



**Intensive Program Prison
Second Chance to Change Program**

Intensive Program Prison Selection Process Checklist

Name:	Number:	Institution:	
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INSTRUCTIONS: If at any time, as you proceed in numerical sequence through the sections below, you check Column 1, then the application process shall be terminated and if applicable, the IPP Notice of Disapproval form (DRC2376) shall be completed. A prisoner is not eligible for selection to IPP pursuant to this policy if the sentencing entry states that the prisoner is not eligible for placement in an IPP or disapproves such placement. If the sentencing court finds statutory eligibility for the prisoner's placement in an IPP, and/or the sentencing entry either approves or recommends such placement, or such entry is silent on such placement, then a prisoner shall be initially screened during reception processing and may be screened at a Level 1/Level 2 institution with an IPP for eligibility into the program based on requirements in Sections 1-A or 1-B or 1-C of this checklist.

Section 1-A Statutory Eligibility Requirements as set forth in AR5120-11-03 (C)(1)

APPLIES TO:

APPLICANTS OF AN OFFENSE COMMITTED PRIOR TO JULY 1, 1996 AND FOR WHICH A COURT IMPOSED A TERM OF IMPRISONMENT.

The Warden's designee shall screen the commitment papers and, if available, all pre- or post-sentence investigation reports and criminal histories to determine compliance with all of the following statutory eligibility requirements:

- | | Column 1 | Column 2 |
|---|----------|----------|
| a. Has the prisoner been convicted of or pleaded guilty to, and been sentenced for, a felony of the third or fourth degree? | ___ No | ___ Yes |
| b. During the commission of that offense or the offense of indictment, was physical harm caused to any person, as defined in O.R.C. Section 2901.01 or an actual threat of physical harm made to any person with a deadly weapon, as defined in O.R.C. 2923.11? | ___ Yes | ___ No |
| c. Has the prisoner been sentenced for an offense with a firearm specification? | ___ Yes | ___ No |
| d. Has the prisoner been previously convicted of or pleaded guilty to any felony for which, pursuant to sentence, he was confined for 30 days or more in a correctional institution in this state or in a similar institution in any other state or of the United States. | ___ Yes | ___ No |
| e. At the time of admission to the Department of Rehabilitation and Correction (DRC) was the prisoner between the ages of 18 and 30? | ___ No | ___ Yes |
| f. Has a sentence of actual incarceration? | ___ Yes | ___ No |
| g. Has a conviction for a sex offense, as set forth in Chapter 2907 of the Revised Code as it existed prior to July 1, 1996, or any comparable offense under the laws of any other state or the United States. | ___ Yes | ___ No |

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Section 1-B Statutory Eligibility Requirements as set forth in AR 5120-11-03(C)(2)

APPLIES TO:

APPLICANTS OF A NON-OMVI OFFENSE COMMITTED ON OR AFTER JULY 1, 1996 AND FOR WHICH A COURT IMPOSED A PRISON TERM.

The Warden's designee shall screen the commitment papers and, if available, all pre- or post-sentence investigation reports and criminal histories to determine compliance with all of the following statutory eligibility requirements:

- a. Is the prisoner serving a prison term for Aggravated Murder, Murder, or a felony of the first or second degree or a comparable offense under the law in effect prior to July 1, 1996 or the prisoner previously has been imprisoned for Aggravated Murder, Murder, or a felony of the first or second degree or a comparable offense under the law in effect prior to July 1, 1996.
- b. Is the prisoner serving a prison term for a mandatory prison term as designated by the court's sentencing entry.
- c. Is the prisoner serving a prison term: for a felony of the third, fourth, or fifth degree that either is a sex offense; an offense betraying public trust as indicated by the nature of the offense, an element of the offense, or by a finding of the sentencing court of such a sentencing factor; an offense in which the prisoner caused or attempted to cause actual physical harm to a person; the prisoner is serving a prison term for a comparable offense under the law in effect prior to July 1, 1996; or the prisoner previously has been imprisoned for an offense of that type or a comparable offense under the law in effect prior to July 1, 1996.
- d. Is the prisoner serving a mandatory prison term imposed for a third or fourth degree felony OMVI offense, as defined in section 2929.01 of the Revised Code, that was imposed pursuant to section 2929.13 of the Revised Code.

