

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>32</u>
<b>Transitional Control Supervision</b>	NUMBER: 108-ABC-01
RULE/CODE REFERENCE: ORC 2921.01; 2921.36; 2929.01 2929.14; 2929.18; 2967.15; 2967.16 2967.26; 2967.28; 4511; 5120.01 5120.04; 5120.05; 5120.06; 5120.08 5149.21	SUPERSEDES: 108-ABC-01 dated 11-21-14
RELATED ACA STANDARDS: 4-APPFS-2C-04	EFFECTIVE DATE: June 21, 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 supervision guidelines for offenders transferred to the Transitional Control (TRC) Program.

**III. APPLICABILITY**

This policy applies to all employees of the Ohio Department of Rehabilitation and Correction (DRC) and the service providers with whom the Division of Parole and Community Services (DPCS) contracts for TRC supervision and programming.

**IV. DEFINITIONS**

**Absconder** - An offender under the supervision of the DRC who fails to remain under the limits of supervision or confinement or who fails to return to a facility as directed.

**After Care Plan** - A plan that links an offender to services in the community based on the progress they made during Transitional Control supervision at a halfway house.

**Approved Residence** - The place in which an offender is permitted to reside while on home pass, electronic monitoring or upon release to Adult Parole Authority (APA) supervision in accordance with DRC policy 101-PLA-01, Reentry Supervision Release Process.

**Behavioral Accountability Contract (BAC)** - A written agreement between an offender and the halfway house agency that notifies the offender s/he is in jeopardy of being terminated from the program due to negative behavior. The BAC outlines the steps necessary to bring the offender into compliance with program related rules.

**Behavioral Review Committee (BRC)** - A committee composed of three (3) or more halfway house staff responsible for reviewing offender behavior to either award incentives for positive behavior or determine if significant program rule violations have occurred. The BRC is responsible for making program termination recommendations to the Bureau of Community Sanctions (BCS) when an offender has had an unacceptable adjustment to the transitional control program.

**Behavioral Review Committee Report** - A report completed by the HWH summarizing the offender's transitional control adjustment and recommendations.

**Be On The Look Out (BOLO)** - A broadcast from the Ohio State Highway Patrol to its personnel and/or to other law enforcement agencies to alert them to look for a wanted person who is to be arrested or a person of interest. This is utilized by DPCS to minimize the risk to public safety.

**Bureau of Community Sanctions (BCS)** - The bureau within the DRC that provides oversight and funding to Community Based Correctional Facilities (CBCFs), Community Correction Act (CCA) Programs, Halfway House (HWH) Programs, Community Residential Centers (COMRCs), Transitional Control (TRC), and Electronic Monitoring (EM) Programs.

**Business Days** - The days of the week excluding Saturday, Sunday and holidays.

**Business Hours** - The hours between 8:00am and 4:45pm during business days.

**Calendar Days** - The days of the week including Saturday, Sunday and any legal holiday.

**Case Plan** - An individualized plan for offenders designed to identify and target an offender's identified dynamic risk factors based upon the completion of the Ohio Risk Assessment Tools.

**Co-Defendant** - A defendant who has been joined together with one (1) or more other defendants in a single action.

**Community Corrections Information System (CCIS)** - A computerized information system used to track the criminal history and progress of offenders under the supervision of the APA.

**Department Offender Tracking System (DOTS)** - A computerized information system used to track offenders in the custody of the DRC.

**Electronic Monitoring (EM)** - A specified period during which an offender is restricted to a specified premise, during which period the eligible offender wears an EM device and meets all other requirement as defined in Ohio Revised code 2929.23.

**Electronic Monitoring Device** - Any device that can be operated by electrical or battery power and meets all other requirements as defined in ORC 2929.01.

**Expiration of Stated Term** - The expiration of the term an offender was sentenced to serve in the custody of the DRC.

**Full-Time Programming** - Any combination of employment, educational/vocational training, or programmatic services that address the risks and needs determined by the supervising authority's assessment protocol. Offenders should participate in a minimum of thirty-two (32) hours of program activities per week.

**Halfway House** - A facility licensed by the DRC, pursuant to section 2967.14 of the Ohio Revised Code, as a suitable facility for the care and treatment of adult offenders.

