (ODE).	57-EDU-12
<b>Adult Parole Authority (APA)</b>	Division of Parole and Community Services (DPCS)	Section of the Division of Parole and Community Services (DPCS) which includes the Parole Board; and Field Services.	102-FUG-03
<b>Adult parole Authority (APA) Chief</b>	Division of Parole and Community Services (DPCS)	Per ORC §5149.02, the chief is the individual responsible for directing and controlling the operation of the APA. The chief may also be referred to as the Division of Parole and Community Services (DPCS) deputy director.	102-FUG-03

<b>Adult Program</b>	Ohio Central School System (OCSS)	Career technical education (CTE) program in which participant age and possession of a HSE or High School diploma are not qualifiers for entry.	57-EDU-12
<b>Adulteration</b>	Division of Parole and Community Services (DPCS)	Mixing in a foreign substance or by ingesting substances that shall mask drugs of abuse in urine.	103-SPS-07
<b>Advance Directives</b>	Office of Correctional Health Care (OCHC)	Documents that explain what an individual wants done when he/she is unable to communicate due to illness or injury. Examples are the Living Will and the Durable Powers of Attorney for Health Care.	69-OCH-03
<b>Advanced Level Provider (ALP)</b>	Office of Correctional Health Care (OCHC)	A medical professional who is approved to practice as a physician or psychiatrist; or an advanced practice nurse under Ohio Revised Code (ORC) section 4723.43; or a physician's assistant under ORC section 4730.	52-RCP-06 67-MNH-07 67-MNH-29 68-MED-01 68-MED-10 68-MED-13 68-MED-17 68-MED-18 68-MED-19 68-MED-21 68-MED-24 69-OCH-05 69-OCH-07 310-SEC-06
<b>Advanced Selection Process</b>	Bureau of Personnel	Exempt pay range 12 and above selection process.	34-PRO-04

<b>Advisory Committee</b>	Ohio Central School System (OCSS)	A group of industry professionals, potential employers, ODRC staff, and an incarcerated individual program graduate/student that serve to provide input into the needs of the program to provide industry-current training to program participants.	57-EDU-12
<b>Advocate for Retention</b>	Behavioral Health Operations (BHO)	A mental health staff person employed by the psychiatric hospital where the incarcerated individual currently resides who presents the position of the hospital for retention at the hospital at the due process hearing.	67-MNH-19
<b>Advocate for Transfer</b>	Behavioral Health Operations (BHO)	A mental health staff person employed by the ODRC who presents the position of the institution for transfer to the hospital at the due process hearing.	67-MNH-19
<b>Affected Employee</b>	Bureau of Operational Compliance (BOC)	A person whose job requires them to operate or use a machine or equipment while service or maintenance is being performed under lockout or tag-out conditions, or whose job requires them to work in an area when such service or maintenance is being performed.	10-SAF-11
<b>Agency PREA Coordinator</b>	Bureau of Operational Compliance (BOC)	The staff member designated by the director to oversee the agency efforts to comply with PREA standards in all facilities. The Agency PREA Coordinator shall be the Operation Support Center liaison for the Institution Operational Compliance Managers (OCMs).	79-ISA-01 79-ISA-02

<p><b>Agreements (Formal and Informal)</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p><b>Formal</b> - A written agreement between the APA and any statewide or federal government entity recommended by the regional administrator and approved by the field services superintendent and the APA chief/designee. <b>Informal</b> -The sharing of appropriate information with law enforcement agencies and other person(s) or government entities, pursuant to ODRC Policy 07-ORD-02, Public Records, including any law enforcement activities not directly related to assigned investigations or offenders, and approved by the regional administrator or designee.</p>	<p>102-FUG-03</p>
<p><b>Air Card</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>An electronic device that can be plugged into a computer, usually a mobile network to access the internet wirelessly.</p>	<p>05-OIT-12</p>
<p><b>ALARA</b></p>	<p>Bureau of Operational Compliance (BOC)</p>	<p>The guiding principle of radiation safety “as low as reasonably achievable” that includes three (3) basic protective measures in radiation safety: time, distance, and shielding.</p>	<p>10-SAF-21</p>
<p><b>Alcohol Breath Analysis Instrument</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>A device used to determine the alcohol concentration in a breath sample. The instrument must be listed on the U.S. Department of Transportation’s conforming products for evidential breath measurement device and must be approved internally by the chief of the APA or designee. An example of an approved device is the Intoximeter, ALCO-SENSOR IV.</p>	<p>103-SPS-07</p>
<p><b>Alternate Work Location</b></p>	<p>Bureau of Personnel</p>	<p>A worksite approved by the agency which may include an approved teleworker’s home, a public work center, or a customer site.</p>	<p>35-PAY-09</p>

<b>Alternative Meal Service (Food Loaf)</b>	Food Service	A product made from the combination of food items used in the preparation of mainline meals, using standardized portion sizes and nutritionally balanced recipes. The approved recipe for the alternative meal service is detailed in Appendix A and Appendix B	60-FSM-05
<b>Ambient Dose Equivalent Area (ADAP)</b>	Bureau of Operational Compliance (BOC)	Reference dose equivalent as determined using the American National Standards Institute publication "ANSI/HPS N43.17-2009 Radiation Safety for Personnel Security Screening Systems Using X-Ray or Gamma Radiation."	10-SAF-21
<b>Ambulatory (DPCS)</b>	Division of Parole and Community Services (DPCS)	Any offender who can walk and is not permanently confined to a wheelchair.	100-APA-28
<b>Ambulatory (OCHC)</b>	Office of Correctional Health Care (OCHC)	Capable of independent movement - not bedridden	66-ILL-01
<b>American College Test</b>	Ohio Central School System (OCSS)	A national college admissions examination that consists of subject area tests in English, Math, Reading, and Science.	57-EDU-03
<b>Americans with Disabilities Act (ADA)</b>	Office of Diversity, Equity, and Inclusion (DEI)	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal employment opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities and transportation.	32-EEO-03

<b>Animal Handler</b>	Office of Prisons (OOP)	An incarcerated person who has been screened, trained, and assigned to serve as the primary or secondary caretaker of an animal for the duration of its stay at the facility.	71-SOC-12
<b>Animal Program Coordinator</b>	Office of Prisons (OOP)	An ODRC employee or contractor designated by the managing officer/designee to manage all aspects of the animal program at the facility level.	71-SOC-12
<b>Annual Training Needs Assessment</b>	Corrections Training Academy (CTA)	An electronic survey administered by CTA, which will target an identified population of ODRC employees to determine desired training topics to be considered by the statewide TAC for inclusion into the requirement letter.	39-TRN-05
<b>Annually</b>		12 months	39-TRN-02 53-CLS-04 53-CLS-10 104-TAW-01 310-SEC-28
<b>Anti-Virus Software</b>	Bureau of Information and Technology Services (BITS)	Computer software code or programs that prevent, detect, contain, and remove malicious software codes or programs from a system asset. Anti-virus software is also called anti-malware.	05-OIT-18
<b>APA 40-Hour Basic Firearms School</b>	Division of Parole and Community Services (DPCS)	The centralized, introductory firearms training as provided by the Corrections Training Academy (CTA) based upon agency needs, the Ohio Department of Rehabilitation and Correction (ODRC) standards, and the standards of the Ohio Peace Officer Training Commission (OPOTC).	104-TAW-01

<b>Applicant Pool</b>	Bureau of Personnel	The eligible applicants in the case merit file who will be given consideration for selection to the position based upon the screening results from the Subject Matter Expert (SME) as reflected on the Subject Matter Expert Screening form or on the Subject Matter Expert Applicant Summary and Review documents.	34-PRO-04
<b>Application</b>	Bureau of Information and Technology Services (BITS)	A self-contained program or software designed to perform a specific purpose that is downloaded by the device user to a cellular telephone, smartphone or another electronic device. These programs or software are commonly referred to as apps.	05-OIT-12
<b>Appointing Authority/Designee</b>	Legal Services	Director, Assistant Director, Warden or Deputy Director of Parole and Community Services.	35-PAY-09
<b>Apprentice</b>	Ohio Central School System (OCSS)	An incarcerated individual who has been selected and placed under an apprenticeship agreement with the Local Apprenticeship Advisory Committee and in accordance with ApprenticeOhio for training in one of the skilled crafts covered by the Multi-Craft Apprenticeship Committee agreement.	57-EDU-07
<b>Apprentice Instructor Trainer</b>	Corrections Training Academy (CTA)	A provisional designation for those persons newly recognized as capable of instructing instructor-based programs for ODRC.	39-TRN-06
<b>Apprenticeship Agreement</b>	Ohio Central School System (OCSS)	A written agreement between the Local Apprenticeship Advisory Committee, ApprenticeOhio, and the incarcerated individuals indentured as an apprentice.	57-EDU-07

<b>Apprenticeship Coordinator</b>	Ohio Central School System (OCSS)	Under the direction of the appropriate deputy warden, the school administrator shall serve as the apprenticeship coordinator. The appropriate deputy warden in conjunction with the school administrator shall be responsible for the oversight and coordination of the program at the facility.	57-EDU-07
<b>Apprenticeship Supervisor</b>	Ohio Central School System (OCSS)	The staff person or contract employee who is knowledgeable in the craft shall supervise the duties performed by the apprentices in the work process schedule for that trade. The ODRC employed apprentice supervisors shall be approved by the local apprenticeship advisory committee, while contract apprenticeship supervisors will be approved by the Ohio Central School System (OCSS) superintendent. The OCSS superintendent shall send a memo to the appropriate institutions designating which contractor or contract employee organization has approval.	57-EDU-07
<b>Appropriate Deputy Warden</b>	Ohio Central School System (OCSS)	Deputy warden who supervises the most apprenticeship supervisors.	57-EDU-07
<b>Approved Child Care Provider</b>	Office of Prisons (OOP)	A person approved by the appropriate Public Children Services Agency (PCSA) representative to take custody of the infant once medical staff have discharged the baby from the hospital.	71-SOC-02
<b>Approved Residence</b>	Division of Parole and Community Services (DPCS)	The place in which an offender is permitted to reside while on home pass, electronic monitoring or upon release to Adult Parole Authority (APA) supervision in accordance with ODRC Policy 101-pla-01, Reentry Supervision Release Process.	100-APA-32
<b>Approved Residence Placement</b>	Bureau of Community Sanctions (BCS)	The place in which the offender is given permission by the APA to reside when released pursuant to ODRC Policy 101-PLA-01, Placement Process.	108-ABC-04

<b>Approved Source</b>	Office of Prisons (OOP)	Commissaries and/or vendors, identified by the Director/designee, from whom an incarcerated individual may receive personal property.	61-PRP-01
<b>Approved Visitor</b>	Office of Prisons (OOP)	An approved visitor is a person, family, or friend, who has submitted an acceptable Visiting Application (DRC2096). The incarcerated individual visiting list shall provide for up to fifteen (15) visitors, not including any listed attorney of record and/or clergy of record. The managing officer may authorize additional visitors.	71-SOC-02
<b>Armory Inventory Database</b>	Division of Business Administration (DBA)	An automated web application located on ODRC Intranet that is utilized by authorized employees to accurately maintain the inventory of firearms, ammunition, chemicals, restraints and other armory safety and security equipment and supplies as required by the ODRC Office of Prisons. The database is utilized to reconcile and update the firearms inventory data maintained in the Ohio Administrative Knowledge System (OAKS) Asset Management (AM) System.	22-BUS-08
<b>Asset Processor</b>	Division of Business Administration (DBA)	A state employee who is assigned the responsibility for maintaining a perpetual inventory of state owned property on the OAKS Asset Management module or on the agency's in-house asset management system of a state agency or a portion of an agency, such as a reporting division, institution, regional office, etc.	22-BUS-08
<b>Assignment</b>	Bureau of Labor Relations	A correction officer task assigned by a supervisor.	51-STF-05

<p><b>Attack Vectors</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>A path or means by which a hacker can gain access to a computer or network server in order to deliver a malicious payload, such as a virus, a Trojan horse, a worm or spyware. Attack vectors enable hackers to exploit system vulnerabilities, including the human element. Common attack vectors include, but are not limited to: External/removal media - An attack executed via removal media, such as an infected USB flash drive; Attrition - An attack that employs brute force methods to compromise, degrade or destroy system assets or services, such as a DoS or a brute force attack against passwords, digital signatures or other authentication mechanisms; Web - An attack executed from a Web site or Web-based application, such as a cross-site scripting attack used to steal user credentials or a redirect to a site that exploits a browser vulnerability and installs malware; E-mail - An attack executed via an e-mail message or e-mail attachment, such as exploit code disguised as an attached document or a link to a malicious Web site in the body of an e-mail message; Impersonation - An attack involving the replacement of something benign with something malicious, such as spoofing, man in the middle attacks, rogue wireless, access points and SQL Injections; Improper Usage - Any incident resulting from violation of an organization's acceptable usage policies by an authorized user, such as an authorized user performing in illegal activities on an information system or an authorized user installing file sharing software on an organization's network, leading to the loss of sensitive data; Loss or Theft - The loss or theft of a computing device or media used by the state agency, such as a laptop, smartphone, tablet, etc. This also includes loss or theft of hard copy documents that contain sensitive data or PII.</p>	<p>05-OIT-14</p>
<p><b>Attorney-in-Fact</b></p>	<p>Legal Services</p>	<p>The person designated by an individual to make decisions for him/her in a Power of Attorney. This person is generally not a licensed attorney.</p>	<p>69-OCH-03</p>

<b>Audit</b>	Bureau of Operational Compliance (BOC)	A formal observation and evaluation of facility programs, operations, physical conditions, and practices to determine a level of compliance with recognized and accepted standards, policies, and mandates.	08-MAU-01
<b>Authorized Copies</b>	Bureau of Information and Technology Services (BITS)	Copies of software that have been approved for ODRC business purposes by the ODRC chief of the Bureau of Information Technology Services (BITS) or designee, purchased pursuant to all applicable ODRC purchasing guidelines to be used in a manner that complies with copyright statutes pertaining to purchased software and installed only on ODRC system assets pursuant to the configuration standards established by BITS.	05-OIT-01
<b>Authorized Employee</b>	Bureau of Operational Compliance (BOC)	A person who locks out or tags out machines or equipment in order to perform services or maintenance on that machine or equipment.	10-SAF-11
<b>Authorized Technical User</b>	Bureau of Information and Technology Services (BITS)	An ODRC employee, contractor, intern, volunteer or other agent of the state who is authorized at a technical level to administer and support/maintain state computing information technology systems and telecommunications technology systems for business purposes on behalf of the State of Ohio.	05-OIT-12 05-OIT-14 05-OIT-18

<b>Authorized User</b>	Bureau of Information and Technology Services (BITS)	An ODRC employee, contractor, intern, volunteer, or other agent of the state who is authorized at an end user level, to have access to and use state computing information technology systems and telecommunications technology systems for business purposes on behalf of the State of Ohio.	05-OIT-01 05-OIT-03 05-OIT-10 05-OIT-12 05-OIT-14 05-OIT-15 05-OIT-17 05-OIT-18 05-OIT-19 05-OIT-20 05-OIT-21 05-OIT-24 05-OIT-25 05-OIT-28 05-OIT-29 05-OIT-30
<b>Authorization (DPCS)</b>	Division of Parole and Community Services (DPCS)	The written approval by the chief of the APA for an employee to carry a firearm.	104-TAW-04
<b>Auto Referral Offenses</b>	Legal	Tier 1 and Tier 2 designated offenses that are automatically referred to the Parole Board for a possible Additional Term Hearing upon a finding of guilt by the Rules Infraction Board (RIB).	105-PBD-15
<b>Automatic Activation</b>	DPCS/OOP	A BWC setting where the camera begins recording without the wearer having to activate the camera (e.g., removing firearm from holster, removing OC from holster, Bluetooth signal).	10-SAF-22
<b>Available</b>	Division of Parole and Community Services (DPCS)	An offender status as determined under ODRC Policy 100-APA-14, Sanctions for Violations of Conditions of Supervision.	105-PBD-09

<b>Availability</b>	Bureau of Information and Technology Services (BITS)	For the purposes of this policy, ensuring timely and reliable access to and use of data/information.	05-OIT-14 05-OIT-18 05-OIT-23
<b>Average Daily Attendance</b>	Ohio Central School System (OCSS)	The actual number of students who attend a class on any given day. This count is usually less than the number of students on the roster but will not exceed the number of students on the roster.	57-EDU-02
<b>Back to Basics Committee</b>	Office of Prisons (OOP)	A group of employees tasked with the review of a post order, policy, procedure, area, security concern or systematic process.	50-PAM-03
<b>Back to Basics Committee Chairperson</b>	Office of Prisons (OOP)	An employee assigned by the managing officer to oversee a Back to Basics Committee to ensure the Back-to-Basics process is followed, documented and established deadlines are met.	50-PAM-03
<b>Back to Basics Coordinator</b>	Office of Prisons (OOP)	An employee assigned by the managing officer to oversee, organize, track and document all Back-to-Basics Committee assignments	50-PAM-03
<b>Back to Basics Quarterly Report</b>	Office of Prisons (OOP)	A report compiled by regional administrative assistants at the Operation Support Center (OSC) that summarizes the quarterly Back-to-Basics activities of each institution. The information documented on the Back-to-Basics Quarterly Report is derived from the Quarterly "Back to Basics" Monitoring Reports (DRC2695) submitted by each institution.	50-PAM-03
<b>Back to Basics Review Report (DRC2716)</b>	Office of Prisons (OOP)	A report designed to document all steps taken by the Back-to-Basics Committee when conducting a review. The Back-to-Basics coordinator and Back-to-Basics Committee chairperson completes this report.	50-PAM-03
<b>Background Investigation</b>	Chief Inspector's Office	An investigation which may include, but is not limited to, verification of credentials, examination of employment references, and review of criminal history and military records (e.g., DD214, selective service registration). This record will include comprehensive identifier information to be collected and run against law enforcement indices.	34-PRO-04 34-PRO-07

<b>Bank Debit Card</b>	Division of Business Administration (DBA)	A payment card that provides the cardholder electronic access to their bank account(s) at a financial institution. The card, where accepted, can be used instead of cash when making purchases.	24-CAS-01 24-CAS-03
<b>Basic Information Technology (IT) Security Awareness Training</b>	Bureau of Information and Technology Services (BITS)	Standardized IT security awareness training that provides ODRC employees and other individuals that have access to ODRC IT system assets with a basic understanding of the need for information security and the actions that individuals can take to maintain security and respond to suspected security incidents.	05-OIT-15 05-OIT-20
<b>Batterer</b>	Office of Victim Services (OVS)	The perpetrator of domestic violence.	03-OVS-07
<b>Be On the Look Out (BOLO)</b>	Division of Parole and Community Services (DPCS)	A broadcast from the Ohio State Highway Patrol to its personnel and/or to other law enforcement agencies to alert them to look for a wanted person who is to be arrested, or a person of interest. This is utilized to minimize the risk to public safety.	100-APA-32
<b>Bedside Visit</b>	Office of Prisons (OOP)	A supervised visit by an incarcerated individual to a seriously ill relative who is in imminent danger of death and is in a controlled environment such as a hospice unit, nursing home, or hospital.	76-VIS-03
<b>Behavioral Intervention</b>	Office of Prisons (OOP)	A multi-faceted approach intended to position staff to make the optimal decisions during tense, rapidly evolving situations. Behavioral intervention involves trained staff remaining calm and controlled, slowing down a situation when possible, conducting threat assessments, utilizing de-escalation and intervention techniques to settle conflicts, or preventing disruptive actions and calling for assistance prior to physically intervening and utilizing force whenever safe to do so. Behavioral intervention promotes de-escalation, safety and controlling disruption while maintaining orderly operations.	63-UOF-01

<b>Behavioral Review Committee (BRC)</b>	Division of Parole and Community Services (DPCS)	A committee composed of three (3) or more halfway house staff responsible for reviewing offender behavior to either award incentives for positive behavior or determine if significant program rule violations have occurred. The BRC is responsible for making program termination recommendations to the Bureau of Community Sanctions (BCS) when an offender has had an unacceptable adjustment to the TRC program.	100-APA-32 102-FUG-02
<b>Behavioral Review Committee (BRC) Report</b>	Division of Parole and Community Services (DPCS)	A report completed by the halfway house (HWH) summarizing an offender's Transitional Control adjustment and recommendations.	100-APA-32
<b>Biennium</b>	Legal Services	A two year period that begins July 1 <sup>st</sup> and ends 24 months later on June 30 <sup>th</sup> .	21-CAM-08
<b>Birthing Support Handbook</b>	Office of Prisons (OOP)	An instruction booklet containing rules and procedures mandated by the ODRC, directions to the Ohio State University Medical Center (OSUMC), and frequently asked questions.	71-SOC-02
<b>Birthing Support Person</b>	Office of Prisons (OOP)	Any individual, not currently under the supervision of the ODRC (unless otherwise approved by the Director/designee), selected by the pregnant individual to assist her during the labor and delivery of her child. The BSP must be an approved ODRC visitor of the incarcerated person, and/or pre-identified volunteer designated by the managing officer.	71-SOC-02
<b>Blog</b>	Legal	A website that contains dated text entries made in journal style and may combine text, photographs, videos, and links to other website. They can be written by one person or a group of contributors.	31-SEM-12

<b>Bluetooth Signal Activation</b>	DPCS/OOP	A short-range wireless technology that is used for exchanging data between fixed and mobile devices. This technology may be used to automatically activate BWCs within a specified range during a qualifying event.	10-SAF-22
<b>Bodily Injury</b>	Division of Parole and Community Services (DPCS)	Physical harm of a type that normally requires professional medical attention (e.g., a laceration requiring stitches). Minor physical harm (e.g., minor bruises, a sprained wrist, a black eye, or a minor cut) is not included in this definition.	100-APA-14 105-PBD-09
<b>Body Armor</b>	Division of Parole and Community Services (DPCS)	Bullet resistant vest.	104-TAW-04
<b>Body Worn Camera (BWC)</b>	DPCS/OOP	An ODRC-issued multimedia camera system designed to be worn on an employee's outer most garment in adherence to the manufacturer's recommendation and used to capture audio and visual data.	10-SAF-22 63-UOF-01
<b>Body Worn Camera (BWC) Administrator</b>	DPCS/OOP	The ODRC employee responsible for the oversight and management of the BWC program.	10-SAF-22
<b>Boundary</b>	Bureau of Information and Technology Services (BITS)	The perimeter where security controls are in effect to protect secured assets.	05-OIT-03
<b>Bridge Order</b>	Behavioral Health Operations (BHO)	A temporary order for medication continuation not to exceed fourteen (14) calendar days duration that may be issued without a face-to-face evaluation solely for the purpose of ensuring continuity of care. The incarcerated individual for whom a bridge order has been written must be seen face-to-face by a practitioner with prescriptive authority within that fourteen (14) day period for continued prescription of medication.	67-MNH-07

<b>Bromine</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	A dense, volatile, corrosive, reddish-brown, nonmetallic liquid halogen element that exists as a diatomic molecule, Br <sub>2</sub> having a highly irritating vapor. Isolated from brines, it is used in producing fumigants, dyes, water purification compounds, and photographic chemicals.	21-CAM-12
<b>Budget Planning Team</b>	Division of Business Administration (DBA)	A team composed of the Director/designee and agency leadership, that meets periodically during the year of budget submission, responsible for the development, review, and assessment of the operating budget proposal.	23-BUD-05
<b>Buffering</b>	DPCS/OOP	A body-worn camera setting that occurs when the BWC is powered on but not permanently storing recorded audio and video. In this mode, the BWC buffers for ninety (90) seconds with audio and video before the wearer activates the BWC, either through manual or automatic activation.	10-SAF-22
<b>Building</b>	Division of Business Administration (DBA)	A permanent structure with a foundation, a roof, and is at least partially enclosed with walls. The building cost includes all permanently attached fixtures.	22-BUS-08
<b>Bulk Material</b>	Bureau of Information and Technology Services (BITS)	Cables, wires, etc. that can be used to breach the security of the institution and shall, therefore, be controlled and secured. The Institution Specific Tool Control Information (DRC2327) shall include language explaining how this shall be accomplished.	05-OIT-30
<b>Bureau of Community Services (BCS)</b>	Division of Parole and Community Services (DPCS)	Bureau within the ODRC that provides oversight and funding to Community Based Correctional Facilities (CBCFs), Community Correction Act (CCA) Programs, Halfway House (HWH) Programs, Community Residential Centers (COMRCs), Transitional Control (TRC), and Electronic Monitoring (EM) Programs.	100-APA-32

<b>Business Associates</b>	Bureau of Personnel	Parties who are joined in a relationship for business purposes or acting together to pursue a common business purpose or enterprise.	34-PRO-01
<b>Business Days</b>	Legal Services	The days of the week, excluding Saturday, Sunday, and any legal holiday.	100-APA-09 100-APA-10 100-APA-15 100-APA-16 100-APA-17 100-APA-21 100-APA-24 100-APA-27 100-APA-32 101-PLA-01 102-FUG-03 103-SPS-01 105-PBD-01 105-PBD-09
<b>Business Hours</b>	Division of Parole and Community Services (DPCS)	The hours between 8:00am and 4:45pm during business days.	52-RCP-04 100-APA-32
<b>Cable TV</b>	Recreation Services	The use of satellite, internet, or co-axial cable to offer any television station to the incarcerated population which cannot be obtained by an antenna. This includes channels such as WGN, ESPN, TBS, TNT, AMC, etc.	77-REC-01

<b>Calendar Days</b>	Legal Services	The days of the week, including Saturday, Sunday and any legal holiday.	100-APA-15 100-APA-16 100-APA-17 100-APA-24 100-APA-32 103-SPS-01 105-PBD-01
<b>Canine Handler</b>	Chief Inspector's Office	An ODRC employee specifically trained in the care, handling, training, and tactical application of the canine.	310-SEC-54
<b>Canine Team</b>	Chief Inspector's Office	An ODRC canine handler and their assigned canine.	310-SEC-54
<b>Canine Trainer</b>	Chief Inspector's Office	A designated ODRC canine handler that has successfully completed an approved train the trainer program as identified by ODRC.	310-SEC-54
<b>Capacity</b>	Office of Correctional Health Care (OCHC)	The functional ability of the incarcerated individual to respond to information and questions presented to them about health care service needs and to participate rationally in associated proceedings.	67-MNH-14 67-MNH-30 68-MED-24
<b>Capias</b>	Division of Parole and Community Services (DPCS)	“That you take”. The general name for several species of writs; the common characteristic of which is that they require the officer to take a named defendant into custody.	100-APA-10 102-FUG-02

<b>Capital Budget</b>	Bureau of Construction, Activation, Maintenance, and Sustainability	The State of Ohio's biennial Capital Budget, enacted in each even-numbered year, provides appropriations for the repair, reconstruction, and construction of capital assets of state agencies, colleges, universities, and school districts.	21-CAM-11
<b>Capital Projects Planning</b>	Bureau of Construction, Activation, Maintenance and Sustainability (CAMS)	A process used to prepare the biennium request for capital improvement funds in accordance with ORC 153.	21-CAM-08
<b>Career Development Programs</b>	Ohio Central School System (OCSS)	Programs with flexible structural program delivery options that lead to certificates, industry-based credentials, the adult diploma and/or occupational licenses. The program's duration is determined by competency attainment requirements and/or credential and occupational license attainment requirements.	57-EDU-12
<b>Career Enhancement Programs</b>	Ohio Central School System (OCSS)	Programs that cover a variety of introductory technical skill areas and are offered twice a quarter and are typically five (5) weeks in duration.	57-EDU-02 57-EDU-12
<b>Career Passport</b>	Ohio Central School System (OCSS)	Portfolio of achievement documentation made available to each program graduate upon request after release.	57-EDU-12 78-REL-01
<b>Career Technical Education (CTE)</b>	Ohio Central School System (OCSS)	Ohio Department of Education (ODE) and Ohio Department of Higher Education (ODHE) approved educational programming designed to enhance a student's employability skills in a specific field. Formerly known as vocational education.	57-EDU-12
<b>Carry</b>	Division of Parole and Community Services (DPCS)	Wearing state issued or approved personal firearm and authorized ammunition.	104-TAW-01

<b>CASAS</b>	Ohio Central School System (OCSS)	Comprehensive Adult Student Assessment System; a nationally recognized standardized assessment used to determine student educational level.	57-EDU-14
<b>Case Files</b>	Division of Parole and Community Services (DPCS)	Those files (physical and electronic) that are specific to an APA investigation and/or to each offender under supervision which contains all supervision/investigation data during the supervision/investigation period.	100-APA-23
<b>Case Merit File</b>	Bureau of Personnel	A document of public record that contains, but is not limited to, all applications, Subject Matter Expert Screening forms or Subject Matter Expert Applicant Summary and Review documents, and documentation of the actions and recommendations for a posted vacant position.	34-PRO-04
<b>Case Plan</b>	Division of Parole and Community Services (DPCS)	An individualized plan for those under the ODRC custody/supervision designed to identify and target their identified dynamic risk factor areas based upon the completion of the ORAS instruments and through appropriate placement in programming.	02-REN-01 78-REL-07 100-APA-13 100-APA-16 100-APA-21
<b>Case Plan (TRC/TT Only)</b>	Division of Parole and Community Services (DPCS)	An individualized plan for offenders designed to identify and target an offender's identified dynamic risk factors based upon the completion of the Ohio Risk Assessment Tools.	100-APA-32
<b>Caseload</b>	Division of Parole and Community Services (DPCS)	The total number of offenders assigned to a staff member.	100-APA-23

<b>Catchment Area</b>	Bureau of Classification and Reception (BOCR)	A designated area that identifies the prisons which serve a geographic region. There are five Catchment Areas: Northwest, Central, Northeast, Southwest, and Southeast. Placement in a Catchment Area is designed to house an incarcerated individual within a reasonable distance from an identified pro-social visitor or the county they intend to live in upon release.	53-CLS-09
<b>Catholic Bible</b>	Religious Services	An approved translation of the Bible containing all the books accepted as canonical by the Catholic Church. This includes certain Old Testament books (Deuterocanonical or “apocryphal”) not found in the Hebrew canon and removed from the canon by the Reformers. The approved Orthodox Bible is similar to the Catholic Bible.	72-REG-11
<b>Cease and Desist</b>	Office of Victim Services (OVS)	A formal order documented on a Direct Order to Cease Correspondence/Contact form (DRC2575) that directs an inmate to cease contact/communication with an individual. This individual may or may not be the victim of the inmate's instant offense.	03-OVS-03
<b>Cellular Telephone</b>	Bureau of Information and Technology Services (BITS)	A handheld telephone using cellular/digital telephone service that has limited connectivity, data computing, communication, and storage capability. These types of handheld phones are generally able to connect to the internet, but they may be used for instant messaging, text messaging, electronic mail, telephone calls, and push-to-talk services.	05-OIT-12
<b>Central Office Board Review (COBR)</b>	Division of Parole and Community Services (DPCS)	The mechanism by which the Parole Board considers cases referred by the hearing panel that require approval of a final decision by a majority of parole board members. COBR does not require that members sit together to consider a case referred to it to obtain the required votes.	105-PBD-03

<b>Centralized Background Checks Unit</b>	Chief Inspector's Office	A work unit comprised of staff designated to complete background investigations on prospective contractors, volunteers, internship participants, and employees as assigned.	34-PRO-07
<b>Certificate of Completion</b>	Ohio Central School System (OCSS)	A certificate issued by ApprenticeOhio evidencing that an apprentice has successfully completed their term of Apprenticeship.	57-EDU-07
<b>Certified Examiner</b>	Chief Inspector's Office	A person who has satisfactorily completed NITV training in truth verification and the use of the CVSA and has maintained their certification.	09-INV-05
<b>Certified in Firearms</b>	Division of Parole and Community Services (DPCS)	The meeting of all statutory requirements to carry a firearm in addition to the satisfactory completion of the OPOTC 40-Hour Basic Firearms School, an acceptable score on the defensive tactics and subject control (DT/SC) initial proficiency test along with subsequent annual proficiency demonstrations with acceptable scores in firearms and DT/SC for purposes of recertification.	102-FUG-01 104-TAW-01 104-TAW-04
<b>Certified Mail</b>	Legal Services	A service provided by the United States Postal Service (USPS) that provides the sender with a mailing receipt and verification of delivery. The USPS also maintains a record of delivery at the Post Office.	75-MAL-01 75-MAL-03
<b>Certified Test Administrator</b>	Ohio Central School System (OCSS)	An ODRC employee assigned by the OCSS HSE administrator and approved by the HSE State Administrator who is trained to administer the HSE Test in accordance with specific test sponsor policies/procedures.	57-EDU-03
<b>Certified Tutor Training</b>	Ohio Central School System (OCSS)	A literacy unit teacher who has completed the OCSS sanctioned training programs.	57-EDU-14

<b>Chain of Custody</b>	Division of Parole and Community Services (DPCS)	The process of collection, storage, testing, and transportation of a urine specimen and dissemination of test results in a manner that ensures the specimen and the results are correctly matched to the person who gave the specimen and that the specimen is not altered or tampered with from the point of collection through the reporting of test results.	103-SPS-07
<b>Chemical Box</b>	Bureau of Operational Compliance (BOC)	A designated securable container used to distribute and temporarily store frequently used chemicals, whether hazardous or non-hazardous, and any additional items approved by the institutional safety and health coordinator. The containers or chemical products stored in the containers are issued from a central chemical distribution location.	10-SAF-12
<b>Chief Information Security Officer (CISO)</b>	Bureau of Information and Technology Services (BITS)	A part-time resource from the Department of Administrative Services (DAS) Office of Information Technology (OIT) Office of Information Security and Privacy (OISP) assigned to ODRC BITS to develop and manage an information security program, including, but not limited to, risk management, information security governance, and security incident management.	05-OIT-03 05-OIT-11 05-OIT-12 05-OIT-14 05-OIT-15 05-OIT-18 05-OIT-20 05-OIT-23 05-OIT-26 05-OIT-27 05-OIT-28 05-OIT-29 05-OIT-30
<b>Chief Medical Officer (CMO)</b>	Office of Correctional Health Care (OCHC)	The physician responsible for the day-to-day medical care of incarcerated individuals at the institution level. The CMO is the ultimate medical authority at the institution.	68-MED-01 68-MED-13 68-MED-21 68-MED-24

<b>Child</b>	Bureau of Personnel	Biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 years, or age 18 years or older and “incapable of self-care because of a mental or physical disability.” Evidence will be requested for claims of in loco parentis status or claims that the child is incapable of self-care. Inclusion of a child over age 18 years on insurance is not sufficient under the FMLA. *For military family leave, the child may be of any age	36-LEV-02
<b>Child Find</b>	Ohio Central School System (OCSS)	The procedures to locate, identify and evaluate all incarcerated individuals under twenty-two (22) years of age who need special education.	57-EDU-11
<b>Child Tax Credit</b>	Division of Business Administration (DBA)	Enacted in the American Rescue Plan and is a form of tax relief for American citizens. If an individual filed tax returns for 2019 or 2020, or if they receive a stimulus check from the IRS, they will receive this tax relief automatically. If an incarcerated individual is determined to be eligible to receive a Child Tax Credit, they do not require the verification as stated in VI.A (24-CAS-08)	24-CAS-08
<b>Chronic Disease</b>	Office of Correctional Health Care (OCHC)	A serious medical condition usually lasting at least six months that requires continuous monitoring and treatment by an advanced level provider in order to prevent deterioration of the patient’s health, for which there is no known cure and for which treatment is expected to last for at least six months.	68-MED-19
<b>Circulation</b>	Ohio Central School System (OCSS)	Lending of materials to users or patrons.	58-LIB-01

<b>Citizen Circle</b>	Office of Reentry	Citizen circles create partnerships that promote positive interaction and accountability for incarcerated individuals upon release. Circle members address risks that contribute to criminal activity by taking ownership of the solution. It is an opportunity for citizens to communicate expectations for successful reentry. The citizen circle creates an environment fostering acceptance and focuses on restored citizen personal strengths. The citizen circles meet on a regular basis to discuss restored citizen progress, review plans, interview new applicants, and admit new members and to discharge both successful and unsuccessful inmates.	78-REL-01
<b>Class I Liquid (Flammable Liquid)</b>	Bureau of Operational Compliance (BOC)	Any liquid that has a closed-cup flash point below 100 degrees Fahrenheit.	10-SAF-12
<b>Class II Liquid (Combustible Liquid)</b>	Bureau of Operational Compliance (BOC)	Any liquid that has a closed-cup flash point at or above 100 degrees Fahrenheit.	10-SAF-12
<b>Class IIIA Liquid (Combustible Liquid Type)</b>	Bureau of Operational Compliance (BOC)	Any liquid that has a closed-cup flash point at or above 140 degrees Fahrenheit but below 200 degrees Fahrenheit.	10-SAF-12
<b>Classification</b>	Division of Parole and Community Services (DPCS)	The process of assessing the needs and risk of an offender in order that they are assigned to the appropriate supervision level.	100-APA-13

<b>Classification Specific Orientation Training</b>	Corrections Training Academy (CTA)	One or more components of the orientation training program to be completed by an employee who is new to a position. Can include but is not limited to the following components: site orientation, on-the-job training, healthcare academy, correction officer week, or parole officer school.	39-TRN-10
<b>Classified Employee</b>	Bureau of Personnel	Persons in active pay status serving in the competitive classified civil service.	31-SEM-05
<b>CLE Agreement</b>	Division of Parole and Community Services (DPCS)	Cooperation with Law Enforcement Agreement.	102-FUG-03
<b>Clear and Present Danger</b>	Bureau of Personnel	A risk or threat to safety or other public interests that is serious and imminent.	37-EAP-02
<b>Clemency</b>	Division of Parole and Community Services (DPCS)	An act of mercy or leniency providing relief from certain consequences of a criminal conviction. The executive clemency power, including pardon, commutation, and reprieve, is exercised by the Governor.	105-PBD-13
<b>Clergy of Record</b>	Religious Services	Clergy having been identified by the offender as their current outside clergy member. The criteria for approval of such a minister are set forth in ODRC Policy 76-VIS-01, Inmate Visitation.	72-REG-01
<b>Close Watch</b>	Behavioral Health Operations (BHO)	A level of suicide precaution that requires close staff observation with physical checks and documentation of the watch at irregular, staggered intervals not to exceed fifteen (15) minutes. Documentation is completed at the time of the actual physical observation on the Crisis Precautions and/or Immobilizing Restraints Log (DRC2534).	67-MNH-09

<b>Cloud Computing</b>	Bureau of Information and Technology Services (BITS)	The “cloud” is a metaphor for the internet; therefore, cloud computing is a type of internet-based computing that utilizes shared internet resources, such as servers, applications, and storage, rather than local services or personal computing devices. Cloud infrastructure is maintained by the cloud provider, not the individual cloud customer.	05-OIT-10
<b>Cloud File Sharing Solutions</b>	Bureau of Information and Technology Serviced (BITS)	Online, internet-based services in a cloud infrastructure that allow users to store and synchronize documents, photos, data, videos, and other files, and share them with multiple users across multiple computing devices, such as desktops, notebooks, smartphones, and media tablets.	05-OIT-10
<b>Closed Circuit Viewing</b>	Office of Victim Services (OVS)	Alternative method of viewing executions in a location separate and apart from the death house witness areas, involving closed circuit television connection from the death chamber to another location staged for viewing. At no time are these procedures videotaped or electronically broadcast beyond the perimeter of the prison grounds.	03-OVS-06
<b>Closely Related by Blood or Marriage</b>	Bureau of Personnel	Includes but is not limited to spouse, children (whether dependent or independent, biological, foster, legal guardianship, adopted), parents, grandparents, siblings, aunts, uncles, in-laws, step-children, step-parents, step-grandparents, step-siblings, step-aunts, step-uncles, and other persons related by blood or marriage who reside in the same household.	34-PRO-01
<b>Co-Defendant</b>	Division of Parole and Community Services (DPCS)	A defendant who has been joined together with one (1) or more other defendants in a single action.	100-APA-32
<b>Cognitive Functioning Assessment</b>	Ohio Central School System (OCSS)	An intake and diagnostic screening system that screens for learning differences and identifies how people can most effectively learn.	07-ORD-09

<b>Cold Call</b>	Chief Inspector's Office	A forwarding of the completed test chart to another certified examiner for analysis without providing the test questions.	09-INV-05
<b>Collegial Review</b>	Office of Correctional Health Care (OCHC)	The Office of Correctional Health Care medical collaborative review of individual patient specialty consultation appointments requested by an institutional advanced level provider (ALP).	68-MED-14
<b>Combustible Liquid</b>	Bureau of Operational Compliance (BOC)	Any chemical that has a flash point between 100- and 200-degrees Fahrenheit.	10-SAF-12
<b>Commissary</b>	Office of Prisons (OOP)	An area in the institution where incarcerated individuals may purchase items for personal use that are not available through the normal allocation of supplies and meals.	24-CAS-05 61-PRP-01
<b>Community Attitude</b>	Parole Board	A section in a report completed on an offender that documents the opinions of the sentencing judge, prosecuting attorney, and the arresting law enforcement agency concerning the future possibility of release from confinement or the granting of executive clemency to the offender.	105-PBD-05
<b>Community Based Correctional Facility (CBCF)</b>	Division of Parole and Community Services (DPCS)	Secure residential programs that provide comprehensive programming for individuals under supervision. CBCFs provide a wide range of programming addressing needs such as cognitive behavioral therapy, chemical dependency, education, employment, and family relationships. CBCFs are governed by a facility governing board and advised by a judicial advisory board.	100-APA-13 100-APA-16 100-APA-21
<b>Community Contact</b>	Division of Parole and Community Services (DPCS)	A face-to-face contact made with the offender at a location other than the APA office.	100-APA-13

<p><b>Community Control</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>A sentence that consists of one or more community control sanctions authorized pursuant to Ohio Revised Code (ORC) section 2929.16, 2929.17, or 2929.18 that may be imposed when the court is not required to impose a mandatory prison term, or a term of life imprisonment upon the individual. The maximum period of community control is five (5) years.</p>	<p>100-APA-09 100-APA-15 100-APA-16 100-APA-21 100-APA-24 102-FUG-02 103-SPS-01 108-ABC-04</p>
<p><b>Community Corrections Information System (CCIS)</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>A computerized information system used to track the criminal history and progress of those under the supervision of the Adult Parole Authority. Access to CCIS is restricted to essential users only.</p>	<p>100-APA-08 100-APA-10 100-APA-13 100-APA-16 100-APA-21 100-APA-24 100-APA-23 100-APA-32 103-SPS-01 105-PBD-09</p>
<p><b>Community Partner</b></p>	<p>Office of Prisons (OOP)</p>	<p>A non-profit 501(c)(3) organization or government agency (e.g., a county shelter) that provides service or companion animals for individuals and/or that provides protection or preservation for animals.</p>	<p>71-SOC-12</p>
<p><b>Community Residential Centers (ComRC)</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>A facility licensed by the Ohio Department of Rehabilitation and Correction (ODRC), pursuant to ORC section 2967.14, as a suitable facility for the housing of lower-risk, lower-need adult offenders under the supervision of the Adult Parole Authority.</p>	<p>100-APA-21 101-PLA-01</p>

<b>Community Supervision Tool (CST)</b>	Division of Parole and Community Services (DPCS)	One of the ORAS standardized assessment tools designed to be used with offenders in the community under the supervision of the ODRC, as well as offenders under the jurisdiction of the court, in residential facilities, and other community alternatives (such as day reporting centers).	100-APA-13
<b>Community Work Assignment</b>	Office of Prisons (OOP)	Any highly sensitive Level 1 incarcerated individual job assignment off the grounds of a correctional institution that permits entrance into the community. These individuals may or may not be under the direct supervision of ODRC staff members.	53-CLS-03
<b>Commutation</b>	Division of Parole and Community Services (DPCS)	The substitution by the Governor of a lesser for a greater punishment. A stated prison term may be commuted without the consent of the convict, except when granted upon the acceptance and performance by the convict of conditions precedent. After commutation, the commuted prison term shall be the only one in existence. The commutation may be stated in terms of commuting from a named offense to a lesser included offense with a shorter prison term, in terms of commuting from a stated prison term in months and years to a shorter prison term in months and years, or in terms of commuting from any other stated prison term to a shorter prison term.	105-PBD-01
<b>Compact Disc/Digital Video Disc (CD/DVD)</b>	Bureau of Information and Technology Services (BITS)	A small, plastic, circular disk, typically 4.75 inches in diameter, on which digital information is stored, and from which the digital information can be accessed and read via a computing <del>two</del> device, such as a computer with an internal CD/DVD drive or a portable CD/DVD player.	05-OIT-11
<b>Compensation</b>	Division of Business Administration (DBA)	Payment for services rendered whether made on an hourly, per diem, salaried, or fee basis, but does not include reimbursement of travel expenses.	22-BUS-04

