

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: Access to DYS Information	PAGE <u> 1 </u> OF <u> 2 </u>
RULE/CODE REFERENCE:	NUMBER: <u> 07-ORD-06 </u> SUPERSEDES: 111-05 DATED 12/17/96
RELATED ACA STANDARDS: 3-4097 and 3-4099	EFFECTIVE DATE: November 30, 2001
RELATED AUDIT STANDARDS:	APPROVED:  <i>Reginald A. Wilkinson</i>

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as he prescribes.

**II. PURPOSE**

The purpose of this policy is to address the accessibility and use of information from the Department of Youth Services (DYS) concerning offenders who previously were in DYS custody.

**III. APPLICABILITY**

This policy applies to all Department of Rehabilitation and Correction employees having access to the information transferred from the Department of Youth Services.

**IV. DEFINITIONS**

None

**V. POLICY**

The prior delinquent record of any individual who has been previously committed to the Department of Youth Services and who has been convicted of a subsequent offense as an adult is to be used exclusively for employees of the Department of Rehabilitation and Correction as they carry out their statutory duties and responsibilities.

**VI. PROCEDURES**

A. Policy on use:

Only certain DRC staff shall be allowed to conduct a restricted search against the DYS database to determine whether the new adult inmate has previously been in DYS. Only identification information can be reviewed. If the check reveals that the new DRC inmate has previously been adjudicated to DYS, then an approved portion of the individual's DYS record is eligible for transfer to DRC's inmate database, and it shall be transferred. A search is authorized when:

1. The Division of Parole and Community Service is required, by statutory authority or by an Order of the Court, to conduct an investigation on a felon.
  2. A felon is remanded to the Department of Rehabilitation and Correction for a period of incarceration or supervision.
- B. The ability to launch a restricted search will be strictly controlled by:
1. The assigning of a password to individuals authorized to search.
  2. Authorizing the search only from specific workstations.
  3. Limiting field access to individuals on an “as needed” basis. These variables have been specified through a DYS/DRC agreement.
- C. No other persons, with the exception of DRC/Bureau of Information and Technology Services staff responsible for maintaining the computerized system, will have access to the database.
- D. In the event an individual is identified as having been previously committed to DYS, the individual’s DYS record or portions of the record will then be incorporated into the DRC Inmate Progression System. That information can be reviewed and used by others in DRC, but only in the performance of their duties in the Department.