**Halfway House Director** - The individual designated as the head of a DRC licensed halfway house.

**Halfway House Program Director** - The individual designated as the head of offender programming and clinical services.

**Hold Order** - The order or act of a parole officer, unit supervisor or other APA official that causes an offender under the jurisdiction of the APA to be detained or held in custody for an alleged violation. The order may be placed into effect by the use of an APA Hold Order, APA Arrest Order, a teletype, fax or verbal order.

**Host** - The primary owner or tenant of an approved residence where an offender will be residing during a pass or a term of Electronic Monitoring (EM).

**Interstate Compact** - The agreement codified in Ohio Revised Code 5149.21 governing the transfer and supervision of adult offenders under the administration of the National Interstate Commission for Adult Offender Supervision.

**Itinerary Sheet** - A form completed by the offender, reviewed and approved by the supervising authority for the purpose of documenting approved movement.

**Investigating Authority** - The individuals responsible for conducting pass investigations that include employees of the APA and/or halfway house staff.

**Law Enforcement Automated Data System (LEADS)** - An Ohio data repository that interfaces with the National Crime Information Center (NCIC), the Ohio Bureau of Criminal Identification and Investigation (BCI&I), and the Interstate Identification Index (III) that is used to review criminal histories and driving records.

**Limits of Confinement** - The area of movement within the community in which a Transitional Control offender is approved to go in writing to go by the licensed halfway house for the purposes of completing program activities.

**Notification** - The reporting of any information such as violations, serious equipment failure, itinerary changes, emergencies or any situation that would affect the offender's program adjustment or impact public safety.

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

**Needs Assessment** - An assessment tool used to accurately determine the level of need of an offender in a particular domain.

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

**Parole** - The release from confinement in any state penal or reformatory institution by the APA 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 APA in its published rules and official minutes. A parolee so released shall be supervised by the Adult Parole Authority. Legal custody of a parolee shall remain in the DRC until a final release is granted by the APA, 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.

**Positive Incentive** - A reward of varying degrees that recognizes constructive, pro-social behaviors demonstrated by offenders in an effort to reinforce successful reentry into society.

**Post Release Control (PRC)** - A period of supervision for an offender by the APA 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 Ohio Revised Code.

**Relative or Immediate Family** - Includes parents, spouse, siblings, children, grandparents or legal guardians of the offender. Persons who have served as substitute (in loco parentis) during the offender's formative years shall also be included where such status is proven. In accordance with the law, adoptive or step-relationships shall be the same as biological relationships. Proof may be required for some relationships including, but not limited to, birth certificates of the person the offender is claiming as a relative.

**Sanction** - Any penalty imposed on an offender who is found guilty of an offense or violation of conditions of supervision. Sanction includes any sanction imposed pursuant to any provision of sections 2929.14 to 2929.18 of the Ohio Revised Code.

**Slate** - A notice of individuals recently arrested and residing in some type of detention facility operated by law enforcement agents other than the DRC. This may also be referred to as a "booking".

**SOAP Note** - A method of documentation employed by healthcare providers to document notes in an offender's mental health file.

**Supervising Authority** - Includes employees of a halfway house and/or the APA designated to provide supervision to offenders placed under supervision.

**Transitional Control (TRC)** - Offenders 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.

**Transitional Control Rules of Program Participation** - Those general and special rules and regulations with which offenders on Transitional Control are expected to comply as part of the Transitional Control program.

**Transitional Control Behavioral Guidelines** - A summary of prohibited behaviors/acts and positive incentives while on Transitional Control supervision.

**Transitional Control Behavior Log** - A written record of an offender's behavior while on Transitional Control supervision.

**Violator at Large** - An offender, as defined by the Ohio Revised Code 2967.15, who absconds the supervision of the APA/Supervising Authority.

**Victim** - A person who has been directly affected or who has suffered from an act committed by an offender.

**Violation Hearing** - An administrative hearing conducted by a representative(s) of the parole board or designee of the chief of the APA to determine whether an offender has violated one (1) or more of the conditions of release and, if so, the specific sanction that should be imposed upon the offender. For the purposes of this policy, the violation hearing process applies to TRC cases with crimes committed prior to July 1, 1996.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to ensure Transitional Control (TRC) offenders are supervised in such a manner and under such conditions to ensure the safety of the general public and to assist the offender in making a successful transition from prison to the community.