<b>Compensatory Time</b>	Bureau of Personnel	Hours worked in excess of eighty (80) active work status hours per pay period where such hours are required to complete assigned tasks or agency business. These excess hours can be used, when authorized, to take time off from work in a subsequent pay period.	35-PAY-02
<b>Competitive Service Contracting</b>	Division of Business Administration (DBA)	Those services that are amenable to solicitation and subject to uniform and objective impersonal criteria to ensure the proper evaluation of bids. Examples of competitive services may include medical services, mental health services, alcohol, and other drug-related services.	22-BUS-14
<b>Comprehensive Adult Student Assessment System (CASAS)</b>	Ohio Central School System (OCSS)	A nationally recognized standardized assessment used to determine student educational level.	07-ORD-09
<b>Comprehensive Sex Offender Assessment</b>	Behavioral Health Operations (BHO)	A sex offender-specific assessment conducted on sex offenders assessed as above average and well above average 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.	67-MNH-12
<b>Comprehensive Sex Offender Program</b>	Behavioral Health Operations (BHO)	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.	67-MNH-12
<b>Computer</b>	Bureau of Information and Technology Services (BITS)	An electronic hardware device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.	05-OIT-30
<b>Computer Room/Cage</b>	Bureau of Information and Technology Services (BITS)	A secure location approved by the chief of security for storage of computers and hardware. This location shall have at minimum a single door and a high security lock. Incarcerated individuals shall not be permitted to enter into the computer room/cage.	05-OIT-30

<b>Computer Voice Stress Analyzer (CVSA)</b>	Chief Inspector's Office	A device, which electronically detects, measures, and charts the stress in a person's voice following a preformatted questionnaire.	09-INV-04 09-INV-05
<b>Computer Virus</b>	Bureau of Information and Technology Services (BITS)	A form of a self-replicating malicious software code or program, usually invisible to an authorized user, that installs itself or a modified copy of itself on a system asset without the authorized user's consent with the intent of performing some type of harmful activity and when executed, "infects" one or more legitimate system asset codes or programs. Anti-virus software is used to detect, contain, and remove computer viruses.	05-OIT-18
<b>Computerized Criminal History (CCH)</b>	Chief Inspector's Office	A specific search conducted through the Law Enforcement Automated Data System (LEADS) to obtain information concerning prior arrests and adjudications.	09-INV-04
<b>Concealed Firearm</b>	Division of Parole and Community Services (DPCS)	A firearm that is not visible or likely to become visible to any person.	104-TAW-01
<b>Conditions of Supervision</b>	Division of Parole and Community Services (DPCS)	The general and special rules and regulations with which those under supervision are expected to comply as a requirement of community supervision.	100-APA-09 100-APA-14 100-APA-15 100-APA-16 100-APA-24 105-PBD-03 105-PBD-08 105-PBD-09

<b>Confidential Personal Information (CPI)</b>	Bureau of Information and Technology Services (BITS)	Personal information that falls within the scope of section 1347.15 of the Ohio Revised Code and that ODRC is prohibited from releasing under Ohio's public records law.	05-OIT-15 05-OIT-21
<b>Confidentiality - BITS</b>	Bureau of Information and Technology Services (BITS)	Preserving authorized restrictions on information access and disclosure, including the means for protecting privacy and proprietary information.	05-OIT-14 05-OIT-18 05-OIT-21 05-OIT-23
<b>Confidentiality - OCSS</b>	Ohio Central School System (OCSS)	Relates to the collection, storage, disclosure, and destruction of personally identifiable information. Only those staff with a legitimate educational interest will have access to special education records.	57-EDU-11
<b>Conflict of Interest</b>	Bureau of Personnel	As defined by ORC 102 and 2921, where financial interests or other opportunities for personal benefit may exert an improper influence on an ODRC employee's professional judgement or the employment is incompatible with ODRC employment or ODRC's mission.	31-SEM-10
<b>Conflict of Interest</b>	Division of Parole and Community Services (DPCS)	A condition arising whenever a parole board member or hearing officer determines that a personal relationship exists with any principal participant in a case which would impair the parole board member or hearing officer from rendering an impartial assessment of the case or give the appearance that the parole board member or hearing officer would not be impartial.	105-PBD-03
<b>Constant Watch</b>	Behavioral Health Operations (BHO)	A level of suicide precaution that requires continuous, uninterrupted observation, with documentation at irregular, staggered intervals not to exceed fifteen (15) minutes on the Crisis Precautions and/or Immobilizing Restraints Log (DRC2534).	67-MNH-09

<b>Contact (Supervision)</b>	Division of Parole and Community Services (DPCS)	The obtaining or attempt to obtain meaningful information about the supervisee and/or their behavior by ODRC staff or ODMHAS Chemical Dependency Specialist (CDS). The source of the information may be the supervisee, another person, or agency; it may be in person, by telephone, or by written communication and may be at any location.	100-APA-10 100-APA-13 100-APA-16 100-APA-23
<b>Contact Officer</b>	Office of Prisons (OOP)	The officer that initiates discussion and conducts interaction with the incarcerated individual. Leads the initiation of behavioral interventions and may determine the use of force is necessary.	63-UOF-01
<b>Contingency Operation</b>	Bureau of Information and Technology Services (BITS)	The organized response/handling by the ODRC IT security incident response team, pursuant to the annual contingency plan, of serious IT security or privacy incidents that result in significant ODRC enterprise disaster, disruption, emergency, compromise or system failure of any ODRC-managed information system or ODRC-managed system asset.	05-OIT-14
<b>Contingency Plan</b>	Bureau of Information and Technology Services (BITS)	A written document completed on an annual basis by the ODRC information technology (IT) security incident response team that identifies the IT requirements necessary to maintain or restore ODRC's business operations, possibly at an alternate location, in the event that a serious IT security incident, emergency, system failure or disaster results in significant enterprise disruption, compromise or failure of any ODRC-managed system asset or ODRC-managed information system that necessitates activation of the Contingency Plan and initiation of a contingency operation.	05-OIT-14
<b>Continued Hearing</b>	Division of Parole and Community Services (DPCS)	A subsequent release consideration on or about a date established by the Parole Board at a previous hearing.	105-PBD-03

<b>Continuing Education</b>	Corrections Training Academy (CTA)	Formal courses of study that are job-related.	39-TRN-02
<b>Continuing Education Credits</b>	Corrections Training Academy (CTA)	Recognized credit hours approved by a licensing agency or professional board which is specific to the training participant's discipline or profession.	39-TRN-09
<b>Continuing Education Unit</b>	Ohio Central School System (OCSS)	Credits for education-related activities, such as some workshops, seminars, or conferences.	57-EDU-08
<b>Continuous Postings</b>	Bureau of Personnel	Positions that have been approved to be placed on the continuous posting for applications to be accepted at any time.	34-PRO-04
<b>Continuous Quality Improvement (CQI) Committee</b>	Office of Correctional Health Care (OCHC)	A multidisciplinary committee designated by this policy that is responsible for the compliance of quality improvement program activities.	69-OCH-08
<b>Continuous Quality Improvement (CQI) Log</b>	Office of Correctional Health Care (OCHC)	Documentation, in a continuous chronological order, of identified health care areas needing improvement, root cause analysis, the corrective action plans for the areas needing improvement, the outcome(s) of the corrective action plans and a periodic evaluation of the plan's effectiveness.	69-OCH-08
<b>Continuous Quality Improvement (CQI) Program</b>	Office of Correctional Health Care (OCHC)	A comprehensive program to systematically review and improve the quality, efficiency, and effectiveness of health care services. The quality improvement program is a structured organizational process for involving personnel in planning and executing a continuous flow of improvements to provide quality health care that meets or exceeds community standards. This program uses prospective, concurrent, and retrospective activities to assess, evaluate, plan, and act to improve health care.	69-OCH-08

<b>Continuous Quality Improvement (CQI) Records</b>	Office of Correctional Health Care (OCHC)	Any record or form identified as a quality improvement form in the quality improvement policy, protocols, or directives. Not included is aggregate, statistical information that does not disclose the identity of persons receiving or providing health services.	69-OCH-08
<b>Contraband (DPCS)</b>	Division of Parole and Community Services (DPCS)	Any goods or items for which possession constitutes a violation of the law, conditions of supervision, or any court or parole board ordered special conditions/sanctions.	100-APA-01
<b>Contraband (OOP)</b>	Office of Prisons (OOP)	Any item not permitted by law or expressly prohibited by the ODRC and/or institutional policy. (See Administrative Rule 5120-9-55, Contraband)	61-PRP-01
<b>Contract Compliance</b>	Legal Services	Adherence to all the stipulations set forth in the current food service contract governing the operations and management of the ODRC food service operations.	12-CTA-05 60-FSM-02
<b>Contract Religious Provider</b>	Religious Services	Clergy or lay person contracted by the ODRC to provide faith-specific services or general religious support.	72-REG-01
<b>Contract Staff</b>	Legal Services	An employee of the contractor.	12-CTA-05
<b>Contractor</b>	Legal Services	Any individual, agency or entity under legal agreement with ODRC to provide goods and/or services to include subcontractors and temporary agency employees.	11-COP-01 22-BUS-14 34-PRO-07 39-TRN-12 60-FSM-02 71-SOC-09

<b>Contractor Orientation</b>	Corrections Training Academy (CTA)	An orientation session provided prior to commencement of services to acquaint contractors and temporary agency subcontractors to their work environment and the overall security operations of the institution/agency.	39-TRN-12
<b>Controlling Board</b>	Office of Administration	Comprised of the Director of the Office of Budget and Management/designee and six members of the Ohio General Assembly. The board provides legislative oversight over certain capital and operating expenditures by state agencies and has approval authority over various other state fiscal and purchasing activities.	21-CAM-08
<b>Core Correctional Practices</b>	Behavioral Health Operations (BHO)	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.	67-MNH-12
<b>Correctional Facility</b>	Bureau of Operational Compliance (BOC)	Any building, grounds, areas of any building, or group of buildings utilized by the department as a penal institution including prisons that are privately operated and managed pursuant to a contract the department enters into under Section 9.06 of the Revised Code. This includes all offices and buildings located on the grounds of a correctional facility, such as the Corrections Training Academy, Training Education Center, and Ohio Penal Industries operations.	10-SAF-01
<b>Cosmetic Services</b>	Office of Correctional Health Care (OCHC)	Procedures, treatments, or surgery designed to enhance one's appearance, but which are non-essential to the maintenance of basic health.	68-MED-14

<b>Cost of Viewing-Visit</b>	Office of Prisons (OOP)	The cost of a private funeral viewing or bedside visit shall be calculated by multiplying the roundtrip distance from the institution to the county seat of the destination by the standard mileage rate as determined by the Office of Budget and Management. There are no costs incurred for the use of the web-based bedside or funeral viewing process from the ODRC. All costs incurred from the funeral home, hospital, or hospice, for the use of this process, is the responsibility of the incarcerated individual or their immediate family.	76-VIS-03
<b>Counseling</b>	Office of Prisons (OOP)	Rendering or offering to render to individuals, families, or groups a counseling service involving the application of counseling principles, methods, or procedures to assist individuals in achieving more effective personal, social, educational, or career development goals and objectives and better personal adjustment. The practice of counseling does not include the diagnosis of mental and emotional disorders unless the individual providing such service is appropriately qualified to do so.	71-SOC-09
<b>Counseling Groups</b>	Office of Prisons (OOP)	Planned use of interpersonal relationships to promote social adjustment. Counseling programs allow participants the opportunity to express feelings verbally, with the goal of problem resolution. Group counseling may be offered in small groups or larger groups that may be found in a therapeutic community or living area. Family counseling or family therapy groups may also be offered in such situations where the involvement of family members is deemed advantageous to intended outcomes. Staff providing counseling shall function within the limits of their levels of competency as governed by various licensure standards.	71-SOC-09
<b>Course of Study</b>	Ohio Central School System (OCSS)	Document developed for each individual trade program that outlines the delivery methods, material content and trade competencies of that trade that will be delivered to program participants.	57-EDU-12

<b>Courtesy Notification Registrant</b>	Division of Parole and Community Services (DPCS)	A person who has requested to receive notification but does not meet the definition of victim or Roberta's Law (SB160) victim.	03-OVS-01 105-PBD-13
<b>Cover Officer</b>	Office of Prisons (OOP)	The officer that provides assistance to a contact officer, by observing the incarcerated individual from a safe distance, may provide verbal communication to other employees and the incarcerated individual; may assist with behavioral interventions and use of force as necessary.	63-UOF-01
<b>Covered Active Duty</b>	Bureau of Personnel	Duty during the deployment to a foreign country.	36-LEV-02
<b>Covered Service Member</b>	Bureau of Personnel	Current members of the Armed Forces, including members of the National Guard or Reserves, who have serious injuries or illnesses incurred in the line of duty while on active duty that render them medically unfit to perform their duties and for which they are undergoing medical treatment, recuperation, or therapy, or are in outpatient status, or are on the temporary disability retired list. A veteran may also be a covered service member if they were a member of the Armed Forces, including the National Guard or Reserves, were discharged or released under conditions other than dishonorable and were discharged with the five-year period before the eligible employee first takes FMLA military caregiver leave to care for them	36-LEV-02
<b>Credentialed Mental Health Professional (CMHP)</b>	Behavioral Health Operations (BHO)	Those persons who have gone through the application, training, and approval process to gain the credential which allows them to complete assigned identified tasks in policy according to the Credentialed Mental Health Professional Disclosure Statement and Supervisory Approval (DRC5183). The credentialing process requires the candidate to have an independently licensed mental health professional (ILMHP) who acts as their credentialing supervisor.	67-MNH-02 67-MNH-09 67-MNH-14 67-MNH-15 67-MNH-30 67-MNH-32

<b>Crimes of Violence</b>	Office of Victim Services (OVS)	Any crime which is violent in nature and caused severe physical or emotional harm.	03-OVS-02
<b>Criminal Gang</b>	Chief Inspector's Office	As defined by Ohio Revised Code (2923.41), means an ongoing formal or informal organization, association or group of three (3) or more persons for which all of the following apply: (1) It has as one of its primary activities the commission of one or more of the offenses listed	310-SEC-12
<b>Criminal Investigation</b>	Labor Relations Office (LRO)	An investigation conducted by an authorized law enforcement agency concerning an allegation of employee commission of a criminal offense.	09-INV-03 09-INV-07
<b>Criminal Justice Information System (CJIS)</b>	Bureau of Information and Technology Services (BITS)	- Serves as the focal point and central repository for criminal justice information services in the FBI. This division provides identification and information services to local, state, federal and international criminal justice communities. The CJIS division includes the fingerprint identification program, national crime information center program, uniform crime reporting program, and the development of the integrated fingerprint identification system.	05-OIT-02
<b>Crisis Intervention Team (CIT)</b>	Office of Prisons (OOP)	A team approach that trains correctional staff to be more effective by enhancing their knowledge and skills; aids administrators in improved management and care for special populations; reduces liability and cost; improves community partnerships for increased access to resources and supports; and increases safety for all.	63-UOF-01
<b>Critical Incident or Event</b>	Bureau of Personnel	For the purposes of this policy, a situation which disrupts the routine operations or services of a facility or institution creating a state of disorder, or is unusual and traumatic, with the potential to cause intense stress reactions.	37-EAP-02

<b>Critical Risk Indicators (CRI)</b>	Office of Correctional Health Care (OCHC)	A designation for medically complex incarcerated individual(s) with the following indicator(s); HIV, Hepatitis C, Pregnancy, Medication Assisted Treatment (MAT) Participant or at least two of the following indicators: C1 designation for serious mental illness, R3 recovery services level of care, or enrolled in at least one (1) chronic care clinic.	78-REL-09
<b>CTA Personnel</b>	Corrections Training Academy (CTA)	Those persons employed by the Ohio Department of Rehabilitation and Correction and assigned to work at CTA either temporarily or permanently.	12-CTA-08
<b>Curriculum</b>	Ohio Central School System (OCSS)	A fixed series of studies that includes all the courses collectively offered within the Ohio Central School System or a particular program.	57-EDU-09 57-EDU-13
<b>Customer Care Position</b>	Bureau of Personnel	A job assignment or position requiring regular in-person interaction with staff and/or incarcerated adults to provide an optimal level of customer service.	35-PAY-09
<b>Customer Service Center (CSC)</b>	Bureau of Information and Technology Services (BITS)	The group of Ohio Department of Administrative Services, Office of Information Technology (DAS OIT) staff members that receive information from ODRC authorized users about ODRC IT incidents, problems and issues and requests about ODRC products and services and assign said reports and requests to the appropriate IT technical staff in ServiceNow. The CSC works in collaboration with ODRC's Information Service Center to provide quality IT products and services to ODRC authorized users.	05-OIT-25
<b>Cut Down Devices</b>	Office of Prisons (OOP)	A tool, designated by the managing officer for each specific institution, such as a pair of blunt nosed scissors or a curved cutting device, used to cut through materials that have been fashioned into a noose.	67-MNH-09

<b>DAS-Managed Information System</b>	Bureau of Information and Technology Services (BITS)	Information systems that reside in facilities or infrastructure managed by DAS OIT personnel. Primary responsibility for managing these systems may be assigned to DAS OIT personnel or other authorized external entities.	05-OIT-14 05-OIT-18
<b>DAS Managed System Asset</b>	Bureau of Information and Technology Services (BITS)	IT information, hardware, software and services required to support state business, and identified during the risk assessment process as assets that require protection. Primary responsibility for managing these system assets may be assigned to DAS OIT or other authorized external entities.	05-OIT-14 05-OIT-18
<b>DAS Office of IT Strategy and Investment Management (DAS OITSIM)</b>	Bureau of Information and Technology Services (BITS)	The office within DAS OIT responsible for administering the State of Ohio IT investment planning program in which State of Ohio agencies, boards and commissions shall participate.	05-OIT-19
<b>Data</b>	Bureau of Information and Technology Services (BITS)	The coded representation of quantities, objects, and actions. The term, “data,” is often used interchangeably with the word, “information,” in common usage and in this policy.	05-OIT-14 05-OIT-15 05-OIT-18 05-OIT-21 05-OIT-23
<b>Data Classification Labels</b>	Bureau of Information and Technology Services (BITS)	The level of protection based on the confidentiality and criticality requirements of data in accordance with the agency’s risk assessment. Data classification labels enable policy-based standards for securing and handling data and sharing among organizations. The terms, “data classification label,” and “classification label,” are used interchangeably in this policy.	05-OIT-23
<b>Data Custodian</b>	Bureau of Information and Technology Services (BITS)	ODRC authorized technical users who, as service owner, are responsible for the delivery (design, performance, integration), management / support, security and continual improvement of ODRC-managed information systems and ODRC-managed systems assets.	05-OIT-14 05-OIT-18 05-OIT-23

<b>Data Owners</b>	Bureau of Information and Technology Services (BITS)	ODRC deputy directors or designees that are authorized users responsible for identifying and classifying data for their respective areas.	05-OIT-14 05-OIT-15 05-OIT-18 05-OIT-21 05-OIT-23 05-OIT-26 05-OIT-27 05-OIT-28
<b>Data Privacy Point of Contact (DPPOC)</b>	Bureau of Information and Technology Services (BITS)	The ODRC chief of the Bureau of Information Technology Services (BITS) who is responsible for overseeing data privacy issues for the ODRC enterprise.	05-OIT-02 05-OIT-14 05-OIT-23
<b>Data Synchronization</b>	Bureau of Information and Technology Services (BITS)	The practice of updating data on two (2) systems so that the data that sets on the two (2) systems are identical.	05-OIT-15
<b>Day Treatment Program (DTP)</b>	Behavioral Health Operations (BHO)	An intermediate level of mental health services that will serve as a step down from RTU placement for SMI incarcerated individuals who would benefit from long term structured programming but no longer require a residential level of care. Some programs may house participants in the same housing unit, but it is not required. Incarcerated individuals in the program may also be housed in general population. The intention of the DTP is to provide meaningful mental health treatment and programming to a vulnerable population while maintaining them in the least restrictive environment possible.	67-MNH-04

<b>Day Reporting</b>	Division of Parole and Community Services (DPCS)	A sanction requiring an offender to report daily to a center or other approved reporting location during a specified time in order to participate in work, education/training, treatment or other approved programs that may or may not be located at the center. It also may refer to a non-residential service designed for offenders under APA supervision who are experiencing supervision difficulties due to lack of employment, education, and life management skills.	100-APA-14
<b>Dead Leg</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	A portion of a plumbing system that is stagnant or has rare flow of water in the pipes (i.e., emergency eye-wash station).	21-CAM-12
<b>Deadly Force</b>	Risk Management (Legal)	Any force that carries a substantial risk that it will proximately result in the death of any person. Examples of deadly force include, but are not limited to, the following: 1. Discharging a firearm in the immediate vicinity of or directed toward another person; 2. Striking another person on the head with an instrument; 3. Applying force or weight to the throat or neck of another.	63-UOF-01 104-TAW-01 104-TAW-02
<b>Death Row</b>	Legal Services	A housing area that has been designated by the Director of the Ohio Department of Rehabilitation and Correction to house prisoners who are committed to the Department with a sentence of death in the current designated areas: CCI, OSP, WCI, FMC, ORW. The Director may designate a housing area at another facility as necessary. Death Row is also a reference to a housing status for prisoners sentenced to death; it is not a security classification.	52-RCP-02 67-MNH-31 105-PBD-01

<b>Demagnetize</b>	Bureau of Information and Technology Services (BITS)	To reduce the magnetic flux to virtual zero by applying a reverse magnetizing field, which, when properly completed, renders any previously stored data on magnetic media unreadable. This procedure is also referred to as “degaussing.”	05-OIT-21
<b>Denial of Service (DoS)</b>	Bureau of Information and Technology Services (BITS)	An attack on systems assets or information systems that successfully prevents or impairs the normal authorized functionality of networks, systems or applications by exhausting resources. Examples include, but are not limited to: •Attacks that adversely affect or degrade access to critical services, •Persistent or significant DoS attacks (e.g., attempted DoS attacks aimed specifically at DNS servers or routers,•Use of state computing device to initiate or facilitate a distributed DoS attacks or DDoS attacks, •Failed or successful attempts to cause failures in critical infrastructure services, loss of critical supervisory control and data acquisition systems or services (SCADA).	05-OIT-14
<b>Dental Director</b>	Office of Correctional Health Care (OCHC)	The dentist who serves as the chief dental authority for the Office of Correctional Health Care (OCHC).	68-MED-12
<b>Department Head</b>	Division of Business Administration (DBA)	An individual who is responsible for a specific sub-unit within a program (e.g., mental health administrator, health care administrator, etc.).	23-BUD-05

<p><b>Department of Administrative Services, Office of Information Technology (DAS-OIT)</b></p>	<p>DAS-OIT</p>	<p>The office within the Ohio Department of Administrative Services responsible for delivering statewide information technology and telecommunications services to state government agencies, boards, and commissions, which includes, but is not limited to, the establishment of policy and standards, lifecycle investment planning and privacy and security management.</p>	<p>05-OIT-24</p>
<p><b>Departmental Offender Tracking System (DOTS Portal)</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>The web-based information platform which serves as the primary information system for information on all offenders under Ohio Department of Rehabilitation and Correction (ODRC) supervision. The system contains information regarding the offender from reception to final release under supervision. This system is updated throughout each day. Access to DOTS Portal is restricted to essential users only.</p>	<p>07-ORD-03 53-CLS-03 100-APA-14 100-APA-24 100-APA-32 105-PBD-08 105-PBD-09 105-PBD-13 108-ABC-05</p>
<p><b>Deputy Compact Administrator</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>APA Operation Support Center staff assigned to coordinate the processing of incoming and out-of-state transfers for misdemeanants, parolees, community control offenders, probationers and post release control offenders and other eligible offenders.</p>	<p>103-SPS-01</p>
<p><b>Designated Homicide, Assault, or Kidnapping Offense</b></p>	<p>Parole Board</p>	<p>A violation of ORC section 2903.01 (Aggravated Murder), 2903.02 (Murder), 2903.11 (Felonious Assault), 2905.01 (Kidnapping), or division (A) of 2903.04 (Involuntary Manslaughter).</p>	<p>105-PBD-11</p>
<p><b>Designated Parole Board Staff</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>Those staff members within the parole board designated by the Parole Board chair to administer the provision of notice to victims, prosecuting attorneys, judges, and other parties in accordance with Ohio law.</p>	<p>105-PBD-13</p>

<b>Designated Rule Infraction</b>	Division of Parole and Community Services (DPCS)	A finding of guilt of specific rule infractions within the following categories: assault and related acts, sexual misconduct, rioting, disturbances and unauthorized group activity, weapons, escape and related conduct, and fire violations.	105-PBD-08
<b>Destroy</b>	Bureau of Information and Technology Services (BITS)	To render system assets unusable and the data contained within the system asset unrecoverable. Destroying includes, but is not necessarily limited to, shredding, incineration, and drilling holes.	05-OIT-21
<b>Detainer</b>	Legal Services	A request filed by a criminal justice agency with the institution in which an individual is incarcerated asking the institution either to hold the individual for the agency or to notify the agency when release of the individual is imminent.	100-APA-13 100-APA-15 100-APA-16 101-PLA-01

<p><b>Developmental Disability (DD)</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>A severe, chronic disability that is characterized by all the following:</p> <ul style="list-style-type: none"> <li>(1) It is attributable to a mental or physical impairment or a combination of mental and physical impairments, other than a mental or physical impairment solely caused by mental illness as defined in division (A) of ORC section 5122.01;</li> <li>(2) It is manifested before age twenty-two;</li> <li>(3) It is likely to continue indefinitely;</li> <li>(4) It results in one of the following:</li> </ul> <p>A substantial functional limitation in at least three (3) of the following areas of major life activity, as appropriate for the person's age: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and, if the person is at least age sixteen (16), capacity for economic self-sufficiency. Developmental disability includes intellectual disability. However, to assist correctional staff, ODRC will continue to identify separately at this time.</p> <p>For purposes of this policy, the sole diagnosis of attention-deficit and/or hyperactivity shall not qualify as a Developmental Disability. Diagnoses to consider for presence of developmental disability during developmental period (before age 22) include but are not limited to: autism, brain injury, cerebral palsy, epilepsy, autism or other neurological conditions, when such conditions result in impairment of adaptive behavior.</p>	<p>67-MNH-22</p>
<p><b>Digital Evidence System</b></p>	<p>DPCS/OOP</p>	<p>A secure video file management system (e.g., Evidence.com) used for downloading, storing, sharing, and retrieving video files recorded with surveillance and body worn camera systems.</p>	<p>10-SAF-22</p>

<b>Dietetic Technician</b>	Office of Correctional Health Care (OCHC)	A health care professional who is formally educated and trained in food and nutrition and who has completed a two-year associate degree in dietetic technology from a program approved by the Academy of Nutrition and Dietetics and practices dietetics under the supervision of a registered, licensed dietitian.	68-MED-10
<b>Dietitian</b>	Office of Correctional Health Care (OCHC)	A health care professional who is formally educated and trained in food and nutrition and who has a four-year degree in dietetics and a 1200 hour supervised practice program and is licensed by the Ohio Board of Dietetics and registered with the Academy of Nutrition and Dietetics.	68-MED-10
<b>Direct Supervision (BITS)</b>	Bureau of Information and Technology Services (BITS)	Frequent, nonscheduled, staff and/or digital supervision for approved pro-social, treatment, education, career technical, law library and industrial program tasks, assignments, duties and/or activities. For the purpose of this policy, use of ODRC surveillance cameras alone does not constitute direct supervision. ODRC surveillance cameras may be used in conjunction with staff supervision to constitute direct supervision.	05-OIT-11 05-OIT-30
<b>Disability (with respect to an individual)</b>	Office of Diversity, Equity, and Inclusion (DEI)	A physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or, being regarded as having an impairment.	32-EEO-03
<b>Discharge Summary</b>	Parole Board	The report completed by staff of an institution sex offender program documenting the offender's participation and progress while in the program.	105-PBD-11
<b>Discretionary Post Release Control (PRC)</b>	Division of Parole and Community Services (DPCS)	A form of PRC assessed at the discretion of the Parole Board rather than mandatorily under ORC 2967.28	105-PBD-08 105-PBD-09

<b>Discrimination</b>	EEO	When an adverse employment action is taken based on the employee or applicant's status as a member of a protected class. There are two forms of discrimination: <u>Disparate Treatment</u> - When an employer intentionally treats an employee differently because of the employee's protected class; <u>Disparate Impact</u> - When an employment policy, although neutral on its face, adversely impacts a protected class.	32-EEO-01
<b>Discriminatory Harassment</b>	EEO	Unwelcome conduct based on a protected class. Harassment becomes unlawful when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment may be verbal and/or physical and can include name calling, intentionally misgendering, slurs, jokes, gestures, leering, stalking, grabbing, and/or assault. This is not an exhaustive list of all harassing behaviors.	32-EEO-01
<b>Distributed Denial of Service (DDoS)</b>	Bureau of Information and Technology Services (BITS)	A denial of service (DoS) technique that uses numerous hosts to perform the attack on system assets or information systems.	05-OIT-14
<b>Disposal</b>	Bureau of Information and Technology Services (BITS)	The final transfer of ownership or custody of information technology hardware, typically when the hardware has reached its end-of-life and requires replacement.	05-OIT-21
<b>Diversity</b>	Bureau of Personnel	The condition of having or being composed of differing elements; variety; human variety of experiences, identities, and perspectives that our employees bring to state employment.	34-PRO-04
<b>DNA</b>	Bureau of Sentence Computation (BOSC)	Deoxyribonucleic Acid	52-RCP-05
<b>DNA Coordinator</b>	Bureau of Sentence Computation (BOSC)	Staff appointed by the managing officer to coordinate the collection of DNA samples.	52-RCP-05
<b>DNA Sample</b>	Bureau of Sentence Computation (BOSC)	A blood, physiological tissue, or body fluid specimen provided by any person identified by ORC 2901.07.	52-RCP-05

<b>Domain Intervention (DI)</b>	Division of Parole and Community Services (DPCS)	A program or officer intervention addressing one or more of the identified dynamic risk domains.	100-APA-13 100-APA-23
<b>Domestic Violence</b>	Office of Victim Services (OVS)	A pattern of coercive behavior used by one person to establish or maintain power and control over family or household members, which includes intimate partners, spouses, former spouses, persons living together as spouses, person who have a child in common (regardless of whether they have been married or have lived together at any time), and adult persons related by blood or marriage. Domestic violence can be non-physical, physical or aggravated physical violence. Domestic violence may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking, and economic control, and may occur among people of all racial, economic, educational, religious backgrounds, in heterosexual and same sex relationships.	03-OVS-07
<b>DOTS Shift Reporting</b>	Office of Prisons (OOP)	This mandatory reporting system is found in DOTS Portal and is designed for the field to enter incidents of violence and major contraband. Entries should be made as soon as possible and shall not exceed seventy-two (72) hours unless exigent circumstances exist. DOTS Shift Reporting does not replace any incident reporting system.	01-COM-08
<b>Drafter</b>	Office of Policy and Strategic Initiatives	Any employee of the ODRC assigned to write a policy draft.	01-COM-01 01-COM-14
<b>Dragon</b>	Office of Correctional Health Care (OCHC)	Dragon Medical One (also known as Dragon for PC or DMO), is a speech recognition software package utilized by providers in ODRC that allows for dictation into the EHR.	69-OCH-06

<b>Drug Testing Coordinator</b>	Office of Prisons (OOP)	The individual identified by the managing officer to be responsible for coordinating, monitoring, and service provisions of the drug testing program.	70-RCV-03
<b>Dry Cell</b>	Office of Prisons (OOP)	Any area, room or cell where an incarcerated person does not have access to running water, standard toilet facilities, or other incarcerated person.	310-SEC-06
<b>Due Process Hearing</b>	Behavioral Health Operations (BHO)	An administrative procedure conducted in an adversarial format before a hospitalization hearing officer to protect the right of an incarcerated individual to object to hospitalization. Members may participate in this process via videoconferencing.	67-MNH-19
<b>Due Process Hearing Officer</b>	Behavioral Health Operations (BHO)	A psychiatrist, psychologist, or attorney employed by or under contract with the ODRC, appointed by the State Psychiatry director or designee, who acts as an independent decision maker to conduct due process hearings for the purpose of hospitalization. The hearing officer shall not have had any prior treatment relationship with the incarcerated individual in the past and shall not have previously represented them in any legal proceedings.	67-MNH-19
<b>Durable Powers of Attorney</b>	Office of Correctional Health Care (OCHC)	A form that must be signed when a person wants to designate a person other than him/herself to make medical decisions when the signor cannot make choices for themselves.	69-OCH-03
<b>Early Termination</b>	Division of Parole and Community Services (DPCS)	The ending of Probation/Community Control/Judicial Release/Parole/PRC supervision prior to the scheduled date because the offender's performance and/or compliance fulfills or exceeds all supervision plan objectives, conditions, special conditions, and sanction requirements.	100-APA-16

<b>Earned Credit</b>	Bureau of Community Sanctions (BCS)	The diminution of a prison sentence for productive participation in ODRC approved programs or a one-time credit awarded for completion of an approved program in accordance with the appropriate sentencing law and eligibility criteria. Inmates sentenced pre- 7/1/96 may earn up to four days of participation credit per month. Inmates sentenced 7/1/96 and later may earn one day per month. In addition, pre- 7/1/96 inmates may earn an additional three days per month for maintaining a minimum-security status. Under HB86 (crime committed 9/30/11 and after) inmates may earn 0, 1, or 5 days monthly based on their offense.	108-ABC-04
<b>Earned Prisoner Compensation (EPC)</b>	Division of Business Administration (DBA)	Earned Prisoner Compensation funds were credited to an incarcerated individual release account prior to May 1, 1982. EPC funds are recorded on the Inmate Demand Statement in the Outstanding Investments/EPC section.	78-REL-03
<b>Easement</b>	Division of Business Administration (DBA)	The use of land owned by an individual or organization external to the state where the state is the grantee.	22-BUS-08
<b>Eastern Catholic</b>	Religious Services	One who is a baptized member of one of the Eastern Catholic Churches (i.e., Ukrainian Catholic, Greek Catholic, Maronite Catholic); the Eastern Catholic Churches are in full communion with the Holy See in Rome.	72-REG-11
<b>E-Commerce</b>	Ohio Penal Industries	All web-based applications.	25-OPI-02

<p><b>Economic Impact Payment Check (EIP or Stimulus Payments)</b></p>	<p>Division of Business Administration (DBA)</p>	<p>Federal payments made to qualifying individuals, including incarcerated people, under the CARES Act, Consolidated Appropriations Act of 2021, or future stimulus payments approved in 2021. Filers who did not receive an EIP could also file a 2020 return to receive missed payments, which are issued as a 2020 tax return. EIP or 2020 tax refunds for \$600, \$1,200, or \$1,800 (or those amounts including interest) do not require the verification as stated in VI. A (24-CAS-08).</p>	<p>24-CAS-08</p>
<p><b>eDiscovery</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>The production of files or other data held in an electronic form, such as e-mail, wherein “discovery” refers to the process of complying with legal obligations to produce relevant documents and information to opposing counsel during civil litigation or to prosecutors or government investigators in criminal or regulatory proceedings.</p>	<p>05-OIT-10</p>
<p><b>Education Management File (EMF)</b></p>	<p>Ohio Central School System (OCSS)</p>	<p>An accurate and complete record pertaining to the educational activity of each student documented in DOTS Portal and scanned to OnBase that includes, but is not limited to, assessment scores, academic, career-technical, and advanced job training information, except documents related to special education programming.</p>	<p>07-ORD-09 57-EDU-01 57-EDU-11 57-EDU-13 81-OHS-01</p>
<p><b>Education Review Committee</b></p>	<p>OCSS</p>	<p>A committee designated by the managing officer that will meet as needed or at least once every six months to review temporary exclusions from education. The committee shall be comprised of the health care administrator, mental health administrator or mental health manager, and the school administrator of the facility. A staff member may also be assigned to assist the committee.</p>	<p>57-EDU-01</p>

<b>EEO Counseling</b>	EEO	Counseling an employee on their EEO rights. An EEO counseling includes providing a copy of the EEO policy; listening to the aggrieved employee to provide appropriate guidance; providing information on the internal, state, and federal complaint filing options; and providing any other relevant HR resources (e.g. Timekeeping Policy) that may assist the aggrieved employee.	32-EEO-01
<b>EEO Counselor</b>	EEO	An employee who, serving as a neutral, provides an aggrieved individual with their rights and obligations under EEO laws.	32-EEO-01

<p><b>Electronic Health Record (EHR)</b></p>	<p>Office of Correctional Health Care (OCHC)</p>	<p>A digital version of what was traditionally a patient’s paper chart. EHRs contain information from all the clinicians involved in a patient’s care and are real-time, patient-centered records that make information available instantly and securely to authorized users. The ODRC EHR is utilized by staff working within the Office of Correctional Healthcare. The current ODRC EHR is Fusion.</p>	<p>05-OIT-25 52-RCP-06 67-MNH-02 67-MNH-04 67-MNH-07 67-MNH-09 67-MNH-12 67-MNH-14 67-MNH-15 67-MNH-22 67-MNH-26 67-MNH-27 67-MNH-29 67-MNH-30 67-MNH-31 67-MNH-32 69-OCH-06 69-OCH-07 78-REL-09 81-OHS-01</p>
<p><b>Electronic Mail (Email)</b></p>	<p>Legal Services</p>	<p>Electronic correspondence or communication through a kiosk or any other ODRC approved electronic communication devices.</p>	<p>75-MAL-01</p>
<p><b>Electronic Monitoring (EM)</b></p>	<p>Bureau of Community Sanctions (BCS)</p>	<p>A specified period during which an offender is restricted to a specified premise, during which period the eligible offender wears an EM device and meets all other requirement as defined in ORC section 2929.23.</p>	<p>108-ABC-04</p>

<b>Electronic Monitoring Device (DPCS)</b>	Division of Parole and Community Services (DPCS)	Any device that can be operated by electrical or battery power and meets all other requirements as defined in ORC section 2929.01.	100-APA-32 108-ABC-04
<b>Electronic Monitoring Device (OOP)</b>	Office of Prisons (OOP)	A device that is attached to an outside worker (incarcerated individual) to track their location.	53-CLS-03
<b>Eligible Applicant</b>	Bureau of Personnel	An applicant who meets the minimum qualifications of the classification and any position specific minimum qualifications (PSMQs) of the position and who meets specific criteria established by collective bargaining unit contracts or Ohio Administrative/Revised codes (e.g., active discipline, probationary staff).	34-PRO-04
<b>Eligible Incarcerated Individual</b>	Office of Reentry	Any incarcerated individual whose social security number has been documented in DOTS Portal and who does not already have current and valid identification that can be sent into the institution.	78-REL-02
<b>Eligible to Receive Overtime</b>	Bureau of Personnel	A Fair Labor Standards Act (FLSA) Overtime Eligible Employee, a bargaining unit employee (unless specifically exempted from overtime compensation eligibility by the provisions of a collective bargaining agreement), and an exempt employee who is FLSA Overtime Exempt but has been approved in writing to receive overtime compensation by the Directors of the Ohio Department of Rehabilitation and Correction (ODRC) and the Department of Administrative Services (DAS).	35-PAY-04
<b>Eligibility Date</b>	Division of Parole and Community Services (DPCS)	A date calculated pursuant to statute which indicates when an incarcerated individual can be considered for release.	105-PBD-03

<b>Emergency</b>	Bureau of Medical Operations (BMO)	Any serious, life threatening or disabling condition manifested by severe symptoms occurring suddenly and unexpected which could/would result in serious physical impairment or loss of life if not treated immediately.	66-ILL-03
<b>Emergency Devices</b>	Division of Parole and Community Services (DPCS)	Flashing lights and sirens.	100-APA-02
<b>Emergency Repair</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	Any repairs that, if not made in a timely manner, will likely result in immediate and substantial damage to the common areas and facilities or to another unit or units.	21-CAM-12
<b>Emergency Transfer</b>	Behavioral Health Operations (BHO)	The transfer of a mentally ill incarcerated individual to a psychiatric hospital when they present an immediate danger to self or others and require hospital level of care.	67-MNH-19
<b>Employee Misconduct</b>	Labor Relations Office (LRO)	Any act or behavior which may be in violation or attempted violation of any law, regulation, act, or ODRC's administrative rules, policies, or the Standards of Employee Conduct.	09-INV-03 09-INV-07
<b>Employee Training File</b>	Corrections Training Academy (CTA)	An electronic (i.e., LMS or OnBase) or hard-copy file that contains all training records for an employee. The file shall minimally contain records regarding the employee's completion of orientation, annual in-service, any additional in-service or specialized training, and all special skill certifications and re-certifications.	39-TRN-09
<b>Employees</b>	Corrections Training Academy (CTA)	All staff who have contact with students, visitors, other staff, or incarcerated individuals.	12-CTA-04
<b>Enclosed Areas</b>	Bureau of Operational Compliance (BOC)	Any area with a roof or other covering overhead, with walls or side coverings of any kind on at least one side.	10-SAF-01

<b>Encryption</b>	Bureau of Information and Technology Services (BITS)	A technique that mathematically encodes your data before it is sent between your browser and the web site that you are currently visiting. Strong encryption makes it nearly impossible for anyone except the intended party to decode and obtain data transmitted to the intended party.	05-OIT-14 05-OIT-15
<b>End User Designee</b>	Bureau of Information and Technology Services (BITS)	An ODRC authorized user at the end user level that is authorized to represent another ODRC authorized user at the end user level to report ODRC IT incidents, problems, and issues and request specific ODRC products and services using the standardized procedures contained within this policy.	05-OIT-25
<b>Enrollment Inmate Reference Information</b>	Office of Correctional Health Care (OCHC)	A unique confidential identifier assigned to participants of the Medicaid Pre-Release Enrollment Program.	78-REL-09
<b>Enterprise Information Management (EIM)</b>	Legal Services	The site on the ODRC intranet commonly called the “dashboard,” that contains a variety of data collection and reporting tools for ODRC staff, including the special incident reporting application.	01-COM-08 104-TAW-01 104-TAW-02
<b>Enterprise Inmate Network Work Group (EINWG)</b>	Bureau of Information and Technology Services (BITS)	A group comprised of ODRC subject matter experts identified by ODRC deputy directors and co-chaired by the ODRC chief information officer and OCSS superintendent, which is responsible for reviewing and approving all incarcerated individual network access requests. EINWG is responsible for establishing the framework and providing the guidance for appropriate access to systems for incarcerated individuals to institute standards and instate accountability measures, and to maintain required baseline configuration requirement and security protocols, through the CISO or BITS security team designees, for incarcerated individual information technology hardware, software, and applications.	05-OIT-11 05-OIT-14 05-OIT-19

<b>Enterprise License</b>	Bureau of Information and Technology Services (BITS)	A license agreement that permits the subscriber to use the software anywhere on the subscriber's enterprise network in lieu of purchasing individual licenses for each user.	05-OIT-01
<b>Entrance Conference</b>	Bureau of Community Sanctions (BCS)	A meeting with the program review team, program director, and staff for a short briefing about the review process.	08-MAU-03
<b>ePar</b>	Bureau of Personnel	The official State documents that implement and authorize the appointment of new hires or status changes of employees.	34-PRO-04
<b>Equipment Custodian</b>	Division of Business Administration (DBA)	A state employee is the primary user of equipment, a caretaker of equipment or both. As a primary user of equipment, the equipment custodian personally uses their equipment daily to conduct state business. As a caretaker, the equipment custodian oversees shared equipment that is used by a designated group or organizational identifier. An organizational identifier could be a division, department, unit, or section of the organization; typically, these assets are in common areas, conference/training rooms, storage areas, etc.	22-BUS-08
<b>Erroneously Released Offender</b>	Division of Parole and Community Services (DPCS)	An offender released from custody due to a calculation error, mistaken identity, or inadvertent release by County Sheriffs.	102-FUG-01
<b>Escape from Confinement</b>	Legal Services	The act of purposely breaking detention while either confined within a city, county, state or federal detention center or correctional facility, or while being legally detained by law enforcement personnel.	53-CLS-03

<b>Escaped Prisoner/Offender</b>	Division of Parole and Community Services (DPCS)	An individual who flees from lawful custody/supervision without authorized release.	102-FUG-01
<b>Escorted Contractor</b>	Corrections Training Academy (CTA)	A contractor that is accompanied by an ODRC employees during the provision of services.	39-TRN-12
<b>Essential Habilitation Services</b>	Division of Parole and Community Services (DPCS)	Basic set of services that all incarcerated individuals must have access to in order to facilitate community reintegration following any period of incarceration.	02-REN-01 78-REL-01
<b>Evaluation Team Report (ETR)</b>	Ohio Central School System (OCSS)	A comprehensive evaluation conducted by a multidisciplinary team that provides a group of qualified individuals with enough information to determine whether a student has a disability and needs special education and/or related services; formerly known as the multifactor evaluation. (DRC4311 – Evaluation Team Report)	57-EDU-01 57-EDU-11
<b>Evidence (DPCS)</b>	Division of Parole and Community Services (DPCS)	Objects, documents, or testimony, which substantiates or tends to substantiate an allegation.	100-APA-01
<b>Evidence (LRO)</b>	Labor Relations Office (LRO)	Information, physical or otherwise, on which a conclusion can be based. (i.e., incident reports, videos, statements, timekeeping records, e-mail, etc.).	09-INV-03 09-INV-07
<b>Evidence Based Practices (EBP)</b>	Division of Parole and Community Services (DPCS)	The use of current research and available data to guide policy and practice decisions that are aimed at improving outcomes.	100-APA-13 100-APA-16