Section 1-C Statutory Eligibility Requirements as set forth in AR 5120-11-03(C)(3)

APPLIES TO:

APPLICANTS OF AN OFFENSE COMMITTED ON OR AFTER JULY 1, 1996 AND FOR WHICH A COURT IMPOSED A MANDATORY PRISON TERM(S) FOR A THIRD AND/OR FOURTH DEGREE FELONY OMVI OFFENSE.

The Warden's designee shall screen the commitment papers and, if available, all pre- or post-sentence investigation reports and criminal histories to determine compliance with all of the following statutory eligibility requirements:

- a. Is the prisoner serving a prison term for Aggravated Murder, Murder, or a felony of the first or second degree or a comparable offense under the law in effect prior to July 1, 1996 or the prisoner previously has been imprisoned for Aggravated Murder, Murder, or a felony of the first or second degree or a comparable offense under the law in effect prior to July 1, 1996.
- b. Is the prisoner serving a prison term for a mandatory prison term, as defined in section 2929.01 of the Revised Code, with the exception of the third and/or fourth degree felony OMVI offense(s).

Column 1	Column 2
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

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<u>Section 1-C Statutory Eligibility Requirements Continued</u>	Column 1	Column 2
<p>c. Is the prisoner serving a prison term for a felony of the third, fourth, or fifth degree that either is a sex offense, an offense betraying public trust, or an offense in which the prisoner caused or attempted to cause actual physical harm to a person; the prisoner is serving a prison term for a comparable offense under the law in effect prior to July 1, 1996, or the prisoner previously has been imprisoned for an offense of that type or a comparable offense under the law in effect prior to July 1, 1996.</p>	___ Yes	___ No
<p><u>Section 2 - Application</u></p> <p>The Warden's designee shall assure that the prisoner has signed the Intensive Program Prison ("IPP") Application Form (DRC2370) for permission to be placed in the IPP?</p>	___ No	___ Yes
<p><u>Section 3 - Notice to Sentencing Judge</u></p> <p>Notice to sentencing judge only applies if applicant is eligible per Section 1-B and the sentencing entry is silent on the prisoner's placement in an IPP or if an applicant is eligible pursuant to 1-C above. The notice shall be sent immediately after statutory eligibility is determined, and the inmate has applied for placement in the IPP. This notification process does not apply if the sentencing court finds statutory eligibility per section 1-B, for the prisoner's placement in an IPP and/or the sentencing entry either approves or recommends such placement.</p>		
<p>a. Certified letter, return receipt requested, or electronic mail, sent to sentencing judge and copy to the prosecutor's office, at least three weeks prior to admission into the program.</p>	___ No	___ Yes
<p>b. Disapproved by sentencing judge.</p>	___ Yes	___ No
<p>c. Approved by sentencing judge.</p>	___ No	___ Yes
<p>d. Judge did not reply within ten days of the certified mail receipt or electronic mail.</p>	___ No	___ Yes
<p>The selection process set forth in this checklist should continue after the letter or e-mail has been sent to the sentencing judge and should be stopped if the judge disapproves the applicant's placement into the program.</p>		
<p><u>Section 4 - Record Gathering</u></p> <p>The Warden's designee shall initiate efforts to obtain all records necessary to reach a placement decision. These records shall include, but are not limited to: current pre- or post-sentence investigation report requested from the Superintendent of Field Services and criminal histories (e.g., B.C.I., F.B.I., and Leads N.C.I.C. Systems).</p> <p>In the event that any one of these records is available, but its relevant content is incomplete, the Warden's designee shall request such information by contacting local law enforcement agencies, courts of record, or other agencies or individuals as appropriate.</p>		