## VI. PROCEDURE

### A. Release and Transportation:

1. The Bureau of Community Sanctions (BCS) shall:
  - a. Coordinate the release of Transitional Control (TRC) Offenders in accordance to DRC policy 101-PLA-01, Reentry Supervision Release Process.
  - b. Provide the halfway house (HWH), DRC Central Record Office Release Section, and the DRC Institution with a Certificate of Transitional Control Release, Offender Information Summary, and Transportation Summary no less than ten (10) business days prior to the desired transport date via fax or email.
2. The halfway house shall:
  - a. Provide offenders released to TRC with transportation from the releasing institution to the receiving HWH agency in accordance with chapter 4511 and 2921.36 of the Ohio Revised Code.

- i. The HWH is not required to provide transportation to offenders for violation administrative returns or arrests.
  - ii. The HWH shall have the right to refuse to transport any individual whose condition or behavior, in the opinion of the driver, would be detrimental or dangerous to the safety of the vehicle or its passengers. In the event the driver refuses to transport any such individual, BCS shall be notified immediately by phone prior to leaving the pick-up location.
  - iii. If the HWH learns an offender has a contagious disease at the time of pick-up, they shall immediately contact BCS by phone for further instructions. If the offender is transported, this transport shall be made in such a manner as to ensure the well-being of all other occupants.
- b. Verify the scheduled release date by contacting DRC Central Record Office Release Section the business day prior to pick-up to ensure the offender will be available for transport.
  - c. Contact the designated institution and/or the DRC Central Record Office Release Section by phone if the estimated time of arrival varies two (2) hours early or late.
  - d. Notify BCS immediately by phone in the event of any unusual incident, emergency or controversial situation. For purposes of this subparagraph, “unusual incident, emergency or controversial situation” includes, but is not limited to, any act of violence or attempted act of violence by an offender, any unusual delay in the transportation of the offender, any absconding by the offender, and any medical treatment.
  - e. Require transportation staff to participate in training that focuses on offender transport, the legal use of force, self-defense and any other skills necessary to perform the duties specified herein.
  - f. Provide documentation to BCS that demonstrates background checks were performed on TRC transportation staff to verify the individual is not under the supervision of any federal, state or local jurisdiction.
  - g. Provide BCS verification that all TRC transportation staff are licensed drivers in accordance with all applicable state and federal requirements.
  - h. Provide BCS with documentation that TRC transportation staff are certified in cardio-pulmonary resuscitation (CPR).
  - i. Require TRC transportation staff to carry identification that includes, but is not limited to, the agency name, employee’s name, photo, etc. Photo identifications must be presented and/or displayed properly when requested by the institution prior to the release of any offenders.

- j. Provide a vehicle that is in good operating condition. All necessary maintenance and repairs shall be the HWH's responsibility. They shall maintain a vehicle maintenance log to include all repairs, maintenance performed, date maintenance/repair performed, location of where maintenance was completed and cost of maintenance.
- k. Maintain records including actual mileage accumulated pertaining to transportation in accordance to established accounting guidelines and subject to DRC audit standards. The mileage sheet shall be submitted monthly to BCS.
- l. Provide a minimum of one (1) female staff when transporting a female offender(s)
- m. The HWH shall be reimbursed for the mileage rate as stipulated in the DRC HWH contract for each of two (2) drivers involved in a transport in the following instances: If the HWH chooses to utilize two (2) drivers in situations beyond the scope of the aforementioned guidelines, the mileage for the additional driver will not be reimbursed.
  - i. When male and female offenders are transported at the same time.
  - ii. When there are multiple pick-up sites during the same transport.
  - iii. When four (4) or more offenders are being transported at the same time.