<b>Evidence Officer</b>	Division of Parole and Community Services (DPCS)	The officer with responsibility to exercise control over weapons, drugs and other contraband confiscated as part of a search or search incident to arrest.	100-APA-01
<b>Examiner</b>	Behavioral Health Operations (BHO)	A mental health professional appointed to perform a Sexually Violent Predator Risk Assessment (SVPRA) by the director of SORRC (Sex Offender Risk Reduction Center) who is qualified by knowledge, skill, experience, and education in the area of sex offender risk assessment.	67-MNH-30
<b>Exceptional Circumstance</b>	Ohio Central School System (OCSS)	Approved closing such as, but not limited to, vacation/personal/sick leave, fog alerts, required meetings/trainings. Exceptional circumstances must be documented in the logbook.	58-LIB-01 58-LIB-02
<b>Excessive Force</b>	Risk Management (Legal)	An application of force which, either by the type of force employed, or the extent to which such force is employed, exceeds that force which reasonably appears to be necessary under all the circumstances surrounding the incident.	63-UOF-01
<b>Exclusion Criteria</b>	Behavioral Health Operations (BHO)	(1) Serious mental illness (mental health classification C1); (2) Intellectual Disability/Developmental Disorder (ID/DD); (3) Severe cognitive disorder (organic mental disorder) resulting in significant functional impairment; (4) Severe personality disorder that is manifested by frequent episodes of psychosis, depression or serious self-injurious behavior; (5) Severe maladjustment during prior OSP confinement that warranted a transfer to higher level of mental health care; or (6) three or more placements on suicide watch in the last twelve months and/or placement on watch lasting/exceeding seven (7) calendar days and/or serious self-injury requiring outside care or hospitalization.	67-MNH-27

<b>Exclusion Zone</b>	Bureau of Community Sanctions (BCS)	A geographical location where an offender is not permitted to be, such as a victim's neighborhood.	108-ABC-04
<b>Executive Clemency</b>	Division of Parole and Community Services (DPCS)	An act of mercy or leniency providing relief from certain consequences of a criminal conviction. The executive clemency power, including pardon, commutation and reprieve, is exercised by the Governor.	105-PBD-01
<b>Executive Session</b>	Division of Parole and Community Services (DPCS)	A closed meeting held by the Parole Board to consider, deliberate, and vote on matters which are the subject of clemency, Full Board, Sexually Violent Predator, or any other hearing conducted by the Board.	105-PBD-01
<b>Exempt Health Care Managers</b>	Office of Correctional Health Care (OCHC)	Includes the following for purposes of this policy: health planning administrators (HPA), health care administrators (HCA), assistant health care administrators (AHCA), quality improvement coordinators (QIC), nurse supervisors, psychiatric nurse supervisors (PNS), mental health managers (MHM), mental health administrators (MHA), psychologist supervisors, social work supervisors, behavioral health care provider supervisors, activity therapy supervisors, recovery services supervisors, and sex offender services supervisors.	69-OCH-06
<b>Exigent Circumstances</b>	Bureau of Labor Relations	A situation which, due to its nature and time of occurrence, threatens the security of the institution, such as where there exists a reasonable suspicion of contraband or other illegal activity.	51-STF-05

<b>Exit Conference</b>	Bureau of Community Sanctions (BCS)	A discussion, facilitated by the lead program reviewer, to share all findings concluded by the review team with the program director and staff.	08-MAU-03
<b>Exit Folder</b>	Ohio Central School System (OCSS)	A file containing specified documentation that is utilized to create a record of a student's competency attainment.	57-EDU-12
<b>Experienced Staff Member</b>	Corrections Training Academy (CTA)	A correctional employee, off probation, who has shown proficiency and understanding of the tasks being presented to, or practiced by, the newly hired staff. Experienced staff members have obtained this level of understanding through actual practice acquired over months or years.	39-TRN-10
<b>Expiration of Definite Sentence (EDS)</b>	Bureau of Sentence Computation (BOSC)	The expiration of the definite sentence imposed by the sentencing judge after reduction of jail credit per ORC 2967.191 and good time per ORC 2967.19.	100-APA-27
<b>Expiration of Stated Term (EST)</b>	Bureau of Sentence Computation (BOSC)	The expiration of the stated term imposed by the sentencing judge after reduction of jail credit per ORC 2967.191.	100-APA-27
<b>Expiration of Supervision Term</b>	Division of Parole and Community Services (DPCS)	The maximum period of time any community control or PRC supervisee remains under the control and / or supervision of the APA, as specified by the sentencing court's journal entry or parole board minutes.	100-APA-16 100-APA-27
<b>Exposure Incident</b>	Office of Correctional Health Care (OCHC)	A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.	10-SAF-16 68-MED-18

<p><b>Extended Restrictive Housing (ERH)</b></p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>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 incarcerated individuals who constitute the greatest threat to the safety and security of the community, staff, others, and/or the secure operations of a prison.</p>	<p>51-STF-05 53-CLS-04 53-CLS-05 53-CLS-06 53-CLS-08 53-CLS-10 57-EDU-02 57-EDU-11 58-LIB-01 60-FSM-05 61-PRP-01 67-MNH-15 67-MNH-22 67-MNH-27 67-MNH-31 69-OCH-02 72-REG-01 76-VIS-03 78-REL-01 79-ISA-01 79-ISA-02 79-ISA-04</p>
<p><b>Extended Restrictive Housing-Enhanced Behavioral Health Monitoring (EM)</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>A classification given to an incarcerated individual in ERH who is classified as C1 or IDD. Represented as “EM” in DOTS. An EM classified individual must be offered more than two hours out of cell time daily. EM is considered RH2 (special management) in accordance with ODRC Policy 55-SPC-02, Restrictive Housing Procedures.</p>	<p>53-CLS-04 53-CLS-10 67-MNH-27 67-MNH-31</p>

<p><b>Extended Restrictive Housing - Ineligible for Presumptive Release (EN)</b></p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>A classification given to an individual in ERH who is ineligible for presumptive release. It is represented as “EN” in DOTS. EN individuals are the same security level as other Level E individuals.</p>	<p>53-CLS-04 53-CLS-10</p>
<p><b>Extended Restrictive Housing - Transitional (ET)</b></p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>A security level where the individual is introduced to limited and small group congregate recreation and programming in preparation for release to general population. ET is considered RH2 (special management) in accordance with ODRC Policy 55-SPC-02, Restrictive Housing Procedures.</p>	<p>53-CLS-04 53-CLS-10</p>
<p><b>External Service Provider</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>An entity outside State of Ohio government that provides external information system or service capabilities to ODRC or another state agency by contract.</p>	<p>05-OIT-14</p>
<p><b>Facilitator (Victim Awareness)</b></p>	<p>Office of Victim Services (OVS)</p>	<p>An individual trained in conducting the Victim Awareness classes for offenders in the institutions and offenders supervised by the Adult Parole Authority (APA).</p>	<p>03-OVS-05 03-OVS-07</p>
<p><b>Facilitator (Victim Offender Dialogue)</b></p>	<p>Office of Victim Services (OVS)</p>	<p>An individual trained in conducting victim offender dialogues for crimes of violence and who works with both the victim and the offender for an extensive period of time in preparation and moderation of the actual face-to-face dialogue. This person may be either an ODRC employee or community volunteer who has received Victim Offender Dialogue training through the Office of Victim Services.</p>	<p>03-OVS-02 03-OVS-05</p>
<p><b>Facsimile Signature</b></p>	<p>Division of Business Administration (DBA)</p>	<p>The reproduction of any authorized signature to include but are not limited to a photographic, photo static, or mechanical device.</p>	<p>24-CAS-03</p>

<b>Failure to Complete Mandated Programming</b>	Bureau of Community Sanctions (BCS)	An unacceptable behavior on the part of an offender that results in the offender failing mandated programming, unsuccessful termination from the mandated programming or non-compliance with mandated programming.	108-ABC-04
<b>Family Advisory Council</b>	Office of Prisons (OOP)	A multi-disciplinary committee that will meet quarterly to assess, develop, and assist with implementation of offender family-focused strategies to positively impact offenders and their families throughout incarceration and lead to successful reentry.	71-SOC-09
<b>Family Engagement Event</b>	Office of Holistic Services (OHS)	An event scheduled at the institution in which family members or a support person who are currently approved on the incarcerated individual's visiting list may attend.	72-REG-01 77-REC-01
<b>Family Involvement (FI)</b>	Division of Parole and Community Services (DPCS)	Meaningful communication with a member of an offender's family or an individual with personal ties to the offender and who is influential in the life of the offender and can provide information regarding community adjustment. Family involvement does not include contacts with service providers, case managers, or other halfway house staff.	100-APA-13 100-APA-23
<b>Family Member</b>	Office of Prisons (OOP)	A family member shall include spouse, child, stepchild, parent, stepparent, sibling, step or half-sibling, grandparent, or any other person, who has, in effect, been in such a relationship with the incarcerated individual.	71-SOC-09 76-VIS-03
<b>Fast</b>	Religious Services	Fasting is the practice of abstaining from food for a specified period of time. The act of fasting may be associated with a period of individual or congregate prayer, worship, or other religious observances.	72-REG-07

<b>Fast Track High School Equivalency Program</b>	Ohio Central School System (OCSS)	An educational program designed to prepare incarcerated individuals with high reading and math scores for the high school equivalency. Those in this program must have a minimum standardized assessment total reading score of 243 (10.0 TABE) and a math score of 228 (8.0 TABE) or above on the appropriate test level to be enrolled in this class, and will work a full-time institutional job and attend at least one weekly session of high school equivalency instruction.	57-EDU-01
<b>Felony 3 Offense of Violence Non- Sex Offenses</b>	Division of Parole and Community Services (DPCS)	As set forth in the PRC Assessment Manual, any offense that falls under ORC 2901.01 (A)(9) that is not a sex offense.	105-PBD-08
<b>Felony Sex Offense</b>	Division of Parole and Community Services (DPCS)	A violation of a section contained in ORC Chapter 2907 that is a felony.	105-PBD-08
<b>Fentanyl</b>	Bureau of Operational Compliance (BOC)	A synthetic opioid pain reliever, approved for treating severe pain, typically advanced cancer pain. This includes its analogues. It is 50 to 100 times more potent than morphine.	10-SAF-19 10-SAF-20
<b>Field Arrest</b>	Division of Parole and Community Services (DPCS)	While in the community, the act of taking custody of an offender and transporting the offender to a local holding facility.	100-APA-28

<p><b>Field Officer Tablet (FOT)</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>Computerized data maintained by the parole officer assigned to supervise an offender that contains the chronological details involving contact with the offender, social services agencies, law enforcement, etc. The tablets also contain all demographic information pertaining to the offender and documentation of staffing decisions.</p>	<p>100-APA-04 100-APA-09 100-APA-13 100-APA-21 105-PBD-09 108-ABC-04</p>
<p><b>Field Policy Review Team (PRT) Chairperson</b></p>	<p>Office of Policy and Strategic Initiatives</p>	<p>The managing officer's designee who is responsible for disseminating information from the policy administrator and coordinating feedback on policies and operation manuals.</p>	<p>01-COM-01</p>
<p><b>Field Staff</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>According to the Internal Accounting Control Program, personnel who are away from the office at least 50% of the time and/or those employees who leave directly from home to go to field sites at least 50% of the time.</p>	<p>100-APA-09</p>
<p><b>Field Worker</b></p>	<p>Bureau of Personnel</p>	<p>An employee who spends the majority of their time away from the employee's headquarter work location. Field workers are not teleworkers simply because the nature of their job duties requires them to spend time away from the headquarter work location. However, ODRC may consider utilizing telework for field workers when such an arrangement would benefit the agency.</p>	<p>35-PAY-09</p>

<b>Final Release</b>	Division of Parole and Community Services (DPCS)	A remission by the APA of the balance of the sentence or prison term of a parolee, or the official acknowledgement by the APA or the court of the end of a term of post release control/probation/community control/judicial release. PRC terminations can be classified as favorable or unfavorable pursuant to Administrative Code 5120:1-1-42.	100-APA-16 103-SPS-01
<b>Financial Transaction</b>	Division of Business Administration (DBA)	Any receipt or disbursement of funds to or from the Industrial and Entertainment Fund.	24-CAS-01
<b>Fire Area</b>	Bureau of Operational Compliance (BOC)	An area of a building separated from the remainder of the building by construction having a fire resistance of at least one (1) hour and having all communicating openings properly protected by an assembly having a fire resistance rating of at least one (1) hour. These areas should be labeled on the facility building diagrams and if not, facilities need to consult the Bureau of Construction, Activation, Maintenance and Sustainability for any questions related to properly identifying such areas.	10-SAF-12
<b>Firearm</b>	Legal Services	A deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant.	22-BUS-08
<b>Firearm Armorer</b>	Division of Parole and Community Services (DPCS)	An ODRC employee certified in firearm armorer duties by an approved firearm manufacturer or approved firearm manufacturer representative and authorized by the CTA training supervisor to inspect, repair, service, and maintain APA firearms.	104-TAW-01
<b>Firearms Instructor</b>	Division of Parole and Community Services (DPCS)	Any ODRC employee who is currently certified by OPOTC to train employees in the use of firearms. Pursuant to OPOTC standards, only OPOTC certified Basic Firearms Instructors may conduct the APA 40-Hour Basic Firearms School. Those certified by OPOTC to conduct recertification sessions annually may lead said sessions.	104-TAW-01 104-TAW-04

<b>Firewall</b>	Bureau of Information and Technology Services (BITS)	Software or a combination of hardware and software that implements an operating system security policy governing traffic between two or more networks or network segments.	05-OIT-03 05-OIT-15
<b>Firmware</b>	Bureau of Information and Technology Services (BITS)	Computer programs and data stored in computer hardware, typically in read-only memory (ROM) or programmable read-only memory (PROM), such that the programs and data cannot be dynamically written or modified during execution of the program.	05-OIT-14
<b>First Aid Kit</b>	Bureau of Operational Compliance (BOC)	A kit containing basic first aid items	12-CTA-04
<b>First Hearing</b>	Division of Parole and Community Services (DPCS)	A regular parole release consideration hearing calculated pursuant to ORC sections 2967.13, 2967.191, and 2967.193.	105-PBD-03
<b>Fit Test</b>	Bureau of Operational Compliance (BOC)	The use of a protocol to evaluate the fit of a respirator qualitatively or quantitatively on an individual.	10-SAF-03
<b>Flammable Liquid</b>	Bureau of Operational Compliance (BOC)	Any chemical that has a flash point below 100 degrees Fahrenheit.	10-SAF-12
<b>Fleet Ohio</b>	Division of Business Administration (DBA)	A software application that maintains detailed and categorized vehicle information, tracks vehicle activity, and reports comprehensive vehicle information. It is supported by the Department of Administrative Services and made accessible to state agencies to use to meet their vehicle statutory requirements.	22-BUS-08
<b>FLSA Overtime Eligible Employee</b>	Bureau of Personnel	An employee who is not specifically exempted from the overtime requirements of the FLSA and ORC.	35-PAY-02 35-PAY-04
<b>FLSA Overtime Exempt Employee</b>	Bureau of Personnel	An employee whose salary and duties meet the requirements for any exemption available under the FLSA.	35-PAY-02 35-PAY-04

<b>FMLA Tracking Year</b>	Bureau of Personnel	ODRC uses a rolling calendar year to determine eligibility (1,250 hours of work actually performed in the previous twelve (12) months) and usage (twelve (12) workweeks in a twelve (12) month period). For example, if an employee wishes to take FMLA leave on August 1, 2021, ODRC will look at the period of August 1, 2020 to August 1, 2021 to determine if: (1) the employee has actually performed 1250 hours of work in the past twelve (12) months; and (2) the employee has already exhausted the twelve (12) workweeks of FMLA leave allowed.	36-LEV-02
<b>FMLA Unit</b>	Bureau of Personnel	The FMLA Unit is a team of FMLA specialists based out of the Operation Support Center that handles all FMLA-related requests, including but not limited to reviewing all FMLA documentation for employees seeking FMLA leave, requesting clarification from health care providers when appropriate, requesting re-certification from employees when appropriate, seeking second and/or third opinions on new certifications when appropriate, tracking FMLA usage by employees, and informing employees when their FMLA leave is granted, denied, and/or exhausted.	36-LEV-02
<b>Food Poisoning</b>	Office of Correctional Health Care (OCHC)	Disease resulting from ingestion of food contaminated with a toxin produced by a microorganism.	68-MED-04
<b>Food Service Contract</b>	Office of Acquisitions and Contract Compliance (OACC)	The signed document between the ODRC Corrections Training Academy and the contractor which details how all ODRC food service operations shall be managed.	12-CTA-05 60-FSM-02
<b>Food Service Contract Monitor</b>	Corrections Training Academy (CTA)	The CTA superintendent or designee responsible for monitoring food service operations, to include compliance with the contract and agency policies.	12-CTA-05
<b>Food Service Manager/Director</b>	Office of Acquisitions and Contract Compliance (OACC)	An employee of the contractor with the responsibility of managing food service operations for the contractor.	12-CTA-05 60-FSM-02

<b>Food Service Manual</b>	Office of Acquisitions and Contract Compliance (OACC)	The approved procedure manual supplied by the contractor or ODRC which details food service operations pertaining to the contract.	12-CTA-05 60-FSM-02
<b>For Cause Testing</b>	Division of Parole and Community Services (DPCS)	Discretionary substance abuse testing that is based on belief or certain criteria that would indicate the offender has used drugs and/or alcohol.	103-SPS-07
<b>Force</b>	Risk Management (Legal)	The exertion or application of a physical compulsion or constraint.	63-UOF-01 104-TAW-02
<b>Form</b>	Office of Policy and Strategic Initiatives	Any document, device, or item used to convey information, regardless of medium, that has blank spaces for the insertion of information and that may have a predetermined format and data elements to guide the entry, interpretation, and use of the information. "Form" does not include letterheads, envelopes, labels, tags, tickets, or note pads, or forms mandated by the federal government, but does include all computer-generated forms except those mandated by the federal government pursuant to ORC 125.91B	01-COM-01
<b>Formal Education Assessment</b>	Ohio Central School System (OCSS)	A normed and/or standardized assessment that is utilized by multiple educational agencies. One example of such an assessment is the Comprehensive Adult Student Assessment System (CASAS).	57-EDU-03
<b>Forms Analyst</b>	Office of Policy and Strategic Initiatives	The employee responsible for managing the ODRC's forms management program, in compliance with ORC 125.98.	01-COM-01
<b>Free from Chlorine</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	The concentration of residual chlorine in water present as dissolved gas (Cl <sub>2</sub> ), hypochlorous acid (HOCl), and/or hypochlorite ion (OCl).	21-CAM-12

<b>Freeware</b>	Bureau of Information and Technology Services (BITS)	Non-enterprise and non-standard software that is typically downloaded from a website and available without a fee, to any users that wants it. The software may be copyrighted, or it may be open source, which is more publicly accessible for purposes of modification and sharing.	05-OIT-01
<b>Fugitive</b>	Division of Parole and Community Services (DPCS)	An individual who is fleeing to avoid APA supervision, custody, or confinement after conviction.	100-APA-16 100-APA-27 102-FUG-03
<b>Full Board Hearing</b>	Division of Parole and Community Services (DPCS)	A Parole Board hearing conducted by a majority of Parole Board members as described in ORC Section 5149.101.	100-APA-21 105-PBD-03 105-PBD-13
<b>Fully Loaded Firearm</b>	Division of Parole and Community Services (DPCS)	The Glock Model 19 9mm Semiautomatic must have one round in the chamber and a fully loaded magazine (15 rounds) in the gun along with two additional fully loaded magazines (15 rounds in each) for a total of 46 rounds of duty ammunition.	104-TAW-01
<b>Fund 5AFO</b>	Division of Business Administration (DBA)	State and Non-Federal Awards - All monies gained through each institution recycling efforts is deposited into this fund.	22-BUS-17
<b>Fundraising Activities</b>	Office of Prisons (OOP)	Any activity designed for soliciting funds for a purpose. The purpose may be for operating expenses, donations, etc.	73-GRP-01
<b>Functional Limitation</b>	Office of Correctional Health Care (OCHC)	A physical impairment that is not expected to improve within 6 months and that substantially limits the incarcerated individual's ability to perform a major life activity.	68-MED-13
<b>Gagnon Criteria</b>	Division of Parole and Community Services (DPCS)	Those considerations set forth by the United States Supreme Court in <i>Gagnon v. Scarpelli</i> , 411 U.S. 778 (1973), for determining when an indigent person on supervised release should be represented by counsel at a revocation hearing.	105-PBD-09
<b>Garrity</b>	Labor Relations Office (LRO)	Employee protection from the use of statements given in an Administrative Investigation being used in any criminal proceeding.	09-INV-03 09-INV-07

<b>Gas Chromatography-Mass Spectrometry (GC-MS) Testing</b>	Division of Parole and Community Services (DPCS)	A chromatographic procedure used to identify substances in urine and to confirm drug use. All GC/MS testing shall be conducted only at the request and the expense of the offender.	103-SPS-07
<b>Gateway Portal</b>	Division of Parole and Community Services (DPCS)	A web-based portal that allows the ODRC to exchange and share offender information with its external partners and stakeholders.	100-APA-21 101-PLA-01
<b>Gender</b>	Bureau of Labor Relations	Sex, male or female.	51-STF-05
<b>Gender Specific Assignment</b>	Bureau of Labor Relations	An assignment requiring the supervising correction officer to be of the same gender as the incarcerated individuals to be supervised.	51-STF-05
<b>General Work Order</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	A request submitted via a Service Now Work Order Request identifying a need for repairs or replacement.	21-CAM-12
<b>General Work Order Log</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	An electronic log used to manage general work order tasks generated from submitted General Work Orders via Service Now Electronic Management System.	21-CAM-12
<b>Geographical Location</b>	Division of Parole and Community Services (DPCS)	An area designated by the regional administrator for the purpose of assigning investigations and/or cases for supervision.	100-APA-21
<b>Global Positioning System (GPS)</b>	Division of Parole and Community Services (DPCS)	A collection of satellites used to triangulate signals that determine the GPS receiver's position on earth.	108-ABC-04
<b>Global Shop Solutions (GSS)</b>	Ohio Penal Industries	ERP Application	25-OPI-02

<b>Good Faith Effort</b>	Division of Parole and Community Services (DPCS)	An attempt by an offender to satisfy their financial obligation. This attempt shall include making consistent payments in an amount that is relative to their income and/or financial situation.	100-APA-16
<b>Grading Period</b>	Bureau of Personnel	A period specified by the accredited college or university during which coursework shall be initiated and completed for one or more credit hours.	38-CED-01
<b>Gravely Disabled</b>	Behavioral Health Operations (BHO)	A condition in which a person, as a result of serious mental illness: 1) Is in danger of serious physical harm resulting from a failure to provide for their essential physical needs of health or safety; or 2) Manifests severe deterioration in routine functioning evidenced by repeated and escalating loss of cognitive or volitional control over their actions.	67-MNH-29
<b>Grievance</b>	Division of Parole and Community Services (DPCS)	A formal, written complaint about any policy, rule, practice, or act by the Ohio Department of Rehabilitation and Correction (ODRC) or its employees that directly affects the staff member or offender making the complaint.	100-APA-15 100-APA-17
<b>Group Based Comprehensive Sex Offender Program</b>	Behavioral Health Operations (BHO)	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.	67-MNH-12
<b>Guest Volunteer</b>		An individual or group who has been recruited and is visiting a specific program to determine their interest; visits the prison no more than one time per calendar year.	34-PRO-07

<b>Halfway House (HWH)</b>	Division of Parole and Community Services (DPCS)	A facility licensed by the ODRC, pursuant to ORC section 2967.14, as a suitable facility for the care and treatment of adult offenders.	100-APA-13 100-APA-21 100-APA-32 101-PLA-01 105-PBD-09 108-ABC-04
<b>Handheld Game Console</b>	Bureau of Information and Technology Services (BITS)	A portable, lightweight, electronic device with a built-in console, screen, controls, and speakers in one unit with the primary function of outputting a video signal to display video game content. Handheld game consoles allow the user to carry and play video games at any time or place. Depending on its manufacturing date, a handheld game console may have wireless capability, portable computing media capability or the capability to stream a video signal between multiple game consoles. Handheld game console manufacturers include Nintendo, Sony Xperia, PlayStation Vita, Pandora GP, Nvidia Shield, GWC Zero and Razer Switchblade.	05-OIT-11
<b>Hardware</b>	Bureau of Information and Technology Services (BITS)	The tangible, material parts of any information technology device or system including desktop computers, laptops, tablet personal computers, keyboards, speakers, printers, central processing units (CPU), disk drives, tape drives, servers, switches, routers, cable, fiber, etc. ODRC information technology hardware is subject to the requirements contained in ODRC Policy 22-BUS-08, Inventory Control of Property, Supplies and Other Assets.	05-OIT-01 05-OIT-11 05-OIT-21 05-OIT-30

<b>Hazard Evaluation Procedure</b>	Bureau of Operational Compliance (BOC)	A facility procedure designed to ensure proper chemical storage, use, supervision level assignment, and classification as Severe/Serious hazardous, Moderate hazardous or Low/non-hazardous. The criteria used to determine the hazard level and the level of supervision can be found in the hazard(s) identification section #2 of the chemical's Safety Data Sheet (SDS).	10-SAF-12
<b>Headquarter Work Location/Headquarters</b>	Bureau of Personnel	The office address at which a state agent has their primary work assignment or if a state agent's primary work assignment involves regularly scheduled travel, the place which has been designated as the individual's headquarters where they can most effectively carry out their assigned duties.	22-BUS-04 35-PAY-09
<b>Health Care</b>	Office of Correctional Health Care (OCHC)	A discipline that includes dental, medical, mental health, and recovery services.	68-MED-01 81-OHS-01
<b>Health Care Administrator (HCA)</b>	Office of Correctional Health Care (OCHC)	The administrator responsible for the day-to-day operations of medical services at the institution level. The HCA is the health authority of the institution.	67-MNH-15 68-MED-01
<b>Health Care Co-Payment Charge</b>	Bureau of Medical Operations (BMO)	Co-pay fee charged to incarcerated individuals who receive defined health care services.	68-MED-15

<b>Health Care Occurrence (HCO)</b>	Office of Correctional Health Care (OCHC)	<p>Any omission or commission on the part of an ODRC employee or contractor that has a detrimental effect on the health of a patient, or which is likely to have a future detrimental effect on a patient's health.</p> <p>Health care occurrences may also include self-injurious behavior, unexpected or unintended changes in patient condition and interruption in the delivery of needed services, supplies or equipment, or related to staff body fluid exposure.</p>	69-OCH-08
<b>Health Hazard</b>	Bureau of Operational Compliance (BOC)	<p>Chemicals that can be classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.</p>	10-SAF-12
<b>Health Related Crisis</b>	Corrections Training Academy (CTA)	<p>An event during which a person's health is in jeopardy and/or requires intervention by trained staff members or emergency medical service (EMS).</p>	12-CTA-04
<b>Hearing (Parole)</b>	Division of Parole and Community Services (DPCS)	<p>Any release consideration for an eligible incarcerated individual's case conducted by a majority of Parole Board members, a hearing panel or as an interview by a hearing officer with a recommended action forwarded to a Parole Board member for final determination.</p>	100-APA-21 105-PBD-03 105-PBD-08
<b>Hearing Officer Interview</b>	Division of Parole and Community Services (DPCS)	<p>The portion of a hearing process wherein an incarcerated individual appears in person or through video-conferencing before one or more hearing officers who review and evaluate available information concerning the individual's case and formulate a recommendation which is provided to a designated parole board member.</p>	105-PBD-03

<b>Hearing Officer Review Process</b>	Division of Parole and Community Services (DPCS)	An administrative hearing conducted by a representative of the Parole Board when an offender on PRC has waived his/her appearance at a violation hearing. The purpose of the review is to determine whether an offender has violated one (1) or more conditions of supervision and, if so, the specific sanction that should be imposed upon the offender.	105-PBD-09
<b>Hemodialysis</b>	Office of Correctional Health Care (OCHC)	A filtration process by which high concentrations of blood chemicals are diffused across a membrane into a less concentrated solution (dialysate) to remove accumulated toxins or drugs.	68-MED-03
<b>High Exposure Risk</b>	Bureau of Operational Compliance (BOC)	A situation where liquid fentanyl or large amounts of fentanyl products are visible. (Example: A fentanyl storage or distribution facility, fentanyl milling operation, or potentially visible product with multiple exposures.)	10-SAF-19
<b>High Interest Use of Force Incident</b>	Risk Management (Legal)	A use of force where, either due to the notoriety of the incarcerated individual involved, the location of the force incident, type of force used, apparent level of injury to either incarcerated individual or staff, or other factors, the incident may cause a higher level of interest from both internal and external stakeholders.	63-UOF-01
<b>High Notoriety Case</b>	Legal Services	Any incarcerated individual whose offense and/or pattern of previous behavior gives rise to concerns because of its sensational, notorious, or heinous nature. High notoriety may be evidenced by intense ongoing community, victim, and/or media interest.	53-CLS-03
<b>High School Diploma</b>	Ohio Central School System (OCSS)	A certificate issued by a local school district sanctioned by a state or territorial department of education. The diploma indicates that the student has successfully fulfilled the minimum requirements of a curriculum prescribed by a state and local education agency.	57-EDU-01

<b>High School Equivalency</b>	Ohio Central School System (OCSS)	A comprehensive way to secure a high school diploma through a High School Equivalency Test HiSET exam, or General Educational Development (GED).	07-ORD-09 54-WRK-02 57-EDU-01 57-EDU-02 57-EDU-11 57-EDU-12 57-EDU-14
<b>High School Equivalency (HSE) Tests</b>	Ohio Central School System (OCSS)	Any of three tests (i.e., GED, HiSET, TASC) approved by the State of Ohio for adults and approved juveniles to demonstrate comparable skills necessary for completing high school education. Candidates meeting test requirements receive the Ohio High School Equivalency Diploma.	57-EDU-03
<b>High School Equivalency Instruction</b>	Ohio Central School System (OCSS)	Incarcerated individuals in this program must have a total reading score of 240 on the Comprehensive Adult Student Assessment System (CASAS) on the C or higher test level or a total reading score of 9.1 or above on the Test of Adult Basic Education (TABE) and will attend day-time high school equivalency classes.	57-EDU-01
<b>High School Equivalency Practice Test</b>	Ohio Central School System (OCSS)	A test that a person must take and score specific requirements in order to take the official high school equivalency test.	57-EDU-01, 57-EDU-03
<b>High School Equivalency Work Program</b>	Ohio Central School System (OCSS)	Incarcerated individuals in this program must have a total reading score of 9.1 or above on the TABE or a total reading score of 240 on the CASAS on the C or higher test level, will work in a full-time institutional job other than student, and attend at least one weekly session of evening high school equivalency instruction.	57-EDU-01
<b>High School Options Program</b>	Ohio Central School System (OCSS)	A program designed to allow those incarcerated individuals who have enough time to complete the necessary credits to earn their diploma at their parent institution.	57-EDU-01 57-EDU-13

<b>Higher Education Information</b>	Ohio Central School System (OCSS)	A comprehensive relational database operated by the Ohio Department of Higher Education (ODHE) used to track Ohio's Adult Career-Technical student enrollment, hour, outcome, and certifications awarded and follow-up.	57-EDU-12
<b>Hold Order</b>	Division of Parole and Community Services (DPCS)	The order or act of a parole officer, unit supervisor, or other APA official that causes an offender under the jurisdiction of the APA to be detained or held in custody for alleged violations. The order or act may be placed into effect by use of an APA Hold Order, an APA Arrest Order, a teletype, fax, or a verbal order.	100-APA-14 100-APA-28 100-APA-32 105-PBD-09
<b>Host - BITS</b>	Bureau of Information and Technology Systems (BITS)	Any hardware device that has the capability of permitting access to a network via a user interface, specialized software, network address, protocol stack or via any other means. Examples include, but are not limited to, computers, personal electronic devices, thin clients, and multi-functional devices.	05-OIT-18
<b>Host - DPCS</b>	Division of Parole and Community Services (DPCS)	The primary owner or tenant of an approved residence where an offender will be residing during a pass or a term of Electronic Monitoring (EM).	100-APA-32 108-ABC-04
<b>Host Agreement</b>	Division of Parole and Community Services (DPCS)	A signed agreement between the host and the APA in which the host agrees to a specified set of requirements in allowing an offender on a monitoring device to reside in the residence during the monitoring period.	108-ABC-04
<b>Hot Spot</b>	Bureau of Information and Technology Services (BITS)	Unlike Air Cards, hot spots allow multiple devices to connect to wireless Internet access at the same time. Hot spots may be accessed from a feature on a smartphone or tablet, or from a separate, mobile electronic device, such as a MiFi or Jetpack.	05-OIT-12

<b>Hotel Workstation</b>	Bureau of Personnel	Reservable physical workspaces for teleworking employees who may need a temporary physical workspace to collaborate with colleagues, for central equipment usage or other reasons.	35-PAY-09
<b>HSE Site Administrator</b>	Ohio Central School System (OCSS)	The Ohio Central School System (OCSS) school administrator shall serve as the HSE site administrator for their institution. The responsibility of this position is to oversee the administration of the HSE testing program within the institution. The HSE site administrator and the OCSS administrator shall ensure that HSE testing is conducted.	57-EDU-03
<b>Hunger Striker</b>	Office of Correctional Health Care (OCHC)	Any incarcerated individual who has refused to eat all meals for three consecutive days or nine consecutive meals. Once declared a hunger striker, consummation of only non-nutritional substances or an extreme minimum of nutritional substances (as determined by the institutional Advanced Level Provider) does NOT constitute the end of the hunger strike.	68-MED-17
<b>Hybrid Case</b>	Division of Parole and Community Services (DPCS)	A case where an individual is serving an indefinite sentence of prison incarceration for offenses committed under the criminal sentencing code as it existed before July 1, 1996, and who is also serving a sentence of incarceration for offenses committed under the criminal sentencing code on or after July 1, 1996.	101-PLA-01 105-PBD-03
<b>Hybrid Telework</b>	Bureau of Personnel	A telework arrangement that includes regularly scheduled days/hours designated to perform job duties at both the alternate work location and at an ODRC owned/leased headquarter work location.	35-PAY-09

<b>Identification and Authentication</b>	Bureau of Information and Technology Services (BITS)	The verification of the identity of a requesting entity (a person, computer, system, or process). Once it is determined who may have access to a system, the identification and authentication (I&A) process helps to enforce access control to the system by verifying system user identity. Computer systems may use a variety of techniques or combinations of techniques such as user-ID, password, personal identification number, digital certificates, security tokens or biometrics to enforce I&A, depending upon the level of access control required to protect the system	05-OIT-15
<b>Illegal Activity</b>	Legal Services	Any conduct which constitute a violation of local, state and/or federal law, including but not limited to violations of Ohio's ethics laws, committed or in the process of being committed, by a state employee on any property owned or leased by the state or during the course of executing official job duties or while using state resources. Some common examples include, but are not limited to, fraud, theft, assault, and possession, use or conveyance of contraband.	01-COM-08
<b>Imaging Software</b>	Bureau of Information and Technology Services (BITS)	Specialized software used to copy an image of the entire and exact contents, which includes data and structure information, of a computing storage device, such as a server or hard drive on a PC.	05-OIT-11
<b>Immediately</b>	Division of Parole and Community Services (DPCS)	As soon as possible, but no later than the next business day.	102-FUG-01
<b>Imminent Danger of Death</b>	Office of Prisons (OOP)	A medical condition with a prognosis indicating reasonably low probability of survival for more than six (6) months as determined by the treating physician.	66-ILL-01 76-VIS-03

<b>Immobilizing Security Restraints</b>	Office of Prisons (OOP)	Any authorized means of restricting an incarcerated individual’s ability to exercise free movement of the arms and legs, or which totally immobilizes the individual and which the individual is unable to remove without assistance. Immobilizing security restraints shall include either four- or five-point restraints, except where other types of restraints are authorized. This definition shall not include the use of handcuffs, leg irons, or belly chains used during the transport or movement of incarcerated individuals.	63-UOF-01
<b>Improper Use/Access</b>	Bureau of Information and Technology Services (BITS)	The violation of acceptable computing laws, rules or policies which includes the suspected criminal use of system assets or information systems resulting in identity theft and/or the disclosure, improper access, destruction or alteration of any state managed system asset, information system or data. Improper usage or access includes potential violations of ORC Chapter 1347.	05-OIT-14
<b>Inactive Education Management File</b>	Ohio Central School System (OCSS)	The accurate and complete record pertaining to the educational activity of an incarcerated person released from the ODRC.	07-ORD-09
<b>Incapable of Self-Care</b>	Bureau of Personnel	An individual who requires active assistance or supervision to provide daily self-care in three (3) or more of the “activities of daily living” or “instrumental activities of daily living.” Activities of daily living include activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.	36-LEV-02

<b>Incapacity</b>	Bureau of Personnel	The inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.	36-LEV-02
<b>Incarcerated Individual Electronic File</b>	Ohio Central School System (OCSS)	Paperless file system consisting of an incarcerated individual apprenticeship craft master record of hours, monthly tally forms, and institution registered apprentice compiled report.	57-EDU-07
<b>Incarcerated Individual Groups</b>	Office of Prisons (OOP)	Associations or affiliations that are organized and operated by incarcerated individuals under the supervision of an assigned staff member. These groups are generally recognized by their internal table of organization of elected positions and are designed as an activity or service to the general population.	71-SOC-09 77-REC-01
<b>Incarcerated Individual Personal Property</b>	Office of Prisons (OOP)	Any item, not issued by ODRC, which the incarcerated individual has received permission to possess.	61-PRP-01
<b>Incarcerated Individual Property File</b>	Office of Prisons (OOP)	An electronic record maintained in OnBase for each incarcerated individual of all state issued items and property inventories that is completed and maintained by the quartermaster or assigned staff. This file contains all current up-to-date copies of the Individual Property Record - Disposition and Receipt, Reception Intake Property Record and Disposition, Approved Incarcerated Individual Property Package Lists, Certificate of Ownership, and Individual Clothing Issue.	61-PRP-01

<b>Incarcerated Individual Telephone Monitoring System (ITMS)</b>	Chief Inspector's Office	Any electronic equipment that provides the ability to monitor, record, and catalog calls placed by incarcerated individuals through the “Incarcerated Individual Call Out Program.”	09-INV-04
<b>Incarceration Reduction Programs</b>	Bureau of Community Sanctions (BCS)	Programs that reduce jail incarceration through alternative sanctioning options.	08-MAU-03
<b>Incarcerated Reduction Standards</b>	Bureau of Community Sanctions (BCS)	Objective measures applicable to Incarceration Reduction Programs that outline basic grant operational expectations.	08-MAU-03

<p style="text-align: center;"><b>Incident</b></p>	<p style="text-align: center;">Legal Services</p>	<p>An event or situation in or affecting any institution or office of ODRC which is unexpected or non-routine and may include any of the following criteria: <b>1.</b> Affects the health or safety of any person - A situation that results in an abnormal physical condition and requires treatment by a physician or other medically trained, licensed personnel, such as a nurse, paramedic, or physician assistant, or is likely to cause the development of such a condition in the future; <b>2.</b> Breach of or threat to the security of the facility or office, incarcerated population, employees, or visitors - A situation that deviates from the rules of conduct, post orders, policies, procedures, Ohio Administrative Rules, or state or federal laws in effect at any facility; <b>3.</b> Disrupts the orderly operation of the facility or office - A situation that necessitates use of force, violates a rule of conduct or incarcerated persons, or requires employees to seek extra assistance in responding to the situation; <b>4.</b> Disrupts the orderly operation of food service- A situation that impacts one or more of the following areas of food service operation: sanitation, food service and safety, verified incarcerated population complaints, security/chemicals/conservation, and staffing; <b>5.</b> Would be of interest to the managing officer or other ranking official in the facility or office; <b>6.</b> Serious threats toward the health, safety, or security of a person - Includes an incident that results or could result in injury to a person whereby requiring treatment by a physician including, but not limited to, fractures, dislocations, lacerations requiring sutures, internal injuries, or other injuries requiring surgery or hospitalization; <b>7.</b> Serious threats toward the safety or security of a facility - Includes an act that is intended to or likely jeopardize the confinement or containment of any incarcerated person or the ability of employees to control incarcerated population behavior or manage the facility; <b>8.</b> Serious breach of or threat to security - Includes any act that constitutes a felony under the laws of Ohio or the United States, and any occurrence, or condition, which causes a risk of major disturbance; <b>9.</b> Serious Wrongdoing – A serious act or omission committed by a state employee on any property owned or leased by the state or during the course of executing official job duties or while using state resources. Serious wrongdoing is conduct that is not in accordance with standards of proper governmental conduct and which tends to subvert the process of government including, but not limited to, gross violations of departmental or agency policies and procedures, executive orders, and acts of mismanagement, serious misuse of state resources or work time, and other serious misconduct. “Serious Wrongdoing” does not include activity that is most appropriately handled through the department’s human resources personnel.</p>	<p style="text-align: center;">01-COM-08 11-COP-01</p>
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<b>Incident Command System</b>	Special Operations	A standardized on-scene incident management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of a single or multiple incident.	310-SEC-14
<b>Incident Handling</b>	Bureau of Information and Technology Services (BITS)	The mitigation of violations of security policies and recommended practices.	05-OIT-14
<b>Inclusion Zone</b>	Division of Parole and Community Services (DPCS)	A geographical location where the offender is permitted to be, to include but not limited to, treatment, programming or job location.	108-ABC-04
<b>In-Custody</b>	Division of Parole and Community Services (DPCS)	An offender under the supervision of the APA who is being held in a jail, prison, or similar detention facility.	100-APA-13 100-APA-14 100-APA-23 100-APA-27 100-APA-28
<b>In-Custody Hearing</b>	Division of Parole and Community Services (DPCS)	A violation hearing conducted on an offender under the supervision of the APA who is being held in a jail, prison, or similar detention facility	105-PBD-09
<b>Indecent Exposure</b>	Bureau of Operational Compliance (BOC)	Any display by an employee, contractor, intern, or volunteer of their uncovered genitalia, buttocks, or breast in the presence of an incarcerated individual.	79-ISA-01 79-ISA-02
<b>Indenture Date</b>	Ohio Central School System (OCSS)	Date the apprentice starts their training entered on ApprenticeOhio Application (DRC4416) part B (11).	57-EDU-07

<p><b>Independently Licensed Mental Health Professional (ILMHP)</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>Psychiatrists, psychologists, advanced practice nurses-mental health (APN-MH), licensed professional clinical counselors (LPCC), and licensed independent social workers (LISW), who by virtue of their training, experience, and state licensure laws, are qualified to provide mental health care and have been specifically assigned identified tasks in this policy.</p>	<p>67-MNH-02 67-MNH-04 67-MNH-09 67-MNH-14 67-MNH-15 67-MNH-26 67-MNH-29 67-MNH-30 67-MNH-31 67-MNH-32 68-MED-24 69-OCH-07 108-ABC-05</p>
<p><b>Indigent Incarcerated Individual</b></p>	<p>Office of Reentry</p>	<p>An incarcerated individual is considered indigent if, during the thirty (30) days immediately preceding the request, the inmate has earned or received less than \$12.00 and, if the inmate's account balance has not exceeded \$12.00 at any time during the thirty (30) days immediately preceding the request.</p>	<p>68-MED-11 78-REL-01</p>
<p><b>Individual Adjustment Plan (IAP)</b></p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>A case plan which specifically outlines expected behaviors for an incarcerated individual placed in Level E. The IAP is comprised of behavioral and programmatic requirements which the individual must follow to be reduced from Level E.</p>	<p>53-CLS-04 53-CLS-10</p>
<p><b>Individual Education Program (IEP)</b></p>	<p>Ohio Central School System (OCSS)</p>	<p>A written plan describing the student's levels of performance which contains measurable individualized student goals/objectives and the special education related services, program modifications and supplementary aids and services to be provided. (DRC4310- Individual Education Program)</p>	<p>57-EDU-01 57-EDU-11 57-EDU-13</p>

<b>Individual Education Program (IEP) Team</b>	Ohio Central School System (OCSS)	A team of people with a bona-fide interest in the student's education that convenes to develop, review, and revise the student's individual education program at least annually to determine if the goals are being achieved.	57-EDU-11
<b>Individual Professional Development Committee (IPDP)</b>	Ohio Central School System (OCSS)	A plan that is created by educators to guide and assist them with obtaining their license.	57-EDU-08
<b>Industrial and Entertainment (I&amp;E) Fund</b>	Division of Business Administration (DBA)	An account established to exclusively benefit the welfare of incarcerated individuals. Hereinafter referred to as the I&E Account, as defined in Ohio Administrative Code 5120-5-04, Administration of Industrial and Entertainment Funds.	24-CAS-01 77-REC-01
<b>Industry Based Credential</b>	Ohio Central School System (OCSS)	A competency test-based credential developed from standards established by the industry that must be met for a student to achieve a state or nationally recognized Industry Based Credential in a specific field. Such standards do not exist in all trade areas.	57-EDU-12
<b>Infection Control Manager</b>	Office of Correctional Health Care (OCHC)	The clinical authority within the Bureau of Medical Operations (BMO) who, under the direction of the State Medical Director, is responsible for the administration of the infectious disease program for the ODRC.	68-MED-04
<b>Infectious Disease</b>	Office of Correctional Health Care (OCHC)	Any disease caused by invasion of a pathogen which subsequently grows and multiplies in the body.	68-MED-04

<b>Infirmary</b>	Office of Correctional Health Care (OCHC)	An area in the facility that accommodates patients expressly set up and operated for the purpose of caring for patients who need nursing care but are not in need of hospitalization or placement in a licensed nursing facility and whose care cannot be managed safely in an outpatient setting.	68-MED-21
<b>Information</b>	Bureau of Information and Technology Services (BITS)	For the purposes of this policy, data processed into a form that has meaning and value to the recipient to support an action or decision. The term “information” is often used interchangeably with “data” in common usage and in this policy.	05-OIT-23
<b>Information Service Center</b>	Bureau of Information and Technology Services (BITS)	The group of ODRC Bureau of Information and Technology Services (BITS) staff members that receives and resolves reports about ODRC online system incidents, problems and issues and requests about ODRC online systems and system accounts from ODRC authorized users and enters said reports and requests into ServiceNow. ODRC Information Service Center staff members work in collaboration with DAS OIT CSC staff members to provide quality IT products and services to ODRC authorized users.	05-OIT-25

<p><b>Information Spillage</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>Instances where sensitive information on a system asset or in an information system is inadvertently exposed to unauthorized disclosure. Information spillage often occurs when information that is initially thought to be of lower sensitivity is transmitted to an information system and then is subsequently determined to be of higher sensitivity. Examples include: •Sensitive information placed on information systems that are not authorized to process such information. •Information thought to be public is posted on a state Web site but is later determined to contain non-public information. •Non-public information added to a system asset or information system which is not accredited to house non-public information. •Misdirected e-mail or postal mail that contains sensitive information.</p>	<p>05-OIT-14</p>
<p><b>Information Technology (IT) Department</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>The department charged with establishing, monitoring, and maintaining information technology systems and services for ODRC.</p>	<p>05-OIT-30</p>
<p><b>Information Technology Governance Group (ITGG)</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>The multi-disciplinary leadership group, chaired by the Office of Policy and Strategic Initiatives deputy director and comprised of ODRC executive staff and administrators appointed by the Office of Policy and Strategic Initiatives deputy director and chief information officer, charged with the responsibility of guiding ODRC’s information technology biennial plan to ensure information technology system assets are identified, obtained, and utilized in an efficient and effective manner to achieve and sustain ODRC’s mission and business continuity.</p>	<p>05-OIT-08 05-OIT-14 05-OIT-19 05-OIT-22 05-OIT-26 05-OIT-27</p>

<p align="center"><b>Information Technology Investment Plan</b></p>	<p align="center">Bureau of Information and Technology Services (BITS)</p>	<p>A written plan, based on a formal assessment and completed on a biennial basis by the ODRC IT Investment Coordinator, that lists and describes ODRC's IT system asset requirements and priorities. The ODRC IT Investment Plan will be completed consistent with the standards established by DAS – OIT Policy IT-02, Information Technology Investment Planning, and the DAS OITSIM and will serve as a key component of the budget narrative documentation compiled for IT program funding contained in ODRC's biennial budget.</p>	<p align="center">05-OIT-19</p>
<p align="center"><b>Information Technology (IT) Security and Privacy Incident</b></p>	<p align="center">Bureau of Information and Technology Services (BITS)</p>	<p>An emergency, system failure or disaster or violation or imminent threat of violation of information system / computer security policies, acceptable use policies, or standard security practices that threatens the confidentiality, integrity or availability of any system asset or information system or the overall business function of ODRC.</p> <p>Computer security incidents include, but are not limited to: Unauthorized Access to any system asset or information system; Denial of Service (DoS) for any system asset or information system; Installation of Malicious Code on any system asset or information system; Improper usage or access of any system asset or information system; Scans, Probes and Attempted Access of any system asset or information system; Information Spillage for any system asset or information system; Loss or theft of an ODRC computing device, such as a desktop personal computer, laptop, smartphone, or any ODRC media or storage device or authentication token; The loss or theft of any hard copy documents containing sensitive data or personally identifiable information (PII); The compromise, in any way, of any confidential, non-public, sensitive and/or Personally Identifiable Information (PII); Other emergencies, system failures or disasters adversely impacting the business function of ODRC.</p>	<p align="center">05-OIT-14 05-OIT-15</p>

<b>Information Technology (IT) Security Assessment</b>	Bureau of Information and Technology Services (BITS)	An explicit study and analysis conducted on a continuous basis or point-in-time basis to locate and identify system asset vulnerabilities, risks, and threats.	05-OIT-26
<b>Information Technology (IT) Security Plan</b>	Bureau of Information and Technology Services (BITS)	A written document that contains information about ODRC's IT security requirements controls.	05-OIT-28
<b>Information Technology (IT) Security Risk Assessment</b>	Bureau of Information and Technology Services (BITS)	A formal, standardized, on-going process that identifies: the system assets that must be protected and the value of the systems assets to ODRC; threats and vulnerabilities that could adversely impact the system assets and the implications for ODRC if the threats and vulnerabilities are not corrected and prevented; the way the threats and vulnerabilities will be corrected and prevented to ensure that the appropriate levels of security are in place to protect systems assets.	05-OIT-27
<b>Information Technology (IT) Security Standards</b>	Bureau of Information and Technology Services (BITS)	Written IT security requirements, contained in a standardized ODRC IT Security Standard Report, for ODRC system assets that are established by the ODRC IT security administrators assigned to the ODRC Bureau of Information Technology Services (BITS) and approved and distributed to the appropriate ODRC staff members by the chief of BITS.	05-OIT-29
<b>Informed Decision</b>	Behavioral Health Operations (BHO)	A decision made by a patient about a treatment or therapeutic procedure that is based on choice, which requires that the decision be made voluntarily, and that the patient has the capacity to make a reasoned and deliberate decision.	67-MNH-30
<b>Injured Person</b>	Corrections Training Academy (CTA)	A student, visitor, staff member, or an incarcerated individual who is ill or injured.	12-CTA-04

<b>Inmate Citrix Network</b>	Bureau of Information and Technology Services (BITS)	The secure, centralized information technology network and all associated information technology infrastructure, hosted at the State of Ohio Computer Center, used to build and store approved resources, such as education applications, and distribute said resources to an ODRC computing device used by ODRC incarcerated individuals.	05-OIT-11
<b>Inside Liquid Storage Area</b>	Bureau of Operational Compliance (BOC)	Often referred to as a “blowout room”, this is a room or building used for the storage of liquids in containers or portable tanks, separated from other types of occupancies. These areas should be labeled on the facility building diagrams and facilities need to consult the Bureau of CAMS for any questions related to properly identifying such areas.	10-SAF-12
<b>Instant Messaging</b>	Bureau of Information and Technology Services (BITS)	The process of exchanging typed electronic messages instantly via the Internet or a cellular network, using a shared software application on a personal computer, cellular telephone, smartphone or another mobile electronic device. This process is commonly referred to as IM.	05-OIT-10 05-OIT-12
<b>Institution Chaplain</b>	Religious Services	A clergy person serving full-time in a religious capacity and employed by the ODRC.	72-REG-01
<b>Institution Dental Director</b>	Office of Correctional Health Care (OCHC)	The dentist who serves as the responsible dental authority at the institution level.	68-MED-12
<b>Institution Medicaid Program Coordinator (IMPC)</b>	Office of Correctional Health Care (OCHC)	Institutional staff or contractor who is responsible for the requirements of Medicaid Pre-Release Program.	78-REL-09

<b>Institution Ministry Team (IMT)</b>	Religious Services	A group composed of the chaplain(s) and religious services contractors tasked with the institution's religious services programming.	72-REG-01
<b>Institution Operational Compliance Manager (OCM)</b>	Bureau of Operational Compliance (BOC)	The employee designated by the managing officer at each facility to coordinate the institution's efforts to comply with PREA standards.	79-ISA-01
<b>Institution Separation</b>	Bureau of Classification and Reception (BOCR)	An order wherein two (2) or more incarcerated individuals are not assigned to general population in the same institution due to a concern for the safety and security of the institution, staff, and/or other incarcerated individuals.	53-CLS-05
<b>Institutions of Higher Learning</b>	Corrections Training Academy (CTA)	Any Ohio college, authorized and approved by the Ohio Department of Higher Education, that grants associate, bachelor, master or doctoral degrees, and any college outside Ohio, which has been regionally accredited by one of the six regional accrediting agencies, authorized by the Higher Learning Commission.	38-CED-06
<b>Instructor</b>	Corrections Training Academy (CTA)	Any person who meets the CTA established criteria for the subject to be taught or has the approval of the CTA superintendent/designee to facilitate a specific area.	39-TRN-02 39-TRN-03
<b>Instructor-Student Ratio</b>	Corrections Training Academy (CTA)	Ratios mandated by safety standards for the number of instructors per the number of students.	39-TRN-02 39-TRN-03

<b>Instructor Trainer</b>	Corrections Training Academy (CTA)	A designation that certifies those ODRC employees identified as subject matter experts, qualified to instruct ODRC sponsored instructor courses and higher-level special skill courses, in addition to developing curricula to support said courses.	39-TRN-06
<b>Intangible Personal Property</b>	Division of Business Administration (DBA)	Consisting of computer software, where it is integral to the functionality of a related system or network, the vendor separately itemizes the cost of the software from hardware, and its cost exceeds \$100,000 per license when purchased or its development costs exceed \$100,000 when internally produced.	22-BUS-08
<b>Integrity</b>	Bureau of Information and Technology Services (BITS)	Guarding against improper information modification or destruction, and includes ensuring data/information non-repudiation and authenticity.	05-OIT-14 05-OIT-18 05-OIT-23
<b>Intellectual and Developmental Disability (ID/DD)</b>	Behavioral Health Operations (BHO)	Incarcerated individuals who have been identified as having an intellectual and/or developmental disability per ODRC Policy 67-MNH-22, Incarcerated Individuals with Intellectual Disabilities and Developmental Disabilities: Screening, Evaluation, Treatment and Reentry.	67-MNH-02 67-MNH-04 67-MNH-14 67-MNH-30 67-MNH-31
<b>Intellectual Developmental Disability</b>	Office of Holistic Services (OHS)	A disability characterized by significant limitations in both intellectual functioning and adaptive behavior, which covers many everyday social and practical skills.	81-OHS-01

<b>ID/DD Coordinator</b>	Behavioral Health Operations (BHO)	The mental health staff member at each institution who is designated to track and maintain the ID/DD population at each institution. This person shall ensure names are added to or removed from the DOTS Portal MRDD list, follow up on county board records for the ID/DD incarcerated individual(s), ensure notification to the county board for participation in an ID/DD individual's treatment planning, and serve as the institution person to respond to contacts from the community, with appropriate release of information.	67-MNH-22
<b>Intellectual Property</b>	Bureau of Information and Technology Services (BITS)	An asset which can be bought, sold, licensed, exchanged, or gratuitously given away like any other form of property. The intellectual property owner has the right to prevent the unauthorized use or sale of the property.	05-OIT-01 05-OIT-21
<b>Intelligence</b>	Behavioral Health Operations (BHO)	General mental capability involving the ability to reason, plan, solve problems, think abstractly, comprehend complex ideas, learn quickly and learn from experience. Although not a perfect measure, intelligence is represented by Intelligent Quotient (IQ) scores.	67-MNH-22
<b>Interferon-Gamma Release Assay (IGRA)</b>	Office of Correctional Health Care (OCHC)	A blood test to aid in diagnosis of mycobacterium tuberculosis infection. Two (2) IGRAs have FDA approval in the United States: the QuantiFERON Gold Test, and the T-SPOT test.	52-RCP-06 68-MED-04
<b>Inter-Library Loan</b>	Ohio Central School System (OCSS)	Lending program whereby the institution library borrows materials from public libraries.	58-LIB-01 58-LIB-03
<b>Inter-Unit Transfer</b>	Division of Parole and Community Services (DPCS)	Transfers between APA staff in one unit to a different APA unit.	100-APA-21

<b>Interlock</b>	Bureau of Operational Compliance (BOC)	A device preventing the start or continued operation of equipment that could cause a radiation hazard.	10-SAF-21
<b>Intermediate Distribution Frame (IDF)</b>	Bureau of Information and Technology Services (BITS)	A cable rack that interconnects and manages telecommunications wiring between a main distribution frame (MDF) and workstation devices.	05-OIT-01 05-OIT-03 05-OIT-30
<b>Intern</b>	Legal Services	A paid or unpaid individual in a supervised educational or experiential program.	11-COP-01 34-PRO-07
<b>Internet</b>	Bureau of Information and Technology Services (BITS)	A worldwide system of computer networks (a network of networks) in which computer users can get information and access services from other computers. The internet is generally considered to be public, untrusted and outside the boundary of the State of Ohio enterprise network.	05-OIT-10
<b>Internet Forum</b>	Bureau of Information and Technology Services (BITS)	An online, internet discussion site where individuals can hold conversations in the form of posted messages. Examples include message and discussion boards and their associated threads, blogs, and listserv applications.	05-OIT-10
<b>Interstate Compact</b>	Division of Parole and Community Services (DPCS)	The agreement codified in ORC section 5149.21 governing the transfer and supervision of adult offenders under the administration of the National Interstate Commission for Adult Offender Supervision.	100-APA-09 100-APA-13 100-APA-15 100-APA-16 100-APA-21 101-PLA-01 103-SPS-01 108-ABC-04

<b>Interstate Compact Tracking System (ICOTS)</b>	Division of Parole and Community Services (DPCS)	A web-based system used by all states to provide required information for supervision.	100-APA-16 103-SPS-01
<b>Interstate Transfer</b>	Bureau of Classification and Reception (BOCR)	Transfer of an incarcerated individuals from one state/agency to another for confinement per an Interstate Corrections Compact Agreement.	53-CLS-03
<b>Intervene</b>	Office of Prisons (OOP)	To intercede with another employee to prevent or alter a result or course of events.	63-UOF-01
<b>Intervention Assistance Team (IAT)</b>	Ohio Central School System (OCSS)	A general education component in which a multidisciplinary team focuses on specific concerns that may affect a student's educational progress regardless of age.	57-EDU-01 57-EDU-11
<b>Intervention in Lieu of Conviction</b>	Division of Parole and Community Services (DPCS)	A period of supervision as if the offender was subject to a Community Control sanction imposed under ORC section 2929.15 through 2929.18.	100-APA-16
<b>Intervention Specialist</b>	Ohio Central School System (OCSS)	The intervention specialist is responsible for all aspects of special education services and compliance and may provide additional intervention to students not identified for Special Education services as needed. They are required to adhere to all regulations outlined in the <i>Operating Standards for Ohio Educational Agencies Serving Children with Disabilities</i> . It is the responsibility of the intervention specialist to ensure that all students identified with a disability are given the same learning opportunities as non-disabled students. The intervention specialist will work closely with the classroom teacher in making sure that student needs are met, IEP goals are taught, and IEP provisions are followed.	57-EDU-11

<b>Interview Panel</b>	Bureau of Personnel	A diverse group of between 2-5 exempt employees that shall, at a minimum, be inclusive of gender and race/ethnicity. Additional considerations for panel diversity may include age and disability status. The panel will review the applications and subject matter expert screening forms and then interview the applicants within the applicant pool. Interview panels shall include a Human Resources (Personnel, Labor Relations or EEO) representative (local, regional, or central office) unless extenuating circumstances exist, in which case documentation of the circumstances shall be placed in the case merit file. For interviews with more than one interview panel at the same time (i.e., parole officer, correction officer, etc.), only one HR representative needs to be present to ensure the integrity of the interview. The interview panel makes a recommendation to the managing officer/designee for selection of an applicant to the vacant position.	34-PRO-04
<b>Intra-Departmental Movement</b>	Corrections Training Academy (CTA)	Any current employee who changes position or work site.	39-TRN-10
<b>Intra-Unit Transfer</b>	Division of Parole and Community Services (DPCS)	Transfer between APA staff in one unit to other APA staff within the same unit.	100-APA-21
<b>Intrasystem Transfer</b>	Bureau of Classification and Reception (BOCR)	The transfer of an offender from one institution or program to another within the ODRC.	68-MED-01
<b>Investigating Authority</b>	Division of Parole and Community Services (DPCS)	The individuals responsible for conducting pass investigations that include employees of the APA and/or halfway house staff.	100-APA-32
<b>Investigating Employee</b>	Labor Relations Office (LRO)	An exempt employee assigned as investigator of alleged Employee Misconduct.	09-INV-03 09-INV-07
<b>Investigatory Interview</b>	Labor Relations Office (LRO)	Interviewing an employee who is the subject of the investigation.	09-INV-03 09-INV-07

<b>Involuntary Psychotropic Medication</b>	Behavioral Health Operations (BHO)	There are two (2) types of involuntary medication: emergency and mandated (non-emergency). Involuntary medication is the intramuscular injection of psychotropic medication without the incarcerated individual's approval in which staff may use reasonable and appropriate force to safely administer the medication if needed.	67-MNH-29
<b>IT Biennial Plan</b>	Bureau of Information and Technology Services (BITS)	The written ODRC IT plan completed by the chief information officer and approved by the ITGG pursuant to ODRC Policy 05-OIT-19, ODRC Information Technology Biennial Planning.	05-OIT-08 05-OIT-22
<b>IT Investment Planning Coordinator</b>	Bureau of Information and Technology Services (BITS)	The chief of BITS, who is responsible for overseeing completion of the ODRC IT Investment Plan and for serving as the ODRC liaison with DAS OITSIM.	05-OIT-19
<b>IT Project</b>	Bureau of Information and Technology Services (BITS)	An information technology automation undertaking, completed internally by ODRC staff and/or externally by contractors, approved by the ODRC ITGG that is estimated to require 160 or more hours of IT resources to complete, has global impact for ODRC and produces a necessary IT product or service in alignment with the ODRC IT Biennial Plan.	05-OIT-08 05-OIT-22
<b>IT Project Charter</b>	Bureau of Information and Technology Services (BITS)	A written document, in a format acceptable to the ODRC chief information officer, that identifies the project sponsors and project participants, concisely summarizes the objectives, goals and scope of the IT project and defines the roles and responsibilities of the project sponsor and project participants.	05-OIT-08

<b>Joint Terrorism Task Force (JTTF)</b>	Chief Inspector's Office	A partnership between the Federal Bureau of Investigation and other federal agencies, notably Department of Homeland Security components such as U.S. Immigration and Customs Enforcement, the Transportation Security Administration, the Secret Service, State and Local Law Enforcement and specialized agencies.	34-PRO-07 310-SEC-12
<b>Judicial Release</b>	Division of Parole and Community Services (DPCS)	A form of release pursuant to the ORC section 2929.20 and effective July 1, 1996. Judicial Release replaces Shock Probation.	100-APA-13 100-APA-15 108-ABC-04
<b>Judicial Release Violator</b>	Division of Parole and Community Services (DPCS)	An offender that has been declared to be in violation of any of the conditions or rules of a judicial release granted to the offender by the offender's sentencing court.	105-PBD-08
<b>Kippah (Yarmulke)</b>	Religious Services	Skullcap required for male Jews to wear in the approved color of White or Beige only.	72-REG-07
<b>Knowledgeable Person</b>	Legal Services	Any person who has reason to believe an incarcerated individual has the intent and ability to carry out an explicit threat of inflicting imminent and serious physical harm to a clearly identifiable potential victim(s).	67-MNH-26
<b>Kosher (Kashrut)</b>	Religious Services	The purity laws for food consumed by any practicing Jew.	72-REG-07
<b>Kronos Workforce</b>	Bureau of Personnel	OAKS integrated timekeeping software that captures and summarizes information about employee time and attendance. This system will also facilitate the processing of leave cases.	35-PAY-04

<b>Labor and Delivery</b>	Office of Prisons (OOP)	The process of giving birth.	71-SOC-02
<b>Lactation Area</b>	Bureau of Labor Relations (BLR)	A place other than a bathroom that is shielded from view, free from intrusion from coworkers and the public which may be used by a nursing mother to express breast milk.	36-LEV-07
<b>Land Improvement</b>	Division of Business Administration (DBA)	An improvement made to land, either above or below ground, such as parking lots, sidewalks, etc.	22-BUS-08
<b>Law Enforcement Agency</b>	Division of Parole and Community Services (DPCS)	For purposes of this policy, refers to: the Ohio State Highway Patrol, an agency that employs peace officers as defined in ORC §109.71, the Adult Parole Authority, a county department of probation, a prosecuting attorney, the Attorney General, similar agencies of other states, federal law enforcement agencies, and postal inspectors.	102-FUG-03
<b>Law Enforcement Automated Data System (LEADS)</b>	Division of Parole and Community Services (DPCS)	Statewide computerized network which provides computerized data and communications for criminal justice agencies with the state of Ohio. LEADS is administered by the Ohio state highway patrol superintendent. LEADS does not include data and files separately collected and maintained by intrastate regional systems or other individual user systems.	05-OIT-02 09-INV-04 34-PRO-07 100-APA-32
<b>LEADS Computer</b>	Bureau of Information and Technology Services (BITS)	(This designation replaces the LEADS TERMINAL naming convention.) A computer workstation which has a static IP address and has had the LEADS software client installed. The connection to LEADS may be provided directly through the ODRC network or through the Virtual Private Network (VPN) but still has a static IP address.	05-OIT-02

<b>LEADS Computer Co-Users</b>	Bureau of Information and Technology Services (BITS)	Ohio State Highway Patrol (OSHP), the National Crime Information Center (NCIC), the National Law Enforcement Telecommunications System (NLETS), the Bureau of Criminal Investigation and Identification (BCI&I) and various Intra-State systems, e.g., Northwest Ohio Regional Information System (NORIS).	05-OIT-02
<b>LEADS Computer Operator</b>	Bureau of Information and Technology Services (BITS)	An ODRC employee or approved ODRC contractor who has successfully completed all LEADS training, testing, and certification requirements and is, therefore, defined as a “certified terminal operator” by LEADS.	05-OIT-02
<b>LEADS Coordinator</b>	Bureau of Information and Technology Services (BITS)	The employee responsible for general oversight and supervision of LEADS within the ODRC. The LEADS coordinator in ODRC shall be the chief inspector or designee.	05-OIT-02
<b>LEADS Practitioner</b>	Bureau of Information and Technology Services (BITS)	An ODRC employee who has successfully completed all required LEADS training and is authorized to receive LEADS data.	05-OIT-02
<b>LEADS Steering Committee</b>	Bureau of Information and Technology Services (BITS)	A group responsible for preparing and publishing operating guidelines for users of the LEADS system. The committee is composed of representatives from the Ohio State Highway Patrol (OSHP), Buckeye State Sheriff’s Association, Ohio Association of Chiefs of Police, and the Bureau of Criminal Identification and Investigation.	05-OIT-02
<b>Learning Management System (LMS)</b>	Corrections Training Academy (CTA)	An integrated software application provided by the Department of Administration Services (DAS) on the state’s enterprise intranet site used to manage and track State of Ohio employees learning and training information.	39-TRN-02 39-TRN-05 39-TRN-06 39-TRN-09

<b>Leave Case</b>	Bureau of Personnel	The mechanism used in Kronos Workforce to document an employee's absence from work for any approved program allowing an employee to be off work for an extended period of time (e.g., Disability, Salary Continuation, Worker's Compensation, Family Medical Leave Act, Childbirth/Adoption leave, etc.).	35-PAY-04
<b>Legal Disc</b>	Legal Services	A compact disc (CD) or digital video disc (DVD) containing legal materials whose receipt, retention, viewing, and destruction are regulated by ODRC Policy 59-LEG-01, Inmate Access to Court and Counsel.	05-OIT-11
<b>Legal Mail</b>	Legal Services	Mail addressed to an incarcerated person that clearly displays the return address of an attorney-at-law, a public service law office, a law school legal clinic, court of law, or the correctional institution inspection committee and that is marked with a valid control number provided by the department. Also defined in Administrative Rule 5120-9-17, Incoming Mail.	75-MAL-01 75-MAL-03
<b>Leisure Activities</b>	Office of Prisons (OOP)	Organized recreational activities that are pro-social yet do not contain an element of volunteerism, community service or an educational component. These activities may have some staff oversight yet are not curriculum based. Examples include exercise programs, sporting events, card tournaments, movie nights, talent shows, outside agencies/volunteers providing entertainment without guided discussion and/or follow up.	71-SOC-09
<b>Less Than Deadly Force</b>	Risk Management (Legal)	Any force, which could not reasonably be expected to result in the death of the person against whom it is directed.	63-UOF-01
<b>Lesson Plans (CTA)</b>	Corrections Training Academy (CTA)	A document that determines the content, guidelines, and performance expectations for a training module.	39-TRN-04

<b>Lesson Plans (OCSS)</b>	Ohio Central School System (OCSS)	Written plans of instruction by classroom instructor for each school subject taught.	57-EDU-02
<b>LGBTI</b>	Bureau of Operational Compliance (BOC)	An acronym for a group for sexual minorities including lesbian, gay, bisexual, transgender, and intersex individuals.	79-ISA-01 79-ISA-02 79-ISA-04
<b>Library Administrator</b>	Ohio Central School System (OCSS)	The employee who is responsible for providing assistance in coordinating and supervising library services throughout the ODRC. The library administrator shall have a Master of Library Science degree from a school accredited by the American Library Association.	58-LIB-01 58-LIB-02 58-LIB-03
<b>Library Advisory Committee</b>	Ohio Central School System (OCSS)	An institution committee organized by the librarian I or librarian II, or in the absence of the librarian I or II, the school administrator and with the approval of the managing officer for the purpose of input and review concerning institutional library services. The committee shall include institutional staff, education staff, library employees, and at least two (2) incarcerated representatives, and any other person deemed appropriate by the managing officer or designee. The library administrator from the Ohio Central School System (OCSS) shall serve as ex-officio member of the committee.	58-LIB-01 58-LIB-03
<b>Library Materials Review Committee</b>	Ohio Central School System (OCSS)	A committee consisting of three members appointed by the managing officer to review questionable library materials and to decide whether the item is appropriate for use by incarcerated persons.	58-LIB-03
<b>Library Procedures Manual</b>	Ohio Central School System (OCSS)	The procedures maintained that outline day-to-day operations, the library improvement plan, the library priority purchase list, and other pertinent information.	58-LIB-03

<b>License (BCS)</b>	Bureau of Community Sanctions	A certificate issued by the Division of Parole and Community Services (DPCS) which designates the facility as being suitable for the care and treatment of adult offenders.	08-MAU-03
<b>License (BITS)</b>	Bureau of Information and Technology Services (BITS)	A contract that authorizes access to software and data and outlines rights regarding the use, distribution, performance, modification or reproduction of software and data.	05-OIT-21
<b>Licensed Software</b>	Bureau of Information and Technology Services (BITS)	Software in any form, whether commercial, propriety or gratuitous, that is provided by the intellectual property holder under terms of a contract that governs use, copying, modification and distribution.	05-OIT-21
<b>Licensed Vehicle</b>	Division of Business Administration (DBA)	All state vehicles and trailers, including retrofitting, that are capable of being licensed through the Bureau of Motor Vehicles for intended over-the road transportation.	22-BUS-08
<b>Likelihood of Serious Harm</b>	Behavioral Health Operations (BHO)	1) A substantial risk that serious physical harm will be inflicted by an individual upon their person as evidenced by threats or attempts to commit suicide or inflict physical harm to one's self; 2) A substantial risk that serious physical harm will be inflicted by an individual upon another as evidenced by behavior which has caused such harm or which placed another person in reasonable fear of sustaining such harm; 3) A substantial risk that significant damage will be done by an individual to the property of others as evidenced by recent behavior which has caused loss of, or damage to, the property of others.	67-MNH-29

<p><b>Limited Privilege Housing (LPH)</b></p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>Assignment of an individual to a designated area for the purpose of reducing their privileges, controlling movement, and reducing their access to other incarcerated individuals. LPH is considered general population and those assigned to this status shall have access to prison services, although that access can be reasonably limited as part of their privilege reduction. Designated out-of-cell time shall be more than two hours daily.</p>	<p>51-STF-05 53-CLS-04 53-CLS-10 57-EDU-02 57-EDU-11 58-LIB-01 61-PRP-01 67-MNH-09 67-MNH-15 67-MNH-31 69-OCH-02 76-VIS-03 78-REL-01 79-ISA-02 79-ISA-04</p>
<p><b>Literacy Coordinator</b></p>	<p>Ohio Central School System (OCSS)</p>	<p>The Ohio Central School System staff member that trains the Certified Tutor Trainer on how to conduct the workshops and provides technical assistance to the trainer either by telephone and/or site visits. The Literacy Training Coordinator is also responsible for the development, support, and maintenance of the Tutor Training Programs within the institutions.</p>	<p>57-EDU-14</p>
<p><b>Literacy Unit</b></p>	<p>Ohio Central School System (OCSS)</p>	<p>An education program designed to meet the educational needs of incarcerated persons reading below 226 on the Comprehensive Adult Student Assessment System (CASAS) or below 5 on the Locator or 500 on the battery tests on the Test of Adult Basic Education (TABE). The programs are located within a living unit, which should house both students and tutors.</p>	<p>57-EDU-14</p>

<b>Literacy Unit Teacher</b>	Ohio Central School System (OCSS)	A teacher hired by the Ohio Central School System to teach in its literacy units. This teacher must possess a current standard certificate/license in elementary education or reading issued by the Ohio Department of Education.	57-EDU-14
<b>Living Will</b>	Office of Correctional Health Care (OCHC)	A document that can be signed that describes the type of care a person wants to receive if that person becomes permanently unconscious or terminally ill and unable to communicate. The signor may choose whether to accept life support.	69-OCH-03
<b>LMICN-LMINC DOTS Screens</b>	Legal Services	The screens in the Departmental Offender Tracking System (DOTS) used to process incoming legal mail. The LMICN screen is used to process legal mail with a control number (Legal Mail Intake with a Control Number). The LMINC screen is used to process legal mail without a control number (Legal Mail Intake with No Control number).	75-MAL-03
<b>Local Agency Security Officer (LASO)</b>	Bureau of Information and Technology Services (BITS)	The ODRC BITS chief who, in the capacity of the ODRC DPOCC, is responsible for overseeing LEADS information security for the ODRC enterprise which includes providing the appropriate secure computing hardware to ODRC LEADS users; serving as the primary LEADS information security liaison with the FBI, Ohio State Highway Patrol, Ohio Chief Inspector's Office and other law enforcement or investigative agencies; distributing information security alerts and notifications to ODRC LEADS users; and maintaining LEADS information security documentation and assisting, when requested, with LEADS information security audits.	05-OIT-02

<b>Local Apprenticeship Advisory Committee (LAAC)</b>	Ohio Central School System (OCSS)	A committee that serves in an advisory role for the program at each institution offering apprenticeship. This committee shall consist of the appropriate deputy warden, apprenticeship coordinator, principal, and apprenticeship supervisors.	57-EDU-07
<b>Local Area Network (LAN)</b>	Bureau of Information and Technology Services (BITS)	A communication network that services several information technology device users within a small or confined geographic area.	05-OIT-11
<b>Local Law Enforcement Check</b>	Legal Services	A review of an applicant's criminal history record from the local law enforcement agencies in all cities/counties in which the applicant attended school, worked, and resided for at least the previous five (5) years.	34-PRO-07
<b>Local Policy</b>	Office of Policy and Strategic Initiatives	A written document formulated to define operational guidelines for institution employees, contractors, incarcerated individuals, interns, volunteers, and the public that are developed specific to the facility, reviewed through the operational compliance manager, and approved by the managing officer for dissemination.	01-COM-14
<b>Local Professional Development Committee</b>	Ohio Central School System (OCSS)	A committee developed by the OCSS to assist staff in licensure application as required by law and the Ohio Department of Education. OCSSLPDC, is the committee for all licensed educational staff within State operated facilities, Community Based Correctional Facilities (CBCF) and private prisons.	57-EDU-08
<b>Local Separation</b>	Bureau of Classification and Reception (BOCR)	An order wherein two (2) or more incarcerated individuals are not permitted to be assigned to the same living and/or work area and are not permitted simultaneous involvement in the same recreational or leisure time activities to ensure they are not in close proximity with one another.	53-CLS-05

<b>Lock Box</b>	Ohio Central School System (OCSS)	A lockable case used to secure test materials.	57-EDU-03
<b>Lockout</b>	Bureau of Operational Compliance (BOC)	The placement of a lockout device or an energy-isolating device, in accordance with an established procedure, to ensure that the energy isolating device and the equipment cannot be operated until the lockout device is removed.	10-SAF-11
<b>Lockout Device</b>	Bureau of Operational Compliance (BOC)	A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent energizing of the machine or equipment including blank flanges and bolted slip binds.	10-SAF-11
<b>Long Term Contractor</b>	Corrections Training Academy (CTA)	A contractor providing consecutive service for a period exceeding one year.	39-TRN-12
<b>Long Term Storage</b>	Office of Prisons (OOP)	Incarcerated individual property that an institution is holding in storage while the individual is not permitted to possess it due to privilege or security level reasons.	61-PRP-01
<b>Loss or Theft</b>	Bureau of Information and Technology Services (BITS)	The loss or theft of a computing device or media used by a state agency, such as a laptop, smartphone, tablet, thumb/flash/jump drive/other media or authentication token or loss or theft of paper documents containing sensitive data or personally identifiable information (PII).	05-OIT-14

<b>Lost Time</b>	Division of Parole and Community Services (DPCS)	Pursuant to ORC 2967.15, lost time is the specific period of time during which an offender's period of supervision or prison term is tolled or not credited. Lost time can result from being declared a violator-at-large, violator in custody out-of-state, being unavailable for supervision, or other reasons. Lost time can modify an offender's end of stated term, maximum expiration of sentence, expiration of definite sentence, or close of supervision date.	100-APA-27 102-FUG-02
<b>Low/Non-Hazardous</b>	Bureau of Operational Compliance (BOC)	A chemical which is NOT classified as a physical hazard or health hazard by the manufacturer. Chemicals defined as Low/Non-hazardous shall NOT contain a Signal Word or Pictogram as listed in the hazard(s) identification section #2 of the SDS.	10-SAF-12
<b>Main Distribution Frame (MDF)</b>	Bureau of Information and Technology Services (BITS)	A primary, centralized cable rack that interconnects and manages the telecommunications wiring between itself and any number of intermediate distribution frames (IDF) and connects private and public lines coming into a building with the internal network.	05-OIT-01 05-OIT-03 05-OIT-30
<b>Main Entry Point</b>	Office of Prisons (OOP)	Primary entry/exit point for all OSC employees, contractors, intern students, temporary staffing, visitors, and volunteers that is located on the east side of the OSC building. The elevator is located to the right of the main entry point.	11-COP-01
<b>Majority Vote</b>	Division of Parole and Community Services (DPCS)	The recommendation of the Parole Board that becomes the final decision because it received a greater number of votes cast by current and active parole board members than an alternate recommendation.	105-PBD-03 105-PBD-05

<b>Malicious Code</b>	Bureau of Information and Technology Services (BITS)	Software or firmware intended to perform an unauthorized process that will have an adverse impact on the confidentiality, integrity, or availability of an information system. Some examples include a virus, worm, Trojan horse, or other code-based entity that infects a host. Spyware and some forms of adware are also examples of malicious code.	05-OIT-14
<b>Malicious Software Code or Program</b>	Bureau of Information and Technology Services (BITS)	Any software code or program that is intentionally inserted or included into a system asset without the knowledge of the authorized user with the intention of controlling, disrupting, corrupting, or otherwise causing harm, security breaches, or damage to the system asset. Malicious software codes or programs are also called malware, and examples include viruses, worms, Trojan horses, and trapdoors.	05-OIT-18
<b>Malware</b>	Bureau of Information and Technology Services (BITS)	A software program inserted into a system, usually covertly, with the intent of compromising the confidentiality, integrity, or availability of the recipient's data, applications, or operating system or otherwise, causing annoyance or disruption to the recipient of the software program.	05-OIT-18
<b>Managed Care Plan Coordinator (MCPC)</b>	Office of Correctional Health Care (OCHC)	Staff member(s) who coordinate care for incarcerated individuals identified with complex medical needs (CRIs) gain access to services.	78-REL-09
<b>Managed Care Plans (MCP)</b>	Office of Correctional Health Care (OCHC)	Private health insurance companies that contract with Ohio Department of Medicaid (ODM) to coordinate health care to Medicaid beneficiaries (incarcerated individuals).	78-REL-09
<b>Managed Care Transition Plan</b>	Office of Correctional Health Care (OCHC)	A comprehensive plan created for CRI identified incarcerated individuals detailing medical, mental health, and/or recovery service follow-up appointments for post incarceration.	78-REL-09

<b>Managing Officer</b>	Legal Services	For the purposes of this policy, managing officer means a warden or deputy director	01-COM-08
<b>Mandated Medication Committee</b>	Behavioral Health Operations (BHO)	A panel of three (3) mental health professionals: a psychiatrist (who shall serve as chair), a psychologist or independently licensed Mental Health Professional (ILMHP), and one other authorized MHP.	67-MNH-29
<b>Mandated Medication Coordinator</b>	Behavioral Health Operations (BHO)	A person appointed by the MHA/MHP who shall be responsible for the oversight of the mandated medication process and the record maintenance of all involuntary psychotropic medications administered per this policy and associated protocols.	67-MNH-29
<b>Mandatory Post Release Control (PRC)</b>	Parole Board	Post release control (PRC) that applies mandatorily under ORC 2967.28 (B).	105-PBD-08
<b>Mandatory Student</b>	Ohio Central School System (OCSS)	An incarcerated person placed in school who does not have an Ohio Central School System (OCSS) verified high school diploma or high school equivalency, and who has less than eighteen (18) months, but more than ninety (90) days until release or parole date.	57-EDU-01
<b>Mandatory Testing</b>	Division of Parole and Community Services (DPCS)	A substance abuse testing regimen determined by an offender's participation in an Ohio Department of Mental Health and Addiction Services (ODMHAS) substance abuse treatment program.	103-SPS-07
<b>Manual Activation</b>	DPCS/OOP	The wearer of the BWC activates the BWC to begin recording.	10-SAF-22

<b>Manual Paycheck</b>	Bureau of Personnel	A check requested by ODRC and processed by the Department of Administrative Services (DAS) when employees have been paid incorrectly and the request meets DAS requirements as specified in the current Payroll Letter.	35-PAY-04
<b>Mass (Divine Liturgy)</b>	Religious Services	The primary worship of the Catholic (or Orthodox Church). The Mass includes the liturgy of the Word (i.e., prayer, scripture readings, and homily) and the liturgy of the Eucharist (the Eucharistic prayer and Communion). A bishop or priest must preside at a Mass. A Roman Catholic deacon or lay volunteer may preside over the prayers and readings from Scripture and distribute Communion previously consecrated by a priest. An ordained deacon can also give a homily.	72-REG-11
<b>Master File</b>	Bureau of Records Management (BORM)	A combined record including previous Unit File and Record Office File information for an incarcerated individual.	07-ORD-03
<b>Maximum Expiration Date</b>	Bureau of Sentence Computation (BOSC)	The last day of a period of incarceration or community supervision which signifies that the maximum sentence imposed by the court has been served in its entirety.	100-APA-16 100-APA-27 105-PBD-03
<b>Meaningful Activity</b>	ORAS	Any activity or constructive interaction which promotes citizenship; develops learning and employability skills; builds life skills and resilience; addresses well-being; and motivates personal engagement with both prison and community-based services. Meaningful activities may include but are not limited to participating in: a workshop, educational seminar or resource fair, a weekly group that has not been identified as reentry approved or reentry supplemental, incarcerated individual-led groups that have attendance requirements, established rules and staff oversight, or any other non-leisure activity that includes constructive interaction.	02-REN-01 02-REN-02 54-WRK-02 71-SOC-09

<b>Media (BITS)</b>	Bureau of Information and Technology Services (BITS)	Any device that can store information but is not required to be capable of processing information, such as external / removable hard drives; magnetic tape; portable devices; optical media, such as compact disks (CDs), digital video disks (DVDs) and thumb drives.	05-OIT-14
<b>Medicaid Benefits Application</b>	Office of Correctional Health Care (OCHC)	The ODRC automated system which supports facility staff pre-release enrollments.	78-REL-09
<b>Medicaid Benefits External Application</b>	Office of Correctional Health Care (OCHC)	The ODRC automated system which enables an exchange of Medicaid enrollment data between ODRC and Business Associates.	78-REL-09
<b>Medicaid Enrollment Class</b>	Office of Correctional Health Care (OCHC)	Staff coordinated class for incarcerated individuals to complete enrollment forms via the Offender Medicaid Benefits.	78-REL-09
<b>Medicaid Pre-Release Enrollment Class</b>	Office of Correctional Health Care (OCHC)	A staff coordinated and PTPMG facilitated educational opportunity for incarcerated individuals to learn about how to apply for Medicaid prior to release.	78-REL-09

<b>Medical Classification</b>	Office of Correctional Health Care (OCHC)	A system which, based on a clinical evaluation of an incarcerated individual's current health condition, designates a particular medical category according to shared characteristics. These medical classification categories include <b>Medical Level 1:</b> Medically stable incarcerated individuals requiring only periodic care and not requiring chronic care clinic or infirmary monitoring; <b>Medical Level 2:</b> Medically stable incarcerated individuals requiring routine follow-up care and examinations; <b>Medical Level 3:</b> Those incarcerated individuals requiring frequent intensive, skilled medical care but who need assistance with no more than one of their Activities of Daily Living (e.g., bathing, dressing, feeding, toileting, transferring) or oxygen; <b>Medical Level 4:</b> Those incarcerated individuals requiring constant skilled medical care and those who need assistance with more than one Activities of Daily Living.	68-MED-13
<b>Medical Classification Grid</b>	Office of Correctional Health Care (OCHC)	A grid that includes specific examples of medical conditions of each medical classification and a listing of those institutions that have the level of medical services appropriate to meet the needs of the incarcerated individuals identified for that medical level.	68-MED-13
<b>Medical Contraindications</b>	Corrections Training Academy (CTA)	A physical condition that prohibits the employee from participating in specific training. This is to be confirmed by way of a current doctor's statement, which explains the employee's limitations or inability to participate in a specific training activity and the timeframe in which the employee will be able to complete said training.	39-TRN-03
<b>Medical Emergency</b>	Office of Correctional Health Care (OCHC)	Serious life threatening or disabling condition(s) manifested by severe symptoms that would result in serious physical impairment or loss of life if not treated immediately.	68-MED-01 68-MED-11 68-MED-20

<p><b>Medical Protocol</b></p>	<p>Office of Correctional Health Care (OCHC)</p>	<p>An official clinical statement that defines a medical procedure or course of action. These guidelines shall be reviewed and revised, if necessary, on an annual basis by the Office of Correctional Health Care and the Medical Policy Review Committee to maintain consistency with professional standards of practice for licensed medical professionals.</p>	<p>68-MED-14</p>
<p><b>Medical Returns</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>Any offender in an approved program of release or a county jail who requires immediate, extensive, or costly medical assistance.</p>	<p>100-APA-28</p>
<p><b>Medically Incapacitated</b></p>	<p>Office of Correctional Health Care (OCHC)</p>	<p>Any diagnosable medical condition, including mental dementia and severe, permanent medical or cognitive disability, that prevents the inmate from completing activities of daily living without significant assistance, that incapacitates the individual to the extent that institutional confinement does not offer additional restrictions, that is likely to continue throughout the entire period of parole, and that is unlikely to improve noticeably. Medically Incapacitated does not include conditions related solely to mental illness, unless the mental illness is accompanied by injury, disease, or organic defect.</p>	<p>66-ILL-01</p>
<p><b>Memorandum of Understanding (MOU) - BITS</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>A written document describing a bilateral or multilateral agreement between two or more parties. An approved MOU executed by all parties is required before any non-ODRC party receives ODRC data in an electronic or paper form. At a minimum, the MOU shall contain references pertaining to ODRC and the State of Ohio Department of Administrative Service, Office of Information Technology (DAS-OIT) data security policies, standards, bulletins, directives, and guidelines that the non-ODRC party must follow in order to receive ODRC data.</p>	<p>05-OIT-23</p>

<p align="center"><b>Memorandum of Understanding (MOU) - CTA</b></p>	<p align="center">CTA</p>	<p>The guidelines and conditions governing a partnership between ODRC and an institution of higher learning that is providing college courses and/or programs for ODRC employees.</p>	<p align="center">38-CED-06</p>
<p align="center"><b>Memorandum of Understanding (MOU) - DPCS</b></p>	<p align="center">Division of Parole and Community Services (DPCS)</p>	<p>A formal written agreement between the Adult Parole Authority and any statewide or federal government entity approved by the Regional Administrator, Field Services Superintendent and Chief of the APA or designee. Informal – Sharing of appropriate information with law enforcement agencies and other person(s) or government entities pursuant to Department policy 07-ORD-02, Public Records.</p>	<p align="center">102-FUG-01 102-FUG-03</p>
<p align="center"><b>Memorandum of Understanding (MOU) - OOP</b></p>	<p align="center">Office of Prisons (OOP)</p>	<p>A written and signed statement summarizing the terms of an agreement between the facility and the community partner.</p>	<p align="center">71-SOC-12</p>
<p align="center"><b>Mental Health Administrator/Mental Health Manager</b></p>	<p align="center">Behavioral Health Operations (BHO)</p>	<p>Those who by position manage the Mental Health departments at each of the institutions.</p>	<p align="center">67-MNH-04 67-MNH-07 67-MNH-09 67-MNH-15 67-MNH-22 67-MNH-26 67-MNH-29 67-MNH-30 67-MNH-31 67-MNH-32 69-OCH-02</p>