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<u>Section 5 - Administrative Rule Eligibility Requirements</u>	Column 1	Column 2
a. Based on supporting documents provided for in Section 4 above, the Warden's designee determined the applicant meets all of the relevant statutory eligibility requirements in Section 1-A or 1-B or 1-C above?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
b. The Warden's designee must determine that the applicant meets the following rule requirements:		
1. Has more than sixty months to serve before the expiration of his/her definite sentence or he/she becomes eligible for parole consideration if serving an indefinite sentence or expiration of his/her stated prison term; or if the applicant is eligible pursuant to Section 1-C above , he/she has more than twenty-four months to serve such sentence or term?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Has a sentence or stated prison term with sufficient time to serve the ninety-days imprisonment phase of the IPP?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Has an outstanding felony detainer, felony warrant or pending felony charge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Has a conviction for an escape as defined in Section 2921.34 of the Revised Code, or any comparable offense under the laws of any other state or the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Has been classified as level 1 or level 2 security, unless statutorily eligible pursuant to Section 1-C above, then has been classified as level 1 security?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6. Has been identified as a disruptive security threat group participant, pursuant to DRC Policy 310-SEC-12, by demonstrating a serious or continuing threat to the security of the institution or community due to his/her security threat group participation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Has been identified as an active participant in a security threat group, pursuant to DRC policy 310-SEC-12, when the prisoner participates in activity that substantiates the idea that he/she is continuing activity in a security threat group?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Has demonstrated an acceptable institutional adjustment?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9. Is at least eighteen (18) years of age?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
10. Has completed two intensive program prior placements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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<u>Section 6 - Health Professional's Evaluations</u>	Column 1	Column 2
<p>a. Medical Doctor.</p> <p>1. After a medical screening for only a medial level two or above and, if necessary, a medical evaluation, is the applicant physically able to participate in the IPP? Before checking No see Section 6c below. [NOTE - If applicant is a medical level one then he/she is physically able to participate in IPP.]</p> <p>2. If not able, note reason(s): _____ _____ _____</p> <p style="text-align: right; margin-right: 100px;">_____ Medical Doctor</p> <p style="text-align: right; margin-right: 100px;">_____ Date</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>b. Licensed Independent Mental Health Professional.</p> <p>1. After a mental health screening and follow-up interview, if necessary, psychiatric or psychological conditions do not exist which would significantly reduce the prisoner's ability to participate in the program nor would such participation be likely to exacerbate his/her condition? Before checking No see Section 6c below.</p> <p>2. If column 1 is checked, note reason(s): _____ _____ _____</p> <p style="text-align: right; margin-right: 100px;">_____ Licensed Independent Mental Health Professional</p> <p style="text-align: right; margin-right: 100px;">_____ Date</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>c. In the event the prisoner is found to have some physical or mental impairment that may preclude participating in IPP, the health professional shall consult with the unit administrator or the program supervisor, of the IPP, to determine whether the impairment would substantially limit the applicant's participation in the IPP. If not substantially limiting, then the applicant's participation in the IPP should not be disapproved due to the impairment. If substantially limiting, then eligibility for the IPP turns on whether the applicant can perform the essential functions of the IPP with or without a reasonable accommodation. The applicant must be able to perform, even with a reasonable accommodation for his/her impairment, the essential functions of the program. If the applicant cannot so perform then the health professional shall not recommend the applicant for the IPP. The applicant must remain physically and mentally capable of performing the essential functions of the IPP in order to continue participation in the IPP.</p>		

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<u>Section 7 - Final Review</u>	Column 1	Column 2
<p>The Warden's designee has conducted a final review of the applicant and has found the applicant continues to meet all of the selection requirements for placement in the IPP?</p> <p>If the Warden's designee finds that the applicant has a conviction for an offense of violence, as defined in O.R.C. Section 2901.01, within the previous 5 years, then all information relevant to that conviction shall be provided to the Warden or, if applicable the Contract Monitor as a basis for the decision required in Section 8 below.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p><u>Section 8 - Warden's / Contract Monitor's Review</u></p> <p>Based on all relevant information, including any conviction for a felony offense of violence within the previous 5 years, affecting the applicant's selection, the Warden or, if applicable the Contract Monitor has approved the applicant for placement in the IPP?</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center; width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Warden/Contract Monitor</p> </div> <div style="text-align: center; width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Date</p> </div> </div> <p>If <i>approved</i>, the Warden/Contract Monitor shall complete the IPP Notice of Approval form (DRC2382) which shall be served upon the prisoner.</p> <p>If <i>not approved</i>, the Warden/Contract Monitor shall complete the IPP "Notice of Disapproval" form (DRC2376) which shall be served upon the prisoner.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes