

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Reentry Supervision Release Process</b>	PAGE <u>1</u> OF <u>23</u> Number: 101-PLA-01
RULE/CODE REFERENCE: ORC 2950.01, 02, 03, 042; 2967.05; 2967.121; 5120.01; 5120.035; AR 5120: 1-40	SUPERSEDES: 101-PLA-01 dated 02/13/15
RELATED ACA STANDARDS: 4-APPFS-1A-02; 4-APPFS-2C-01; 4-APPFS-2C-02; 4-APPFS-2C-03	EFFECTIVE DATE: February 29, 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 set forth conditions and procedures for offenders to be released for parole, post release control, treatment transfer, or transitional control.

**III. APPLICABILITY**

This policy applies to all employees of the Department of Rehabilitation and Correction and contract service providers involved in placing offenders from prison to supervision.

**IV. DEFINITIONS**

**Business Days** – The days of the week, excluding Saturday, Sunday and any legal holiday.

**Community Residential Centers (ComRC)** – A facility licensed by the Department of Rehabilitation and Correction pursuant to Section 2967.14 of the Ohio Revised Code, as a suitable facility for the housing of lower-risk, lower-need adult offenders under the supervision of the Adult Parole Authority.

**Detainer** – A request filed by a criminal justice agency with the institution in which a prisoner is incarcerated asking the institution either to hold the prisoner for the agency or to notify the agency when released of the prisoner is imminent.

**Frontloading** – The concentration of supervision activities immediately prior to and immediately after release.

**Gateway Portal** - A web based portal that allows the Ohio Department of Rehabilitation and Correction (ODRC) to exchange and share offender information with its external partners and stakeholders.

**Halfway House** – A facility licensed by the Department of Rehabilitation and Correction, pursuant to Section 2967.14 of the Ohio Revised Code, as a suitable facility for the care and treatment of adult offenders.

**Hybrid Case** – A case where an inmate is serving an indefinite sentence of prison incarceration for offenses committed and is under the criminal sentencing code as it existed before July 1, 1996, and who is also serving a sentence of incarceration for offenses committed and the criminal sentencing code as it existed on or after July 1, 1996.

**Intensive Program Prison (IPP)** – A ninety (90) day program focusing on education, training, work, substance abuse treatment/DUI, community service, conservation work and/or other programs designed to provide intensive programming for eligible inmates in accordance with Ohio Revised Code 5120.032. Upon successful completion of this program, the inmate's sentence may be reduced to ninety (90) days and the inmate shall then serve a transitional type of detention followed by a release under post-release control sanctions or, in the alternative, shall be placed immediately under post-release control sanctions.

**Interstate Compact (IC)** – The agreement codified in ORC 5149.21 governing the transfer and supervision of adult offenders under the administration of the National Interstate Commission for Adult Offender Supervision.

**Monitored Time (MT) Sanction** – A sanction option pursuant to Ohio Revised Code 2929.17 which is that period of time an offender continues to be under the supervision of the sentencing Court or parole Board subject to no conditions other than leading a law abiding life. Monitored time is applicable only to those offender who commit offenses on or after July 1, 1996 or compact offenders.

**NOTEC** – A section in the Community Corrections Information System (CCIS) to record information regarding offender's activity while under supervision.

**Offender Face Sheet** – The location of all offender demographic information in ORAS.

**OHLEG** – Ohio Law Enforcement Gateway

**Ohio Risk Assessment System (ORAS)** – A collection of risk and needs assessment tools to accurately determine the risk of Ohio offenders.

**Ohio Youth Assessment System (OYAS)** – A collection of risk and needs assessment tools to accurately determine the risk of Ohio youthful/juvenile offenders.

**Onbase** – An enterprise content management system utilized by DRC for electronic document archival and retrieval. Access to Onbase is restricted to essential users only.

**Parole** – The release from confinement in any state penal or reformatory institution by the Adult Parole Authority that is created by Section 5149.02 of the Ohio Revised Code and under any terms and for any period of time that is prescribed by the Adult Parole Authority in its published rules and official minutes. A parolee so released shall be supervised by the Adult Parole Authority, pursuant to Section 2967.16 of the Ohio Revised Code. The above applies to all persons who have committed felonies prior to July 01, 1996.

**Parole Board** – The section of the Adult Parole Authority created in Ohio Revised Code sections 5149.02 and 5149.10 whose duties include, but are not limited to, reviewing and evaluating offenders for parole and clemency consideration and imposing post release control.

**Parole On or After (POA)** – The earliest date upon which an inmate may be released on parole supervision. Given the individual requirements of each case, the actual release may be extended to a date after the POA date.

**Permanent Supportive Housing (PSH)** – A program funded by the Department of Rehabilitation and Correction to house and provide services to offenders released from prison who suffer from a disabling condition that impairs his/her ability to obtain and maintain housing and who are at risk of being homeless upon release.

**Placement Investigation Request (PIR)** – A DOTS Portal automated form listing verified information regarding an offender. It is used by DRC staff to initiate an investigation by field staff of release plans for offenders who are eligible to be released on parole, post release control, transitional control, or IPP/Second Chance to Change.

**Post Release Control (PRC)** – A period of supervision for an offender by the Adult Parole Authority following release from imprisonment that includes one (1) or more post-release control sanctions imposed by the Parole Board pursuant to section 2967.28 of the Revised Code.

**Post Release Control Date (PRCD)** – Date on which an offender's prison term expires and (s)he is placed on post release control.

**Pre-Hearing Placement Investigation Request** - A Placement Investigation Request that is submitted prior to a parole board hearing for offenders seeking out-of-state placement on parole, for offenders who are difficult to place on parole, or at the Parole Board's request.

**Security Threat Group (STG)** – Any organization, association or group of persons, either formal or informal, which may have a common name or identifying sign or symbol whose members or associates engage in or have engaged in activities which include, but are not limited to, planning, organizing, threatening, financing, soliciting or committing unlawful acts or acts which violate the policies, rules and regulations of DRC, Administrative Rule 5120-9-37, or Ohio Revised Code.

**Transitional Control (TRC)** – Inmates approved for release up to 180 days prior to the expiration of their prison sentence or release on parole or post release control supervision under closely monitored supervision and confinement in the community, such as a stay in a licensed halfway house or restriction to an approved residence on electronic monitoring in accordance with section 2967.26 of the Ohio Revised Code.