<b>Mental Health Caseload</b>	Behavioral Health Operations (BHO)	Consists of incarcerated individuals with a mental health diagnosis who receive treatment by mental health staff and are classified as C1 (Seriously Mentally Ill, SMI), or C2 (Mental Health caseload but not SMI), ID/DD, or on hold (no mental health classification) at a reception facility or during the assessment phase of a comprehensive evaluation that will result in a diagnostic formulation.	67-MNH-02 67-MNH-04 67-MNH-07 67-MNH-14 67-MNH-30 67-MNH-31
<b>Mental Health Group Documentation</b>	Office of Correctional Health Care (OCHC)	Method of documenting an incarcerated individual's attendance, participation, and presentation in each group session.	69-OCH-06
<b>Mental Health Liaison</b>	Behavioral Health Operations (BHO)	A mental health professional assigned by the MHA/MHM or designee as the primary contact and staff member responsible for coordination of care.	67-MNH-04 67-MNH-14 67-MNH-15 67-MNH-22 67-MNH-31 69-OCH-02
<b>Mental Health Professionals</b>	Behavioral Health Operations (BHO)	Those persons who, by virtue of their training and experience, are qualified to provide mental health care within the provisions of the state's licensure laws, policies, guidelines, and position descriptions. This category includes psychology assistants, licensed professional counselors (LPC), licensed social workers (LSW), registered nurses (RN), activity therapists (AT), credentialed mental health professional (CMHP), BHO social workers, RBHA, MHA 3, MHA 4 as well as the ILMHPs.	67-MNH-02 67-MNH-04 67-MNH-07 67-MNH-09 67-MNH-14 67-MNH-15 67-MNH-29 67-MNH-30 67-MNH-31 67-MNH-32 69-OCH-07

<p><b>Mental Health Special Observation Status (MHSOS)</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>A level of increased monitoring, special housing, mental health and other interventions that can only be initiated by an ILMHP/CMHP. MHSOS may also be used as crisis care for those experiencing a mental health crisis that is not related to suicidality or other mental health conditions requiring a temporary increase in level of mental health care.</p>	<p>67-MNH-09 67-MNH-32</p>
<p><b>Mental Illness</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>A substantial disorder of thought, mood perception, orientation, or memory that grossly impairs judgment, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life.</p>	<p>67-MNH-19</p>
<p><b>Mentally Ill Person Subject to Hospitalization</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>A mentally ill person to whom any of the following applies because of the person's mental illness: <b>a.</b> The person represents a substantial risk of physical harm to self as manifested by the evidence of threats of, or attempts at, suicide or serious self-inflicted bodily harm. <b>b.</b> The person represents a substantial risk of physical harm to others as manifested by evidence of recent homicidal or other violent behavior, evidence of recent threats that place another in reasonable fear of violent behavior and serious physical harm, or other evidence of present dangerousness. <b>c.</b> The person represents a substantial and immediate risk of serious physical impairment or injury to self as manifested by evidence that the person is unable to provide for and is not providing for his/her basic physical needs because of the person's mental illness and that appropriate provision for those needs cannot be otherwise made. <b>d.</b> The person would benefit from treatment in a hospital for the person's mental illness and needs treatment in a hospital as manifested by evidence of behavior that creates a grave and imminent risk to substantial rights of others or the person.</p>	<p>67-MNH-19</p>

<b>Mentor</b>	Ohio Central School System (OCSS)	An Ohio Central School System (OCSS) educator who has volunteered to be a trained mentor and has a minimum of three (3) years of OCSS teaching experience and holds a full certification/licensure with the Ohio Department of Education (ODE).	57-EDU-16
<b>Mentor Academy</b>	Ohio Central School System (OCSS)	A mentoring program correlated to the formative tools and protocols to support the resident educator. This program focuses on the knowledge, skills, and understandings critical for those who work with beginning teachers.	57-EDU-16
<b>Mentoring</b>	Corrections Training Academy (CTA)	A fundamental form of human development in which one person invests time, energy, and personal know-how in assisting the growth and ability of another.	39-TRN-10
<b>Merit Selection</b>	Bureau of Personnel	An appointment to a position without interviews.	34-PRO-04
<b>Military Peer Support Team</b>	Bureau of Personnel	A peer support team comprised of specially trained employees who serve or have served in the United States Armed Forces. This team provides comprehensive confidential employee support and assistance to ODRC military personnel and their families.	37-EAP-02
<b>Minimal Exposure Risk</b>	Bureau of Operational Compliance (BOC)	A situation where it is suspected that fentanyl may be present, but no fentanyl products are visible. (Example: ODRC staff response to medical emergency or ODRC custody staff duties such as offender search, cell searches, property pack ups, cell houses, housing units, common areas, shops, building, grounds, visiting rooms, mail & package room).	10-SAF-19

<b>Minimum Term</b>	Parole Board	For purposes of this policy, the minimum sentence imposed as part of an indefinite sentence pursuant to ORC section 2971.03.	105-PBD-11
<b>Mobile Device Management (MDM) Software</b>	Bureau of Information and Technology Services (BITS)	Security software approved by DAS OIT and the chief of BITS, in consultation with the CISO, that is used by ODRC to monitor, manage, safeguard, protect, and secure state mobile devices deployed across multiple service providers and across various operating systems within ODRC. Examples of this software include Intelligent Hub (formerly AirWatch) and Workspace One.	05-OIT-12
<b>Mode of Operation</b>	Bureau of Operational Compliance (BOC)	A selectable set of technique factors or machine settings that is pre-determined by the manufacturer for a specific purpose.	10-SAF-21
<b>Moderate Exposure Risk</b>	Bureau of Operational Compliance (BOC)	A situation where small amounts of fentanyl products are visible. (Example: ODRC staff response to a suspected fentanyl overdose where small amounts of fentanyl/unknown substances are visible on scene or ODRC custody staff performing duties where small amounts of fentanyl/unknown substances are visible.)	10-SAF-19
<b>Moderate Hazardous Chemical</b>	Bureau of Operational Compliance (BOC)	A moderate hazardous chemical which is classified by the manufacturer as a physical hazard or a health hazard, or hazard not otherwise classified, AND as a concentrate or diluted form these chemicals are assigned a Signal Word of WARNING as listed in the hazard(s) identification section #2 of the SDS. This definition does not include those chemicals classified as a flammable liquid, flammable aerosol, or flammable gas.	10-SAF-12
<b>Modification</b>	Ohio Central School System (OCSS)	The process of changing the curriculum to meet the needs of the student.	57-EDU-11

<b>Modular Furniture</b>	Division of Business Administration (DBA)	Movable assets, requiring assembly to each other, used as furniture and/or to create offices.	22-BUS-08
<b>Monitored Time</b>	Division of Parole and Community Services (DPCS)	A period of time during which an offender continues to be under the control of the sentencing court or parole board, subject to no conditions other than leading a law abiding life.	100-APA-09 100-APA-13 100-APA-15 101-PLA-01 102-FUG-02 105-PBD-08
<b>Monthly Batch File</b>	Office of Correctional Health Care (OCHC)	The electronic transfer of incarcerated individual's pre-release enrollment forms from ODRC to the program Business Associate(s).	78-REL-09
<b>Multi-Disciplinary Services Team (MST)</b>	Behavioral Health Operations (BHO)	A group of unit, treatment, programming, and security staff who provide integrated services to incarcerated individuals in specialized units and restrictive housing. The team assesses individual needs, integrating the treatment plan, and develops an individualized plan to ensure security measures support the delivery of treatment services and privileges.	53-CLS-04 53-CLS-10 67-MNH-22 67-MNH-31
<b>Multi-Disciplinary Treatment Team (MTT)</b>	Behavioral Health Operations (BHO)	Provides an integrated team approach to incarcerated individual care and treatment. The members meet to develop and provide necessary health and behavioral health care services and individualized treatment for incarcerated individuals with emphasis on addressing needs during confinement in health and behavioral health care specialized units and for those on the mental health caseload in step-down programs, including restrictive housing settings. The team may include, but is not limited to, Mental Health professionals, psychiatric attendants, Medical and Recovery Services staff, Sex Offender Services, Custody and Unit Management staffs.	53-CLS-04 53-CLS-10 67-MNH-04 67-MNH-15 67-MNH-22 67-MNH-31 69-OCH-07
<b>Naloxone</b>	Bureau of Operational Compliance (BOC)	A pure opioid antagonist; naloxone hydrochloride (naloxone) prevents or reverses the effects of opioids.	10-SAF-20

<b>Narrator</b>	Ohio Central School System (OCSS)	An incarcerated individual who has been assigned to work in the Reading Room to conduct readings of children's books to children of visitors.	76-VIS-04
<b>National Crime Information Center (NCIC)</b>	Division of Parole and Community Services (DPCS)	A nationwide computerized information system operated by the US Department of Justice and FBI as a service to all criminal justice agencies. The center provides and maintains a readily available computerized filing system of accurate and timely documented criminal justice information.	102-FUG-01
<b>National Institution of Standards and Technology (NIST)</b>	Bureau of Information and Technology Services (BITS)	A non-regulatory unit of the U.S. Commerce Department, formerly known as the National Bureau of Standards. NIST promotes and maintains measurement standards and has active programs for encouraging and assisting industry and science to develop and use these standards.	05-OIT-14 05-OIT-18
<b>Nationally Recognized Standardized Assessment</b>	Ohio Central School System (OCSS)	A test/evaluation that is universally known and accepted throughout the United States and is accepted by the OCSS as an official evaluation tool. The evaluation may have a long and short version.	57-EDU-01 57-EDU-03
<b>Navigator</b>	Division of Parole and Community Services (DPCS)	A person that has been approved and trained to provide support to an incarcerated individual during their parole board hearing.	105-PBD-03
<b>Needs Assessment</b>	Division of Parole and Community Services (DPCS)	An assessment tool used to accurately determine the level of need of an offender in a particular domain.	100-APA-32
<b>Neonatal Intensive Care Unit (NICU) Visitor</b>	Office of Prisons (OOP)	Two (2) individuals named by the incarcerated person to visit the baby in the NICU (DRC2741).	71-SOC-02

<b>Network Device</b>	Bureau of Information and Technology Services (BITS)	Computing components such as routers, hubs cabling, telecommunications controllers, key distribution centers, door and gate controllers and technical control devices that are interconnected to form a network.	05-OIT-18
<b>New Employee</b>	Corrections Training Academy (CTA)	Any employee hired into the ODRC, an ODRC contracted private prison, or ODMHAS staff assigned to an ODRC worksite.	39-TRN-10
<b>New Employee Orientation (NEO) Training</b>	Corrections Training Academy (CTA)	A component of the orientation training program designed to provide all new employees with a familiarization to the agency's mission, expectations and core correctional practices applicable to all new employees entering the field of corrections. This component takes place after site orientation.	39-TRN-10
<b>Next of Kin (NOK)</b>	Office of Correctional Health Care (OCHC)	A person designated by consent of the incarcerated individual to assist in decisions regarding the incarcerated individual's medical care in the event the incarcerated individual does not have the capacity to make their own medical decisions. By nature of this designation, the next of kin will also be entitled to receive detailed medical information regarding the incarcerated individual in order to provide the above-described assistance.	66-ILL-03 68-MED-24
<b>NIOSH</b>	Bureau of Operational Compliance (BOC)	National Institute for Occupational Safety and Health is a federal agency under the direction of the Centers for Disease Control which certifies respirators for use as protective equipment.	10-SAF-03

<b>NIST Special Publication (SP) 800-53</b>	Bureau of Information and Technology Services (BITS)	A NIST publication containing recommended information technology (IT) security controls for all U.S. federal information systems, except those related to national security, and other organizations. Throughout this policy, NIST security controls are referenced, where applicable, in parentheses (e.g., NIST CP-2).	05-OIT-14 05-OIT-18
<b>NITV</b>	Chief Inspector's Office	The National Institute for Truth Verification, West Palm Beach, Florida	09-INV-05
<b>No Contact</b>	Division of Parole and Community Services (DPCS)	An attempt (in person or by telephone) by an appropriate ODRC staff or ODMHAS CDS to contact an offender or other person regarding an offender with no contact being made (includes voicemail messages). This should be used for any administrative activities involving an offender such as staffing, faxes, report writing and telephone messages.	100-APA-13 100-APA-23
<b>Non-Competitive Contracting</b>	Division of Business Administration (DBA)	Those services that are provided a blanket release and permit from the State of Ohio, Department of Administrative Services, Office of Procurement Services. Also, services that involve highly skilled judgment or training, artistic ability, or other attributes and whose quality depends on an individual's expertise and knowledge. Examples of non-competitive services may include expert witnesses or dentist.	22-BUS-14
<b>Non-Emergency</b>	Bureau of Medical Operations (BMO)	Condition warranting hospital admission that is pre-planned.	66-ILL-03

<b>Non-Employee</b>	Bureau of Information and Technology Services (BITS)	Any person providing services within ODRC in a contractual, internship, temporary, volunteer, or other capacity relationship for which the employment terms of service are renewable on an annual or more frequent basis.	05-OIT-20 05-OIT-29
<b>Non-Escorted Contractor</b>	Corrections Training Academy (CTA)	A contractor that is not accompanied by an ODRC employee during the provision of services (e.g., temporary agency sub-contractors, personal service contractors, privatized service providers).	39-TRN-12
<b>Non-Life Felony Indefinite Prison Term</b>	Division of Parole and Community Services (DPCS)	A prison term imposed under ORC 2929.14 (A)(1)(a) or (A)(2)(a) and ORC 2929.144 for a felony of the first or second degree committed on or after March 22, 2019.	105-PBD-08
<b>Non-Mandatory Prison Term</b>	Division of Parole and Community Services (DPCS)	Any prison term that is not identified as a mandatory prison term in the sentencing court's sentence.	78-REL-07
<b>Non-Nutritional Substances</b>	Office of Correctional Health Care (OCHC)	Substances such as, but not limited to, water or ice, coffee without cream or sugar, and tea without cream or sugar.	68-MED-17
<b>Non-ODRC Entity</b>	Bureau of Information and Technology Services (BITS)	An organization external to ODRC or one or more individuals representing an organization external to ODRC that are not authorized ODRC users who request ODRC sensitive data	05-OIT-15
<b>Non-Physical Skill</b>	Corrections Training Academy (CTA)	Those ODRC approved subjects that are cognitive based and traditionally facilitated in a classroom setting.	39-TRN-02 39-TRN-06
<b>Non-Print Services</b>	Ohio Central School System (OCSS)	Access to materials in non-print format (i.e., microfilm, microfiche, CD ROM, etc.).	58-LIB-01

<b>Non-Routine</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	Not of a commonplace or repetitious character.	21-CAM-12
<b>Non-Routine Program/Work Assignments</b>	Office of Prisons (OOP)	Program/work assignments in which the incarcerated individual's work or program location or circumstances change significantly (i.e., orientation to job/program locations within the prison, new job will be outside secure perimeter, or will allow wide access to locations within the institution.)	54-WRK-02
<b>Non-Substantive Revision</b>	Office of Policy and Strategic Initiatives	A minor modification to policy language that does not change practice or procedure language (i.e., grammatical corrections, job title updates to align with table of organization, updates to terminology or acronyms to reflect current standards).	01-COM-01
<b>Non-Terminal Agreement</b>	Bureau of Information and Technology Services (BITS)	An agreement between LEADS and a criminal justice agency that does not have a LEADS computer that will permit the non-terminal agency access to information in the LEADS through any LEADS Access agency.	05-OIT-02
<b>Non-Uniformed Personnel</b>	Labor Relations Office (LRO)	Employees of the ODRC and any person providing services within ODRC who are not required to wear a uniform to perform the functions of their work assignments and are not specifically covered under the definition of uniformed personnel within this policy.	31-SEM-06
<b>Non-Workday</b>	Religious Services	A day when an incarcerated individual is excused from work based upon a religious belief, holiday, or observance.	72-REG-02

<b>Normal Business Days/Hours</b>	Office of Prisons (OOP)	Monday through Friday, 6:00 a.m. to 6:00 p.m. excluding state holidays and weekends.	11-COP-01
<b>NOTEC</b>	Division of Parole and Community Services (DPCS)	A section in the Community Corrections Information Systems (CCIS) to record information regarding an individual's activity while under supervision.	100-APA-09 100-APA-13 100-APA-16 100-APA-21 100-APA-27 100-APA-32 101-PLA-01 105-PBD-09 108-ABC-04
<b>Notice of Action Letter (NOA)</b>	Office of Correctional Health Care (OCHC)	ODM generated notification letter(s) pertaining to an incarcerated individual's Medicaid case.	78-REL-09
<b>Notice of Arrival</b>	Division of Parole and Community Services (DPCS)	Written notice from the receiving state to the sending state confirming the date that an offender has reported to an officer in the receiving state or of an offender's failure to arrive.	103-SPS-01
<b>Notice of Departure</b>	Division of Parole and Community Services (DPCS)	Electronic notice submitted through Interstate Compact Offender Tracking System (ICOTS) from the sending state to the receiving state advising of an offender's date of departure from the sending state and expected arrival in the receiving state.	103-SPS-01

<b>Notification</b>	Division of Parole and Community Services (DPCS)	The reporting of any violation, serious equipment failure, itinerary change, emergency or any situation that would affect an offender's adjustment to the EM Program or impact public safety.	100-APA-32 108-ABC-04
<b>Nursing Mother</b>	Bureau of Labor Relations (BLR)	An employee who has a need to express breast milk.	36-LEV-07
<b>Nutrition Services</b>	Office of Correctional Health Care (OCHC)	Services provided by qualified personnel who conduct individual assessments in nutritional history and dietary intake, anthropometric, biochemical, and clinical variables, feeding skills and feeding problems, or food habits and preferences; develop and monitor appropriate plans to address the nutritional needs.	68-MED-10
<b>OAKS</b>	Bureau of Personnel	The Human Capital Management (HCM) software utilized for all HCM tracking.	35-PAY-04
<b>OAKS Asset Management System (OAKS AM)</b>	Division of Business Administration (DBA)	A software application that maintains detailed and categorized asset information, tracks asset activity, calculates depreciation and reports comprehensive asset information. It is supported by the Department of Administrative Services and made accessible to state agencies to use to meet their statutory inventory requirements.	05-OIT-30 22-BUS-08
<b>OAKS Capital Improvements (OAKS CI)</b>	Bureau of Construction, Activation, Maintenance, and Sustainability (CAMS)	The State's web-based capital program and project management information system, based on Unifier software licensed to the State by Oracle Primavera.	21-CAM-11

<p><b>OCSS HSE Administrator</b></p>	<p>Ohio Central School System (OCSS)</p>	<p>The Ohio Central School System (OCSS) superintendent or designee shall serve as the OCSS HSE administrator. The responsibility of this position is to oversee the administration of the HSE testing program within the Ohio Department of Rehabilitation and Correction (ODRC). The OCSS HSE administrator shall ensure that HSE testing is conducted in compliance with the policies and procedures established by the specific test sponsor policies/procedures.</p>	<p>57-EDU-03</p>
<p><b>ODRC Business and Cashiers' Office Employees</b></p>	<p>Division of Business Administration (DBA)</p>	<p>Persons employed by ODRC who work directly with the processing of financial transactions through the receipt and disbursement of agency appropriated and/or non-appropriated (local) funds. These employees are classified as business administrators, financial associates, financial associate supervisors, sourcing analysts, sourcing planner, sourcing supervisors, financial analysts, financial analyst supervisor, senior financial analyst, senior budget analyst, financial manager, financial program manager, senior financial manager, business operations managers external audit manager, external auditor and any other position, as applicable, excluding listed positions assigned to the ODRC Human Resources - Bureau of Personnel.</p>	<p>22-BUS-11</p>
<p><b>ODRC Managed Information System</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>Information systems that reside in facilities or infrastructure managed by ODRC personnel. Primary responsibility for managing these systems may be assigned to ODRC personnel or other authorized external entities.</p>	<p>05-OIT-14 05-OIT-18</p>

<b>ODRC Pharmacy and Therapeutics Committee</b>	Bureau of Medical Operations (BMO)	An interdisciplinary professional group formed to address procedural, clinical, and therapeutic issues related to the provision of pharmaceutical services.	68-MED-11
<b>ODRC Policy</b>	Office of Policy and Strategic Initiatives	A written document formulated to define operational guidelines for department employees, volunteers, incarcerated individuals, contractors, interns, and the public.	01-COM-01 01-COM-14
<b>ODRC System Acknowledgement</b>	Bureau of Information and Technology Services (BITS)	New hire and transferred employee system access agreement.	05-OIT-17
<b>Offboarding</b>	Bureau of Information and Technology Services (BITS)	ODRC terminates customer access to online ODRC systems when notified that the customer should no longer have access to the online ODRC systems.	05-OIT-17
<b>Offender Conference Day</b>	Division of Parole and Community Services (DPCS)	A designated day each month wherein offenders' families, and/or supporters and ODRC staff, are scheduled to meet with a parole board member or other parole board staff to exchange information prior to an offender's release consideration hearing.	105-PBD-03
<b>Offender Face Sheet</b>	Division of Parole and Community Services (DPCS)	The location of all offender demographic information in ORAS.	101-PLA-01

<b>Offender Representative</b>	Behavioral Health Operations (BHO)	An individual chosen by the incarcerated individual to advise and assist them at the due process hearing and appeal. The individual shall select a representative upon notification of the due process hearing by the advocate for transfer from a list of ODRC's or psychiatric hospital mental health staff.	67-MNH-19
<b>Offender Services Network (OSN)</b>	Division of Parole and Community Services (DPCS)	ODRC and ODMHAS staff that provide direct services to offenders and facilitate linkages between community service providers, APA field staff, and prison providers.	100-APA-13 100-APA-23
<b>Office of Criminal Justice Services (OCJS) On-Line Grant System</b>	Bureau of Community Sanctions (BCS)	The electronic web-based grant administrative system used by BCS to administer and monitor grant funded programs and residential facilities under contract with ODRC. This system is also commonly referred to as Intelligrants.	08-MAU-03
<b>Office 365</b>	Bureau of Information and Technology Services (BITS)	Also called "Microsoft 365" or "Microsoft Office 365" is a Web-based version of the Microsoft Office suite of enterprise productivity applications, such as Exchange Online for e-mail and Skype for Business, provided to users through Cloud Computing infrastructure. Office 365 is a mission critical tool used by Authorized Users.	05-OIT-10
<b>Ohio Audit Standard</b>	Bureau of Operational Compliance (BOC)	An established level of performance that is recognized within the ODRC as a good correctional practice. Ohio audit standards are established and promulgated by the Bureau of Operational Compliance (BOC), with input from the program administrators, and are based on legal requirements, settlement agreements and/or consent decrees, requirements, or guidelines of an external agency, ODRC policies, or generally accepted management practices. The Ohio audit standards shall be utilized to supplement the standards of the American Correctional Association (ACA) during the evaluation of facility operations.	08-MAU-01

<b>Ohio Central School System Professional Development Committee (OCSSPDC)</b>	Ohio Central School System (OCSS)	A committee of OCSS professionals responsible for approving/denying professional development activities as they relate to license renewals and the entire licensure process.	57-EDU-08
<b>Ohio Community Supervision System (OCSS)</b>	Division of Parole and Community Services (DPCS)	Computerized information system used to track supervisees of the Adult Parole Authority.	100-APA-10 100-APA-15 100-APA-23 100-APA-24 102-FUG-01 102-FUG-02
<b>Ohio Facilities Construction Commission (OFCC) Administered Projects</b>	Bureau of Construction, Activation, Maintenance and Sustainability (CAMS)	A commission that administers capital facilities projects when the estimated cost including design fees, construction, equipment and contingency amounts are equal to or exceed \$1.5 million.	21-CAM-08 21-CAM-11
<b>Ohio Facilities Construction Commission (OFCC) Manual</b>	Bureau of Construction, Activation, Maintenance, and Sustainability (CAMS)	This manual outlines the practices and procedures required to undertake and successfully complete capital projects for Ohio agencies. <a href="http://ofcc.ohio.gov/Resources/Publications.aspx#115666-the-manual">http://ofcc.ohio.gov/Resources/Publications.aspx#115666-the-manual</a> .	21-CAM-11
<b>Ohio Graduation Test (OGT)</b>	Ohio Central School System (OCSS)	State developed measures of student knowledge in reading, writing, mathematics, science, and social studies required for students to graduate from high school in Ohio.	57-EDU-03 57-EDU-13
<b>Ohio Interstate Compact Office</b>	Division of Parole and Community Services (DPCS)	Unit of the APA responsible for administering the Interstate Compact for Adult Offender Supervision.	105-PBD-09

<b>Ohio Law Enforcement Gateway (OHLEG)</b>	Bureau of Information and Technology Services (BITS)	A web-based electronic information network, operated by the Ohio Attorney General's Bureau of Criminal Investigation, that provides Ohio law enforcement agencies with investigative tools and training applications in an efficient and secure manner to assist law enforcement agencies in their efforts to solve and prevent crimes.	05-OIT-09
<b>Ohio Penal Industry (OPI)</b>	Office of Prisons (OOP)	An incarcerated individual work program that manufactures goods and services for Ohio Department of Rehabilitation and Correction (ODRC) and other state agencies using incarcerated individual labor under close supervision.	54-WRK-02
<b>Ohio Risk Assessment System (ORAS)</b>	Division of Parole and Community Services (DPCS)	A collection of risk and needs assessment tools, scoring guide, self-report surveys, interview guides, and case management planning to be a user's guide to accurately determining the risk of Ohio incarcerated individuals and those under APA supervision.	02-REN-01 02-REN-02 100-APA-13 100-APA-16 100-APA-21 100-APA-32 101-PLA-01 108-ABC-04
<b>Ohio State Test (OST)</b>	Ohio Central School System (OCSS)	Tests that are taken by all students in the state of Ohio. State achievement tests tell how well students grow in the knowledge and skills outlined in the Ohio Learning Standards. Tests that are required for graduation are determined by a student's entry into grade nine.	57-EDU-03 57-EDU-13
<b>Ohio Youth Assessment System (OYAS)</b>	Division of Parole and Community Services (DPCS)	A collection of risk and needs assessment tools, scoring guide, self-report surveys, interview guides, and case management planning to be a user's guide to accurately determining the risk of Ohio incarcerated individuals under the age of eighteen.	02-REN-01 100-APA-13 101-PLA-01

<b>Ohio Law Enforcement Gateway (OHLEG) Agency CEO</b>	Bureau of Information and Technology Services (BITS)	The agency's highest ranking administrative official. For ODRC this is the Director.	05-OIT-09
<b>OHLEG Agency Coordinator</b>	Bureau of Information and Technology Services (BITS)	The individual within the agency responsible for the administration of OHLEG network. For ODRC this is the chief inspector. The OHLEG agency coordinator shall be an OHLEG user in good standing.	05-OIT-09
<b>OHLEG Approver</b>	Bureau of Information and Technology Services (BITS)	The person(s) designated by the OHLEG agency coordinator responsible for reviewing and approving user access for OHLEG accounts. The OHLEG approver shall be an OHLEG user in good standing.	05-OIT-09
<b>OHLEG Requestor</b>	Bureau of Information and Technology Services (BITS)	The person assigned to coordinate requests for user access of OHLEG for their region/institution. The managing officer/designee shall designate the appropriate staff to serve as OHLEG requestors. The OHLEG requestor shall be an OHLEG user in good standing.	05-OIT-09
<b>Oleoresin Capsicum (OC)</b>	Office of Prisons (OOP)	A natural or synthetic chemical agent causing contraction of the esophagus, trachea, respiratory tract, iris muscles of the eyes and a burning sensation on the skin.	104-TAW-04 310-SEC-28
<b>OnBase</b>	Bureau of Records Management (BORM)	An enterprise content management system utilized by ODRC for electronic document archival and retrieval. Access to OnBase is restricted to essential users only.	05-OIT-02 07-ORD-03 07-ORD-09 52-RCP-05 53-CLS-03 101-PLA-01 105-PBD-01 105-PBD-03

<b>OnBase Administrator</b>	Bureau of Information and Technology Services (BITS)	The ODRC Bureau of Sentence Computation and Records Management chief who is responsible for overseeing the operational management of the ODRC OnBase enterprise content management system.	05-OIT-02
<b>Onboarding</b>	Bureau of Information and Technology Services (BITS)	ODRC issues current ODRC customers that have obtained the appropriate approval, hardware and accounts so that the customers can effectively perform their job duties.	05-OIT-17
<b>On-Site Screening Instrument</b>	Division of Parole and Community Services (DPCS)	A screening device for substances which provides immediate results. The instrument must hold 510K approval from the Food and Drug Administration (FDA) and must be approved by the Offender Services Network Administrator/designee. (Also referred to as an “instant test” or “on-site test”)	103-SPS-07
<b>On-The-Job Training (OJT)</b>	Corrections Training Academy (CTA)	A component of the orientation training program wherein the new employee applies orientation training learned during site orientation and new employee orientation (NEO) training. This training will be done under the direction of an orientation mentor or experienced staff member.	39-TRN-10
<b>Open Web Application Security Project (OWASP)</b>	Bureau of Information and Technology Services (BITS)	An online community that produces freely available articles, methodologies, documentation, tools, and technologies in the field of web application security.	05-OIT-18
<b>Operating Standards for Ohio Schools</b>	Ohio Central School System (OCSS)	Ohio operating standards for school districts and schools establish specific expectations and guidelines for use in creating learning conditions that meet student needs and achieve state and local educational goals and objectives.	57-EDU-11

<b>Operation Manual</b>	Office of Policy and Strategic Initiatives	A guide that defines the technical procedures and processes associated with any set of job responsibilities or expectations. Operation manuals shall serve as technical support or procedural guides only and shall not contain language that sets policy requirements or standards or conflicts with existing policies, Administrative Rules, or ACA expected practices. All operation manuals should refer to regulations, policies, procedures, and standards that govern the procedures being defined. The manual owner is responsible for the accuracy of the contents of the operation manuals associated with his/her respective areas.	01-COM-01
<b>Operation Support Center (OSC) Personnel</b>	Office of Prisons (OOP)	Individuals who have assigned workstations or offices at the ODRC and ODYS Operation Support Center building (OSC employees, contractors, intern students, temporary staffing, visitors, and volunteers).	11-COP-01
<b>Opt-Out</b>	Division of Parole and Community Services (DPCS)	An affirmative expression by the victim of a Senate Bill 160 Offense of that victim's preference not to receive any of the statutory notifications concerning an incarcerated individual that the victim would otherwise be entitled to receive under Ohio law.	105-PBD-13
<b>Orientation Mentor</b>	Corrections Training Academy (CTA)	A person with greater experience, expertise, and wisdom who counsels, teaches, guides, and helps another person to develop both personally and professionally.	39-TRN-10

<b>Orientation Training Program</b>	Corrections Training Academy (CTA)	All components required for a new employee to complete prior to working independently.	39-TRN-10
<b>Original Certification</b>	Bureau of Personnel	The initial medical certification, Certification of Health Care Provider for Employee's Serious Health Condition (DRC1024) or Certification of Health Care Provider for Family Member's Serious Health Condition (DRC1032), for a specific serious medical condition of the employee, spouse, child, or parent within a twelve (12) month tracking period. Original certifications expire as directed by the health care provider, or for chronic intermittent conditions are valid for the FMLA tracking year in which the certification form was received. Regardless of condition, an original certification is valid for a maximum of twelve (12) months.	36-LEV-02
<b>Originating Agency Identifier (ORI)</b>	Bureau of Information and Technology Services (BITS)	A nine-character identifier assigned by LEADS and NCIC to electronically address each agency and terminal within the agency.	05-OIT-02 05-OIT-09
<b>Orthodox</b>	Religious Services	One who practices Christianity as taught by the Orthodox Church whose leader is one of the Patriarchs (i.e., Greek, Russian, Serbian, etc.).	72-REG-11
<b>Other Contact (OC)</b>	Division of Parole and Community Services (DPCS)	A contact during which significant information regarding an offender is obtained, (e.g., ancillary services provider, chemical dependency specialist, computer inquiries, criminal justice agencies, texting, etc.). An OC shall not be claimed as a Supervision Report (DRC3250) when the offender is not seen at the time the form is completed, except for low and monitored time supervision level offenders.	100-APA-13 100-APA-23

<b>Other Employee</b>	Bureau of Operational Compliance (BOC)	Includes all employees not previously defined as Authorized or Affected and are those persons who may be required to be in areas where lockout is used from time to time.	10-SAF-11
<b>Other Potentially Infectious Materials</b>	Bureau of Medical Operations (BMO)	(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV-or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.	68-MED-18
<b>Out-of-Custody Hearing</b>	Division of Parole and Community Services (DPCS)	A violation hearing conducted on an offender under the supervision of the APA who is not being held in a jail, prison, or similar detention facility.	105-PBD-09
<b>Out to Court Inmates</b>	Bureau of Operational Compliance (BOC)	Incarcerated individuals who have previously been received by ODRC and are assigned to an institution, but temporarily leave ODRC custody to a county jail or other criminal justice entity for court, hearings, or other proceedings.	79-ISA-04
<b>Outliers</b>	Office of Correctional Health Care (OCHC)	CRI identified incarcerated individuals through sentence modifications or unforeseen circumstances were NOT included within the facility's normal Medicaid Pre-Release Enrollment Program.	78-REL-09

<b>Outside Employment</b>	Bureau of Personnel	Any form of non-agency employment (including self-employment) or business relationship involving the provision of personal services either intermittent, part time or full-time, by an employee of ODRC who receives a personal gain or profit. It does not include participating in the activities of a non-profit, charitable, religious, public service, or civic organization, unless activities are for compensation. Employees should be aware; however, that volunteer work with certain non-profit organizations could present an ethics violation or a conflict of interest.	31-SEM-10
<b>Outside Worker</b>	Office of Prisons (OOP)	Any incarcerated individual who works outside the secure perimeter of a correctional institution, correctional facility or camp.	53-CLS-03
<b>Outside Worker on Prison Grounds</b>	Office of Prisons (OOP)	A job assignment in which the incarcerated individual remains on state owned prison grounds and is supervised by staff (i.e., front entry, garage, farm, warehouse, etc.).	53-CLS-03
<b>Outside Worker off Prison Grounds Staff Supervised</b>	Office of Prisons (OOP)	A job assignment in which incarcerated individuals work off state owned prison property and will involve work in the community. These individuals shall be under supervision by a prison staff member (i.e., ODOT, speak outs).	53-CLS-03
<b>Outside Worker off Prison Grounds Unsupervised</b>	Office of Prisons (OOP)	A job assignment in which incarcerated individuals work off state owned property and will involve work in the community (nonprofit). The individuals will not be directly supervised by prison staff. These individuals shall be supervised by approved, trained volunteers and program coordinators (i.e., community clean up details, dog shelters).	53-CLS-03
<b>Out-of-State Travel</b>	Division of Business Administration (DBA)	Traveling outside of the State of Ohio on behalf of the ODRC.	22-BUS-04

<b>Outside Entertainment</b>	Division of Business Administration (DBA)	A form of activity that holds the attention and interest of an audience such as music, drama, dance or guest speaker.	24-CAS-01
<b>Over-the-Counter (OTC) Medication</b>	Office of Correctional Health Care (OCHC)	Non-prescription medication used to self-manage non-life threatening symptoms or complaints.	69-OCH-02
<b>Overt Interview</b>	Chief Inspector's Office	A live interview by a CVSA examiner with a suspect, victim, witness, complainant, or prospective employee. These interviews are conducted with prior knowledge and permission that certain questions will be recorded live and captured by the CVSA for analysis. At the examiner's discretion, all or portions of the interview may be recorded on audio and/or videotape.	09-INV-05
<b>Overwrite</b>	Bureau of Information and Technology Services (BITS)	To write patterns of new data on top of the data already stored on a magnetic medium.	05-OIT-21
<b>Oxidizing Biocide</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	Includes those chemicals that have the ability to kill microorganisms through an electrochemical process of oxidation. The oxidizing agent such as chlorine gains electrons in the process while the substance becoming oxidized loses electrons.	21-CAM-12
<b>Package</b>	Office of Prisons (OOP)	Any item(s) of personal property received by an incarcerated individual from a vendor except as noted in section VI.D.2. A package consists of one (1) box from the vendor not to exceed thirty (30) pounds in weight. The box size shall not exceed 12"x 24"x 28."	61-PRP-01
<b>Packet</b>	Bureau of Information and Technology Services (BITS)	In networking, a packaging unit for transmitting data that has a defined header and data section. The header includes information for routing the packet to the intended destination.	05-OIT-03

<b>Packet Filtering</b>	Bureau of Information and Technology Services (BITS)	A process that allows or denies an Internet Protocol (“IP”) packet based upon criteria in the packet header.	05-OIT-03
<b>Page</b>	Legal	The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.	31-SEM-12
<b>Paid Break</b>	Bureau of Labor Relations (BLR)	Compensated time provided in policy or contract where an employee is completely relieved from duty.	36-LEV-07
<b>Paid Travel Status</b>	Division of Business Administration (DBA)	A state agent who is traveling on behalf of the State or ODRC and is in an active pay status.	22-BUS-04
<b>Panel Hearing</b>	Division of Parole and Community Services (DPCS)	A hearing wherein an incarcerated individual personally appears before a parole board hearing panel at an institution or through video-conferencing for the purpose of reviewing and evaluating available information and determining whether to recommend release of the individual to community supervision.	105-PBD-03
<b>Pardon</b>	Division of Parole and Community Services (DPCS)	The remission of penalty. Pardons may be granted after conviction and may be absolute and entire or partial, and may be granted upon conditions precedent or subsequent.	105-PBD-01
<b>Parent</b>	Bureau of Personnel	A biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child as defined below. This term does not include parents “in law”.	36-LEV-02

<b>Parent</b>	Ohio Central School System (OCSS)	A natural parent, a guardian other than the state, a surrogate parent, or the child at age eighteen (18).	57-EDU-11
<b>Parent Institution</b>	Bureau of Classification and Reception (BOCR)	The institution to which the incarcerated individual is assigned, including their records, after completing the reception process.	52-RCP-04 66-ILL-02 102-FUG-02
<b>Parole</b>	Division of Parole and Community Services (DPCS)	<p>The release from confinement in any state penal or reformatory institution by the APA's Parole Board under such terms and for such period of time prescribed by the Parole Board in its published rules and official minutes. A parolee so released shall be supervised by the APA.</p> <p>Legal custody of a parolee shall remain in the ODRC until a final release is granted by the APA pursuant to ORC section 2967.16. Parole applies to all persons who have committed felonies prior to July 1, 1996 and to those persons who commit felonies on or after that date who are subject to the Parole Board's discretionary release authority.</p>	67-MNH-14 100-APA-09 100-APA-14 100-APA-15 100-APA-16 100-APA-21 100-APA-27 100-APA-32 101-PLA-01 105-PBD-03 105-PBD-08 105-PBD-09 108-ABC-04
<b>Parole Board</b>	Division of Parole and Community Services (DPCS)	The section of the APA created in ORC sections 5149.02 and 5149.10 whose duties include, but are not limited to, reviewing and evaluating offenders for parole and clemency consideration and imposing post release control.	67-MNH-14 67-MNH-30 76-VIS-03 100-APA-09 100-APA-16 100-APA-21 101-PLA-01 105-PBD-01 105-PBD-03 105-PBD-11 108-ABC-05

<b>Parole Board Hearing Panel</b>	Division of Parole and Community Services (DPCS)	That body of the Parole Board designated by the parole board chair to conduct release consideration hearings. A panel shall consist of a designated number of parole board members, and/or hearing officers.	105-PBD-03 105-PBD-05
<b>Parole Board Hearing Worksheet</b>	Division of Parole and Community Services (DPCS)	The form generated from DOTS Portal utilized to record the actions and recommendations of the monthly institutional hearings, pre-release record reviews, and parole violator recommissioned reviews.	105-PBD-03
<b>Parole Board Minutes</b>	Division of Parole and Community Services (DPCS)	The official public record of the decisions of the Parole Board.	100-APA-21 105-PBD-03
<b>Parole Hybrid</b>	Division of Parole and Community Services (DPCS)	An offender released on parole, who is also subject to a period of post-release control (PRC), and who receives credit toward the period of PRC while being supervised on parole.	105-PBD-03
<b>Parole On or After (POA)</b>	Division of Parole and Community Services (DPCS)	The earliest date upon which an incarcerated individual may be released on parole supervision. Given the individual requirements of each case, the actual release may be extended to a date after the POA date.	101-PLA-01 105-PBD-03
<b>Parole Violator in Custody (PVIC)</b>	Division of Parole and Community Services (DPCS)	An offender who has been arrested outside the State of Ohio or federal custody (in state or out of state) for an offense/violation that has been determined to warrant extradition, but who has not been declared a Violator at Large (i.e., offender leaves the state without permission and is subsequently arrested for a new criminal offense out of state).	100-APA-27 102-FUG-02

<b>Parole/PRC in Custody (PIC)</b>	Division of Parole and Community Services (DPCS)	An offender who has been arrested outside the State of Ohio and is in state or federal custody (in state or out of state) for an offense/charge that has been determined not to warrant extradition and they have not been declared a Violator at Large (VAL).	100-APA-27 102-FUG-02
<b>Partnership</b>	Ohio Central School System (OCSS)	A relationship that exists between the Office of Enterprise Development (OED) and another individual, group, or organization that is characterized by mutual cooperation and responsibility for the achievement of a specified project goal.	02-REN-06
<b>Partnership Proposal</b>	Ohio Central School System (OCSS)	A written document sent from the stakeholder to the OED that clearly outlines the opportunity presented, the financial implications, the types of benefits that can be delivered, and the potential value to the ODRC.	02-REN-06
<b>Passive Global Positioning System (GPS) Tracking Device</b>	Division of Parole and Community Services (DPCS)	A tracking device that tracks the exact location of an offender and stores the information to be viewed at a later time.	108-ABC-04
<b>Pathogen</b>	Bureau of Medical Operations (BMO)	An organism that causes disease.	68-MED-18

<p><b>Patient Advisor</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>A psychologist, psychology assistant, psychiatric nurse, social worker, advance practice nurse- mental health, activity therapist or other staff member appointed by the chair of the Mandated Medication Committee and understands the rights of the incarcerated patient, the hearing proceedings, and the psychiatric diagnosis and clinical issues that the incarcerated patient’s situation may present. The advisor shall assist the individual in presenting their case. The advisor may be a member of the patient’s treatment team with the patient’s consent but shall not be involved with endorsing the Mandated Medication Request (DRC5234).</p>	<p>67-MNH-29</p>
<p><b>Peer Support Advisory Committee</b></p>	<p>Bureau of Personnel</p>	<p>The committee consists of representation from Employee Services Team, Human Resources, Legal, Labor, and Behavioral Health. Responsibilities of the Peer Support Advisory Committee include distribute, collect, review, and make recommendations on peer support team members applications; Evaluate program operations and make modifications based on feedback; Provide administrative support.</p>	<p>37-EAP-02</p>
<p><b>Peer Support Team</b></p>	<p>Bureau of Personnel</p>	<p>One (1) of five (5) teams comprised of members with various specialized functions in employee peer support services that provide mental and emotional support through one-on-one discussion, education, family support, and post critical incident or event follow up.</p>	<p>37-EAP-02</p>
<p><b>Peer Support Team Coordinator</b></p>	<p>Bureau of Personnel</p>	<p>The employee appointed by the Director to oversee the Peer Support Program and serve as a liaison between the peer support advisory committee, peer support team members, and the Director.</p>	<p>37-EAP-02</p>

<b>Peer Support Team Leader</b>	Bureau of Personnel	ODRC employee who has been selected by the peer support team coordinator to provide leadership for one (1) of the five (5) peer support teams. The peer support team leaders shall manage all functions and services of their peer support team, including but not limited to development and implementation of team training, determining appropriate peer support services following an incident/event, coordinating, and recruitment of team members.	37-EAP-02
<b>Peer Support Team Member</b>	Bureau of Personnel	ODRC employee who has been approved by the Peer Support Advisory Committee to provide peer support. The team member must successfully complete a basic peer support training course of at least twenty-four (24) hours.	37-EAP-02
<b>Peer-to-Peer (P2P) File Sharing</b>	Bureau of Information and Technology Services (BITS)	The direct sharing of content like audio, video, data software or anything in digital format between two computers connected to a network without the need for a central server.	05-OIT-10
<b>Peer-to-Peer Medicaid Guide</b>	Office of Correctional Health Care (OCHC)	A select group of incarcerated individuals under the supervision of facility staff, that serve to educate their peers about Medicaid enrollment and Managed Care Plan selection.	78-REL-09
<b>Performance Based Standards</b>	Bureau of Community Sanctions (BCS)	Objective measures applicable to Recidivism Reduction Programs that are founded on research based correctional practices. Such measures provide guidelines for services and outline grant and contract expectations.	08-MAU-03

<p><b>Permanent Single Occupancy Cell Restriction</b></p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>A housing placement restriction to be used when an incarcerated individual shall be placed in a single cell for an indefinite period of time for such reasons as permanent or long term medical disabilities, permanent or long term mental health issues, the likelihood that the individual would prey on other incarcerated individuals in multiple cell/room assignments or for individuals who have other special needs for single housing on a long-term basis. Permanent restrictions shall be applied to the incarcerated individual at all institutions they may be assigned, unless removed by the deputy director of Prisons.</p>	<p>55-SPC-01</p>
<p><b>Permanent Supportive Housing (PSH)</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>A program funded by the ODRC to house and provide services to offenders released from prison who suffer from a disabling condition that impairs his/her ability to obtain and maintain housing and who are at risk of being homeless upon release.</p>	<p>101-PLA-01</p>
<p><b>Personal Communication Device</b></p>	<p>Bureau of Information and Technology Services</p>	<p>A handheld cellular phone, smartwatch, or smartphone.</p>	<p>05-OIT-31</p>
<p><b>Personal Identification Documentation</b></p>	<p>Office of Reentry</p>	<p>Documents such as a birth certificate, social security card and driver's license.</p>	<p>78-REL-06</p>
<p><b>Personal Property</b></p>	<p>Division of Business Administration (DBA)</p>	<p>Machinery, equipment, non-licensed vehicles, furniture, fixtures, firearms, works of art and historical treasures. (Excludes modular furniture)</p>	<p>22-BUS-08</p>

<b>Personal Protective Equipment (PPE)</b>	Bureau of Operational Compliance (BOC)	Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. Personal protective equipment may include items such as gloves, goggles, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests, and full body suits.	10-SAF-12 10-SAF-19 310-SEC-01
<b>Personally Identifiable Information (PII)</b>	Bureau of Information and Technology Services (BITS)	Information that can be used directly or in combination with other information to identify a particular individual. PII includes a name, identifying number, symbol, or other identifier assigned to a person; any information that describes anything about a person; any information that indicates actions done by or to a person and any information that suggests a person possesses certain personal characteristics.	05-OIT-03 05-OIT-10 05-OIT-11 05-OIT-12 05-OIT-14 05-OIT-15 05-OIT-21 05-OIT-23 05-OIT-25 35-PAY-09 69-OCH-06
<b>Pharmacy Services Requirements Protocols</b>	Bureau of Medical Operations (BMO)	Comprehensive directives that detail practices and procedures for pharmacy staff working in the ODRC prisons and at central fill pharmacy locations.	68-MED-11
<b>Photo Identification System</b>	Office of Reentry	An integrated image and data capturing system with the capacity of storing, retrieving, transmitting, and producing both data and images in a variety of formats through the DRC communication network, including internet and intranet.	78-REL-02
<b>Physical Harm to Persons</b>	Risk Management (Legal)	Any injury or other physiological impairment regardless of its gravity or duration.	63-UOF-01 105-PBD-11

<b>Physical Hazard</b>	Bureau of Operational Compliance (BOC)	A chemical for which there is scientifically valid evidence it is an: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.	10-SAF-12
<b>Physical Skill</b>	Corrections Training Academy (CTA)	Those ODRC approved subjects that are psycho-motor based and traditionally facilitated in a setting conducive to the topic (e.g., firing range, gymnasium).	39-TRN-02 39-TRN-03 39-TRN-06
<b>Physically Immobilizing Restraints</b>	Risk Management (Legal)	Any authorized means of restricting an incarcerated individual's ability to exercise free movement of the arms and legs, or which totally immobilizes the individual and which the individual is unable to remove without assistance. Physically immobilizing restraints shall include either four or five point restraints, except where other types of restraints are authorized. This definition shall not include the use of handcuffs, leg irons, or belly chains used during the transport or movement of incarcerated individuals.	63-UOF-01
<b>Physician Consultant</b>	Office of Correctional Health Care (OCHC)	A medical doctor who is trained in a specific medical specialty, and who has agreed to evaluate and recommend treatment for certain medical conditions, as requested by the primary physician. It should be emphasized that the final decision about any treatment protocol or subsequent management rests entirely with the institution chief medical officer (CMO).	68-MED-14
<b>Placement</b>	Division of Parole and Community Services (DPCS)	The approved residence plan of an eligible offender in the community.	100-APA-21

<b>Placement Coordinator</b>	Office of Prisons (OOP)	An employee who is responsible for offering classes on pre-natal topics and coordinating placement of infants between the mother and public children service representatives.	71-SOC-02
<b>Placement Investigation Request (PIR)</b>	Division of Parole and Community Services (DPCS)	A DOTS Portal automated form listing verified information regarding an offender. It is used by ODRC staff to initiate an investigation by field staff of release plans for offenders who are eligible to be released on parole, post release control, transitional control, or IPP/Second Chance to Change.	101-PLA-01
<b>Planned Use of Force</b>	Risk Management (Legal)	Any use of force in which staff can prepare for the use of force; or where force is being contemplated to achieve compliance with rules, regulations, lawful orders and directives.	63-UOF-01
<b>PLHCP</b>	Bureau of Operational Compliance (BOC)	Physician or Other Licensed Health Care Professional - An individual licensed to perform a medical evaluation of an individual using a medical questionnaire (Appendix B of 29-cfr-1910.134) or an initial medical examination that obtains the same information as the medical questionnaire.	10-SAF-03
<b>Policy Administrator</b>	Office of Policy and Strategic Initiatives	The employee responsible for administrating the ODRC policy and operation manual review process.	01-COM-01 01-COM-14
<b>Policy Owner</b>	Office of Policy and Strategic Initiatives	A bureau, division, or office that, by the area of responsibility, has been assigned reviewer authority for a policy or operation manual. The policy administrator, in collaboration with the deputy director for the Office of Policy and Strategic Initiatives, shall coordinate ownership of policy areas.	01-COM-01

<b>Portable Computing Device</b>	Bureau of Information and Technology Services (BITS)	Any mobile electronic computer instrument or mechanism that allows a person to move from place to place and use or access information technology services, products, and resources. Portable computing devices include air cards, laptops, tablet personal computers, smartphones, and other similar handheld mobile electronic instruments or mechanisms.	05-OIT-10 05-OIT-11 05-OIT-15 05-OIT-30
<b>Portable Computing Media</b>	Bureau of Information and Technology Services (BITS)	Any device that is capable of storing data and not necessarily required to be capable of processing data such as CD's, CD-R discs, DVD's, flash memory cards, USB jump drives and diskettes, magnetic tapes, solid state drives, external/removable hard drive, etc. Portable computing media devices known as "storage media".	05-OIT-10 05-OIT-15 05-OIT-30
<b>Portable Computing Removeable Components</b>	Bureau of Information and Technology Services (BITS)	Detachable equipment items, supply items or other electronic objects used in conjunction with a portable computing device, such as cameras.	05-OIT-11 05-OIT-15
<b>Portion Pack</b>	Bureau of Operational Compliance (BOC)	A small (typically 4-ounce) plastic packet that contains concentrated chemical product that comes pre-measured for quick and easy mixing with a gallon of water.	10-SAF-12
<b>Positive Contact (PC)</b>	Division of Parole and Community Services (DPCS)	A face-to-face contact between a supervisee and appropriate ODRC staff or ODMHAS CDS at any location for the purpose of obtaining information regarding community adjustment. In unusual circumstances, such as a public health emergency, and when recommended by the superintendent of Field Services through the deputy director of DPCS and approved by the incident commander, positive contacts may be accomplished by electronic means.	100-APA-13 100-APA-16 100-APA-23

<b>Positive Incentive (PI)</b>	Division of Parole and Community Services (DPCS)	A reward of varying degrees that recognizes constructive, pro-social behaviors demonstrated by offenders to reinforce successful reentry into the community.	100-APA-13 100-APA-23 100-APA-32
<b>Post</b>	Bureau of Labor Relations (BLR)	A work location where a correction officer is stationed for prescribed time periods and on particular days according to the pick-a-post agreement.	51-STF-05
<b>Post Release Control (PRC)</b>	Division of Parole and Community Services (DPCS)	A period of supervision for an offender by the APA following release from imprisonment that includes one or more post-release control sanctions imposed by the Parole Board pursuant to ORC section 2967.28.	100-APA-09 100-APA-15 100-APA-16 100-APA-21 100-APA-24 100-APA-27 100-APA-32 101-PLA-01 102-FUG-02 105-PBD-03 105-PBD-08 105-PBD-09 105-PBD-13 108-ABC-04
<b>Post Release Control Date</b>	Division of Parole and Community Services (DPCS)	Date on which an offender's prison term expires and he/she is placed on Post Release Control.	101-PLA-01

<p><b>Post Release Control (PRC) Sanction</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>A sanction that is authorized under ORC section 2967.28 that is imposed by the Parole Board at the time of the offender’s release from prison, including any community residential sanction, community nonresidential sanction, or financial sanction that the sentencing court was authorized to impose pursuant to ORC sections 2929.16, 2929.17, and 2929.18.</p>	<p>100-APA-09 100-APA-15 100-APA-24 105-PBD-08 105-PBD-13</p>
<p><b>Post Release Control (PRC) Violator Notification</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>Any time a supervisee under PRC is indicted on a new felony offense, the prosecutor notification form will be used to notify the prosecutor’s office in writing. The notification contains information regarding the time remaining on PRC supervision.</p>	<p>100-APA-24</p>
<p><b>Potential Abuser</b></p>	<p>Bureau of Operational Compliance (BOC)</p>	<p>An incarcerated individual who has been determined to be at risk of committing sexual abuse in an institutional setting based upon the information gathered in the screening process and the correctional judgment of unit management.</p>	<p>79-ISA-04</p>
<p><b>Potential Victim</b></p>	<p>Bureau of Operational Compliance (BOC)</p>	<p>An incarcerated individual who has been determined to be at risk of being a victim of sexual abuse in an institutional setting based upon the information gathered in the screening process and the correctional judgment of unit management.</p>	<p>79-ISA-04</p>
<p><b>Power Off</b></p>	<p>DPCS/OOP</p>	<p>Completely powering down the BWC and disabling video recall, buffering, and all recording of sound and video.</p>	<p>10-SAF-22</p>

<b>PREA Accommodation Strategy (PAS)</b>	Bureau of Operational Compliance (BOC)	A strategy plan prepared by the unit management chief or in their absence, the acting unit management chief for an incarcerated individual's housing, bed, work, education and program assignments based upon the PREA classification determined by the PREA risk assessment system, the needs of the individual incarcerated individual, the structure/security level of the facility, and the correctional judgment of the staff member.	79-ISA-01 79-ISA-02 79-ISA-04
<b>PREA Accommodation Strategy Team (PAST)</b>	Bureau of Operational Compliance (BOC)	A team, consisting of the institution operational compliance manager (OCM), unit management chief (UMC), medical and behavioral health staff, and other staff as necessary, established to complete a PREA Accommodation Strategy in accordance with ODRC Policy 79-ISA-04, PREA Risk Assessments and Accommodation Strategies, for all transgender and intersex incarcerated individuals. The team shall be chaired by the Institution OCM.	79-ISA-01 79-ISA-02
<b>PREA Classifications</b>	Bureau of Operational Compliance (BOC)	For purposes of tracking risk of sexual abuse, all incarcerated individuals will be designated as either an abuser, victim, potential abuser, potential victim or no classification based upon screening results from the PREA risk assessment system.	79-ISA-01 79-ISA-02 79-ISA-04
<b>PREA Risk Assessment System</b>	Bureau of Operational Compliance (BOC)	A computer system designed to assist the institutions assessing risk of sexual abuse for an individual incarcerated individual and to assist in tracking and sharing information about PREA classifications and LGBTI incarcerated individuals. The electronic PREA risk assessment forms shall be utilized until the automated system becomes available.	79-ISA-01 79-ISA-02 79-ISA-04

<b>Pre-Approved Providers List</b>	Ohio Central School System (OCSS)	A list of professional development providers that the Ohio Central School System Professional Development Committee (OCSSPDC) has approved to meet the educator’s Individual Professional Development Plan and the state standards for licensure renewal.	57-EDU-08
<b>Pre-Hearing Placement Investigation Request</b>	Division of Parole and Community Services (DPCS)	A Placement Investigation Request that is submitted prior to a parole board hearing for offenders seeking out-of-state placement on parole, for offenders who are difficult to place on parole, or at the Parole Board's request.	101-PLA-01
<b>Pre-Parole Mental Health Treatment Summary</b>	Behavioral Health Operations (BHO)	A summary of mental health care prepared by institutional behavioral health staff to assist in ensuring continuity of mental health care once the incarcerated individual is released to the community.	105-PBD-03
<b>Pre-Senate Bill 160 Third Degree Felonies</b>	Division of Parole and Community Services (DPCS)	As set forth in the PRC Assessment Manual, felonies of the third degree committed by the offender before March 22, 2013, and in the commission of which the offender caused or threatened to cause physical harm to a person.	105-PBD-08
<b>Preponderance of Evidence</b>	Behavioral Health Operations (BHO)	For county board eligibility purposes, this is defined as the weight, quantity or importance of the evidence used to support eligibility for county boards of DD service requirement prior to age twenty-two (22). This means, based on the evidence, it is “more probable than not” the individual is a person with ID/DD.	67-MNH-22
<b>Prescription Discount Card</b>	Office of Reentry	A free discount drug card designed to reduce the cost of prescription drugs for those released from an ODRC institution/facility.	78-REL-06

<b>Preventative Maintenance (PM)</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	The systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects.	21-CAM-12
<b>Preventative Maintenance (PM) Administrator</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	The CAMS designee responsible for the implementation, audit procedures, training, and oversight of the preventative maintenance program.	21-CAM-12
<b>Preventative Maintenance (PM) Staff</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	The staff designee responsible for the implementation of preventative maintenance program at the institution.	21-CAM-12
<b>Preventative Maintenance (PM) Work Order Log</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	An electronic log used to manage preventative maintenance tasks through a state approved electronic management system.	21-CAM-12
<b>Previously Authorized Item</b>	Office of Prisons (OOP)	Item(s) of personal property an incarcerated individual was authorized to possess before April 1, 2000 and which they have been permitted to retain after the effective date of this policy. Compact disc players and compact discs an incarcerated individual was authorized to possess before November 1, 2013 and which they have been permitted to retain after the effective date of this policy.	61-PRP-01
<b>Printed Material</b>	Legal Services	As defined in ODRC Policy 75-MAL-02, Printed Material	75-MAL-01
<b>Prison Intake Tool (PIT)</b>	Division of Parole and Community Services (DPCS)	A standardized assessment tool used to determine incarcerated individual risk and needs at the time they enter prison.	02-REN-01

<b>Prison Sanction Time</b>	Division of Parole and Community Services (DPCS)	A prison sanction authorized under ORC 2967.28 following a violation hearing. The total number of days that may be imposed shall not exceed nine (9) months and up to half of the definite prison term. A single sanction shall not exceed nine (9) months and the maximum for all violations shall not exceed half of the definite prison term or half of the minimum term for a non-life felony indefinite prison term.	100-APA-14 105-PBD-08 105-PBD-09
<b>Prison Screening Tool</b>	Division of Parole and Community Services (DPCS)	A pre-screening reception tool designed to identify low risk incarcerated individuals who do not need a PIT.	02-REN-01
<b>Private Funeral Viewing</b>	Office of Prisons (OOP)	A supervised visit by an incarcerated individual who has been permitted to attend a special private viewing of the body of a deceased relative in a controlled environment at a funeral home. Private viewings of closed caskets or cremation situations are at the discretion of the managing officer.	76-VIS-03
<b>Privileged User Accounts</b>	Bureau of Information and Technology Services (BITS)	Passwords associated with system asset user accounts, which have elevated access to make changes to system parameters and are assigned to authorized users at the technical level.	05-OIT-10 05-OIT-17
<b>Probable Cause Hearing</b>	Division of Parole and Community Services (DPCS)	A hearing conducted on behalf of a parole or probation violator in compliance with the U.S. Supreme Court's rulings in <i>Morrissey v. Brewer</i> and <i>Gagnon v. Scarpelli</i> . Also referred to as a preliminary hearing, preliminary probable cause hearing, on-site hearing, or on-site probable cause hearing.	103-SPS-01

<p><b>Probation</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>A period of supervision for a convicted offender (felony or misdemeanor) in lieu of prison/jail term for a specified length of time. The execution of the sentence of confinement is suspended and the defendant is placed under the supervision of the court. The period of supervision may be up to a period of five (5) years. Once placed on probation, the offender is expected to abide by the conditions the court imposed. Probation services may be administered by the county probation department, the APA Field Services, or a nonprofit, public or private agency, association, or organization with which the county decides to contract for services. The term Probation was replaced with “Community Control” for offenses committed on or after July 1, 1996, and Community Control differs from Probation in that the trial court no longer suspends execution of the prison term, but rather, the sentencing court orders the offender directly to submit to community-control sanctions. Upon a community control violation, the court imposes a sanction which could be a prison term within the range available for the original offense.</p>	<p>100-APA-09 100-APA-15 100-APA-21 102-FUG-02 108-ABC-04</p>
<p><b>Procedural Safeguards</b></p>	<p>Ohio Central School System (OCSS)</p>	<p>The legal rights to which special education students and their parents (for those under 18 years of age) are entitled by federal law.</p>	<p>57-EDU-11</p>
<p><b>Professional Development Equivalent Activities</b></p>	<p>Ohio Central School System (OCSS)</p>	<p>Activities directly related to education in accordance with the philosophies of the Ohio Central School System (OCSS) and the Local Professional Development Committee, mandatory job related training and in-service, and other professional growth options.</p>	<p>57-EDU-08</p>
<p><b>Proficiency</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>The ability, using the approved/authorized firearm, to shoot the course of fire promulgated by the OPOTC for use by the CTA, to receive a passing score, to successfully demonstrate the proper firearm grip, stance, sight alignment, pass the proficiency evaluation, and to handle a firearm in a safe manner.</p>	<p>104-TAW-01</p>

<b>Proficiency List</b>	CTA	A list of employees who are proficient and hold current certification in a special skill area.	39-TRN-09
<b>Proficiency Test-Ohio Graduation Test (OGT)</b>	OCSS	Standardized tests provided by the State of Ohio that must be passed to achieve high school graduation.	57-EDU-01
<b>Profile</b>	Legal	Information that a user provides about themselves on a social media site.	31-SEM-12
<b>Profit and Loss Statement</b>	Office of Prisons (OOP)	- Financial data that summarizes the revenues, cost of merchandise sold and operating expenses for an activity.	73-GRP-01
<b>Program Administrator</b>	Division of Business Administration (DBA)	The individuals who are responsible for managing a budget which is necessary for the delivery of a programmed service which may include regional directors, deputy directors, and bureau chiefs.	23-BUD-05
<b>Program Aide</b>	Office of Reentry	An incarcerated individual assigned to assist staff in facilitating programs for participants individually or in groups. Program aides shall help with lessons and assignments and shall be monitored by staff responsible for program quality. Program aides assigned to a program must have a verified high school diploma or GED and be six (6) months free of any RIB disposition of guilty.	02-REN-02
<b>Program Budget Request (Operating Budget)</b>	Division of Business Administration (DBA)	A written document submitted to the Office of Budget and Management (OBM) for the ODRC's biennial operating appropriations.	23-BUD-05

<b>Program Budgeting Process</b>	Division of Business Administration (DBA)	A system of requesting resource appropriations which considers ODRC policy initiatives and defines program outcome-based goals and objectives. It is a foundation for the development of the Program Budget Request.	23-BUD-05
<b>Program Facilitator (PROVE)</b>	Office of Victim Services (OVS)	An ODRC employee who has received specialized training through the Office of Victim Services (OVS) to facilitate the Personal Responsibility of Violence Elimination (PROVE) program.	03-OVS-07
<b>Program Facilitators</b>	Office of Reentry	Institutional staff, regional parole staff, community providers, or volunteers with responsibility for facilitating a program.	02-REN-02
<b>Program Provider</b>	Division of Parole and Community Services (DPCS)	A range of staff/departments including, but not limited to: Unit Management, Education, Recovery Services, Mental Health, Religious Services, Special Services, etc. who provide interventions and/or programming relative to incarcerated individuals' case plans.	02-REN-01
<b>Program Review</b>	Bureau of Community Sanctions (BCS)	An extensive on-site and/or virtual review of grant or contracted programmatic operations to determine compliance with applicable standards which allows program review staff to provide coaching and recommendations for improvement.	08-MAU-03
<b>Program Services Staff</b>	Labor Relations Office (LRO)	Institution based employees of the ODRC whose principal job emphasis is the delivery of health care or rehabilitative services. Such employees would include all medical and mental health care providers, as well as non-uniformed staff working in unit management, education, religious, or other program service areas.	51-STF-04

<b>Program Specific Standards</b>	Bureau of Community Sanctions (BCS)	Objective measures applicable to specific program types that outline basic grant and contract operational expectations.	08-MAU-03
<b>Program Transfer</b>	Bureau of Classification and Reception (BOCR)	A transfer to a qualifying program specifically designed to reduce the chances of recidivism and assist in successful reentry.	53-CLS-09
<b>Program/Work Assignment Committee</b>	Office of Prisons (OOP)	A committee of at least two-unit staff who are assigned the task of reviewing and placing incarcerated individuals into program and work assignments.	54-WRK-02
<b>Program/Work Assignment Review</b>	Office of Prisons (OOP)	The process for evaluating the needs, requirements and program/work assignments of an incarcerated individual based on current needs and resources.	54-WRK-02
<b>Programs</b>	Bureau of Community Sanctions (BCS)	Community-Based Correctional Facilities, Community Correction Act programs, Halfway Houses, Community Transition Housing Programs and Community Residential Centers that receive funding from ODRC.	08-MAU-03
<b>Progress Report</b>	Ohio Central School System (OCSS)	The documentation of student achievement or advancement, or lack thereof, of student's IEP goals. Progress reports will be provided to parent(s) of any student under the age of eighteen (18) years on a quarterly basis.	57-EDU-11
<b>Projected Release Date (PRD)</b>	Division of Parole and Community Services (DPCS)	An action taken by the Parole Board to establish a future date of release not less than six (6) months or more than ten (10) years from the date of the hearing based on the incarcerated individual complying with program and institution conduct requirements. A PRD greater than one (1) year from the parole hearing date shall not be established for any individual serving a life sentence, sentence of fifteen (15) years to life, or a sentence imposed for any offense pursuant to ORC chapter 2907.	105-PBD-03

<b>Prone Restraint</b>	Risk Management (Legal)	All items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period. Prone restraint includes physical or mechanical restraints. The use of prone restraint is prohibited.	63-UOF-01 104-TAW-02
<b>Pro-social Activities</b>	Division of Parole and Community Services (DPCS)	Activities conducted in an organized environment with some staff oversight and/or instruction. Activities can include curriculum based non-reentry approved programs. They may also include skill-building, wellness, educational or culturally based courses/programs/events.	02-REN-01
<b>Protected Health Information (PHI)</b>	Office of Correctional Health Care (OCHC)	For purposes of the Medicaid Pre-Release Enrollment Program, an incarcerated individual's Medicaid Billing Number and CRI criteria (if applicable) is considered PHI.	78-REL-09
<b>Protective Control (PC) Committee</b>	Bureau of Classification and Reception (BOCR)	A two-person panel appointed by the managing officer to review all requests for PC placement.	53-CLS-11
<b>Protective Control (PC) Electronic File</b>	Bureau of Classification and Reception (BOCR)	A file in OnBase containing all documentation pertaining to an incarcerated individual's PC history.	53-CLS-11
<b>Protective Control (PC) Housing</b>	Bureau of Classification and Reception (BOCR)	A housing unit for the purpose of protecting those incarcerated individuals who face a verified, specific, statewide credible threat. The unit operations shall include programs, privileges and services comparable to those offered to general population individuals at like security levels.	53-CLS-11

<b>Psychiatric Emergency</b>	Behavioral Health Operations (BHO)	For the purposes of this policy, a psychiatric emergency is defined as one in which a person is suffering from a mental illness or altered mental status which creates an immediate threat of bodily harm to self or others, serious destruction of property, or extreme deterioration of functioning.	67-MNH-29
<b>Psychiatric Hospital</b>	Behavioral Health Operations (BHO)	All or part of a facility that is owned and managed by the Ohio Department of Mental Health and Addiction Services (ODMHAS), the ODRC or a contractor within ODRC, or a community entity that has contracted with ODRC as defined in ORC section 5120.17(A)(3).	67-MNH-19
<b>Psychotropic Medication</b>	Behavioral Health Operations (BHO)	Medication that affects the central nervous system, and which is employed to treat symptoms of mental illness. These medications may influence thinking, mood and behavior and include medications classified as antipsychotics, antidepressants, anti-anxiety agents, sedative hypnotics, psychomotor stimulants, lithium and anticonvulsants prescribed to control mood fluctuations. These medications include any medications approved by the FDA for the treatment of psychiatric illness as well as those medications commonly used in the community for treatment of psychiatric illness.	67-MNH-07 67-MNH-29 67-MNH-32
<b>Public Record</b>	Legal	Records kept by the ODRC unless exempted or excepted from public disclosure by any state or federal statutes or administrative codes, or other legally binding authorities.	07-ORD-02 100-APA-04
<b>Public Records Coordinator</b>	Legal	An employee designated by the Managing Officer (typically, his/her Administrative Assistant) to be responsible for the implementation and oversight of public records requirements, as set forth in this policy and Ohio's public record law.	07-ORD-02

<b>Qualifying Event</b>	DPCS/OOP	An event that requires a manual or automatic activation of BWC recording.	10-SAF-22
<b>Qualifying Exigency</b>	Bureau of Personnel	Includes activities related to short-notice deployment, attending military events, arranging for alternative care for a child or parent of the deployed military member or attending school activities, addressing financial and legal arrangements, attending counseling sessions, attending post-deployment reintegration briefings, and spending time with a covered military member who is on rest and recuperation leave.	36-LEV-02
<b>Qualitative Fit Testing</b>	Bureau of Operational Compliance (BOC)	A non-numeric pass/fail test that relies on the respirator wearer's response to a substance ("test agent") used in the test to determine the fit of a respirator.	10-SAF-03
<b>Quality Assurance Program</b>	Bureau of Operational Compliance (BOC)	As described in Ohio Administrative Code (OAC) 3701:1-66-04, a program providing for verification by written procedures such as testing, auditing, and inspection to ensure that deficiencies, deviations, defective equipment, or unsafe practices, or a combination thereof, relating to the use, disposal, management, or manufacture of radiation devices are identified, promptly corrected, and reported to the appropriate regulatory authorities.	10-SAF-21
<b>Quality Improvement Coordinator</b>	Behavioral Health Operations (BHO)	The individual/registered nurse who is responsible for the oversight of all quality improvement programs within an assigned institution.	67-MNH-09 69-OCH-08
<b>Quantitative Fit Testing</b>	Bureau of Operational Compliance (BOC)	A method for measuring the amount of leakage into a respirator. It is a numeric assessment of how well a respirator fits a particular individual.	10-SAF-03
<b>Quarantine (BITS)</b>	Bureau of Information and Technology Services (BITS)	Store files containing malware held in isolation for future disinfection or examination.	05-OIT-18

<b>Quarterly "Back to Basics" Monitoring Report</b>	Office of Prisons (OOP)	A report that compiles the data from all Back-to-Basics committees, including lessons learned, as a result of the committee's work during each quarter. The Back-to-Basics coordinator completes this report.	50-PAM-03
<b>Questionable Library Materials</b>	Ohio Central School System (OCSS)	Any item in the institutional library collection or an inter-library loan item that is questioned by someone as being inappropriate for use by incarcerated persons.	58-LIB-03
<b>Quorum</b>	Division of Parole and Community Services (DPCS)	A majority of the members of the Parole Board.	105-PBD-01
<b>Radiation Dosimeter</b>	Office of Correctional Health Care (OCHC)	A badge, worn by staff that records measurement of cumulative exposure to x-rays.	68-MED-03
<b>Radiation Safety Officer</b>	Bureau of Operational Compliance (BOC)	The institution safety and health coordinator shall serve as the point of contact (POC) for all matters related to security screening system safety and operational concerns.	10-SAF-21
<b>Random Testing</b>	Division of Parole and Community Services (DPCS)	A substance abuse testing regimen determined by the lab technician/designee on a random basis with no advance warning to the individuals being tested, which may be administered at any time throughout the period of supervision.	103-SPS-07
<b>Rapid Dismissal</b>	Bureau of Operational Compliance (BOC)	The evacuation of the school area without taking attendance or returning to the classroom area.	10-SAF-06

<b>Reactive Force</b>	Risk Management (Legal)	A use of force that is a response to an immediate threat of harm to oneself or another; and the individual can safely and effectively respond to the threat.	63-UOF-01
<b>Reader Advisory Services</b>	Ohio Central School System (OCSS)	Professional assistance provided to library users in selecting materials according to their reading styles and abilities.	58-LIB-01
<b>Reading Room Coordinator</b>	Ohio Central School System (OCSS)	A volunteer employee who coordinates and supports the Reading Room initiatives and functions.	76-VIS-04
<b>Reading Room/Area</b>	Ohio Central School System (OCSS)	An area set aside in the visitation area in each ODRC institution that contains books and materials for the children of incarcerated parents to use while they are visiting their parents or loved ones. The Reading Room/Area may be any open area inside of the visiting room where a narrator can sit and read children's books in a visible location to enhance security staff observation.	76-VIS-04
<b>Real Property</b>	Division of Business Administration (DBA)	Land, land improvement, buildings, and whatever is erected or affixed to land (above or below), excluding infrastructure.	22-BUS-08
<b>Reapplication</b>	Bureau of Personnel	Once an employee's FMLA tracking year is completed (the FMLA tracking year has expired and the employee may or may not have exhausted twelve (12) workweeks of FMLA leave in that twelve (12) month period), an employee may re-apply for FMLA certification. The "original" certification process is followed. Note: This is different than the re-certification process that requires a current active FMLA certification.	36-LEV-02

<b>Reasonable Belief</b>	Division of Parole and Community Services (DPCS)	For the purposes of this policy, reasonable belief is personal knowledge of facts and circumstances which are reasonable, trustworthy, and that would justify an average person to believe that an offender has absconded supervision.	102-FUG-02
<b>Reasonable Break</b>	Bureau of Labor Relations (BLR)	Break times, either paid or unpaid, provided to nursing mothers as frequently as needed by the nursing mother for the expression of breast milk	36-LEV-07
<b>Reasonable Force</b>	Office of Prisons (OOP)	The amount of force that is objectively reasonable, given the facts of circumstances perceived by staff at the time of the event, to effectively bring an incident under control.	63-UOF-01
<b>Receiving Agency</b>	Bureau of Classification and Reception (BOCR)	A state or agency party to an interstate corrections compact where an individual is transferred for confinement other than the state/agency in which conviction or court commitment was obtained.	53-CLS-03
<b>Recent Sexual Abuse</b>	Bureau of Operational Compliance (BOC)	Oral sexual abuse that has occurred within twenty-four (24) hours; vaginal or anal abuse that has occurred within ninety-six (96) hours.	79-ISA-01 79-ISA-02
<b>Reception Center</b>	Bureau of Classification and Reception (BOCR)	An institution designated by the ODRC to accept incarcerated individuals from outside of the department for processing into the system.	52-RCP-06

<b>Recertification</b>	Bureau of Personnel	When an employee has an active FMLA certification and the criteria to require a recertification is met in accordance with the FMLA law, the employer may request that the employee re-certify their original FMLA certification. Refer to the FMLA law and/or the section of this policy entitled “Re-Certification” for further clarity. The employer shall utilize Certification of Health Care Provider for Employee’s Serious Health Condition (DRC1024) or Certification of Health Care Provider for Family Member’s Serious Health Condition (DRC1032) when seeking recertification. ODRC will not bear the costs of an employee required to recertify.	36-LEV-02
<b>Recertification or Requalification</b>	Division of Parole and Community Services (DPCS)	An annual training program, approved by the CTA, in consultation with OPOTC, consisting of the satisfactory compliance with safety standards, agency policies and firearms proficient test, occurring after the satisfactory completion of the APA 40-Hour Basic Firearms School. Every firearm certified staff member must successfully complete said training annually.	104-TAW-01
<b>Recidivism Reduction Programs</b>	Bureau of Community Sanctions (BCS)	Programs that have incorporated research based correctional practices into their operation which reduce the likelihood that offenders will commit future crimes.	08-MAU-03
<b>Recommendation Review</b>	Division of Parole and Community Services (DPCS)	The portion of a hearing process wherein a designated parole board member reviews the recommendation provided by a hearing officer or officers following a hearing officer interview.	105-PBD-03
<b>Recommissioned Offender</b>	Division of Parole and Community Services (DPCS)	An offender who is returned to prison for a new offense committed while on supervision.	105-PBD-08

<b>Reconsideration</b>	Division of Parole and Community Services (DPCS)	The process by which the Parole Board will rescind an action and conduct a new hearing to again determine release suitability due to the submission of relevant and significant new information that was not available or considered at the time the parole hearing was conducted or credible information indicating that incorrect or inaccurate information considered by the Parole Board at the hearing adversely affected the individual's parole consideration.	100-APA-21
<b>Reconciliation (Confession)</b>	Religious Services	This sacrament involves the confession of sins to a priest for the purpose of receiving absolution. The priest is bound by the seal of Confession and cannot reveal the contents of the Confession under any circumstances. The sacrament requires a setting that is strictly private and confidential.	72-REG-11
<b>Record (BITS)</b>	Bureau of Information and Technology Services (BITS)	Any item kept by the ODRC that: (1) is stored on a fixed medium, including and electronic or digital medium (2) is created, received, or sent under the jurisdiction of the ODRC and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the ODRC.	05-OIT-11 05-OIT-12
<b>Record (Public)</b>	Legal	Any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in ORC 1306.01, created or received by, or coming under the jurisdiction of the ODRC, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the ODRC.	07-ORD-02

<b>Record Office File</b>	Bureau of Records Management (BORM)	Prior to August 11, 2014, records that contained confidential information regarding incarcerated individuals that could include PSI, LEADS reports, sentencing documents, SSN's, FBI and BCI numbers, sex offender registration requirements and other sensitive data.	07-ORD-03
<b>Records Destruction</b>	Bureau of Information and Technology Services (BITS)	Destruction that occurs in such a manner as to render it unreadable. Preferred method of destruction is shredding.	05-OIT-02
<b>Recovery (BITS)</b>	Bureau of Information and Technology Services (BITS)	Defined procedures or process within an information security incident response plan with the goal of returning the affected or compromised systems impacted by the violation or imminent threat of violation to normal operations, as well as confirming normal functionality and, if applicable, remediating known vulnerabilities to prevent future incidents.	05-OIT-14
<b>Recovery (OOP)</b>	Special Operations	The act, processes, and duration to return to a normal operation.	310-SEC-55
<b>Recovery Point Objective (RPO)</b>	Bureau of Information and Technology Services (BITS)	The latest available point in time from which data can be restored to be acceptable to the data owner. The RPO is established based on tolerance for loss of data and is used to help determine data backup frequency.	05-OIT-14
<b>Recovery Time Objective (RTO)</b>	Bureau of Information and Technology Services (BITS)	The overall length of time an information system's components can be in the recovery phase before negatively impacting an organization's mission / business processes.	05-OIT-14

<b>Recreation Programs</b>	Recreation Services	Activities that help to promote healthy living to include heart healthy eating habits, coping skills, and that give structure to the inmate's quality of life. Activities are categorized as bingo, board games, cultural/arts programs, electronic games, fantasy games, physical activities, puzzles, special events, and table games.	77-REC-01
<b>Recruitment and Retention Supplement Committee</b>	Bureau of Labor Relations (BLR)	<p>A panel composed minimally of: (1) Holistic Services deputy director/designee, (2) Behavioral Health Operations director, (3) Medical Operations director, (4) Bureau of Personnel chief/designee, (5) Bureau of Labor Relations chief/designee, and (6) Office of Correctional Health Care (OCHC) administrator - Committee Chair.</p> <p>This committee shall have the sole authority to make official recommendations to the Bureau of Personnel chief/designee regarding the application of the recruitment and retention supplement.</p>	35-PAY-07
<b>Red Flagged</b>	Ohio Central School System (OCSS)	A term used for educational records requiring direct attention by educational staff. These incarcerated persons are under the age of 22 and may require intervention.	57-EDU-01 57-EDU-11
<b>Redaction</b>	Legal	Obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a "public record".	07-ORD-02
<b>Reentry Accountability Plan (RAP)</b>	Division of Parole and Community Services (DPCS)	An individualized plan designed to identify and target the offender's risk and needs areas through appropriate programming. The RAP is comprised of the static risk assessment, the dynamic needs assessment and program participation. During the period the offender is under supervision in the community, the RAP shall be referenced when completing the supervision accountability plan.	02-REN-01

<b>Reentry Approved Programs</b>	Office of Reentry	A program that incorporates demonstrated principles and processes that have shown to reduce recidivism through improved cognitive and behavioral functioning, evidenced by one or more outcome evaluations and requires specific facilitator training; OR, a program based on a sound theoretical foundation which is a scientific or humanistic theoretical model that has been peer-reviewed and generally accepted within a field of study.	02-REN-02 54-WRK-02 78-REL-07
<b>Reentry Mentor of Record</b>	Office of Reentry	A volunteer who is affiliated with a community organization that has partnered with ODRC to assist the incarcerated individual with case planning and release preparation to aid transition to the community.	71-SOC-09
<b>Reentry Preparation Activity</b>	Office of Reentry	An event at the institution in which a family member or support person may attend to assist in reentry preparation and planning. Such events may include reentry resource fairs, case planning, release preparation, video in-reach, mental health and/or recovery services treatment plans, APA workshops, etc.	71-SOC-09
<b>Reentry Program Index</b>	Office of Reentry	A listing of individual institution or Adult Parole Authority (APA) facilitated reentry approved programs maintained by the Operation Support Center (OSC) Reentry Program Oversight Committee (RPOC) and accessible to ODRC employees.	02-REN-02
<b>Reentry Supplemental Program</b>	Division of Parole and Community Services (DPCS)	Programs that do not meet the reentry approved criteria in the area of addressing criminogenic need but show promise and meet an essential habilitation need that has a proven nexus to recidivism.	02-REN-01 02-REN-02
<b>Reentry Tool (RT)</b>	Division of Parole and Community Services (DPCS)	A standardized assessment tool designed to be used with incarcerated individuals being released from prison after serving more than four years.	02-REN-01 100-APA-13

<b>Reference Services</b>	Ohio Central School System (OCSS)	Any request for information that requires the use of library materials or the professional judgment of library staff.	58-LIB-01
<b>Refill</b>	Office of Correctional Health Care (OCHC)	A current, active prescription with remaining doses of medication available; to fill a prescription a second or subsequent time.	68-MED-11
<b>Refund Check</b>	Division of Business Administration (DBA)	An income tax refund check.	24-CAS-08
<b>Regional Behavioral Health Administrator (RBHA)</b>	Behavioral Health Operations (BHO)	Assigned by region as the Behavioral Health Operations (BHO) primary staff member responsible for technical assistance and site visit monitoring.	67-MNH-04 67-MNH-09 67-MNH-14 67-MNH-15 67-MNH-30 67-MNH-32
<b>Regional Contract Monitor</b>	Office of Acquisitions and Contract Compliance (OACC)	An employee of the ODRC with the responsibility of monitoring the contractor for contract compliance.	60-FSM-02
<b>Registered Victim</b>	Division of Parole and Community Services (DPCS)	Any person who meets the definition of Ohio Revised Code 2930 and who has registered with the Office of Victim Services (OVS).	100-APA-16
<b>Related Craft Instruction Hours</b>	Ohio Central School System (OCSS)	The 144 hours of related craft instruction required for every 2000 hours of on-the-job training. Examples of related craft instruction include lectures, videos, program-related classroom work, academic classes, etc.	57-EDU-07

<b>Related Services</b>	Ohio Central School System (OCSS)	Developmental, corrective, and other support services needed to assist a student with a disability to benefit from special education.	57-EDU-11
<b>Relative or Immediate Family</b>	Division of Parole and Community Services (DPCS)	Includes parents, spouse, siblings, children, grandparents, or legal guardians of the offender. Persons who have served as substitute (in loco parentis) during the offender's formative years shall also be included where such status is proven. In accordance with the law, adoptive or step-relationships shall be the same as biological relationships. Proof may be required for some relationships including, but not limited to, birth certificates of the person the offender is claiming as a relative.	100-APA-32
<b>Relative or Immediate Family</b>	Office of Victim Services (OVS)	The spouse of the victim at the time of the victim's death; The parent or stepparent of the deceased victim; An adult brother, sister, child or stepchild of the deceased victim; Designated victim representative pursuant to ORC 2930.02.	03-OVS-06
<b>Release Card</b>	Office of Reentry	A non-replaceable ODRC identification card issued to eligible incarcerated individuals at no charge at the time of their release from a ODRC institution/facility.	78-REL-02
<b>Release Savings</b>	Division of Business Administration (DBA)	Funds that were earned by an incarcerated person through work while incarcerated and set-aside for release preparation in accordance with Ohio Administrative Code 5120-3-09 (G) which was effective January 1, 2021.	78-REL-03

<b>Religious Accommodation</b>	Religious Services	A religious practice not addressed in other religious policies which has been authorized by the ODRC.	72-REG-02
<b>Religious Fast</b>	Religious Services	The practice of abstaining from food for a specific period of time. The act of fasting may be associated with a period of individual or congregate prayer, worship, or other religious observance.	72-REG-02
<b>Religious Services Provider</b>	Religious Services	A clergy or lay person, other than an incarcerated individual, qualified to lead congregate religious activities in accordance with the tenets, and practices of their faith. The religious services provider may be a contractor or a volunteer. An incarcerated individual may not act in this capacity.	72-REG-01
<b>Renovation</b>	Division of Business Administration (DBA)	Construction performed on an already existing building, land improvement, or personal property such as equipment to enhance the usefulness.	22-BUS-08
<b>Reporting Instructions</b>	Division of Parole and Community Services (DPCS)	The orders given to an offender by a sending or receiving state directing the offender to report to a designated person or place, at a specific date and time in another state. Reporting instructions shall include person, place, date, and time that the offender is directed to report.	100-APA-21
<b>Reprieve</b>	Division of Parole and Community Services (DPCS)	The temporary suspension by the Governor of execution of a sentence or a prison term. The Governor may grant a reprieve without the consent of or against the will of the convict.	105-PBD-01

<b>Required In-Service Training</b>	Corrections Training Academy (CTA)	Those topics designated by the Corrections Training Academy (CTA) superintendent or his/her designee to be included within in-service training. These topics are derived from Administrative Regulations, legislative and judicial requirements, American Correctional Association (ACA) Standards, ODRC policies, Director or ODRC initiatives, and/or other ODRC Training Advisory Council (TAC) recommendations.	39-TRN-02
<b>Rescheduled Hearing</b>	Division of Parole and Community Services (DPCS)	An action taken by a parole board hearing panel or by a hearing officer to postpone a hearing to a future date whenever there is a need for additional information or clarification of existing information.	105-PBD-03
<b>Rescue Battery</b>	Bureau of Information Technology Services (BITS)	A small, compact device which can hold enough energy to charge a single PCD without having to attach to an electrical outlet. The device is charged in advance and can be carried on the person to be used in the event their PCD runs out. A rescue battery allows the PCD to remain on the person while being recharged so the employee can remain in compliance with this policy.	05-OIT-31
<b>Resident Educator</b>	Ohio Central School System (OCSS)	A new academic teacher who is participating in the Resident Educator Program.	57-EDU-16
<b>Resident Educator Coordinator</b>	Ohio Central School System (OCSS)	An individual selected by the school or district to serve in this capacity and be assigned the “Resident Educator Coordinator Role” in the Ohio Educational Directory System (OEDS). The coordinator works with administrators to provide program facilitation and fidelity. Coordinator’s plan implement and report on the Resident Educator Program.	57-EDU-16

<b>Resident Educator Program</b>	Ohio Central School System (OCSS)	A state mandated four (4) year program to assist eligible beginning teachers whose license requires this program with mentoring and support, to include ODE required guidelines and documentation, which is aligned to Ohio's Standards for the Teaching Profession.	57-EDU-16
<b>Resident Group</b>	Office of Prisons (OOP)	Authorized association, affiliation, or club organized and operated by incarcerated individuals under the supervision of an assigned employee. These groups are generally recognized by their internal table of organization of elected positions and are designed as an activity or service to the member and/or institution population.	73-GRP-01
<b>Resident Group Advisor</b>	Office of Prisons (OOP)	An employee assigned by the managing officer to offer supervision and advice to the resident group.	73-GRP-01
<b>Residential Treatment Unit (RTU)</b>	Behavioral Health Operations (BHO)	A specialized housing unit within the institution that facilitates a secure treatment environment and on-site care from a multidisciplinary team consisting of psychiatrists, nurse practitioners, psychologists, social workers, nurses and other specialized mental health professionals.	53-CLS-04 53-CLS-10 57-EDU-02 58-LIB-01 67-MNH-04 69-OCH-02 76-VIS-03
<b>Residential Treatment Unit (RTU) Coordinator</b>	Behavioral Health Operations (BHO)	An exempt behavioral health staff member responsible for the administration of the Residential Treatment Unit (RTU). The RTU Coordinator is responsible for all administrative tasks and monitoring of the RTU programming, as well as managing admissions and discharges for the RTU.	67-MNH-23

