

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Special Assignment	PAGE <u> 1 </u> OF <u> 4 </u> NUMBER: 100-APA-29
RULE/CODE REFERENCE:	SUPERSEDES: 100-APA-29 dated 02/13/14
RELATED ACA STANDARDS:	EFFECTIVE DATE: August 31, 2016
	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 guidelines for selecting Division of Parole and Community Services (DPCS) staff for special assignment within the Ohio Department of Rehabilitation and Correction (DRC) and the DPCS and/or with outside agencies.

III. APPLICABILITY

This policy applies to all employees of the Division of Parole and Community Services (DPCS).

IV. DEFINITIONS

Justice Reinvestment Officer (JRO) - Staff on special assignment from the parole officer/senior parole officer classification who serve to facilitate the enhancement of communication and information sharing between the DRC, courts, and local community agencies.

Law Enforcement Agency - For purposes of this policy, refers to any federal, state, county, or city agency that employs peace officers as defined in ORC 109.71, the Adult Parole Authority (APA), a county department of probation, a prosecuting attorney, the Attorney General, similar agencies of other states and postal inspectors.

Memorandum of Understanding (MOU) - A formal written agreement between the DRC and other agencies approved by the regional administrator/appropriate management staff member and chief of APA/designee.

Task Force - For the purposes of this policy, a group of law enforcement agencies, including the APA, organized via a MOU, to accomplish the mission for which the task force was created.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to ensure the Division of Parole and Community Services (DPCS) utilizes a process to identify and select volunteer staff for special assignment in a standard manner in order to maximize resources, ensure fairness and equal opportunity, and maintain consistency and quality in APA operations.

VI. PROCEDURES**A. Minimum qualifications for volunteer special assignment applicants:**

1. Applicants must have one (1) year experience as an APA parole officer.
2. Applicants must have no active discipline and/or no open administrative investigations.
3. Taskforce Specific - Applicants must have successfully completed the DRC firearm, unarmed self-defense and OC spray training and may be required to obtain applicable training and certification for weapons other than DRC or DPCS issued (e.g., rifle) through the sponsoring task force agency. DRC or DPCS will not provide and/or purchase said weapons/ammunition.
4. JRO Specific - Applicants will need to complete the DRC eight (8) hours Instructional Skills training.
5. Applicants must be willing to make the commitment based on the length of the assignment and/or as designated by the regional administrator/managing officer with the approval of the appointing authority/designee.

B. The number of work hours devoted to the special assignment shall be determined by the appropriate management staff member with the approval of the appointing authority/designee.**C. Special Assignment Postings**

1. The regional administrator/appropriate management staff member or designee shall review the participant's assignment when deemed necessary to determine if the employee has reached the end of their commitment period.
2. If an opening is available, the regional administrator/appropriate management staff member or designee shall post the opening to the region via email and postings in APA district, regional offices, and parole board, based on the location of the assignment.
 - a. A standard form (Appendix A, B, or C) shall be used for the posting which, at a minimum, shall include the date of the announcement, the opening and closing date of the posting period, minimum qualifications, and location.
 - b. The posting periods shall be ten (10) business days.
 - c. Applications shall only be accepted during the posting period.
 - d. Employees who are in a special assignment that ends must reapply to be considered in continuing with that assignment.

D. Special Assignment Application and Screening Process

1. The employee shall complete a Special Assignment Application (DRC3465) and submit to the regional administrator/appropriate management staff member or designee.
2. The employee shall include with the application documentation of the minimum qualifications.
3. At the end of the posting period, a four (4) person panel which includes at least one (1) exempt and one 1199 employee shall be selected by the regional administrator/appropriate management staff member or designee and by the appointing authority/designee. The panel shall screen all application packets for minimum qualifications. The panel shall also conduct interviews of the candidates.
4. Interviews shall be scheduled for applicants who meet minimum qualifications and applicants shall be notified of the interview via letter from the selection panel.
 - a. Interview questions shall include at least one (1) question in each of the following areas: policy, ethics, and scenarios.
 - b. The panel shall consider applicant work history, performance evaluations, training, diversity and operational needs of the unit.
 - c. Interview panel members shall recommend a selection to the regional administrator/appropriate management staff member.
5. The regional administrator/appropriate management staff member shall ensure that the screening and interview process is conducted in a fair and equitable manner and that the outcome reflects the DRC commitment to diversity and equal opportunity for all qualified volunteer assignment/task force applicants. Operational needs of the unit/region, task force, special assignment needs, and any other pertinent information will also be considered.
6. The regional administrator/appropriate management staff member in consultation with the appointing authority/designee shall select the candidate for the assignment.

E. Special Assignment Termination

1. If the special assignment member is unable or unwilling to meet the expectations and/or the regional administrator/appropriate management staff member determines that it is no longer in the DPCS' best interest for the special assignment member to continue in that capacity, he/she reserves the right to return the member to regular duty with the approval of the appointing authority/designee.
2. Employees who wish to resign their special assignment participation shall give thirty (30) days written notification to the regional administrator/appropriate management staff member prior to resignation.
3. Those employees assigned as a justice reinvestment officer (JRO) whose assignment ends or resign will be placed in a vacant PN within their headquarter county.

Attachments:

Appendix A

Appendix B

Appendix C

DPCS Taskforce Assignment Posting

DPCS JRO Assignment Posting

DPCS Other Special Assignment Posting

Related Department Forms:

Formal Agreement Member Application & Agreement

DRC3465

Appendix A
(100-APA-29)

DPCS SPECIAL ASSIGNMENT POSTING
Taskforce

Region Location: _____

Posting Location: _____

Date of Announcement: _____

Opening Date: _____

Closing Date: _____

Return To: Regional Administrator/appropriate management staff member /designee

Minimum Qualifications:

- Applicants must have one (1) year experience as an APA parole officer.
- Applicants must have no active discipline and/or no open administrative investigations.
- Applicants must have successfully completed the DRC firearm, unarmed self-defense and OC spray training and may be required to obtain applicable training and certification for weapons other than DRC or DPCS issued (e.g., rifle) through the sponsoring task force agency. DRC or DPCS will not provide and/or purchase said weapons/ammunition.
- Applicants must be willing to make a commitment to the assignment based on the length of the MOU and/or as designated by the regional administrator/appropriate management staff member with the approval of the appointing authority/designee.
- The number of work hours devoted to the special assignment will be determined by the regional administrator with the approval of the appointing authority/designee.

**Please provide the Agreement & Application and a short narrative why you are applying for this position and how you meet the minimum qualifications on a separate sheet with this posting. For additional information, please review DRC policy 100-APA-29, Special Assignment, prior to applying for this position.

Appendix B
(100-APA-29)

DPCS SPECIAL ASSIGNMENT POSTING
Justice Reinvestment Officer (JRO)

Region Location: _____

Posting Location: _____

Date of Announcement: _____

Opening Date: _____

Closing Date: _____

Return To: Regional Administrator/appropriate management staff member /designee

Minimum Qualifications:

- Applicants must have one (1) year experience as an APA parole officer.
- Applicants must have no active discipline and/or no open administrative investigations.
- Applicants will need to complete the DRC eight (8) hours Instructional Skills training.
- Applicants must be willing to make a commitment to the assignment based on the length of the MOU and/or as designated by the regional administrator/appropriate management staff member with the approval of the appointing authority/designee.
- Forty (40) hours per week will be devoted to the special assignment.
- Applicants will be required to change position numbers (PN) and will report to the designated DPCS administrator.

**Please provide the Agreement & Application and a short narrative why you are applying for this position and how you meet the minimum qualifications on a separate sheet with this posting. For additional information, please review DRC policy 100-APA-29, Special Assignment, prior to applying for this position.

Appendix C
(100-APA-29)

DPCS SPECIAL ASSIGNMENT POSTING
Other

Region Location: _____

Posting Location: _____

Date of Announcement: _____

Opening Date: _____

Closing Date: _____

Return To: Regional Administrator/appropriate management staff member /designee

Minimum Qualifications:

- Applicants must have one (1) year experience as an APA parole officer.
- Applicants must have no active discipline and/or no open administrative investigations.
- Applicants must be willing to make a commitment to the assignment based on the length of the MOU and/or as designated by the regional administrator/appropriate management staff member with the approval of the appointing authority/designee.
- The number of work hours devoted to the special assignment will be determined by the regional administrator with the approval of the appointing authority/designee.

**Please provide the Agreement & Application and a short narrative why you are applying for this position and how you meet the minimum qualifications on a separate sheet with this posting. For additional information, please review DRC policy 100-APA-29, Special Assignment, prior to applying for this position.