**Treatment Transfer (TT)** - A prison transfer program authorized by O.R.C. Section 5120.035 that provides substance use disorder assessment and treatment through licensed community treatment providers to help reduce substance use relapse and recidivism for prisoners convicted of felony level 4 and 5 non-violent offenses. Eligible inmates may be transferred from state correctional facilities to the community facilities for up to 365 days prior to the expiration of their prison sentences. The inmates transferred shall be under closely monitored supervision and confinement in the community, such as a stay in a licensed halfway house or restriction to an approved residence on electronic monitoring.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction for institution unit management staff to prepare placement material which contains information regarding potential reentry release plans for offenders who are incarcerated in order to ensure that all offenders granted a parole are released on their Parole On or After (POA) date or as soon thereafter as possible. Post Release Control (PRC) offenders shall be released at the expiration of their prison term with or without an approved reentry release plan. All placement material must contain a signed copy of the Conditions of Supervision (DRC3019) and a Waiver of Extradition (DRC3095/3096).

## VI. PROCEDURE

- A. The Unit Management Chief (UMC) or designee is responsible for coordinating the processing of the offender's placement material. The UMC/designee is responsible for quality control of the placement material and ensuring its timely preparation. A new Placement Investigation Request (PIR) and the placement material are not to be created for sanction violators or offenders returned to prison with a new sentence but the parole is not revoked. All viable field placements should be explored prior to referrals to BCS for placements, unless specified by the Parole Board.
- B. Placement Material Preparation, Time Frames, and Distribution
1. The UMC/designee shall use the automated Placement Investigation Request (PIR) in DOTS Portal for the placement plan preparation. The PIR shall be created in accordance to timeframes established in Appendix A of this policy. The placement material shall be electronically uploaded into the Gateway Portal, under the Ohio Risk Assessment System (ORAS) Offender File tab under the format (Last Name/Number/Release Type/Date) within three (3) business days of generating the PIR. The placement material shall be attached to the offender's most recent ORAS assessment. If an assessment has not been completed in ORAS, an offender face sheet shall be created in ORAS with data entered in all fields by the UMC/designee. In these instances, the placement material shall be attached to the said offender face sheet. The UMC/designee shall send an email to the designated APA Outlook placement account notifying them the Placement Investigation Request (PIR) has been created and placement material is in ORAS.
  2. If the offender has requested Halfway House (HWH) or Community Residential Center (ComRC) placement for Plan A, within three (3) business days from the date

the PIR is generated, the UMC/designee shall review Gateway to determine if a Reentry Tool (RT) or Supplemental Reentry Tool (SRT) has been completed. If a RT or SRT has not been completed, the UMC/designee shall notify the Parole Board Parole Officer (PBPO) assigned to their institution and request the appropriate ORAS assessment is completed. The PBPO shall complete the assessment as soon as possible.

3. Refer to Appendix A for the placement material required for all release preparation types: Field Placements, State Contracted Halfway House (HWH), Community Residential Centers (ComRC), Permanent Supporting Housing (PSH), Transitional Control (TRC), Intensive Program Prison (IPP), Interstate Compact (IC), Monitored Time (MT) Sanction, and Treatment Transfer (TT). For individuals where the preferred placement is a nursing home, the time guidelines shall still be followed advising the preferred placement is a nursing home, which may not be able to be verified until thirty (30) calendar days or less prior to the offender's release. Options other than the nursing home shall be included to allow the APA Region to investigate, pending the outcome of the nursing home placement.
4. The placement material shall only be uploaded for a recommended projected release date (PRD) case after it has received final approval by the Parole Board. The placement material shall only be uploaded for hybrid offenders when the offender has been granted a parole release on a pre-Senate Bill 2 case.
5. Interstate Compact Placement Material Preparation
  - a. The placement material shall be uploaded into the Gateway Portal, ORAS Offender File tab, 120 days prior to the inmate's release date and the UMC/designee shall send an email to the DRC Compact Placement at [DRC.CompactPlacement@odrc.state.oh.us](mailto:DRC.CompactPlacement@odrc.state.oh.us) within three (3) business days to notify them the Placement Investigation Request (PIR) has been created. (Refer to Appendix A for the placement material contents). The email to Compact shall include the inmate's first and last name, inmate number, release date, institution, and case manager's name.
  - b. Rules 3.101 and 3.107 as well as all other rules of the Interstate Commission for Adult Offender Supervision (ICAOS) and the appropriate forms can be found on the Interstate Commission for Adult Offender Supervision web site, [www.interstatecompact.org](http://www.interstatecompact.org). The UMC/designee shall obtain all required documents, according to Appendix A, and have them uploaded per this policy. The Justice Reinvestment Officer (JRO) assigned to that institution shall enter the transfer request into ICOTS within ten (10) business days of receipt of all required documents.
  - c. For those offenders whose plans have all been rejected or if it is thirty (30) calendar days prior to the offender's EST date, Interstate Compact shall notify via email the Adult Parole Authority region that supervises the geographic area indicated by the offender's most recent verifiable residence prior to incarceration

excluding halfway houses. The county of residence shall be determined utilizing any of the following criteria:

- i. Last known address verified in OHLEG;
  - ii. Address verified by another state agency that previously provided services to the offender (e.g. Ohio Department of Mental Health and Addiction Services and/or Ohio Department of Developmental Disabilities);
  - iii. Last known address verified by a family member;
  - iv. Last known address verified by mail or other legal document such as tax returns;
  - v. Residence identified in the PSI.
- d. For out-of-state release requests, the Deputy Compact Administrator/designee shall notify the UMC/designee of a rejection. If there is an in-state plan that has not been investigated, the Deputy Compact Administrator/designee shall send an email to the designated APA or BCS Outlook placement account to notify them of the placement referral to the APA field unit or the Bureau of Community Sanctions (BCS) for halfway house or community residential center.
  - e. In those cases where no county of residence in Ohio prior to incarceration can be determined, then county of conviction shall be utilized for the purposes of placing the offender (e.g. out-of-state offenders).
  - f. The original Offender's Application for Transfer, waiver, and release forms that contain the offender's signature shall be scanned into Onbase by the UMC/designee.
  - g. If the offender is being released from a prison sanction time, the APA unit assigned the case shall be responsible for entering the transfer request into ICOTS if the offender wants to transfer to another state.
6. Permanent Supportive Housing (PSH) Placement Material Preparation
- a. PSH eligibility requires the offender to have a history of homelessness or be expected to be homeless upon release in addition to one (1) of the factors listed below:
    - i. Have a severe mental illness (SMI)
      - a. May have a co-occurring substance abuse order
      - b. May have a co-occurring developmental disability
      - c. May have a co-occurring physical disability or chronic medical condition
    - ii. A HIV patient
  - b. The UMC/designee may receive names of potentially eligible offenders from ODMHAS Community Linkage Social Workers, ODH linkage Workers, institution mental health or medical staff.