<b>Respirator Administrator</b>	Bureau of Operational Compliance (BOC)	A trained, knowledgeable, and competent person designated by the managing officer with the responsibility and authority to administer the respiratory protection program at each facility.	10-SAF-03
<b>Respirators</b>	Bureau of Operational Compliance (BOC)	Devices that protect workers from inhaling harmful substances. These substances can be in the form of airborne vapors, gases, dust, fogs, fumes, mists, smokes, or sprays. Some respirators also ensure that workers do not breathe air that contains dangerously low levels of oxygen. There are two major types of respirators: a. Air-purifying respirators, which remove contaminants from the air; b. Atmosphere-supplying respirators, which provide clean air from an uncontaminated source. Respirators provide protection from respiratory hazards only when they are used properly.	10-SAF-03
<b>Responsible Health Authority</b>	Office of Correctional Health Care (OCHC)	The health care administrator, an on-duty registered nurse or institution physician may be the responsible health authority.	60-FSM-05
<b>Restraints</b>	Division of Parole and Community Services (DPCS)	An approved device for controlling and limiting offender movements used in transporting violators to detention or correctional facilities. These devices include handcuffs, belly chains, and leg irons.	100-APA-28

<p><b>Restrictive Housng (RH)</b></p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>Housing that separates an incarcerated individual from the general population and restricts the incarcerated person to their cell twenty-two (22) hours or more per day.</p>	<p>51-STF-05 53-CLS-04 53-CLS-10 57-EDU-02 57-EDU-11 58-LIB-01 61-PRP-01 67-MNH-09 67-MNH-15 67-MNH-31 69-OCH-02 72-REG-01 76-VIS-03 78-REL-01 79-ISA-01 79-ISA-02 79-ISA-04</p>
<p><b>RH1</b></p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>A designation in the Departmental Offender Tracking System (DOTS) which notifies a staff member the individual should be offered one (1) hour of exercise/recreation at least five (5) calendar days a week. For accreditation purposes only, RH1 individuals are subject to the ACA standards associated with Restrictive Housing.</p>	<p>67-MNH-31</p>
<p><b>RH2</b></p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>A designation in the Departmental Offender Tracking System (DOTS) which notifies a staff member the individual should be offered more than two (2) hours out-of-cell time at least five (5) calendar days a week, one (1) hour of which must be exercise/recreation. For accreditation purposes only, RH2 individuals are subject to the ACA standards associated with Special Management.</p>	<p>67-MNH-27 67-MNH-31</p>

<b>Retaliation</b>	Bureau of Personnel	The act of punishing an employee or applicant for asserting their rights under EEO laws or policy to be free from employment discrimination or harassment. This includes retaliation against an individual who requested an accommodation; filed, testified, or participated in a discrimination investigation, proceeding, or lawsuit; or opposed employment practices that he/she reasonably believed discriminate against individuals.	32-EEO-01
<b>Returning Employee</b>	Corrections Training Academy (CTA)	Any employee who has been off work or away from their job site for an extended period.	39-TRN-10
<b>Revocation of Authorization</b>	Division of Parole and Community Services (DPCS)	Temporary cancellation/suspension of an employee's firearm authorization.	104-TAW-01
<b>Revolving Credit Account</b>	Division of Business Administration (DBA)	A line of credit in which the consumer is allowed to use the funds when needed. A minimum monthly payment is required and can fluctuate, and where the cardholder usually has the option of avoiding finance charges by paying the last statement balance within the established "grace period".	24-CAS-03
<b>Reward Programs</b>	Division of Business Administration (DBA)	Structured marketing efforts that reward, and therefore encourage, loyal buying behavior which is potentially beneficial to the purchaser. The reward programs are also known as loyalty card, rewards card, points card, advantage card, or club card. By presenting the card, the purchaser is typically entitled to either a discount on the current purchase, or an allotment of points that can be used for future purchases.	24-CAS-01 24-CAS-03
<b>Risk</b>	Risk Management (Legal)	An increased possibility, that a certain result may occur or that certain circumstances may exist.	63-UOF-01 104-TAW-02

<b>Risk Assessment</b>	Bureau of Information and Technology Services (BITS)	A process performed to analyze the threats to and the vulnerabilities of ODRC system assets to determine the potential impact that loss of data, capability or functionality would have on the business operation of an organization. Risk assessment of system assets provides a foundation for information technology risk management and the attainment of optimal levels of information technology functionality and security at both the desktop and enterprise levels and shall be completed pursuant to DAS OIT Standard ITS-SEC-02, entitled, Enterprise Security Controls Framework.	05-OIT-21
<b>Risk Indicator</b>	Behavioral Health Operations (BHO)	Historical, demographic, and clinical factors shown in scientific and clinical literature to be related to violence and/or sexual offense recidivism.	67-MNH-30
<b>Risk Reduction</b>	Division of Parole and Community Services (DPCS)	A provision of HB86 wherein the court, at the time of sentencing, may indicate an incarcerated individual may be released after serving 80% of their non-mandatory prison sentence, less jail credit, if certain programming and treatment requirements are met.	02-REN-01 100-APA-13 100-APA-27
<b>Risk Reduction Offender</b>	Division of Parole and Community Services (DPCS)	An offender who has received a risk reduction sentence.	105-PBD-08
<b>Risk Reduction Management Team (RRMT)</b>	Division of Parole and Community Services (DPCS)	A team of service providers and unit management staff designated to meet no later than forty-five (45) days from the arrival of an incarcerated individual to their parent institution. This team shall work together to create case plans for incarcerated individuals who are eligible for risk reduction. Team members shall be determined by the risk and/or need specified on the Prison Intake Tool (PIT) as well as results of specialized assessments and/or screenings (i.e., education, mental health, and recovery services).	78-REL-07

<p><b>Risk Reduction Sentence</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>A provision of HB86 wherein the court, at the time of sentencing, may indicate an incarcerated individual may be released after serving 80% of their non-mandatory prison sentence, less jail credit, if certain programming and treatment requirements are met.</p>	<p>78-REL-07 105-PBD-08</p>
<p><b>Roberta's Law (SB160) Victim</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>For purposes of notification, victim shall mean the victim of the instant offense, or, if that victim is deceased as a result of the offense, the "victim's immediate family" shall mean the mother, father, spouse, sibling, or child of the victim, provided that in no case does "victim's immediate family" include the offender. with respect to whom the notice in question applies.</p>	<p>03-OVS-01 105-PBD-01 105-PBD-03 105-PBD-13</p>
<p><b>Role-Based IT Security Training</b></p>	<p>Bureau of Information</p>	<p>Targeted IT security awareness training that strives to produce relevant and necessary security knowledge and skills within the ODRC workforce. The training provides designated ODRC employees and other individuals that have access to ODRC system assets with an in-depth competency development associated with specific ODRC IT security roles and specific access to ODRC system assets. An online training program is preferable, because it is standardized, readily available and generates appropriate training documentation. However, this training may also be conducted in other more traditional training formats approved by ODRC.</p>	<p>05-OIT-20</p>
<p><b>Roman Catholic</b></p>	<p>Religious Services</p>	<p>One who is baptized and in full communion with the Catholic Church in its visible structure by the bonds of profession of faith, of sacraments, and of ecclesiastical governance. Specifically, a Roman Catholic is a baptized member of the Roman (Western) church, which recognizes the leadership of the Holy See in Rome.</p>	<p>72-REG-11</p>

<b>Routine Program/Work Assignments</b>	Office of Prisons (OOP)	Program/work assignments in which the incarcerated individual's work or program location do not change significantly (i.e., changes shops within the maintenance department, promotions or mandated assignments to educational programs)	54-WRK-02
<b>Routine Volunteer</b>		A volunteer whose assignment is such that routine visits to the facility are anticipated.	34-PRO-07
<b>Safe Cells</b>	Behavioral Health Operations (BHO)	Designated cells within each institution for placement of incarcerated individuals on watch status. These cells shall meet the specifications as outlined in Mental Health Protocol I-8, Safe Cell Specifications & Inspection Criteria.	67-MNH-09
<b>Safety Can</b>	Bureau of Operational Compliance (BOC)	A listed container, of not more than 20 L (5.3 gallons) capacity, having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.	10-SAF-12
<b>Safety Data Sheet (SDS)</b>	Bureau of Operational Compliance (BOC)	A document containing information and instructions on hazardous materials present in the workplace. SDS contain details about hazards and risks relevant to the substance, requirements for its safe handling, and actions to be taken in the event of fire, spill, or overexposure. The descriptive data provided on a data sheet required by the Occupational Safety and Health Administration (OSHA) to provide information regarding the hazards of materials to prevent and respond to emergency situations.	10-SAF-12

<b>Safety Equipment</b>	Division of Parole and Community Services (DPCS)	Equipment issued to APA employees to facilitate their personal safety and the safety of others, including, but not limited to, a badge, handcuffs, OC spray, a firearm, a holster, body armor, duty ammunition, and magazines, etc.	104-TAW-04
<b>Safety Standards</b>	Corrections Training Academy (CTA)	Rules that have been established regarding a level of safety that must be adhered to by all who participate in training programs and activities.	39-TRN-03
<b>SANCO</b>	Division of Parole and Community Services (DPCS)	The form generated through the DOTS Portal that is used to document prison sanction time available for PRC supervisees.	100-APA-24
<b>Sanction</b>	Division of Parole and Community Services (DPCS)	Any penalty imposed upon an offender who is found guilty of an offense or violation of the conditions of supervision, including any sanction imposed pursuant to any provision of ORC sections 2929.14 to 2929.18.	100-APA-09 100-APA-13 100-APA-14 100-APA-16 100-APA-17 100-APA-21 100-APA-23 100-APA-24 100-APA-32 105-PBD-09 108-ABC-04
<b>Sanitary</b>	Office of Prisons (OOP)	Free of infectious agents, disease, or infestation by insects or vermin and free of soil, dust, or foreign material.	65-GRM-01

<b>Sanitize</b>	Bureau of Information and Technology Services (BITS)	To expunge data from system assets so that data recovery is reasonably prohibitive. Sanitizing includes, but is not necessarily limited to, overwriting, demagnetizing, and destroying.	05-OIT-15 05-OIT-21
<b>Scan</b>	Bureau of Operational Compliance (BOC)	The operation necessary to produce one image (e.g., front view) from one radiation source. One radiation source simultaneously producing multiple images also constitutes one scan.	10-SAF-21 310-SEC-01
<b>Scans, Probes, and Attempted Access</b>	Bureau of Information and Technology Services (BITS)	Any activity that seeks to access or identify a state computer, open ports, protocols, service or any combination on system assets or information systems for purposes of later attack or exploitation.	05-OIT-14
<b>Schedule Interview List</b>	Bureau of Personnel	The eligible applicants in the case merit file who shall be given consideration for selection to the position based upon the results of the Subject Matter Expert (SME) as reflected on the Subject Matter Expert Application Review document.	34-PRO-04
<b>School Administrator</b>	Ohio Central School System (OCSS)	The licensed education professional who is the department head for the institution education department.	57-EDU-07
<b>School Board</b>	Ohio Central School System (OCSS)	The Director of the Ohio Department of Rehabilitation and Correction.	57-EDU-09 57-EDU-13
<b>Scope</b>	Labor Relations Office (LRO)	Parameters of an investigation into an allegation(s) of wrongdoing by an employee.	09-INV-03 09-INV-07

<b>Screen Locking</b>	Bureau of Information and Technology Services (BITS)	A mechanism to hide data on a visual display while the computer continues to operate. A screen lock requires authentication to access the data. Screen locks can be activated manually or in response to policies implemented by computer system administrators	05-OIT-15
<b>Screen Timeout</b>	Bureau of Information and Technology Services (BITS)	A mechanism to turn off a device or end a session when the electronic computing device has not been used for a specified period.	05-OIT-15
<b>Screen Token</b>	Bureau of Information and Technology Services (BITS)	A portable, physical device that enables pre-approved access to information technology devices, data, or systems.	05-OIT-15
<b>Screening</b>	Bureau of Operational Compliance (BOC)	The sum of radiation exposures or scans necessary to image objects concealed on all sides of the body as intended by the system design under normal conditions. For transmission systems a screening typically consists of one scan.	10-SAF-21
<b>Secondary Entry Point</b>	Office of Prisons (OOP)	An entry point located on the east side of the OSC building, south of the main entry point. Offenders reporting to the Columbus Adult Parole Authority (APA) office shall enter/exit at this entry point. Columbus APA employees may also enter/exit at this point.	11-COP-01
<b>Secondary Program</b>	Ohio Central School System (OCSS)	Career Technical Education (CTE) Program intended for students under the age of twenty-two (22) who possess neither a high school diploma or HSE including correlated academic programs as offered.	57-EDU-12

<b>Security Point of Contact (SPoC)</b>	Bureau of Information and Technology Services (BITS)	The ODRC BITS chief who is responsible for overseeing data privacy issues for the ODRC enterprise and as the SPoC, is responsible for serving as the primary ODRC contact with DAS OIT when an IT security or privacy incident occurs or is threatened resulting in the initiation of a contingency operation pursuant to the procedures set forth in the contingency plan.	05-OIT-14
<b>Security Screening System (Body Scanner)</b>	Bureau of Operational Compliance (BOC)	Radiation-generating equipment used for the sole purpose of screening an individual who is in custody of a law enforcement agency to identify contraband items that would present a security threat within a secured facility perimeter (OAC 3701:1-66-16 Security Screening Systems).	10-SAF-21 310-SEC-01
<b>Security Staff</b>	Office of Prisons (OOP)	Those individuals whose job title is within the Department of Administrative Services job classification specification series 4653 and 6319. These job titles include correction officer, correction sergeant/counselor, correction lieutenant, correction captain, chief of security, correction warden analyst (STG coordinator), correction warden assistant 1 (investigator), and correction warden assistant 2.	70-RCV-03
<b>Security Threat Group (STG)</b>	Division of Parole and Community Services (DPCS)	Any organization, association or group of persons, either formal or informal, which may have a common name or identifying sign or symbol whose members or associates engage in or have engaged in activities which include, but are not limited to, planning, organizing, threatening, financing, soliciting or committing unlawful acts or acts which violate the policies, rules and regulations of ODRC, Administrative Rule 5120-9-37, or Ohio Revised Code.	101-PLA-01

<b>Senate Bill 2 Felony</b>	Division of Parole and Community Services (DPCS)	A felony for which a Senate Bill 2 sentence is imposed.	105-PBD-08
<b>Senate Bill 2 Sentence</b>	Division of Parole and Community Services (DPCS)	A sentence imposed for an offense committed on or after July 1, 1996 pursuant to Amended Substitute Senate Bill 2 of the 121st General Assembly. Senate Bill 2 sentences are generally definite in duration; not subject to the discretionary releasing authority of the parole board; and potentially subject to post-release control.	105-PBD-08
<b>Senate Bill 160 (SB160) Offense</b>	Division of Parole and Community Services (DPCS)	Aggravated murder; murder; a felony of offense of violence as defined in ORC section 2901.01 of the first, second, or third degree; and any offense punished by a life sentence.	105-PBD-13
<b>Senate Bill 201 (SB201)</b>	Legal	Enactment of Ohio Revised Code (ORC) 2967.271, effective March 22, 2019, which establishes indefinite prison terms for “qualifying felony offenses” (defined as first- and second-degree felonies committed on or after the effective date, other than those for which a life sentence was imposed) with a presumption that the incarcerated adult shall be released at the end of the minimum prison term or the incarcerated adult's presumptive earned early release date, whichever is earlier. SB201 allows the Director of ODRC to recommend the court grant a reduction in the minimum prison term due to the incarcerated adult’s exceptional conduct or the incarcerated adult’s adjustment to incarceration, subject to the final approval of the sentencing court. It also allows ODRC to rebut the presumption of release at the end of the minimum term at a hearing and maintain the incarcerated adult in prison for an additional period of incarceration up to the maximum term, in certain circumstances.	78-REL-10 105-PBD-15

<b>Sending Agency</b>	Bureau of Classification and Reception (BOCR)	A state or agency party to an interstate corrections compact where the individual was convicted or obtained court commitment.	53-CLS-03
<b>Sensitive Data</b>	Bureau of Information and Technology Services (BITS)	Any data that presents a high or medium degree of risk if released or disclosed without authorization. There is a high degree of risk when unauthorized release or disclosure is contrary to a legally mandated confidentiality requirement. There may be a medium risk and potentially a high risk in cases for which an agency has discretion under the law to release data, particularly when the release must be made only according to agency policy or procedure. The data may be certain types of PII that is also sensitive, such as medical information, social security numbers and financial account numbers. Furthermore, the data may be other types of information not associated with an individual such as security and infrastructure records, system administrative passwords, trade secrets and business bank account information.	05-OIT-03 05-OIT-10 05-OIT-11 05-OIT-12 05-OIT-14 05-OIT-15 05-OIT-21 05-OIT-23 05-OIT-25 35-PAY-09 69-OCH-06
<b>Sensitive Property</b>	Division of Business Administration (DBA)	Property that is popular and highly vulnerable to theft.	22-BUS-08
<b>Sensitive Work Area</b>	Office of Prisons (OOP)	Incarcerated individual program/work sites within the institution that carry a potential risk as designated by the deputy warden. This area can be a small working station or a large manufacturing area. The designation of a sensitive work area is that it contains recognized serious hazards.	54-WRK-02

<p><b>Serious Health Condition</b></p>	<p>Bureau of Personnel</p>	<p>In general, an illness, injury, impairment, or physical or mental condition that involves: (a) inpatient care (e.g., an overnight stay) in a hospital, hospice, or residential medical care facility, or (b) continuing treatment by a health care provider, which includes: (i) a period of incapacity more than three (3) consecutive, full calendar days, (ii) pregnancy or prenatal care, (iii) a chronic serious health condition, (iv) a permanent or long-term condition, or (v) any absences to receive multiple treatments. Refer to FMLA law and Certification (DRC1024 and DRC1032) for clarity.</p>	<p>36-LEV-02</p>
<p><b>Serious Mental Illness (SMI)</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>Persons who are age 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.</p>	<p>53-CLS-06 67-MNH-02 67-MNH-04 67-MNH-30 67-MNH-31</p>
<p><b>Serious Misconduct Panel</b></p>	<p>Legal Services</p>	<p>A panel of two (2) or more members of the unit classification committee who are authorized by the managing officer to conduct a Level E (ERH) placement hearing. The committee makes a recommendation to the managing officer whether Level E placement is required.</p>	<p>76-VIS-03 78-REL-01 79-ISA-01 79-ISA-02</p>

<p><b>Serious Physical Harm to Persons</b></p>	<p>Risk Management (Legal)</p>	<p>Any of the following: 1.Any physical harm which carries a substantial risk of death;</p> <p>2.Any physical harm which involves some permanent incapacity, whether partial or total, or which involves some temporary, substantial incapacity;</p> <p>3.Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment, and which is caused by a physical injury;</p> <p>4.Any physical harm which involves some permanent disfigurement, or which involves some temporary, serious disfigurement;</p> <p>5.Any physical harm, which involves acute pain of such duration as to result in substantial suffering, or which involves any degree of prolonged or intractable pain.</p>	<p>63-UOF-01 104-TAW-02</p>
<p><b>Serious Self-Injurious Behavior</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>Self-injurious behaviors, regardless of motivation, that require advanced level provider medical care on-site, or transport to an outside medical facility.</p>	<p>67-MNH-09 67-MNH-32</p>
<p><b>Server</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>A computer that provides data, services and resources to other computers on a local area network (LAN) or a wide area network (WAN). Servers have many purposes and can exist as physical hardware or in a virtual machine (VM) environment.</p>	<p>05-OIT-01 05-OIT-03</p>

<b>Service and/or Maintenance</b>	Bureau of Operational Compliance (BOC)	Workplace activities such as construction, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. This can also include lubricating, cleaning, or un-jamming of machines or equipment and making adjustments or tool changes where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.	10-SAF-11
<b>Service Entity</b>	Bureau of Operational Compliance (BOC)	A public or private entity that provides services to individuals who there is reason to believe may be at risk of experiencing an opioid-related overdose. The law includes the following as Service Entities: a college or university, school, local health department, community addiction services provider, court, probation department, halfway house, prison, jail, community residential center, homeless shelter, or similar entity.	10-SAF-20
<b>Service Level Agreement (SLA)</b>	Bureau of Information and Technology Services (BITS)	An IT service provider – customer contract that, for purposes of this policy, defines the type and level of service that is expected to be delivered by an ODRC authorized user at the technical level to a DRC authorized user at the end user level.	05-OIT-25
<b>Service Provider</b>	Division of Business Administration (DBA)	A vendor who provides a service.	24-CAS-01

<p><b>ServiceNow</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>An on-demand, cloud-based, enterprise IT service management software tool hosted by the Ohio Department of Administrative Services, Office of Information Technology (DAS OIT). ServiceNow is used to report IT incidents, problems and issues, request specific ODRC products and services, document the actions taken in response to said reports and requests and track said requests, reports and associated responses in a standardized manner in order to generate data that can be used for ODRC IT resource forecasting and allocation. ServiceNow is commonly called the ODRC IT ticket system. A ServiceNow ticket is created by logging on to ServiceNow at <a href="https://stateofohio.servicenow.com/ess">https://stateofohio.servicenow.com/ess</a>.</p>	<p>05-OIT-01 05-OIT-10 05-OIT-12 05-OIT-17 05-OIT-25 69-OCH-06</p>
<p><b>Session Defined Program</b></p>	<p>Office of Reentry</p>	<p>A program that has a specified number of sessions in which a group of participants start and end at specified dates.</p>	<p>02-REN-02</p>
<p><b>Session Recording</b></p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>An exact reproduction of all content, including text documents and videos, generated by an ODRC incarcerated individual using an ODRC computing device connected to the ODRC Inmate Citrix Network, which are retained at the State of Ohio Computer Center until deleted pursuant to the retention requirement contained within this ODRC policy.</p>	<p>05-OIT-11</p>

<p><b>Severe/Serious Hazardous Chemical</b></p>	<p>Bureau of Operational Compliance (BOC)</p>	<p>A severe/serious hazardous chemical which is classified by the manufacturer as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified, AND as a concentrate or diluted form these chemicals are assigned a Signal Word of DANGER as listed in the hazard(s) identification section #2 of the SDS. Chemicals classified as a flammable liquid, flammable aerosol, or flammable gas as listed in section #2 of the SDS regardless of Signal Word assigned.</p>	<p>10-SAF-12</p>
<p><b>Sex Offender</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>An offender shall be identified as a sex offender for supervision if the current offense is a sexually oriented offense pursuant to ORC section 2907 or on cases supervised for the courts and the journal entry identifies the offender as a sex offender.</p>	<p>100-APA-15 100-APA-16 100-APA-21 103-SPS-02</p>
<p><b>Sex Offender (Interstate Compact)</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>An adult placed under, or made subject to, supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of courts, paroling authorities, corrections, or other criminal justice agencies, and who is registered or required to register as a sex offender in the sending state or is under sex offender terms and conditions in the sending state and who is required to request transfer of supervision under the provisions of the Interstate Compact for Adult Offender Supervision.</p>	<p>103-SPS-01</p>
<p><b>Sex Offender Basic Education</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>A twenty (20) hour psycho-educational regimen all sex offenders complete at the Sex Offender Risk Reduction Center (SORRC) at the Correctional Reception Center (CRC).</p>	<p>67-MNH-12</p>

<p><b>Sex Offender Program Curriculum</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>A structured intervention curriculum for sex offenders who score above average and well above average risk to sexually reoffend 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.</p>	<p>67-MNH-12</p>
<p><b>Sex Offender Risk Assessment</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>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.</p>	<p>67-MNH-12</p>
<p><b>Sex Offender Services Quality Improvement Program</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>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.</p>	<p>67-MNH-12</p>
<p><b>Sex Offender Treatment Program</b></p>	<p>Parole Board</p>	<p>Program(s) conducted by professional staff inside state correctional facilities designated to reduce the likelihood that a person will commit another sex offense.</p>	<p>105-PBD-11</p>

<p><b>Sexual Abuse</b></p>	<p>Bureau of Operational Compliance (BOC)</p>	<p>Any behavior or act of a sexual nature, or any attempt, threat or request for same, directed toward an incarcerated individual by an employee, contractor, intern, or volunteer, which may include one or more of: 1) sexual conduct, 2) sexual contact, 3) voyeurism, or, 4) indecent exposure; OR any behavior or act of a sexual nature, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse, directed toward an incarcerated individual by another incarcerated individual which may include one or more of: (1) sexual conduct or (2) sexual contact.</p>	<p>79-ISA-01 79-ISA-02</p>
<p><b>Sexual Conduct</b></p>	<p>Bureau of Operational Compliance (BOC)</p>	<p>Vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and without relation to official duties, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.</p>	<p>79-ISA-01 79-ISA-02</p>
<p><b>Sexual Contact</b></p>	<p>Bureau of Operational Compliance (BOC)</p>	<p>Any touching of an erogenous zone of another including without limitation the thigh, genitals, buttocks, pubic region, or if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.</p>	<p>79-ISA-01 79-ISA-02</p>

<b>Sexual Harassment</b>	Bureau of Operational Compliance (BOC)	(1) Repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one incarcerated individual toward another, OR (2) repeated verbal comments or gestures of a sexual nature to an incarcerated individual by an employee, contractor, intern, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.	79-ISA-01 79-ISA-02
<b>Sexual Misconduct</b>	Bureau of Operational Compliance (BOC)	Any behavior or act of a sexual nature directed toward an incarcerated individual by an employee, contractor, intern, or volunteer or other incarcerated individual which may be sexual harassment, sexual abuse, or a combination of both as defined in this policy.	79-ISA-01 79-ISA-02
<b>Sexual Motivation Specification</b>	Parole Board	A specification, as described in ORC section 2941.147, indicating that a person charged with a designated homicide, assault, or kidnapping offense committed the offense with a sexual motivation.	105-PBD-11
<b>Sexually Violent Offense</b>	Parole Board	A violent sex offense or a designated homicide, assault, or kidnapping offense that the offender commits with a sexual motivation.	105-PBD-11
<b>Sexually Violent Predator</b>	Legal Services	A person who has been convicted of or pleads guilty to committing, on or after 1/1/97, a sexually violent offense and is likely to engage in the future in one or more sexually violent offenses.	67-MNH-30 105-PBD-11 108-ABC-04

<b>Sexually Violent Predator Hearing</b>	Parole Board	A hearing conducted by a quorum of the Parole Board to decide whether to terminate the Parole Board’s control over the offender’s service of the prison term.	105-PBD-11
<b>Sexually Violent Predator Risk Assessment (SVPRA)</b>	Behavioral Health Operations (BHO)	An assessment on an incarcerated individual with a sexually violent predator specification. The assessment is completed at the request of the Parole Board or judge to determine the likelihood of sexual and violent re-offending. This is based on a review of specific risk factors associated with recidivism. The SVPRA is a summary of specific risk factors, interaction between factors, and patterns of high-risk behaviors. The SVPRA is prepared for the use of the Parole Board and/or court rather than preparation for purposes of treatment planning or programming.	67-MNH-30 105-PBD-11 108-ABC-04
<b>Sexually Violent Predator Specification</b>	Parole Board	A specification, as described in ORC section 2941.148, setting forth that a person charged with a violent sex offense or a person charged with a designated homicide, assault, or kidnapping offense and a sexual motivation specification, is a sexually violent predator.	105-PBD-11
<b>Shabbat (the Sabbath)</b>	Religious Services	The period from thirty-five (35) minutes before sunset on Friday to thirty-five (35) minutes after sunset on Saturday; where permitted, it commences with a candle lighting ceremony including at least two (2) candles (lit prior to sundown).	72-REG-07
<b>Share</b>	Legal	A type of social media post where an individual re-posts an existing post from another social media page to their own personal social media page, typically through the use of a “share” button. Some social media sites have a unique term for sharing content (e.g., Twitter calls this “retweet”).	31-SEM-12

<b>Shareware</b>	Bureau of Information and Technology Services (BITS)	Copyrighted software, which may or may not be non-enterprise or non-standard, typically downloaded from a website, that is made available to individual users on a trial basis without a fee.	05-OIT-01
<b>Sharps</b>	Bureau of Medical Operations (BMO)	Objects used when providing health care services that reasonably can be expected to puncture the skin and result in an exposure injury. Such objects may include, but are not limited to, needle devices, scalpels, and lancets.	68-MED-18
<b>Significant Change</b>	Division of Parole and Community Services (DPCS)	Behavior that affects two (2) or more domains in ORAS/OYAS.	02-REN-01 100-APA-13
<b>Significant Relationship</b>	Bureau of Personnel	Includes people living together as a spousal or family unit when not legally married or related where the nature of the relationship may impair the objectivity or independence of judgment of one individual working with the other.	34-PRO-01
<b>Single Occupancy Cell</b>	Bureau of Classification and Reception (BOCR)	Any room within the prison where incarcerated individuals are housed in such a manner that they are not required to be confined in the room with another incarcerated individual(s).	55-SPC-01
<b>Single Source</b>	Division of Business Administration (DBA)	An individual or firm that has a license, trademark or copyright on a given product or service (i.e., educational, programming) however, other similar options exist in the marketplace. A Single Source is not a sole source.	22-BUS-14
<b>Site License</b>	Bureau of Information and Technology Services (BITS)	A license agreement that permits the subscriber to use the software at a specified site or location without a limit on the number of users.	05-OIT-01

<b>Site Orientation Training</b>	Corrections Training Academy (CTA)	A component of the orientation program focused on classification and site-specific knowledge, skills, duties, and responsibilities. This aspect of training is job specific. It shall be done under the direction of an orientation mentor or experienced staff member.	39-TRN-10
<b>Site-Specific Needs Assessment</b>	Corrections Training Academy (CTA)	A research method used to collect data to determine performance gaps. The assessment may include surveys, interviews, or an analysis of historical events at the facility or region.	39-TRN-05
<b>Site Visit</b>	Bureau of Community Sanctions (BCS)	An on-site and/or virtual review of grant or contracted programmatic operations to monitor progress toward compliance with program review recommendations and provide any needed additional coaching. Additional unannounced site visits may be conducted at any time as deemed necessary.	08-MAU-03
<b>Situational Staffing</b>	Division of Parole and Community Services (DPCS)	Any staffing that occurs between the parole officer and the unit supervisor/designee pertaining to the status change of an offender (e.g., violators at large, transfers, positive urine screens, changes in behavior, domestic/family emergencies, etc.). This staffing may not necessarily coincide with a scheduled follow-up date; however, it does require the immediate attention of the parole officer and shall be staffed with the unit supervisor/designee as soon as possible.	100-APA-23
<b>Skill Defined Program</b>	Office of Reentry	A program that has a minimum number of required sessions and no maximum number of sessions, with non-specified beginning and completion dates. Completion is dependent upon the participant's demonstration of a program-specified skill or a set of modules for the program.	02-REN-02

<b>Slate</b>	Division of Parole and Community Services (DPCS)	A notice of individuals recently arrested and residing in some type of detention facility operated by law enforcement agents other than the ODRC. This may also be referred to as a “booking”.	100-APA-08 100-APA-32
<b>Sleep Mode</b>	DPCS/OOP	A mode on the BWC which turns off video recall, buffering, and automatic activations. This setting allows recording to quickly begin if the user initiates a manual activation.	10-SAF-22
<b>Slush Fund</b>	Division of Business Administration (DBA)	Defined as an auxiliary monetary account or a reserve fund. However, in the context of unethical dealings, such as those by state governments, a slush fund can have particular connotations of illegality, illegitimacy, or secrecy in regard to the use of this fund and the means by which the funds were acquired.	24-CAS-03
<b>Smartphone</b>	Bureau of Information and Technology Services (BITS)	A handheld computing device that offers advanced connectivity and data computing, communication and storage capability.	05-OIT-12
<b>Smoking</b>	Bureau of Operational Compliance (BOC)	To inhale, exhale, burn or carry any lighted cigarette, cigar, pipe, or other lighted smoking device for burning tobacco or any other plant. Smoking does not include the burning of incense in a religious ceremony.	10-SAF-01
<b>Snellen Test</b>	Office of Correctional Health Care (OCHC)	A test of visual acuity using rows of letters printed in successively decreasing sizes.	52-RCP-06
<b>SOAP Note</b>	Office of Correctional Health Care (OCHC)	Method of documentation employed by healthcare providers to document notes in an incarcerated individual’s Mental Health file. The acronym is defined as S=Subjective, O=Objective, A=Assessment, P=Plan.	67-MNH-02

<p><b>Social Media</b></p>	<p>Legal</p>	<p>A category of internet-based resources that integrate user-generated content and user participation. This includes but is not limited to social networking sites (i.e., Facebook, Instagram, Snapchat,), microblogging sites (i.e., Twitter, Nixle), photo and video sharing sites (i.e., Tik Tok, Flickr, YouTube, Pinterest), wikis (pages that can be edited collaboratively by users), blogs and news sites (i.e., Digg, Reddit).</p>	<p>05-OIT-10 31-SEM-12 34-PRO-07</p>
<p><b>Social Media Post</b></p>	<p>Legal</p>	<p>Content an individual shares on a social media site or the act of publishing content on a site, including words, pictures, videos, or links.</p>	<p>31-SEM-12</p>
<p><b>Social Networks</b></p>	<p>Legal</p>	<p>Online platforms where users can create profiles, share information, and socialize with others using a range of technologies. Social networks include websites promoting a "circle of friends" or "virtual communities" where participants are connected based on various social commonalities, such as familial bonds, hobbies, or dating interests. Examples include Facebook and, Twitter.</p>	<p>31-SEM-12</p>
<p><b>Social Services Program</b></p>	<p>Office of Prisons (OOP)</p>	<p>Planned individual and group activities designed to promote the inmate's social adjustment within the institution as well as contribute to the development of basic living/social skills necessary for the inmate's successful return to the community.</p>	<p>71-SOC-09</p>

<b>Software</b>	Bureau of Information and Technology Services (BITS)	The intangible computer programs, procedures, algorithms, related data, and associated documentation stored in an information technology device or system, that could be licensed intellectual property or open source, whose purpose is to provide the instructions for the operation of a data processing program or system. Examples of software include middleware, programming software, system software and operating systems, testware, firmware, freeware, retail software, device drivers, programming tools and application software. ODRC information technology software is subject to the requirements contained in ODRC Policy 22-BUS-08, Inventory Control of Property, Supplies and Other Assets.	05-OIT-01 05-OIT-11 05-OIT-21 05-OIT-30
<b>Sole Source</b>	Division of Business Administration (DBA)	An individual or firm that is the only manufacturer or provider of a commodity or service. Note that an individual or firm may become a sole source as the result of a standard established through a competitive selection process. Documentation of the previous standardization competitive selection process must be provided for each contract/order file and provided to the Office of Acquisition and Contract Compliance (OACC) chief.	22-BUS-14
<b>Solvency</b>	Office of Prisons (OOP)	Ability to meet financial obligations including dues and the ability to continue operations as related to the purpose or philosophy of the group or organization.	73-GRP-01
<b>Spam</b>	Bureau of Information and Technology Services (BITS)	Unsolicited e-mail messages sent indiscriminately in bulk to e-mail addresses. While often used commercially, for the purposes of this policy, spam is considered inappropriate because it may contain links to sites with malware or attachments containing malware.	05-OIT-18

<p><b>Special Conditions of Supervision</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>Conditions related to an offender’s offense, and criminal and supervision history that are individually applied and narrowly tailored to rehabilitate the offender and protect public safety. Special conditions may be imposed by the court, or by the Parole Board, pursuant to policy.</p>	<p>100-APA-09 100-APA-15 100-APA-16 100-APA-17 100-APA-21 100-APA-24 105-PBD-03</p>
<p><b>Special Education</b></p>	<p>Ohio Central School System (OCSS)</p>	<p>The process of adapting the content, methodology and/or delivery of instruction to meet the unique needs of a student with a disability and to ensure access to the general curriculum so the student can meet the education standards that apply to all incarcerated individuals served by the Ohio Central School System (OCSS).</p>	<p>57-EDU-11</p>
<p><b>Special Education Record</b></p>	<p>Ohio Central School System (OCSS)</p>	<p>An accurate and complete record pertaining to the special education program provisions for an identified incarcerated person eligible for such services under the Individuals with Disabilities Education Act. All records related to special education services shall be maintained separately from the education management file.</p>	<p>07-ORD-09</p>
<p><b>Special Events Volunteer</b></p>		<p>An individual or group who has been invited for a specific event (e.g., Victim Impact Speaker, Guest Speaker) and is not a Routine Volunteer.</p>	<p>34-PRO-07</p>

<p style="text-align: center;"><b>Special Incident</b></p>	<p style="text-align: center;">Legal Services</p>	<p>An incident which seriously threatens the health, safety and/or security of a person or ODRC facility, office, or associated operations. A list of the special incident reporting categories is included in Appendix A. Examples of special incidents include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Escapes, escape plans, walkaways, escape attempts, and erroneous releases,</li> <li>2. Death of an employee associated with a workplace injury or illness,</li> <li>3. Death of an incarcerated person in custody in an institution and/or death of an individual under the supervision of the Division of Parole and Community Services, which could result in media coverage, or is considered a high notoriety case,</li> <li>4. Major Disturbances – A disruption to the orderly operation of the facility that causes a risk of serious physical harm to persons or a risk of serious physical harm to employees in attempting to restore order; resulted in the loss of control of an area of the facility or has significant impact on the overall climate of the facility,</li> <li>5. Incarcerated person work stoppages or organized protests,</li> <li>6. Loss of a utility for a significant period of time which could hinder further operations,</li> <li>7. Assault of staff or incarcerated person(s) resulting in serious injury requiring outside medical treatment or death of the individual,</li> <li>8. Life threatening injuries to incarcerated persons, employees, volunteers, visitors, or contractors,</li> <li>9. Major property loss or damage,</li> <li>10. Seizures of significant amounts, or types of, major contraband, such as firearms, explosive devices, or large quantities of drugs, cell phones, tobacco, or improvised weapons,</li> <li>11. Discovery of significant conveyance activities which include conveying contraband by drone or other unmanned aircraft, perimeter fence throw, employee introduction, or other means whereby large quantities of contraband are introduced,</li> <li>12. Firearms drawn, pointed or discharged (Institutions must complete a Special Incident Report in EIM; DPCS must follow Department policy 104-TAW-02, APA Use of Force, and complete an Incident Report (DRC1000),</li> <li>13. Other incidents which may likely have external ramifications and/or media interest.</li> </ol>	<p style="text-align: center;">01-COM-08 11-COP-01</p>
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<b>Special Investigation</b>	Labor Relations Office (LRO)	An investigation conducted by the Chief Inspector's Office or requested by the Director, managing officer, or regional director in response to an incident when it is directed that it be conducted according to this policy. It is the policy of the ODRC to conduct special investigations when an incident is of great importance or consequence to the institution, the office, or the ODRC, or when the issue is particularly complex.	09-INV-03 09-INV-07
<b>Special Needs Offender</b>	Office of Prisons (OOP)	An offender whose mental and/or physical condition requires special handling and treatment by staff. Special needs offenders include but are not limited to substance user and/or abuser, the emotionally disturbed, developmentally disabled, seriously mentally ill, physically handicapped, chronically ill, and the disabled, infirmed, or aged.	71-SOC-09
<b>Special Population Status</b>	Bureau of Classification and Reception (BOCR)	Incarcerated individuals assigned to restrictive housing, death row, medical infirmary, crisis stabilization unit, Residential Treatment Unit (RTU), Extended Restrictive Housing (ERH), or patients at the Allen/Oakwood Correctional Institution, Frazier Health Center, or Franklin Medical Center.	57-EDU-01 57-EDU-02 58-LIB-01
<b>Special Skill Areas</b>	Corrections Training Academy (CTA)	Those ODRC-approved subjects that require advanced training. Such topics include, but are not limited to, defensive tactics and subject control, firearms, hostage negotiations, tactical rifleman, special response team, chemical munitions, OC/pepper spray, pepper ball, CPR/CPR PRO, first aid, transportation, and instructional skills.	39-TRN-09
<b>Special Skill Instructors</b>	Corrections Training Academy (CTA)	ODRC employees who volunteer to conduct departmental training, or employees as per their job duties are required to assist in the facilitation of training and have completed the necessary training and are certified to instruct special skill areas. This designation applies to those who instruct physical skill and non-physical skill areas.	39-TRN-06

<b>Specialized In-Service Training</b>	Corrections Training Academy (CTA)	Any elective course (e.g., instructor-level courses, ORAS, Critical Incident Management) that provides additional information for employees for professional development and skill enhancement.	39-TRN-02 39-TRN-06
<b>Specialized Mental Health Unit</b>	Behavioral Health Operations (BHO)	Residential facilities that provide a higher level of care than outpatient services.	67-MNH-15
<b>Speech</b>	Legal	Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photos, videos, or related forms of communication.	31-SEM-12
<b>Spouse</b>	Bureau of Personnel	Husband or wife as defined or recognized under state or federal law for purposes of marriage, including common law marriages that came into existence prior to October 10, 1991, or ones that came into existence before or after October 10, 1991 in another state or nation that recognizes the validity of such marriages.	36-LEV-02
<b>SQL Injection</b>	Bureau of Information and Technology Services (BITS)	A code injection attack initiated to exploit a given database security vulnerability. A SQL Injection can allow attackers to spoof identity, tamper with existing data through disclosure, destruction or inaccessibility or permit the attacker to become an administrator on the database server.	05-OIT-14
<b>Stakeholder</b>	Ohio Central School System (OCSS)	A person, group or organization that has an interest or concern in a project that involves the OED.	02-REN-06
<b>Stakeholder</b>	Division of Business Administration (DBA)	The managing officer, deputy warden, regional administrator, institutional program department head and any other staff having a “stake” in the decision of a particular plan.	23-BUD-05

<b>Stakeholder</b>	Office of Policy and Strategic Initiatives	Any person or group with a direct interest, involvement, or investment in the policy area.	01-COM-01 01-COM-14
<b>Standards Checklist Form</b>	Bureau of Community Sanctions (BCS)	An instrument used to record program review findings.	08-MAU-03
<b>Staff Oversight</b>	Office of Prisons (OOP)	For a meaningful activity to have staff oversight, the following characteristics of supervision must be achieved: (1) The curriculum/plan/charter for the activity is reviewed and approved by a staff member. Incarcerated individuals may develop and implement the curriculum/plan/charter, but the staff member must approve all aspects; (2) Any decisions about choosing participants, giving assignments of jobs, or scheduling an event are completed by a staff member; (3) Removals from the activity, or other incarcerated individual supervision activities, are handled by a staff member; (4) Meetings and events have an intermittent staff presence, they do not require direct/constant supervision, but staff members should coordinate security and quality assurance checks; (5) Attendance records, if they are to be added to any official ODRC document or computer record, should be confirmed by a staff member. Intermittent quality assurance checks are allowed.	71-SOC-09
<b>Staffing (APA only)</b>	Division of Parole and Community Services (DPCS)	A consultation among ODRC personnel or ODMHAS CDSs wherein a documented exchange of information is shared with the intent of making decisions or following a course of action which will help facilitate the supervision of an offender, protection of the community and ensure that all aspects of supervision and investigations meet agency standards.	100-APA-08 100-APA-10 100-APA-16
<b>Standard Selection Process</b>	Bureau of Personnel	Exempt pay range 11 and below and non-contractual bargaining unit selection process.	34-PRO-04

<b>State Agent</b>	Division of Business Administration (DBA)	Any ODRC employee whose compensation is paid, in whole or in part, from state funds, but shall not include: •Any volunteer serving without compensation; and •Any person interviewing for a state or ODRC position described in section 126.32 of the Revised Code (RC).	22-BUS-04
<b>State Issued Property</b>	Office of Prisons (OOP)	State issued items supplied to the incarcerated individual by ODRC.	61-PRP-01
<b>State Medical Director</b>	Office of Correctional Health Care (OCHC)	The responsible physician and the medical authority for the ODRC. The State Medical Director is responsible for the overall supervision of medical/clinical services provided within the Ohio Department of Rehabilitation and Correction (ODRC).	68-MED-01 68-MED-13 68-MED-21
<b>Statewide Multi-Craft Apprenticeship Advisory Committee</b>	Ohio Central School System (OCSS)	A committee of institutional staff, Ohio Penal Industries staff, invitations shall be sent to employer and employee organizations, and the OCSS apprenticeship administrator who serves in a non-administrative advisory capacity to the Ohio Department of Rehabilitation and Correction (ODRC) Apprenticeship programs.	57-EDU-07
<b>Static Tool (ST)</b>	Division of Parole and Community Services (DPCS)	One of the ORAS standardized assessment tools designed to be used with offenders who are currently unavailable for an assessment due to a variety of reasons, including-absconding supervision prior to initial visit; severe mental illness or medical issues resulting in the inability of the offender to participate in an interview.	100-APA-13
<b>Steam Autoclave</b>	Office of Correctional Health Care (OCHC)	A pressurized chamber that uses steam and pressure to sterilize medical equipment requiring sterilization.	68-MED-03

<b>Sterilization</b>	Office of Correctional Health Care (OCHC)	Process to eliminate all biological life.	68-MED-03
<b>Storage Media</b>	Bureau of Information and Technology Services (BITS)	Mobile removable readable or write-able computing data storage objects, such as CDs, CD-R discs, DVDs, flash memory cards, USB jump drives and diskettes.	05-OIT-11
<b>Structured Family Program</b>	Office of Holistic Services (OHS)	A program, workshop or series of workshops offered to an incarcerated individual and a specified family member or reentry mentor of record, or other approved support person approved specifically for structured family engagement programming, that includes family engagement activities designed to increase communication, strengthen the family relationship, and provide specific reentry planning.	71-SOC-09 77-REC-01
<b>Structured Interview</b>	Chief Inspector's Office	A legally obtained audio taped interview of a suspect, victim, witness, or complainant. The interviews are designed to capture a response to preformatted questions, which is analyzed by the CVSA examiner.	09-INV-05
<b>Student</b>	Corrections Training Academy (CTA)	Any person participating or involved in training exercises.	39-TRN-03
<b>Student Educational Goal Agreement (DRC2488)</b>	Ohio Central School System (OCSS)	The agreement completed by the student and teacher at the beginning of each quarter stating goals the student expects to achieve during that quarter.	57-EDU-02
<b>Student Performance Objectives (SPOs)</b>	Corrections Training Academy (CTA)	A list of the expected learning outcomes for a training module.	39-TRN-02 39-TRN-04

<b>Subject Matter Expert (SME) - HR</b>	Bureau of Personnel	An exempt employee who possesses a high level of knowledge and professionalism in the same work area as the position for which applicants are being considered. For case merit files which have many applicants, additional SMEs may assist; however, the primary SME is responsible for the file and shall sign the forms/documents. The primary SME shall be accountable for questions and/or issues that may arise.	34-PRO-04
<b>Subject Matter Expert (SME) - Training</b>	Corrections Training Academy (CTA)	A person who has demonstrated knowledge, skills, experience and/or advanced training or education in a specific topical area.	01-COM-14 39-TRN-02 39-TRN-04
<b>Substance</b>	Division of Parole and Community Services (DPCS)	This includes, but is not limited to, alcohol, opiates, cannabinoids, benzodiazepines, PCP, LSD, barbiturates, amphetamines/methamphetamines, inhalants, and other drugs of abuse.	103-SPS-07
<b>Substance Abuse Education and/or Treatment Program</b>	Division of Parole and Community Services (DPCS)	Any ODMHAS certified programming where the primary focus is on substance abuse. This includes education, outpatient, intensive outpatient, day reporting, relapse prevention, aftercare, or residential programming. Fellowship meetings such as AA/NA are not considered substance abuse education and/or treatment.	103-SPS-07
<b>Substance Abuse Test</b>	Division of Parole and Community Services (DPCS)	Any use of an approved on-site screening instrument, alcohol breath analysis instrument, approved testing device, or urinalysis specimen collected and tested utilizing FDA approved testing methods to detect the presence of substances in offenders under the supervision of APA.	103-SPS-07
<b>Substantial Risk</b>	Risk Management (Legal)	A significant possibility, that a certain result may occur or that certain circumstances may exist.	63-UOF-01 104-TAW-02

<b>Substantiated Allegation</b>	Bureau of Operational Compliance (BOC)	An allegation that was investigated and determined to have occurred.	79-ISA-01 79-ISA-02 79-ISA-04
<b>Substantive Revision</b>	Office of Policy and Strategic Initiatives	A modification to policy language that will change the practice or procedure set forth in policy.	01-COM-01
<b>Sugar Creek Development Unit (SCDU)</b>	Behavioral Health Operations (BHO)	A specialized mental health unit designed for incarcerated individuals with intellectual disabilities and/or developmental disabilities with the mission of helping them to learn skills and utilize supports that would allow them to eventually live in less restrictive settings within the prison system and the outside community.	67-MNH-04 67-MNH-22
<b>Suicide Attempt</b>	Behavioral Health Operations (BHO)	A conscious, deliberate, self-injurious act intended to take one's own life with non-fatal outcomes which may include, but are not limited to, injury by jumping, asphyxiation, laceration, overdose, hanging, drowning, injury by firearm, and poisoning.	67-MNH-09
<b>Suicide Prevention and Response Team (SPART)</b>	Behavioral Health Operations (BHO)	A review team comprised of the appropriate deputy warden, the mental health administrator/mental health manager (MHA/MHM), health care administrator, unit management chief, security chief and quality improvement coordinator (QIC). The SPART is chaired by the suicide prevention coordinator. The review team shall meet as needed but no less than quarterly to discuss the management of, including but not limited to, incidents of serious self-injurious behavior and suicide, close watch, constant watch and mental health special observation status concerns, restraints, drills, assaults, prolonged threats and death of an incarcerated individual or staff member.	67-MNH-09

<b>Suicide Prevention Coordinator</b>	Behavioral Health Operations (BHO)	An ILMHP who, by virtue of their training and experience, is appointed by the mental health administrator/mental health manager (MHA/MHM), to serve as lead clinician in overseeing, coordinating, and implementing suicide risk assessment and prevention activities within each respective institution. The suicide prevention coordinator shall chair the Suicide Prevention and Review Team (SPART) and is a member of the Quality Improvement Team.	67-MNH-04 67-MNH-09
<b>Supervisee (formerly known as offender)</b>	Division of Parole and Community Services (DPCS)	Any individual under the supervision of the APA.	100-APA-28 104-TAW-02
<b>Supervising Authority</b>	Division of Parole and Community Services (DPCS)	Includes employees of a halfway house and/or the APA designated to provide supervision to offenders placed under supervision.	100-APA-32
<b>Supervising Officer</b>	Division of Parole and Community Services (DPCS)	The parole officer responsible for supervising the offender who is subject to the violation hearing process.	105-PBD-09
<b>Supervising Unit</b>	Division of Parole and Community Services (DPCS)	That unit of the APA's field services that is responsible for supervising the offender who is subject to the violation hearing process.	105-PBD-09
<b>Supervision</b>	Bureau of Personnel	The direct ability or power to effectively recommend the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, or settlement of disciplinary grievances <i>or</i> appeals of another public employee, including the authority of a board or committee to order personnel actions affecting the job.	34-PRO-01

<p><b>Supervision Level</b></p>	<p>Bureau of Operational Compliance (BOC)</p>	<p>The level of staff supervision for incarcerated individuals to use chemicals in the following categories: (1) <b>Direct</b> - Chemicals identified as Severe/Serious Hazardous utilizing the hazard(s) identification section #2 of the SDS with a Signal Word of DANGER. Exception - chemicals classified as a flammable liquid, flammable aerosol, or flammable gas regardless of Signal Word assigned shall be designated as direct supervision. Incarcerated individuals using chemicals with this classification shall be directly supervised by a staff member (e.g., maintenance staff directly supervising incarcerated individual work crews using hazardous chemicals). (2) <b>Intermittent</b> - Chemicals identified as Moderate Hazard utilizing the hazard(s) identification section #2 of the SDS with a Signal Word of WARNING. Incarcerated individuals using chemicals with this classification shall be supervised through general observation by a staff member (e.g., housing unit correction officers monitoring daily housekeeping duties performed by incarcerated individuals). (3) <b>Low</b> - Chemicals identified as Low/Non-Hazardous utilizing the hazard(s) identification section #2 of the SDS with no classification. These chemicals shall contain no Signal Word or Pictogram in section #2 of the SDS. Incarcerated individuals may use these chemicals without staff supervision.</p>	<p>10-SAF-12</p>
<p><b>Supervision Term</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>The maximum period of time an offender remains under the control and/or supervision of the APA.</p>	<p>100-APA-16 100-APA-27</p>
<p><b>Supervisory Review</b></p>	<p>Corrections Training Academy (CTA)</p>	<p>An administrative review of lesson plans before submission to CTA.</p>	<p>39-TRN-04</p>

<b>Supplemental Learning</b>	Corrections Training Academy (CTA)	A training that can be added to the LMS to track training and enable credit for job-related courses taken outside those offered by a state agency (including off-site training providers and other agencies). Furthermore, supplemental learning may include participation in ODRC meetings which have an agenda, documented minutes, and a Training Session Report (DRC1792).	39-TRN-02
<b>Supplemental Reentry Tool (SRT)</b>	Division of Parole and Community Services (DPCS)	A standardized assessment tool designed to be used with incarcerated individuals being released from prison who have served four years or less, but six months or more.	02-REN-01 100-APA-13
<b>Surrogate Parent</b>	Ohio Central School System (OCSS)	A person who serves in place of a parent solely as it relates to the ETR/IEP processes when a child has no known parent or guardian. This person must be trained as a surrogate in accordance with the training prescribed by the Ohio Department of Education. A surrogate parent may not be an employee of ODRC pursuant to ORC section 3323.051, Ohio Department of Education or any other agency involved in the education or care of the child, or who has an interest that conflicts with the interest of the child.	57-EDU-11
<b>Synchronization</b>	Division of Parole and Community Services (DPCS)	The process of a parole officer connecting to the ODRC server via data line, wireless, or dial-up to ensure all offender information is exchanged and backed up to the ODRC information system.	100-APA-21
<b>Synthetic Opioids</b>	Bureau of Operational Compliance (BOC)	Narcotic analgesic drugs that are “manufactured in chemical laboratories with a similar chemical structure” to natural opiate drugs. These substances can be illicit drugs or medications that are legally prescribed by doctors to treat patients with mild to severe pain issues.	10-SAF-19

<b>System Asset</b>	Bureau of Information and Technology Services (BITS)	Computer hardware, telecommunications hardware and systems, digital devices such as digital copiers and facsimile machines, software, networks, the internet, IT information or data and/or IT services or IT resources that are made available by ODRC or DAS OIT to authorized users and are necessary to conduct state government business and support the IT requirements of the ODRC and, therefore, must be protected by the appropriate security requirements to ensure business continuity. Primary responsibility for managing these system assets may be assigned by ODRC or other authorized external entities.	05-OIT-01 05-OIT-03 05-OIT-10 05-OIT-11 05-OIT-14 05-OIT-15 05-OIT-17 05-OIT-18 05-OIT-19 05-OIT-21 05-OIT-22 05-OIT-24 05-OIT-25 05-OIT-26 05-OIT-27 05-OIT-28 05-OIT-29 05-OIT-30
<b>System Asset Coordinator</b>	Bureau of Information and Technology Services (BITS)	The person designated by the managing officer at their respective site responsible for maintaining accurate records and documentation pertaining to the purchase and inventory of hardware and software system assets utilized for ODRC business purposes.	05-OIT-01
<b>System Flaw</b>	Bureau of Information and Technology Services (BITS)	An error of commission, omission or oversight in an information system that may allow protection mechanisms to be bypassed.	05-OIT-18
<b>System Hardening</b>	Bureau of Information and Technology Services (BITS)	The process of enhancing the basic security layers associated with an application, firewall, and/or network to increase the level of system security against intrusion attempts.	05-OIT-03
<b>TABE</b>	Ohio Central School System (OCSS)	Test of Adult Basic Education; a nationally recognized standardized assessment used to determine student educational level.	57-EDU-14

<b>Tag-out</b>	Bureau of Operational Compliance (BOC)	The placement of a tag-out device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag-out device is removed.	10-SAF-11
<b>Tag-out Device</b>	Bureau of Operational Compliance (BOC)	A prominent warning device, such as a tag and a means of attachment that can be securely fastened to an energy-isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag-out device is removed.	10-SAF-11
<b>Tamper</b>	Division of Parole and Community Services (DPCS)	The act of adding a substance to a urine specimen to adulterate it or any other attempt to improperly interfere or alter a sample.	103-SPS-07
<b>Tangible Personal Property</b>	Division of Business Administration (DBA)	Consisting of furniture, fixtures, equipment, machinery, non-licensed vehicles, and individual works of art and historical treasures, including improvements and renovations thereon, with an actual or estimated acquisition cost of more than \$1,000 per item.	22-BUS-08
<b>Tangoe (formerlyMOBI)</b>	Bureau of Information and Technology Services (BITS)	A third party telecommunications service provider used by state agencies to standardize and centralize the management of state mobile devices.	05-OIT-12
<b>Tapping-In</b>	Office of Prisons (OOP)	A process by which the cover officer or another staff member relieves the contact officer during a stressful situation, allowing an opportunity for further de-escalation and behavioral interventions to be employed as needed.	63-UOF-01
<b>Task Force</b>	Division of Parole and Community Services (DPCS)	For the purposes of this policy, a group of Law Enforcement Agencies including the APA organized via a Memorandum of Understanding (MOU), to accomplish the mission for which the Task Force was created.	102-FUG-03

<b>TB Symptom Screening</b>	Office of Correctional Health Care (OCHC)	An evidence-based screening tool that reviews symptoms of TB to determine if a person is likely to have active TB.	31-SEM-09
<b>Technique Factors</b>	Bureau of Operational Compliance (BOC)	The x-ray settings including: (a) The peak kilovoltage applied to the x-ray tube, (b) The electric current passing through the x-ray tube, (c) The scan time.	10-SAF-21
<b>Tefillin (Phylacteries)</b>	Religious Services	Hand sewn, small leather boxes with leather straps to be worn on the head and arm during daily prayer (except Shabbat and some holidays). These boxes remain sealed and should only be opened by a Rabbi.	72-REG-07
<b>Telecommunication Device</b>	Bureau of Information and Technology Services (BITS)	Includes wired and wireless telephones, cellular telephones, smartphones, VoIP telephones, Air Cards, hot spots and any other physical product or device used with telecommunications services.	05-OIT-12
<b>Telecommunication Services</b>	Bureau of Information and Technology Services (BITS)	Includes telephone utilities, long distance, and private line voice and data, text messaging, instant messaging and downloadable applications or any other telecommunications products or service.	05-OIT-12
<b>Telemedicine</b>	Office of Correctional Health Care (OCHC)	A two-way interactive videoconferencing system that allows for visual and limited physical examination of a patient by a physician specialist while the patient remains at their prison setting and the physician specialist remains at the health care facility. It also includes educational and administrative uses of this technology in the support of health care, such as distance learning, nutrition counseling and administrative videoconferencing.	68-MED-14
<b>Telephone</b>	Bureau of Information and Technology Services (BITS)	Unless otherwise stated, the telephone includes both wired and cellular telephones, as well as smartphones and other handheld devices with cellular capabilities.	05-OIT-12
<b>Telephone Contact</b>	Division of Parole and Community Services (DPCS)	A contact between an ODRC employee or ODMHAS CDS and an offender via the telephone.	100-APA-13 100-APA-16 100-APA-23
<b>Teleworking</b>	Bureau of Personnel	A flexible work arrangement where an employee is directed or permitted to work remotely from a designated alternative work location.	35-PAY-09

<b>Temporary Order</b>	Division of Parole and Community Services (DPCS)	An immediate restriction given to an offender that is not included in the standard conditions, unit sanction or any special conditions of supervision.	100-APA-09
<b>Temporary Single Occupancy Cell Restriction</b>	Bureau of Classification and Reception (BOCR)	A housing placement restriction to be used when an incarcerated individual shall be placed in a single cell for a limited period of time for such reasons as investigation, classification, prior to transfer, immediate mental health or physical health crisis or a limited duration or other reasons as determined by institutional staff.	55-SPC-01
<b>Temporary Staffing</b>	Office of Prisons (OOP)	Persons employed by a service contractor who fill a vacancy or need during the interim period of posting, selection, pre-service, administrative leave, etc.	11-COP-01
<b>Terminal Agency Administrator (TAA)</b>	Bureau of Information and Technology Services (BITS)	The ODRC deputy directors and/or their administrative designees responsible for the overall supervision of the LEADS computers and operators, appointment of Terminal Agency Coordinators (TACs), and the financial and physical security of the LEADS computers in their respective operational area.	05-OIT-02
<b>Terminal Agency Coordinator (TAC)</b>	Bureau of Information and Technology Services (BITS)	The employee assigned the responsibility for supervision of the LEADS Computer(s) at their facility/office. This position is appointed by the TAA.	05-OIT-02
<b>Terminal Illness</b>	Office of Correctional Health Care (OCHC)	A condition that satisfies all the following criteria: (1) the condition is irreversible and incurable and is caused by disease, illness, or injury from which the incarcerated individual is unlikely to recover, (2) in accordance with reasonable medical standards and a reasonable degree of medical certainty, the condition is likely to cause death to the individual within twelve (12) months; and (3) institutional confinement of the individual does not offer additional protections for public safety or against the individual's risk to reoffend.	66-ILL-01

<b>Termination of Control</b>	Parole Board	The action of the parole board wherein it relinquishes to the sentencing court all control over the service of the prison term for a sexually violent predator.	105-PBD-11
<b>Test of Adult Basic Education (TABE)</b>	Ohio Central School System (OCSS)	A nationally recognized standardized assessment used to determine student educational level.	07-ORD-09
<b>Test Out</b>	Corrections Training Academy (CTA)	An approved method of assessment for an identified topic in which the employee is given training credit for the specified topic upon successful completion.	39-TRN-02
<b>Text Messaging</b>	Bureau of Information and Technology Services (BITS)	The process of sending or receiving written text messages or multimedia messages, such as pictures or audio, using a mobile device. This process is commonly referred to as texting.	05-OIT-10 05-OIT-12
<b>Therapeutic Diet</b>	Office of Correctional Health Care (OCHC)	A modified diet, which is necessary in the treatment of an acute or chronic disease or condition.	68-MED-10
<b>Thin-Client</b>	Bureau of Information and Technology Services (BITS)	An end point computing device without an operating system that is purpose-built for remote access to a server.	05-OIT-30
<b>Third Entry Point</b>	Office of Prisons (OOP)	An entry point located on the north side of the OSC building. Juvenile offenders reporting to the ODYS Southern Parole Region shall enter/exit at this entry point. ODYS Southern Parole Region employees may also enter/exit at this point.	11-COP-01
<b>Ticket</b>	Bureau of Information and Technology Services (BITS)	The term commonly used by authorized ODRC users to describe a report of an IT incident, problem or issue or a request for a specific ODRC IT product or service entered into ServiceNow.	05-OIT-01 05-OIT-10 05-OIT-12 05-OIT-25 69-OCH-06
<b>Tier 1 Rule Violations</b>	Legal	A finding of guilt of Rule 1, 2, 3, 5, 6, 11, 12, 14, 15, 16, 29, 31, 33, 34, or 52 as set forth in Ohio Administrative Code Rule 5120-9-06, Inmate Rules of Conduct.	105-PBD-15

<b>Tier 2 Rule Violations</b>	Legal	A finding of guilt of Rule 4, 36, 37, or 38 as set forth in Ohio Administrative Code 5120-9-06, Inmate Rules of Conduct.	105-PBD-15
<b>Tier 3 Rule Violations</b>	Legal	A finding of guilt of Rule 7, 17, 40, or 51 as set forth in Ohio Administrative Code 5120-9-06, Inmate Rules of Conduct; or a finding of guilt of another rule that is based on a refusal to attend mandatory programming.	105-PBD-15
<b>Title I</b>	Office of Diversity, Equity, and Inclusion (DEI)	Title I of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment.	32-EEO-03
<b>Titled Property</b>	Office of Prisons (OOP)	Identified items of personal property for which the institution and incarcerated individual maintain a Certificate of Ownership (DRC4063). Titled items include, but are not limited to, electronic devices such as CD players, MP3 players, JP4 players, televisions, radios, walkmans, typewriters, and any other high value items.	61-PRP-01
<b>Tobacco Free</b>	Bureau of Operational Compliance (BOC)	Prohibited from the activity of smoking, possessing, or using any tobacco products in an area designated by the Department as tobacco free.	10-SAF-01

<b>Tobacco Product</b>	Bureau of Operational Compliance (BOC)	Any product that contains tobacco, the prepared leaves of any plant belonging to the nicotine family, which shall include, but not be limited to, cigarettes, loose tobacco, cigar, snuff, chewing tobacco, or any other preparation of tobacco, tobacco substitutes, electronic cigarettes, smoking paraphernalia (i.e., matches, lighter, cigarette papers, and rolling machine) and all other items developed or processed for the primary purpose of facilitating the use or possession of tobacco or tobacco-related products as well as packaging material. Packaging material includes, but is not limited to, snuff or cigarette containers. Tobacco product does not include pharmacological aids (i.e., patch, inhaler, gel, gum, or lozenges) for smoking cessation.	10-SAF-01
<b>Toll</b>	Division of Parole and Community Services (DPCS)	To suspend or stop temporarily. Thus to “toll time” means to stop counting against an offender’s sentence. Tolling is completed by the completion of special minutes and a STATI or FIREL entry.	100-APA-27 102-FUG-02
<b>Tornado Season</b>	Bureau of Operational Compliance (BOC)	Tornado season in Ohio is designated as April, May, June, and July of each year.	10-SAF-06
<b>Training Advisory Council</b>	Corrections Training Academy (CTA)	A multi-disciplinary group of employees assigned or selected to serve in an oversight capacity regarding training activities.	39-TRN-02 39-TRN-05
<b>Training Cycle</b>	Corrections Training Academy (CTA)	The period commencing July 1 <sup>st</sup> and ending June 30 <sup>th</sup> .	39-TRN-02
<b>Training Plan</b>	Corrections Training Academy (CTA)	The authorized document that identifies the courses that must take place in the training cycle, including schooled time, format, duration, justification for, and type of evaluation for each.	39-TRN-02
<b>Transcript</b>	Ohio Central School System (OCSS)	The individual student’s cumulative education record within a school district.	57-EDU-13

<p><b>Transitional Control (TRC)</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>A program to closely monitor a prisoner's adjustment to community supervision under which eligible prisoners may be confined in a suitable facility that is licensed pursuant to ORC section 2967.14 (C) or a department-approved residence with electronic monitoring during the final 180 days of their confinement, under the terms and conditions established by the department, and supervised under one or more community control sanctions.</p>	<p>67-MNH-30 100-APA-14 100-APA-27 100-APA-32 101-PLA-01 102-FUG-02 105-PBD-03 105-PBD-09 108-ABC-05</p>
<p><b>Transitional Control Behavioral Guidelines</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>A summary of prohibited behaviors/acts and positive incentives while on Transitional Control supervision.</p>	<p>100-APA-32</p>
<p><b>Transitional Control Rules of Program Participation</b></p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>Those general and special rules and regulations with which offenders on Transitional Control are expected to comply as part of the Transitional Control program.</p>	<p>100-APA-32</p>
<p><b>Transitional Hold</b></p>	<p>Risk Management (Legal)</p>	<p>A brief physical positioning of an individual face-down for the purpose of quickly and effectively gaining physical control of that individual to prevent harm to self and others, or prior to transport to enable the individual to be transported safely. Transitional hold may include the use of handcuffs or other restraints consistent with ODRC policy.</p>	<p>63-UOF-01 104-TAW-02</p>

<p><b>Transitional Program Unit (TPU)</b></p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>A specialized housing unit requiring close supervision of incarcerated individuals that are placed in Restrictive Housing, Extended Restrictive Housing, or may be placed in Limited Privilege Housing.</p>	<p>51-STF-05  57-EDU-01  57-EDU-02  57-EDU-11  58-LIB-01  61-PRP-01  67-MNH-09  67-MNH-15  67-MNH-31  69-OCH-02  72-REG-01  76-VIS-03  78-REL-01  79-ISA-02  79-ISA-04  310-SEC-31  310-SEC-33</p>
<p><b>Treatment Plan (DRC5197)</b></p>	<p>Behavioral Health Operations (BHO)</p>	<p>Behavioral Health Operations (BHO) approved treatment planning format which outlines the course of treatment for the incarcerated individual receiving mental health services. The treatment plan includes diagnoses, specific problems, goals, measurable objectives, interventions, the name and discipline of the staff responsible for interventions, target dates, and outcomes.</p>	<p>67-MNH-04  67-MNH-14  67-MNH-15  67-MNH-31</p>

<b>Treatment Transfer (TT)</b>	Division of Parole and Community Services (DPCS)	A prison transfer program authorized by ORC section 5120.035 that provides substance use disorder assessment and treatment through licensed community treatment providers to help reduce substance use relapse and recidivism for prisoners convicted of felony level 4 and 5 non-violent offenses. Eligible inmates may be transferred from state correctional facilities to the community facilities for up to 365 days prior to the expiration of their prison sentences. The inmates transferred will be under closely monitored supervision and confinement in the community, such as a stay in a licensed halfway house or restriction to an approved residence on electronic monitoring.	67-MNH-30 100-APA-27 100-APA-32 101-PLA-01 102-FUG-02
<b>Tuberculin Skin Test (TST)</b>	Office of Correctional Health Care (OCHC)	An intra-dermal injection using a purified protein derivative (PPD) to test for the presence of tuberculosis infection.	31-SEM-09
<b>Tuberculosis (TB)</b>	Office of Correctional Health Care (OCHC)	An infectious disease caused by Mycobacterium Tuberculosis (MTB).	31-SEM-09
<b>Tuition Reimbursement Program Manager</b>	Bureau of Personnel	An employee designated by the Bureau of Personnel chief responsible for approving the application for Exempt Tuition Reimbursement to include determination of course eligibility, notification to the employee of confirmation/rejection of the application, and the amount of the projected reimbursement by email.	38-CED-01
<b>Tutor</b>	Ohio Central School System (OCSS)	An incarcerated person who has completed tutor training, has a high school diploma or HSE verified by the Ohio Central School System, earned OCSS-Correctional Education Association (CEA) certification, and is reclassified into the position of tutor.	57-EDU-14
<b>Tutor Training Program</b>	Ohio Central School System (OCSS)	Workshops approved by OCSS to prepare qualified incarcerated persons to work as tutors within the Department of Rehabilitation and Correction.	57-EDU-14
<b>Two-Factor Authentication</b>	Bureau of Information and Technology Services (BITS)	Authentication that incorporates two separate elements. An example is requiring both a password and a smart card.	05-OIT-03

<b>Two-Step Skin Test</b>	Office of Correctional Health Care (OCHC)	Administration of the Tuberculin Skin Test a second time after the original skin test. Two-step testing is used to improve the interpretation of tuberculin skin tests especially in persons who are required to undergo periodic testing.	31-SEM-09
<b>Tzitzit</b>	Religious Services	White undergarment that may be worn at all times by Jewish males; has fringes of string at the bottom that hangs outside and below the belt. Level 4 or Level 5 incarcerated individuals shall wear them tucked inside their pants when not at worship service and when outside their housing unit.	72-REG-07
<b>Unannounced Equipment Inspections</b>	Division of Parole and Community Services (DPCS)	Inspections to determine if all employees who are authorized to carry firearms and who have received DPCS Pepper Spray training have the following: handcuffs, pepper spray, agency identification, badge, and firearm (two fully loaded semiautomatic pistol magazines, all with state-issued duty ammunition).	104-TAW-01
<b>Unauthorized Access</b>	Bureau of Information and Technology Services (BITS)	An attempt to gain unapproved logical or physical access to an ODRC-managed system asset or ODRC-managed information system or a change to an information technology system, firmware, hardware or software configuration characteristics without the state's knowledge, instruction or consent.	05-OIT-14
<b>Unauthorized Group</b>	Office of Prisons (OOP)	An association of two or more persons/, not approved by the ODRC, with common characteristics that serve to distinguish that association from other individuals or groups. Common characteristics that serve to distinguish the association from other individuals or groups include sharing a common interest, activity, or purpose; acting in concert on an ongoing or recurrent basis; having an internal organization, whether loosely or highly structured; recognizing themselves as a distinct group. The term "unauthorized group" includes any group that is or could be considered a security threat group as defined in ODRC Policy 310-SEC-12, Security Threat Group.	73-GRP-01

<b>Unauthorized Relationships</b>	Division of Parole and Community Services (DPCS)	A relationship with any individual under the supervision of the ODRC and in the case of an APA employee, a relationship with any individual under the supervision of any criminal justice agency, which has not been approved by the managing officer in writing.	100-APA-15
<b>Unclassified Employee</b>	Bureau of Personnel	Persons who serve at the pleasure of the Appointing Authority.	31-SEM-05
<b>Unconcealed Firearm</b>	Division of Parole and Community Services (DPCS)	A firearm that is visible or likely to be visible to any person.	104-TAW-01
<b>Uncontested Transfer</b>	Behavioral Health Operations (BHO)	The transfer of a mentally ill incarcerated individual to a psychiatric hospital when they have the mental capacity to consent to hospitalization and have waived a due process hearing.	67-MNH-19
<b>Unfounded Allegation</b>	Bureau of Operational Compliance (BOC)	An allegation that was investigated and determined not to have occurred.	79-ISA-01 79-ISA-02 79-ISA-04
<b>Unified Communications (UC)</b>	Bureau of Information and Technology Services (BITS)	An online, IT, enterprise service delivered in a unified user interface, that offers a variety of communication and productivity tools, such as Instant Messaging (IM), voice, audio and desktop sharing. ODRC provides two levels of UC to Authorized Users: Skype for Business, a UC service limited to approved executive level Authorized Users and specialized program Authorized Users and Jabber, an UC service available to other approved Authorized Users.	05-OIT-10

<b>Uniformed Personnel</b>	Labor Relations Office (LRO)	Employees of the ODRC and any person providing services within ODRC who occupy one of the following positions, ranks, or work assignments or provides services in one of the following areas: (1) Custody personnel (corrections officer, correctional counselors, sergeants, lieutenants, captains, and security chiefs, (2) farm personnel, (3) food service personnel, (4) maintenance personnel, (5) clinical medical, behavioral health, and dental personnel, (6) powerhouse personnel, (7) recreation personnel (as designated by the applicable managing officer), (8) shop personnel (Ohio Penal Industries, vocational teachers), (9) Other service personnel required by the managing officer to wear uniforms, (10) permanent mailroom personnel.	31-SEM-06
<b>Unit Based Comprehensive Sex Offender Program</b>	Behavioral Health Operations (BHO)	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.	67-MNH-12
<b>Unit File</b>	Bureau of Records Management (BORM)	Prior to August 11, 2014, records that were maintained in the office areas of incarcerated individual living units with defined contents limited to non-confidential information which would not present a clear security risk if accessed by incarcerated individuals. Examples of content include personal property, receipts, visitor lists, photographs, custody level, disciplinary infractions and actions taken, work assignments, program participation and miscellaneous correspondence.	07-ORD-03
<b>Unit Management</b>	Office of Prisons (OOP)	Refers to the unit management chief, unit manager, correctional counselor and/or case manager in a parent institution. Classification specialists are also included in this definition at the reception centers.	79-ISA-04 105-PBD-03

<b>Unit Staff</b>	Office of Prisons (OOP)	Unit team comprised of unit manager, correctional counselor, case manager, correction officers and administrative professionals. The unit staff is involved in making decisions/recommendations in all matters of consequence to incarcerated individuals assigned to their unit within a shared vision for the unit, facility and the department.	54-WRK-02
<b>Universal Precautions</b>	Bureau of Medical Operations (BMO)	Protective medical procedures that apply to blood, other body fluids containing visible blood, semen, and vaginal secretions. They may also apply to other potentially infectious materials.	68-MED-18
<b>Unpaid Break</b>	Bureau of Labor Relations (BLR)	Uncompensated time in which an employee is completely relieved from duty.	36-LEV-07
<b>Unplanned Capital Request Form</b>	Construction, Activation, Maintenance and Sustainability (CAMS)	An electronic form, DRC1725, which is to be utilized when requesting capital projects that have not been previously requested during the ODRC's capital budget submissions.	21-CAM-08
<b>Unsubstantiated Allegation</b>	Bureau of Operational Compliance (BOC)	An allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether the event occurred.	79-ISA-01 79-ISA-02 79-ISA-04
<b>Urinalysis</b>	Division of Parole and Community Services (DPCS)	Analysis of urine to determine the presence or abuse of illegal substances.	103-SPS-07
<b>Use Tobacco</b>	Bureau of Operational Compliance (BOC)	To chew or maintain any substance containing tobacco, including smokeless tobacco placed in the mouth to enhance the effects of tobacco.	10-SAF-01
<b>Utilization Review</b>	Office of Correctional Health Care (OCHC)	Review focusing on allocating the use of resources in the most cost-effective manner, while maintaining the quality of care.	69-OCH-08
<b>Variance</b>	Office of Policy and Strategic Initiatives	A temporary authorization for a facility or facilities to deviate from a specific policy or its sections to accommodate local issues or non-routine situations prior to the scheduled annual review.	01-COM-01

<b>Vehicular Pursuit</b>	Division of Parole and Community Services (DPCS)	The pursuit by a law enforcement officer of a person fleeing or attempting to avoid a lawful arrest when both parties are in motor vehicles.	100-APA-02
<b>Vendor</b>	Office of Prisons (OOP)	Contractor(s) approved by the Director or designee from whom incarcerated individuals, their family members, friends, and others may purchase personal property; a company that delivers goods and supplies to ODRC facilities.	61-PRP-01 310-SEC-05
<b>Victim</b>	Office of Victim Services (OVS)	A person against whom the criminal offense or delinquent act is committed or who is directly and proximately harmed by the commission of the offense or act. The term "victim" does not include the offender or a person who would not act in the best interests of a deceased, incompetent, minor, or incapacitated victim.	03-OVS-05 79-ISA-01 79-ISA-02 100-APA-10 100-APA-21 100-APA-24 100-APA-32 105-PBD-01 105-PBD-03 105-PBD-13
<b>Victim (PREA)</b>	Bureau of Operational Compliance (BOC)	A high risk incarcerated individual who has been the victim of sexual abuse in an institutional setting, which has been confirmed by disciplinary records of the abuser and/or incarcerated individual on incarcerated individual assault records.	79-ISA-04
<b>Victim Advocate</b>	Office of Victim Services (OVS)	A staff member of the Office of Victim Services who specializes in providing to services to victims of offenders under the jurisdiction of ODRC.	03-OVS-01
<b>Victim Awareness Classes</b>	Office of Victim Services (OVS)	Classes offered within the institution and APA offices in which offenders participate in order to understand the impact that crime has on victims.	03-OVS-05
<b>Victim Conference Day</b>	Division of Parole and Community Services (DPCS)	A day scheduled and set aside for the sole purpose of allowing victims or victim representatives to have a conference with a representative of the Parole Board to exchange information prior to an incarcerated individual's release consideration hearing.	105-PBD-03

<b>Victim Coordinator</b>	Office of Victim Services (OVS)	An employee designated by their managing officer to serve as a liaison between their institution/APA office and the Office of Victim Services. The victim coordinator assists the institution, Adult Parole Authority and the Office of Victim Services with victim related issues.	03-OVS-01 03-OVS-02 03-OVS-03
<b>Victim Information and Notification Everyday (VINE)</b>	Office of Victim Services (OVS)	An automated victim notification system providing offender status information on offenders confined in local jails or state correctional facilities.	03-OVS-01
<b>Victim Offender Dialogue</b>	Office of Victim Services (OVS)	A formal process that provides victims of violent crime the opportunity for a structured, face-to-face meeting with the offender(s) of their crime in a secure, safe environment.	03-OVS-02 03-OVS-03
<b>Victim Representative</b>	Division of Parole and Community Services (DPCS)	A member of the victim's family or another person who pursuant to the authority of ORC 2930.02 exercises the right of a victim.	105-PBD-01 105-PBD-03 105-PBD-13
<b>Victim Support Person</b>	Bureau of Operational Compliance (BOC)	A designated employee that has been specially trained to support a victim of sexual abuse which may include: (1) Accompanying the victim to the hospital; (2) Supporting the victim through the forensic medical examination and investigatory interview; and/or (3) Providing emotional support, crisis intervention information, and referrals.	79-ISA-01 79-ISA-02
<b>Victim Witnesses</b>	Office of Victim Services (OVS)	Those individuals, designated by the immediate family of the victim(s) who witness the execution.	03-OVS-06

<b>Video Game Console</b>	Bureau of Information and Technology Services (BITS)	A specialized information technology computing hardware device with the primary function of outputting a video signal to display video game content on a television or monitor. Components of a video game console include the hardware computing device, one or more handheld controllers, joysticks, or pads, which connect to the hardware computing device, and game cartridges or cards that are inserted into the hardware computing device. Depending on its manufacturing date, a video game console may have wireless capability, portable computing media capability or the capability to stream a video signal between multiple game consoles. Video game console manufacturers include, but are not necessarily limited to, PlayStation, Wii, XBox, GamePop, GameStick and GameCube.	05-OIT-11
<b>Video Recall</b>	DPCS/OOP	A feature that enables the BWC to capture 18-hours of audio-free, lower resolution video recording when it is powered on. Video recall ensures that BWC wearers are able to make personal safety their primary concern and qualifying events are still visually captured.	10-SAF-22
<b>Violation Behavior</b>	Division of Parole and Community Services (DPCS)	Conduct by an offender during the period of APA supervision that is a violation of the conditions of release.	100-APA-10 100-APA-13 100-APA-16 100-APA-17
<b>Violation Hearing</b>	Division of Parole and Community Services (DPCS)	An administrative hearing conducted by a representative(s) of the parole board or designee of the chief of the APA to determine whether an offender has violated one or more of the conditions of release and, if so, the specific sanction that should be imposed upon the offender. For the purposes of this policy, the violation hearing process applies to TRC cases with crimes committed prior to July 1, 1996.	100-APA-13 100-APA-16 100-APA-24 100-APA-32
<b>Violation Report</b>	Division of Parole and Community Services (DPCS)	The APA report completed when the supervisee is scheduled for a violation hearing or as otherwise requested by the courts.	100-APA-24

<b>Violation Sanction</b>	Division of Parole and Community Services (DPCS)	An official response by the APA to a specific, documented violation of a condition of supervision. A sanction may be a community-based punishment or a return to incarceration.	102-FUG-02
<b>Violator</b>	Division of Parole and Community Services (DPCS)	An offender that has been declared to be in violation of any condition, sanction, or rule of the ODRC and the determination of which has been made by the APA and documented in its records or reports.	105-PBD-08
<b>Violator At Large (VAL)</b>	Division of Parole and Community Services (DPCS)	An offender who absconds the supervision of the APA as set forth in ORC section 2967.15 (C)(1).	100-APA-13 100-APA-14 100-APA-24 100-APA-32 102-FUG-01 102-FUG-02 105-PBD-09
<b>Violent Sex Offense</b>	Parole Board	A violation of ORC section 2907.02 (Rape), 2907.03 (Sexual Battery), or of division (A)(4) or (B) of ORC section 2907.05 (Gross Sexual Imposition).	105-PBD-11
<b>Visiting Transfer</b>	Bureau of Classification and Reception (BOCR)	A transfer requested by an incarcerated individual to move to an appropriately secure facility within the catchment area where a pro-social visitor resides.	53-CLS-09
<b>Visitor</b>	Office of Prisons (OOP)	Any person, excluding incarcerated individuals, requesting entry to an institution that is not identified as an employee.	310-SEC-05
<b>Visitor (OSC)</b>	Office of Prisons (OOP)	Any non-ODRC employee, non-ODYS employee, temporary staffing, contractor, or intern student. This definition does not include offenders reporting to the Columbus APA or ODYS Southern Parole Region offices.	11-COP-01
<b>Voice Over Internet Protocol (VoIP)</b>	Bureau of Information and Technology Services (BITS)	A technology that allows the delivery of voice communications digitally over the internet instead of analog telephone lines. Some VoIP systems also have desktop videoconferencing capability.	05-OIT-12

<b>Volunteer</b>	Office of Prisons (OOP)	Citizens from the community who donate their time and effort to enhance the activities of the program with no monetary or material gain. They are selected based on their abilities to provide services in such areas as religious activities, substance abuse, education, and recreation. Assignment is such that routine visits to OSC or the prisons are anticipated.	11-COP-01 71-SOC-09
<b>Volunteer Coordinator</b>	Office of Holistic Services (OHS)	The employee assigned by the managing officer to coordinate all volunteer matters at a specific facility.	72-REG-01
<b>Voyeurism</b>	Bureau of Operational Compliance (BOC)	An invasion of privacy of an incarcerated individual by a staff member, contractor, or volunteer for reasons unrelated to official duties such as peering at an incarcerated individual who is using a toilet in their cell to perform bodily functions; requiring an incarcerated individual to expose their buttocks, genitals, or breasts; or taking images of all or part of an incarcerated individual's naked body or of any incarcerated individual performing bodily functions.	79-ISA-01 79-ISA-02
<b>Vulnerable Adult</b>	Bureau of Operational Compliance (BOC)	incarcerated individuals that have been identified as having an intellectual and/or developmental disability (IDD) per ODRC Policy 67-MNH-22, Incarcerated Individuals with Intellectual Disabilities and Developmental Disabilities (ID/DD): Screening, Evaluation, Treatment and Reentry.	79-ISA-04
<b>Waiting Lists</b>	Ohio Central School System (OCSS)	Education program lists that are used to keep track of potential student enrollment.	57-EDU-01
<b>Waiver</b>	Division of Parole and Community Services (DPCS)	An offender can admit to one (1) or more significant violations and waive the probable cause hearing and in doing so probable cause is found.	103-SPS-01

<b>Water Systems</b>	Construction, Activation, Maintenance, and Sustainability (CAMS)	Includes hot and cold-water distribution.	21-CAM-12
<b>Web-based Bedside Visit-Funeral Services</b>	Office of Prisons (OOP)	For the purpose of this policy, a method of allowing an incarcerated individual to view a bedside visit or funeral services via video conferencing while remaining at his/her correctional facility.	76-VIS-03
<b>WebXam</b>	Ohio Central School System (OCSS)	A computer based standardized test of technical skill attainment for students in career development programs, where such a test exists. Industry Based Credential/Licensure tests will serve as a substitute.	57-EDU-12
<b>Weingarten Right</b>	Labor Relations Office (LRO)	A bargaining unit member's right to union representation during investigatory interviews.	09-INV-03 09-INV-07
<b>Wellness Plan</b>	Behavioral Health Operations (BHO)	A prioritized written list of positive coping strategies, activities, and resources of support for incarcerated individuals who are being provided support and interventions from mental health. The wellness plan shall be completed annually with the assistance of a Mental Health Professional (MHP). The Wellness Plan is focused on reinforcing and developing resilience for crisis as well as identifying avenues for assistance when needed.	67-MNH-09 67-MNH-15
<b>Wide Area Network (WAN)</b>	Bureau of Information and Technology Services (BITS)	A communication network that services multiple information technology device users or interconnected information technology systems within a large geographic area.	05-OIT-11
<b>Wiki</b>	Bureau of Information and Technology Services (BITS)	A Web application that allows one user to add content and any other user to edit the content, such as Wikipedia, an online encyclopedia.	05-OIT-10
<b>Wiping Software</b>	Bureau of Information and Technology Services (BITS)	Software used to render all data on a hard drive unreadable and thus, inaccessible.	05-OIT-11
<b>Wired</b>	Bureau of Information and Technology Services (BITS)	Traditional landline local and long-distance telephone service using twisted pair, coaxial or fiber optic cable.	05-OIT-12

<b>Wireless</b>	Bureau of Information and Technology Services (BITS)	Use of various electromagnetic spectrum frequencies, such as radio and infrared, to communicate services, such as data and voice, without relying on a hardwired connection.	05-OIT-11 05-OIT-12
<b>Witness</b>	Religious Services	Sharing information or personal faith about religious beliefs without an attempt to coerce another person into changing from one religious belief to another.	72-REG-01
<b>Witness Interview (non-investigators)</b>	Labor Relations Office (LRO)	Interviewing someone who has firsthand knowledge of an incident of Employee Misconduct or possesses background information and who is not the subject of the investigation.	09-INV-03 09-INV-07
<b>Women's Coordinator</b>	EEO	An employee selected by the appointing authority of an institution, regional office of the Division of Parole and Community Services (DPCS), and/or Operation Support Center (OSC) who is an available source of support and disseminates information to female staff regarding health issues, educational opportunities, support groups, training, etc.	32-EEO-01
<b>Work Keys</b>	Ohio Central School System (OCSS)	A series of standardized tests developed by ACT that measure student academic skills in Graphic Literacy, Applied Math and Workplace Documents.	57-EDU-03 57-EDU-12
<b>Work Process Schedule</b>	Ohio Central School System (OCSS)	Individual curriculum showing the categories and hours of an approved apprenticeship program, as outlined on the master record card, that the apprentice must complete (as required by ApprenticeOhio) in order to receive a Certificate of Completion.	57-EDU-07
<b>Working Alone</b>	Labor Relations Office (LRO)	An employee may be considered working alone when they are working with an incarcerated individual or group of incarcerated individuals in an area where they cannot be observed or heard by another employee without the aid of mechanical devices.	51-STF-04
<b>Working OCSS Transcript</b>	Ohio Central School System (OCSS)	An unofficial version of the OCSS transcript documented with information not available in DOTS Portal.	07-ORD-09
<b>Working Suspension</b>	Bureau of Personnel	Employee works and receives wages for the time worked. Working suspension is a paper suspension and has the same effect for the purpose of progression.	35-PAY-02

<b>Works of Art &amp; Historical Treasures</b>	Division of Business Administration (DBA)	Assets that are maintained or preserved such as paintings, sculptures, etc.	22-BUS-08
<b>Workshops/Seminars</b>	Office of Prisons (OOP)	Structured social skills or life enhancement programs for groups of incarcerated individuals that are planned, developed, presented, and evaluated by trained staff. Such workshops should be designed to elicit measurable results. These programs may include communication, interpersonal skills, parenting, self-defeating behavior, stress management, anger management, family dynamics, and goal setting.	71-SOC-09