

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>2</u>
<b>APA Administrative Review of Parole/Post Release Control Cases</b>	NUMBER: 100-APA-04
RULE/CODE REFERENCE: ORC 149.43	SUPERSEDES: 100-APA-04 dated 12/15/08
RELATED ACA STANDARDS:	EFFECTIVE DATE: March 4, 2014
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Ohio 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 set forth procedures for the possible review of the Parole Board's rationale for release in parole cases, and the Adult Parole Authority's methods of control when an offender under supervision in the community violates conditions of supervision.

**III. APPLICABILITY**

This policy applies to all employees of the Adult Parole Authority.

**IV. DEFINITIONS**

**Administrative Review** - An internal investigation and review of an offender's supervision history, adjustment and compliance, and current status.

**Field Officer Tablet** - Computerized data maintained by the parole officer assigned to the case 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.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to conduct an Administrative Review at the request of the Director/designee or an executive staff member/designee when an offender under Adult Parole Authority (APA) supervision is involved in an incident in the community as defined pursuant to Department Policy 01-COM-08, Incident Reporting and Notification

## **VI. PROCEDURE**

### **A. Initial Reporting**

When an incident occurs in the community involving an offender under supervision it shall be immediately reported pursuant to Department Policy 01-COM-08, Incident Reporting and Notification.

### **B. Assignment of Administrative Review**

The Director/designee or an executive staff member/designee may initiate a review by notifying the Managing Director of Operations/designee and/or Chief of APA/designee who shall assign the case for investigation and review.

### **C. Reports and Time Requirements**

Within 5 (five) calendar days of the initiation of the administrative review, the designated staff member shall obtain all documentation pertinent to the offender, i.e. field officer tablet, file reports, program attendance, etc. and submit the completed Administrative Review – Parole (DRC3405) or Administrative Review of PRC (DRC3438) report to the Managing Director of Operations/designee and/or Chief of APA/designee for distribution to the Director and/or executive staff member who initiated the review within thirty (30) calendar days of assignment.

### **D. Public Information**

The administrative review is part of the offender's file and is not a public record pursuant to Department Policy 07-ORD-02, Public Records.

## **Related Department Forms**

Administrative Review – Parole	DRC3405
Administrative Review of PRC	DRC3438