

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>APA Workload Formula</b>	PAGE <u> 1 </u> OF <u> 2 </u>
	NUMBER: 100-APA-03
RULE/CODE REFERENCE:	SUPERSEDES: 100-APA-03 dated 07/13/12
RELATED ACA STANDARDS: 4-APPFS-3A-25	EFFECTIVE DATE: January 6, 2014
	APPROVED: 

**I. AUTHORITY**

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

**II. PURPOSE**

The purpose of this policy is to establish a workload formula used to allocate work to Adult Parole Authority field staff.

**III. APPLICABILITY**

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction; specifically all Adult Parole Authority (APA) staff who provide supervision to offenders under the supervision of the APA.

**IV. DEFINITIONS**

**Caseload** - The total number of offenders assigned to a staff member.

**Chin Stats** - A quarterly report provided by the Bureau of Research to the Adult Parole Authority Regional Administrators to be used as a tool to manage case distribution. This report reflects a statewide snapshot of every parole officer's caseload utilizing a weighted formula based on offenders' supervision levels.

**Field Staff** - 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.

**Violation Hearing** - An administrative hearing conducted by a representative(s) of the Parole board or designee of the Chief of the Adult Parole Authority 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.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure the Adult Parole Authority develops and applies a written workload formula in the allocation of work assignments to parole officers. This workload formula shall be applied in conjunction with other relevant information available concerning workload allocation. The workload formula shall be reviewed at least annually and changed when appropriate.

**VI. PROCEDURE****A. Workload Formula**

1. In determining the allocation of work assignments from the APA Regional Administrator to the units and from the unit supervisors to parole officers, factors to be considered include, but are not limited to, the following:
  - a. Offender risk level and/or supervision level;
  - b. Offender release type;
  - c. Geographic area of supervision;
  - d. Training hours attended;
  - e. Special assignments of field staff;
  - f. Number and frequency of violation hearings attended;
  - g. Caseload size;
  - h. Caseload specialization;
  - i. Number of active parole officers per unit
  - j. Chin stats
2. The Managing Director of Operations/designee and Chief of the APA/designee and the Regional Administrator(s)/designee(s), in collaboration with the unit supervisors, shall at least once per quarter evaluate parole officer workload within the region(s) to maintain an equitable distribution of workload among units and parole officers.