- c. The UMC/designee shall contact the PSH provider to determine if a bed is available for the offender.
- d. If a bed is available, the UMC/designee shall coordinate the completion of appropriate Release of Information forms (DRC5159 or DRC3436) and the placement material shall be uploaded into the ORAS application and the UMC/designee shall send an email to the PSH provider to notify them the placement material is available and the Placement Investigation Request (PIR) has been created. (Refer to Appendix A for the placement material contents)
- e. The PSH provider shall reply to the UMC/designee and copy the Corporation for Supportive Housing at [reentryohio@csh.org](mailto:reentryohio@csh.org) whether the offender is being further considered for placement or rejected for placement.
  - i. If rejected, the PSH provider shall give the reason(s) for rejection.
  - ii. If potentially eligible, the PSH provider and the UMC/designee shall schedule a date and time for the offender to be interviewed to make a final eligibility determination.
- f. Upon acceptance to the program, the PSH provider shall coordinate with the UMC/designee the transportation arrangements for the offender at the time of release from the institution.
- g. The UMC/designee shall update and complete the Placement Investigation Request (PIR). Steps for completing Placement Investigation Request (PIR) are listed below based on whether the offender is being released to Parole, PRC or no supervision at the time of Expiration of Stated Term (EST).
  - i. For offenders with no supervision at the time of EST, the UMC/designee shall close the PIRM at the time of acceptance or rejection of the PSH placement. The PIRM shall include the name of the PSH provider accepting the placement or the reason(s) for rejection.
  - ii. For offenders being released to Parole or PRC supervision, the UMC/designee shall update the Placement Investigation Request (PIR) with the acceptance or rejection information and send an email to the designated APA Outlook placement account notifying them the Placement Investigation Request (PIR) has been updated and placement material is in ORAS.

#### C. APA Field Office Placement Processing

1. The APA field office shall assign and investigate each field placement plan (A, B, C, D) within fifteen (15) business days of receipt of the placement investigation email notification from the support staff or upon receipt of the email from Interstate Compact staff indicating the placement investigation has been referred to them.

2. Upon receipt of the placement investigation email notification, the Regional Administrator or designee shall do the following:
  - a. Update the PIR noting the date the placement was received;
  - b. Enter the placement information into CCIS within three (3) business days;
  - c. Record in NOTEC the date the placement investigation email notification was received, entered into CCIS and provided to the appropriate unit supervisor.
3. The unit supervisor/designee, upon receipt of a Placement Investigation Request (PIR), shall complete the following:
  - a. Determine if the case requires a Prosecuting Attorney Notification pursuant to ORC 2967.121 and section E of this policy;
  - b. Assign the case in CCIS to a parole officer;
  - c. Set a staffing follow-up date of ten (10) business days for field plans, from the date of assignment, if time allows;
  - d. Review the electronic PSI/OBI.
4. Once the placement investigation is assigned, the parole officer shall investigate each proposed reentry release plan until an acceptable residence is located.
5. The parole officer shall visit the proposed residence and meet with the potential sponsor, if applicable. The following factors shall be taken into consideration when determining appropriate placement, whether independently or with a sponsor. These factors are guidelines and shall be used in a responsible manner.
  - a. Physical facilities of the home;
  - b. Family relationship;
  - c. Financial resources of the sponsor;
  - d. Immediate environment in the house;
  - e. Family attitudes;
  - f. Accessibility of weapons in the home;
  - g. Willingness and sincerity of relatives to support the offender;
  - h. Availability, not guarantee, of employment or employment prospects;
  - i. Accessibility to former criminal associates;
  - j. Criminal or police records of persons living in the home;
  - k. Attitudes of the victims, Office of Victim Services, law-enforcement authorities and others to the offender's return;
  - l. Availability of local resources to provide needed counseling or services;
  - m. Department policy 310-SEC-12, Security Threat Groups (STG).
6. If circumstances prevent a home visit, the home visit requirement may be waived after staffing with the supervisor/designee. If a waiver is granted, the exception shall be documented in NOTEC.
7. Post Release Control (PRC) placement shall not be rejected unless the parole officer establishes through the investigation the proposed address is non-existent or the offender's placement would pose a clear danger to the offender or others.

8. The rejection of a placement plan shall be staffed with the unit supervisor/designee and documented in NOTEC. Placement approvals may be staffed at the unit supervisor's/designee's discretion.
9. The appropriate report (e.g. Placement Approval, Placement Pending or Placement Rejection) shall be submitted no later than fifteen (15) business days after the placement investigation was received. After the fifteen (15) business days have been exhausted and other plans are to be investigated by the same officer or unit, the designated staff shall change the PIR submitted date to trigger the start of the next fifteen (15) business days and the Placement Pending header shall be created to provide the parole officer with a new follow-up date. The designated staff shall also document the date of acceptance or the date of rejection in the Placement Investigation Request Menu (PIRM) and NOTEC.
10. Offenders being released under an indefinite sentence shall only be released to supervision with an approved placement plan.
11. If a plan is rejected, the field unit is responsible for changing the Field Unit Code on the PIR to reflect the next APA office location and summarizing the rejection on page two of the PIR.
12. The supervisor/designee shall enter the following information into NOTEC:
  - a. Date placement assigned;
  - b. Name of sponsor(s) and date(s) contacted;
  - c. Listing of efforts to locate alternate placement locally and results;
  - d. Reason for rejection;
  - e. Any other information relevant to the rejection.
13. If all placement plans have been exhausted and the APA is requesting HWH or ComRC placement, a placement request shall be forwarded to [DRCBCS.PacketNotification@odrc.state.oh.us](mailto:DRCBCS.PacketNotification@odrc.state.oh.us). Within three (3) business days of the date of the placement request, the APA Unit Supervisor/Designee shall review Gateway to determine if a Reentry Tool (RT) or Supplemental Reentry Tool (SRT) has been completed. If a RT or SRT has not been completed, the Unit Supervisor/Designee shall notify the Parole Board Parole Officer (PBPO) assigned to the offender's residential institution and request that the appropriate ORAS assessment is completed. The PBPO shall complete the assessment as soon as possible.
14. If all field placement plans are rejected, the APA unit with the pending placement information shall notify the UMC/designee. If the county of residence is located within their jurisdiction, the placement investigation is to continue until there is an approved placement. If the county of residence is located in another APA jurisdiction, an email shall be sent to the designated APA Outlook placement account to notify them of the placement referral to their APA office. The county of residence shall be determined utilizing the following criteria:

- i. Last known address verified in OHLEG;
  - ii. Address verified by another state agency that previously provided services to the offender (e.g. Ohio Department of Mental Health and Addiction Services and/or Ohio Department of Developmental Disabilities);
  - iii. Last known address verified by a family member;
  - iv. Last known address verified by mail or other legal document such as tax returns;
  - v. Residence identified in the PSI.
15. This APA office shall then remain responsible for tracking the case and ensuring the placement investigation is continuing, or in parole release cases requesting that the offender be returned to the Parole Board for review.

D. Approved Placements

1. When a placement request appears to be an appropriate plan, the unit supervisor/designee, Deputy Compact Administrator, or designee shall do the following:
  - a. Check the completed Placement Investigation Request Report, Certificate of Parole/Release Authorization (DRC3010), or PRC Reporting Order (DRC3238) for accuracy.
  - b. Check to verify the offender has been granted parole or that post release control is to be imposed. Steps i-iii below are specific to parole cases.
    - i. Submit an e-mail to the Parole Board notifying them of the specific plan approved for the offender.
    - ii. The release certificate shall not be issued prior to the 6<sup>th</sup> business day after the e-mail was submitted to the Parole Board.
    - iii. If the Parole Board does not approve the placement, a Stop order shall be issued within five (5) business days.
  - c. Check SVJM/NOPRC and/or CERT1 if prison admission date is after 9/13/06 and prior to 4/18/12 in DOTS Portal to determine if the case has been validated for PRC.
  - d. Notify the UMC/designee and central record office of the acceptance through documentation in PIRM.
  - e. Forward and/or electronically maintain a copy of the Certificate of Parole/Release Authorization (DRC3010) or PRC Reporting Order (DRC3238) to the following:
    - i. Central record office (electronically to the central record email account);
    - ii. Field Unit or Interstate Compact Office (when applicable).
  - f. Check the completed certificate of Parole/Release Authorization (DRC3010) or PRC Reporting Order (DRC3238) to verify all very high and high risk offenders

have been instructed to contact their supervising officer by telephone within twenty-four (24) hours of release. The offender risk level shall be determined by their Reentry Accountability Plan (RAP), Reentry Tool (RT) or Supplemental Reentry Tool (SRT) score or the most recent available risk assessment tool. This process excludes both incoming and outgoing offender transfers through the Interstate Compact.

2. Offenders not reporting to a halfway house placement have twenty-four (24) hours to arrive at their approved placement once released from the institution. In extenuating circumstances, an offender's arrival at an approved placement may be extended beyond the twenty-four (24) hours after staffing the case with the unit supervisor/designee. Any such approval shall be documented in NOTEC.
3. Offenders reporting to a halfway house placement must arrive at their approved halfway house placement on the day of their release from the institution.
4. Upon completion of a Reentry Tool (RT) or Supplemental Reentry Tool (SRT) being completed by designated Parole Board staff with a risk score of moderate or higher, the staff person shall enter specific offender and assessment information into Step 1 of the Frontload Tracking Database within one (1) business day. The following steps shall also be taken by designated staff in regards to the Frontload Tracking Database:
  - a. The Parole Board Parole Officer (PBPO) shall review the Placement Investigation Request (PIR) portal screen to see if a placement has already been approved by APA field staff for the offender. If placement has already been approved, the PBPO shall document specific offender release information into Step 2 of the Frontload Tracking Database.
  - b. When the placement approval has not yet been completed, the designated APA field staff is required to enter the specific offender release information into Step 2 for offenders who score moderate or higher on the RT or SRT. This information shall be entered into the Frontload Tracking Database within one (1) business day of the placement approval.
  - c. Upon completion of the frontloading session, the PBPO shall enter the specific frontloading session information into Step 3 of the Frontload Tracking Database within three (3) business days.
5. The process of conducting a frontloading session shall include the following:
  - a. All offenders being released from the institution are eligible to be frontloaded with the exception of those being released to a Halfway House, Transitional Control, Treatment Transfer, and Interstate Compact or to supervision after completing prison sanction time.
  - b. The PBPO shall meet with the offender between ten (10) to sixty (60) calendar days prior to release and advise the offender of community resources available in his/her community to address any identified moderate or high risk factors. The

PBPO shall conduct a minimum of one (1) direct intervention with the offender which can include a Carey Guide or other recognized evidence based tool. If the placement is approved less than ten (10) calendar days to the offender's release, the PBPO may complete a frontloading session if time permits.

- c. Prior to the frontloading session, the PBPO shall review the offender's RT or SRT, ORAS assessment, institution summary report, PSI/OBI (if available) and any other relevant information.
- d. The PBPO shall document the following information into the ORAS notes section:
  - i. Date offender was frontloaded
  - ii. Name of PBPO that completed the frontloading session
  - iii. Name of Carey Guide or other recognized evidence based tool provided to the offender
  - iv. Document that the offender's moderate or higher domains were reviewed during front loading session

E. Prosecutor Notification

1. At least fourteen (14) calendar days before any offender serving a felony of the first, second, or third degree and any offender serving a felony sex offense is released from confinement to supervision, the Adult Parole Authority shall send notice in the form of the completed PIR of the release to the prosecuting attorney of the county in which the indictment occurred. This requirement does not apply to the release from confinement of an offender if upon admission to the state correctional institution the offender has less than fourteen (14) calendar days to serve on the sentence.
2. The following shall be included:
  - a. The name of offender being released;
  - b. The date of the offender's release;
  - c. The offense for the violation of which the offender was convicted and incarcerated;
  - d. The date of the offender's conviction pursuant to which the offender was incarcerated;
  - e. The sentences imposed for that conviction;
  - f. The length of any supervision that the offender shall be under;
  - g. The name, business address, and business phone number of the offender's supervising officer;
  - h. The address at which the offender will reside.
3. If the unit receives the PIR and the time guidelines for completing the investigation would not allow for the fourteen (14) day prosecutor notify, the unit shall send the prosecutor notify out prior to completing the investigation. The residence would be listed as proposed if the residence had not yet been approved.

**F. State Contract Halfway House (HWH)/Community Residential Centers (ComRC)**

1. The Bureau of Community Sanctions (BCS) designee shall review placement material, make referrals and coordinate the scheduling at HWHs and ComRCs on offenders who are placed on Parole and PRC supervision that need residential services.

The UMC/designee shall create the PIR in accordance to the timeframes established in Appendix A of this policy. (Plan A shall indicate the appropriate residential site, and the field unit shall be noted as A0048). The required placement material noted in Appendix A of this policy shall be uploaded into ORAS under the Offender File tab utilizing format (Last Name/Number/Release Type/Date) within three (3) business days of generating the PIR. The placement material shall be attached to the offender's most recent ORAS assessment. If an assessment has not been completed in ORAS, an offender face sheet shall be created in ORAS with data entered in all fields by the UMC/designee. The UMC/designee shall send an email to BCS at [DRCBCS.Packetnotification@odrc.state.oh.us](mailto:DRCBCS.Packetnotification@odrc.state.oh.us) notifying them the PIR has been created and the placement material has been uploaded into the Gateway Portal, ORAS Offender File tab.

The BCS designee shall retrieve the email and review the placement material for required documents. BCS shall send an email to the HWH or ComRC summarizing their review of the offender's risk and needs, and notifying them that placement materials are available in the Gateway Portal. Each residential agency shall have five (5) business days to respond to placement requests. If the agency requests additional mental health or medical information from the institution Health Care or Mental Health Administrator through the BCS Placement Specialist, they shall have an additional five (5) business days to respond to allow the Health Care or Mental Health Administrator sufficient time to forward the requested information.

2. The BCS designee shall make the appropriate entries into PIR in DOTS Portal updating the status of the residential agency placement plan(s).
  - a. If there are thirty (30) or more calendar days left prior to release, the BCS designee shall request placement individually via email to the most appropriate residential agency
  - b. If there are thirty (30) calendar days or less remaining prior to the EST date, the BCS designee shall request placement at all appropriate residential agencies at one time via email. The agency who accepts first will receive the offender's placement. The BCS designee shall notify all other potential placements of acceptance. When making a placement request on an offender who has less than thirty (30) calendar days to release, BCS shall notify the county of residence pursuant to section VI.C.14 of this policy that a placement has been requested.
  - c. If a referral is accepted for placement, the BCS designee shall send an email to notify the following the general APA email account in the region where the residential facility is located and the UMC/designee at the institution where the offender is located. The APA Regional Administrator or designee in the region

where the residential facility is located shall electronically issue the Release Certificate to the central record office email account.

- d. If all placements are rejected or if there is not a HWH or ComCR to address the offender's risk and needs, the BCS designee shall notify the general APA email account in the last county of residence prior to incarceration or county of conviction (pursuant to section VI.C.14 of this policy) and the UMC/designee at the institution where the offender is located, to report that no residential facility placement has been secured.
3. The BCS designee shall make the appropriate entries into DOTS Portal following an acceptance or rejection through BCS. The Field Unit Code corresponding to the APA region receiving the placement shall be updated and the date the placement material is being forwarded shall be documented.
    - a. In cases where a residential agency accepts the offender, the miscellaneous section of the PIR shall denote the residential agency accepting the case along with the date of acceptance.
    - b. In cases where no residential agency accepts the offender, the miscellaneous section of the PIR shall denote this information.
  4. The BCS designee shall make referrals based upon the following criteria:
    - a. The needs of the offender (e.g. special programming for mental health, sex offender, etc.).
    - b. The level of risk of the offender as well as appropriateness for community residential agency housing.
    - c. The offender's county of residence prior to incarceration or county of conviction (pursuant to section VI.C.14).
    - d. The agency screening criteria.
    - e. Bed availability and contract utilization.
  5. The BCS designee shall track where the offender is placed, the referral process and placement rejections as well as reason for rejection.

G. Transitional Control (TRC) Releases

1. The Bureau of Community Sanctions designee shall coordinate HWH placements on eligible TRC offenders pursuant to Department policy 108-ABC-05, Transitional Control Screening, and provide the central record office release department, the UMC/designee and halfway house with a copy of the TRC Release Certificate and transportation letter. The transportation letter shall designate the date and time of the transport, HWH name and location, and the names of the transportation team.

The UMC/designee shall create the PIR in accordance to timeframes established in Appendix A of this policy. (Plan A shall be listed as Transitional Control and the field unit shall be noted as A0028). The required placement materials noted in Appendix A of this policy shall be electronically uploaded in the Gateway Portal (ORAS), under the ORAS Offender File tab, utilizing the format (Last Name/Number/Release Type/Date) within three (3) business days of generating the PIR. The placement material shall be attached to the offender's most recent ORAS assessment. If an assessment has not been completed in ORAS, the offender face sheet shall be created in ORAS with data entered in all fields by the UMC/designee. The UMC/designee shall send an email to BCS at [DRCBCS.Packetnotification@odrc.state.oh.us](mailto:DRCBCS.Packetnotification@odrc.state.oh.us) notifying them the PIR has been created and the placement material is in ORAS. The BCS designee shall send an email notifying the HWH accepting the TRC case the placement materials have been uploaded into the Gateway Portal, ORAS Offender File tab.

2. If an offender is assessed a period of supervision following completion of TRC, BCS shall update the PIR and add any relevant reports generated while the offender was on TRC into ORAS and notify the general APA region email account that covers the offender's proposed Plan A. The PIR shall be updated by the BCS prior to sixty (60) calendar days of projected program completion. The process shall proceed as with any institutional placement, except that the receiving APA unit shall respond to BCS rather than the institution and the PRC reporting order shall be forwarded to the appropriate halfway house to be served to the offender.
3. If the offender is found to be ineligible or non-suitable for TRC placement after they have been screened eligible for TRC pursuant to Department policy 108-ABC-05, Transitional Control Screening, and prior to the offender's release to TRC, the BCS designee shall notify the offender, central record office release department and UMC/designee that the offender shall not be placed on TRC, noting the reason for ineligibility. If the offender has been found ineligible or non-suitable for TRC, the UMC/designee shall review the PRC or Parole Supervision status. If the offender is required to serve a period of RC or Parole supervision, the UMC/designee shall update the PIR with release plans, and follow the procedure as outlined in Section VI.C.14 of this policy.
4. When an Administrative Return is completed pursuant to Ohio Administrative Rule 5120-12-08, Return to the Institution for Administrative Reasons, and the offender is placed back in the custody of the institution, the UMC/designee shall update the release plans on the PIR, and follow the procedure as outlined in Section B of this policy.
5. When an Administrative Return is completed pursuant to Ohio Administrative Rule 5120-12-08, Return to the Institution for Administrative Reasons, and the offender remains in the custody of a local jail, BCS shall update the release plans on the PIR, and send an email concerning the update to the general APA email account in the last county of residence prior to incarceration pursuant to Section VI.C.14 of this policy, or the county of conviction if residency is not known.

## H. Treatment Transfer (TT) Releases

1. The Bureau of Community Sanctions designee shall coordinate HWH placements on eligible TT offenders pursuant to Department policy 108-ABC-06, Treatment Transfer Screening Policy, and provide the central record office release department, the UMC/designee and halfway house with a copy of the TT Release Certificate and transportation letter. The transportation letter shall designate the date and time of the transport, HWH name and location, and the names of the transportation team.

The UMC/designee shall create the PIR in accordance to timeframes established in Appendix A of this policy. (Plan A shall be listed as Treatment Transfer, and the field unit shall be noted as A0028). The required placement materials noted in Appendix A of this policy shall be electronically uploaded in the Gateway Portal (ORAS), under the ORAS Offender File tab, utilizing the format (Last Name/Number/Release Type/Date) within three (3) business days of generating the PIR. The placement material shall be attached to the offender's most recent ORAS assessment. If an assessment has not been completed in ORAS, the offender face sheet shall be created in ORAS with data entered in all fields by the UMC/designee. The UMC/designee shall send an email to BCS at [DRCBCS.Packetnotification@odrc.state.oh.us](mailto:DRCBCS.Packetnotification@odrc.state.oh.us) notifying them the PIR has been created and the placement material is in ORAS. The BCS designee shall send an email notifying the HWH accepting the TT case the placement materials have been uploaded into the Gateway Portal, ORAS Offender File tab.

2. If the offender is found to be ineligible or non-suitable for TT placement after they have been screened eligible for TT pursuant to Department policy 108-ABC-06, Treatment Transfer Screening Policy, and prior to the offender's release to TT, the BCS designee shall notify the offender, central record office release department and UMC/designee that the offender shall not be placed on TT, noting the reason for ineligibility. If the offender has been found ineligible or non-suitable for TT, the UMC/designee shall review the PRC or Parole Supervision status. If the offender is required to serve a period of PRC or Parole supervision, the UMC/designee shall update the PIR with release plans, and follow the procedure as outlined in Section VI.C.14 of this policy.
3. When an Administrative Return is completed pursuant to Ohio Administrative Rule 5120-12-08, Return to the Institution for Administrative Reasons, and the offender is placed back in the custody of the institution, the UMC/designee shall update the release plans on the PIR and follow the procedure as outlined in Section B of this policy.
4. When an Administrative Return is completed pursuant to Ohio Administrative Rule 5120-12-08, Return to the Institution for Administrative Reasons, and the offender remains in the custody of a local jail, BCS shall update the release plans on the PIR and send an email concerning the update to the Parole Board utilizing email account [DRC.ParoleBoardTreatmentTransferAssessments@odrc.state.oh.us](mailto:DRC.ParoleBoardTreatmentTransferAssessments@odrc.state.oh.us) and the general APA email account in the last county of residence prior to incarceration

pursuant to Section VI.C.14 of this policy, or the county of conviction if residency is not known.

5. If the offender is being placed on PRC, the Parole Board Hearing Officer shall review the Treatment Program Status Review Report (DRC3054) within three (3) business days of receipt and shall forward a copy of the Treatment Program Status Review Report (DRC3054) for BCS to provide within three (3) business days of receipt at [DRCBCS.Transportation@odrc.state.oh.us](mailto:DRCBCS.Transportation@odrc.state.oh.us) to the appropriate APA region.
6. If an offender does not complete programming prior to EST or is placed on discretionary PRC, BCS shall update the PIR and add any relevant reports generated while the offender was on TT into ORAS and notify the general APA email account that covers the offender's updated placement plans. The PIR shall be updated by the BCS within three (3) business days of receipt of the Treatment Program Status Review Report (DRC3054). The process shall proceed as with any institutional placement, except that the receiving APA unit shall respond to BCS rather than the institution and the PRC reporting order shall be forwarded to the appropriate halfway house to be served to the offender.

#### I. Intensive Program Prison (IPP) Release/Second Chance to Change Releases

This section pertains to offenders successfully completing the ninety (90) day IPP/Second Chance to Change Program at designated institutions.

1. IPP/Second Chance to Change cases assessed for placement in a state contract halfway house shall be handled in the following manner:
  - a. The IPP/Second Chance to Change institution designee shall work with the offender to establish acceptable home placement plans that shall follow the completion of the IPP/Second Chance to Change halfway house phase. Plan A on the Placement Investigation Request (PIR) shall indicate the desired halfway house program and the Field Unit Code shall be entered for the APA region where that halfway house is located.
  - b. Plan B through D shall be the community placement residences where the offender wishes to reside upon completion of the IPP/Second Chance to Change halfway house program. Plan B shall be designated as offender's first choice; Plan C shall be the offender's second choice, etc.
  - c. In the miscellaneous information section of the PIRM, the institutional staff shall note the case as an "IPP/Second Chance to Change to PRC Placement" and the projected date the offender will be released from the institution on PRC.
  - d. The parole officer shall initiate a Transfer Investigation Request to the APA unit that covers Plan B thirty (30) calendar days prior to release from the HWH. It is not necessary for the parole officer to dictate a narrative Transfer Investigation Request report. A CCIS Transfer Report Header with an appropriate follow-up date shall be generated and forwarded along with the placement material to the

appropriate APA unit for Plan B. Plan B shall be assigned and investigated as a transfer. If Plan B is unacceptable, a rejection shall be entered in NOTEC per Section VI.C.12 of this policy, and the placement material forwarded to the appropriate APA unit for Plan C. This process shall continue until a placement plan is found to be appropriate.

e. If the offender is due to be released from the halfway house and has no approved residence within five (5) business days of pending release, the case shall be forwarded to the last county of residence prior to incarceration or county of conviction (pursuant to section B5). The transferring APA unit shall communicate with the APA unit that supervises the last county of residence or conviction for Reporting Instructions. The transferring APA unit shall issue a Travel Permit and Reporting Instructions to the offender.

2. IPP/Second Chance to Change cases assessed for placement in the community directly from the institution (no halfway house step-down) shall follow the same placement process as outlined in Section VI.B.1.

#### J. Special Considerations

1. For those offenders receiving medical or mental health services, it shall be noted on the PIRM when an offender being released needs special aids (e.g. wheelchair, crutches, oxygen, transportation by ambulance, etc.). The PIR shall also list a Medical Code (Level 1-4), a Functional Limitation Code (W,M,V,H,O) when applicable pursuant to Department policy 68-MED-13 Medical Classification, and a Mental Health Code (C1, C2, or C3) for those offenders who have been diagnosed with a medical or mental health condition pursuant to Department policy 67-MNH-02, Mental Health Screening and Assessment Activities.

2. Imminent Danger of Death, Medically Incapacitated, and Terminal Illness Cases

These cases shall be processed in accordance with ORC 2967.05, AR 5120-1-1-40, Standards for Imposing, Modifying, and Reducing Post Release Control and Department policy 66-ILL-01, Medical Release. If the Managing Officer is recommending release, a Placement Investigation Request shall be distributed immediately as outlined in this policy. A notation of "Imminent Danger of Death, Medically Incapacitated, or Terminal Illness" shall be placed in the miscellaneous information section on page 2 of the Placement Investigation Request.

3. Critical Illness of Immediate Family of Prospective Parolee

In a situation that involves a verified critical illness or death of a member of the immediate family of the inmate, the UMC/designee shall email the appropriate APA Unit Supervisor/designee and shall process a request to the Parole Board advising of the situation and requesting legal authorization to advance the effective POA date. It should be noted that due to legal minimums, not all parole dates could be advanced, even under such circumstances. Further, prosecutor notification requirements remain intact. However, the unit supervisor/designee should pursue a waiver of the fourteen

(14) calendar day notice requirement. If approved, a copy of the signed waiver shall be forwarded to the UMC/designee for placement in the inmate's electronic unit file.

K. Notify Detainer and/or Wanted Detainer Cases

1. When there is a “notify-detainer” or “wanted-detainer” lodged against an offender and the detainer information has been updated in DOTS Portal, it will appear on the Placement Investigation Request (PIR) form. The Placement Investigation shall proceed as outlined in this policy until the OSC designee has been notified by the central record office staff that the offender will be picked up for a felony “wanted-detainer”. The placement investigation shall proceed until there is an approved residence (other than a HWH) or the offender is picked up by the detaining agency. If it is an in state detainer for a parolee, the investigation must continue until there is an approved placement. The APA field unit shall be responsible for maintaining and/or forwarding a copy of the Certificate of Parole/Release Authorization (DRC3010) or PRC Reporting Order (DRC3238) to the central record office (electronically forwarding to the central record office email account).
2. In the case of a “notify-detainer” or misdemeanor detainer, it is the responsibility of the central record office staff to notify the detaining authority of an offender's release date. The field unit shall proceed with placement investigation and upon approved placement shall complete the Placement Investigation Request (PIR) form and the Certificate of Parole (DRC3010) or PRC Reporting Order (DRC3238).
3. The central record office staff shall be responsible for verifying all possible immigration, federal, out-of-state or felony detainers for an offender being released onto parole or post release control. When it has been verified the offender has one (1) of these detainers and that the offender shall be picked up by the detaining authority, the record office staff shall notify the OSC designee with the name, address and phone number of the detaining agency as well as the date the offender shall be picked up. If the offender is being released onto parole and the case requires a notice to the Prosecuting Attorney, the parole pick up date shall be set to reflect enough time for the OSC designee to complete the notice prior to release.
4. The OSC designee shall notify the APA field unit with the pending or approved placement of the out-of-state, federal or immigration detainer release information and to void the release certificate if it has already been issued.
5. The OSC designee shall be responsible for processing the out of state, federal, or immigration detainer release certificate and sending it to the central record office and appropriate APA field unit as well as making the required updates in NOTEC. If there is an in-state detainer, the APA field unit shall be responsible for processing the detainer release certificate and Offender Notify (DRC3540) and electronically forwarding it to the central record office. Also, any required notice to the Prosecuting Attorney shall be processed at the time the certificate is issued.

6. If a “wanted-detainer” is cancelled prior to the offender’s release, the central record office staff shall notify the OSC designee who shall notify the original APA field unit to re-open the placement investigation.
7. The OSC Case Analyst shall maintain a follow-up system on offenders released to out-of-state, federal and immigration detainers. The assigned case analyst shall track the case and notify the assigned field unit when the offender is released from the detaining agency and is available for supervision. All cases released to in-state detainers shall be tracked by the assigned unit.
8. The APA Unit Supervisor or designee shall notify the OSC Case Analyst, by phone and/or via e-mail as soon as possible, when an offender originally released to a detainer reports to the field office. Once the officer confirms the offender’s approved residence, notice of this residence shall be given to the sentencing county’s prosecutor by the assigned unit.

L. Parole Board Stop/Rescind/Modification

The Parole Board shall be responsible for notifying the central record office, UMC/designee and the OSC designee of Parole Board actions such as a Stop Letter, Lift Letter, Rescind/Rehear or Modification. If a Stop Letter or Parole Board minutes rescinding a release action have been received, the release process shall stop. The APA unit placement investigation shall be suspended until new instructions are received from the Parole Board in cases where a Stop Letter has been issued. The unit supervisor or designee shall be responsible for making the appropriate changes in CCIS.

M. Notification of an Offender’s Change in Status

The Managing Officer or the central record office shall notify the OSC designee or the BCS designee, depending on the type of pending release, when an offender who is waiting release on Transitional Control, Treatment Transfer, Parole or PRC, has a change in status (e.g. death, out-to-court, hospitalized, probated, granted judicial release, added sentence, or granted probation). Notification shall be made within one (1) business day of the change in status.

**Related Department Forms:**

Transitional Control Program Conditions of Supervisions	DRC3005
Certificate of Parole/Release Authorization	DRC3010
Conditions of Supervision	DRC3019
Treatment Transfer Program Agreement	DRC3051
Treatment Transfer Rules of Program Participation	DRC3052
Treatment Transfer Program Review Form	DRC3053
Treatment Transfer Program Status review Report	DRC3054
Waiver of Extradition Parole/Post Release Control	DRC3095
Waiver of Extradition Transitional Control Program	DRC3096
Post Release Control Reporting Order	DRC3238
Monitored Time Conditions of Supervision	DRC3251
Consent for Release and Exchange of Confidential Medical Information	DRC3436

Offender Notify  
 Authorization for Release of Mental Health Information  
 Release Medical Summary

DRC3540  
 DRC5159  
 DRC5179

## APPENDIX A

TYPE OF PLACEMENT	REQUIRED DOCUMENTS – Uploaded into ORAS	TIME FRAMES	PROCESSING
General In-State Field Placement	<input type="checkbox"/> Release Medical Summary (DRC5179) * Initiated & Completed by BOMS w/ release <input type="checkbox"/> Conditions of Supervision (DRC3019), signed & dated <input type="checkbox"/> Parole/PRC Waiver of Extradition (DRC3095), signed & dated <input type="checkbox"/> Sex Offender Risk Reduction Assessment, if applicable	Between 120-180 days prior to offender's release. In cases where projected release date is less than 120 days, as soon as UM is notified.	Send an email to the APA outlook account in the region that supervises the geographic area indicated by the Plan A.  BCS if no community placements are listed
Halfway House (HWH) Community Residential Center (ComRC)	<input type="checkbox"/> Release Medical Summary (DRC5179) * Initiated & Completed by BOMS w/ release <input type="checkbox"/> Conditions of Supervision (DRC3019), signed & dated <input type="checkbox"/> Parole/PRC Waiver of Extradition (DRC3095), signed & dated <input type="checkbox"/> Sex Offender Risk Reduction Assessment, if applicable	Between 120-180 days prior to offender's release. In cases where projected release date is less than 120 days, as soon as UMC is notified.	Send an email to <a href="mailto:DRCBCS.Packe@notification@drc.state.oh.us">DRCBCS.Packe@notification@drc.state.oh.us</a>
Transitional Control (TRC)	<input type="checkbox"/> Release Medical Summary (DRC5179) * Initiated & Completed by BOMS w/ release <input type="checkbox"/> Conditions of Supervision (DRC3019), signed & dated * Only on offenders assessed to PRC <input type="checkbox"/> Parole/PRC Waiver of Extradition (DRC3095), signed & dated * Only on offenders assessed to PRC <input type="checkbox"/> Sex Offender Risk Reduction Assessment, if applicable <input type="checkbox"/> Rules of Transitional Control (DRC3005), signed & dated	Upon notification of approval into TRC	Send an email to the <a href="mailto:DRCBCS.Packe@notification@drc.state.oh.us">DRCBCS.Packe@notification@drc.state.oh.us</a>

TYPE OF PLACEMENT	REQUIRED DOCUMENTS – Uploaded into ORAS	TIME FRAMES	PROCESSING
Interstate Compact (ISC)	<input type="checkbox"/> Interstate Commission – all forms as required by the Interstate Compact Rules which shall include the Sentencing/Journal Entry, Signed Offender’s Application for Interstate Compact Transfer, details of the offense (PSI/OBI), as well as any other documentation required by the Interstate Compact Statute. <input type="checkbox"/> Release Medical Summary (DRC5179) * Initiated & Completed by BOMS w/ release <input type="checkbox"/> Conditions of Supervision (DRC3019), signed & dated <input type="checkbox"/> Parole/PRC Waiver of Extradition (DRC3095), signed & dated <input type="checkbox"/> Sex Offender Risk Reduction Assessment, if applicable <input type="checkbox"/> Mental Health Summary for the last 2 years (if applicable) <input type="checkbox"/> Discipline Record for the last 2 years (if applicable)	120 days prior to offender’s release	Send an email to the Compact at <a href="mailto:DRC.CompactPlacement@odrc.state.oh.us">DRC.CompactPlacement@odrc.state.oh.us</a>
Monitored Time	<input type="checkbox"/> Monitored Time Conditions of Supervision (DRC3251) <input type="checkbox"/> Parole/PRC Waiver of Extradition (DRC3095), signed & dated <input type="checkbox"/> Release Medical Summary (DRC5179) * Initiated & Completed by BOMS w/ release	120 days prior to offender’s release	Send an email to the Placement Contact of the to appropriate APA Region
PRC Violators or Parolees returned to supervision on a previous number	Placement Material Completed <ul style="list-style-type: none"> <li>• Unit to set a follow up date one week prior to offender’s release, if was not residing in HWH at time of return</li> <li>• If residing in a HWH at time of return, forward release information to receiving unit</li> </ul>		

<p>Permanent Supportive Housing (PSH)</p>	<p><input type="checkbox"/> Release Medical Summary (DRC5179)                  * Initiated &amp; Completed by BOMS w/ release  <input type="checkbox"/> Conditions of Supervision (DRC3019), signed &amp; dated  <input type="checkbox"/> Parole/PRC Waiver of Extradition (DRC3095), signed &amp; dated  <input type="checkbox"/> Sex Offender Risk Reduction Assessment, if applicable</p>	<p>Between 120-180 days prior to offender's release.                  In cases where projected release date is less than 120 days, as soon as UMC is notified.</p>	<p>Send an email to the designated APA Outlook if offender is being released to supervision.</p>
<p><b>TYPE OF PLACEMENT</b></p>	<p><b>REQUIRED DOCUMENTS – Uploaded into ORAS</b></p>	<p><b>TIME FRAMES</b></p>	<p><b>PROCESSING</b></p>
<p>Treatment Transfer (TT)</p>	<p><input type="checkbox"/> Release Medical Summary (DRC5179)                  * Initiated &amp; Completed by BOMS w/ release  <input type="checkbox"/> Conditions of Supervision (DRC3019), signed &amp; dated                  * Only on offenders assessed to PRC  <input type="checkbox"/> Parole/PRC Waiver of Extradition (DRC3095), signed &amp; dated                  * Only on offenders assessed to PRC  <input type="checkbox"/> Sex Offender Risk Reduction Assessment, if applicable  <input type="checkbox"/> Treatment Transfer Rules of Program Participation (DRC3052), signed &amp; dated  <input type="checkbox"/> Treatment Transfer Program Agreement (DRC3051), signed &amp; dated  <input type="checkbox"/> Completed Treatment Transfer Program Review Form (DRC3053), signed &amp; dated</p>	<p>Upon notification of approval into TT</p>	<p>Send an email to the <a href="mailto:DRCBCS.Packetnotification@odrc.state.oh.us">DRCBCS.Packetnotification@odrc.state.oh.us</a></p>