**B. Transitional Control Supervision:**

1. Intake and Orientation:
  - a. The HWH who serves as the supervising authority shall notify BCS of the offender's arrival within one (1) business day. Notification shall be emailed to [drcbcs.transportation@odrc.state.oh.us](mailto:drcbcs.transportation@odrc.state.oh.us).
  - b. The HWH shall complete a TRC intake packet within twenty-four (24) hours of offender's arrival. The TRC intake packet shall include, but is not limited to, the review and acknowledgement of the TRC Rules of Program Participation (DRC3005), TRC Behavioral Guidelines (Appendix A), HWH rules and regulations, and itinerary procedures.
  - c. TRC offenders shall remain in orientation status until the completion or review of the current Ohio Risk Assessment System (ORAS) assessment tool to determine offender risk and needs. During orientation, offenders shall not be permitted to leave the HWH unless they are under the constant observation of the HWH staff or the APA.
  - d. The HWH shall complete Section I of the AWOL/Escape Information Sheet (Appendix C) to be utilized in the event the offender absconds supervision, and DRC must issue a warrant or a Be On The Look Out Alert (BOLO). The sheet shall be maintained in an area that is accessible to all staff, including 2<sup>nd</sup> and 3<sup>rd</sup> shift, for the purposes of calling the appropriate information into BCS when requesting warrants/BOLOs. Sections II and III shall be completed at the time the offender is declared Absent Without Leave (AWOL)/an Escapee.

2. Programming Designations:

- a. Once an offender completes their orientation period, they shall participate in full-time programming as defined by DRC and determined by the HWH's assessment process.
  - i. Employment Programming: shall be completed at an established place of business with a Federal Tax Identification Number. Offenders shall report information concerning their weekly schedules and employment benefits to the HWH. HWHs shall verify employment a minimum of one time per week, and maintain the information in the offender's record.
  - ii. Educational/Vocational Programming: shall be based on the number of hours an established school, college, university or vocational institution uses to determine full/part-time student status. TRC offenders shall provide the HWH with official schedules that include class locations. The HWH shall verify this information at least once per month through the registrar's office, and maintain the information in the offender's record.
  - iii. Treatment Programming: shall be based on the risks and needs as determined by the supervising authority's assessment protocol. Those risk and need areas shall be addressed through an individual case plan that drives the offender's treatment schedule.

3. Halfway House Case Management Obligations:

- a. Submit proposed community plans to BCS via Transitional Control Admission/Release Planning form (DRC3109) upon admission to the HWH if an offender has an assessed period of PRC/Parole. The form shall be submitted via email to [drcbcs.transportation@odrc.state.oh.us](mailto:drcbcs.transportation@odrc.state.oh.us). If the offender is requesting a placement outside of the state of Ohio, a signed copy of the Offender's Application for Interstate Compact Transfer (Appendix B) shall also be submitted with the request for placement.
- b. Completion and/or maintenance of an appropriate ORAS assessment via the DRC Gateway Portal.
- c. Development and maintenance of a case plan based on assessment protocol.
- d. Coordinating and scheduling of the necessary service referrals based on assessed needs.
- e. Assistance with resolving outstanding charges and warrants.
- f. Submission of Transitional Control to Continued Supervision Report (DRC3110) to BCS on pre-Senate Bill 2 cases that have not yet received projected parole release dates.
- g. Development of aftercare plans that describes the offender's progress while in the program and recommends appropriate linkages in the community for the ongoing continuity of care.



HWH Program Director/designee shall approve or deny the request for funds in writing within five (5) business days. The HWH shall maintain a receipt for all purchases. All remaining money from the purchase shall be deposited back in the offender's account.

- f. TRC offenders on EM in the community may be permitted to maintain their earnings to assist with household expenses after the appropriate fees have been collected and 15% of their gross wages or \$105 weekly, whichever is the lesser amount, has been deposited into their HWH account.

5. Substance Abuse Testing:

TRC offenders shall be tested for substance abuse pursuant to DRC policy 103-SPS-07, Substance Abuse Testing and in accordance to each HWH's policy on substance abuse testing.

6. Programs and Activities:

TRC offenders shall be confined to the HWH or an approved residence on Electronic Monitoring (EM) unless they are involved in approved activities. All activities, including travel, shall be documented on the itinerary sheet and be in accordance with Ohio Administrative Rule 5120-12-01, Establishment of a Transitional Control Program and Minimum Criteria Defining Eligibility.

- a. Offenders may participate in the following activities without HWH supervision after they complete orientation if the activity is approved on their itinerary.
  - i. Employment, school and vocational programming;
  - ii. Routine and scheduled visits to medical professionals;
  - iii. Emergency medical or mental health visits to a hospital, clinic or agency;
  - iv. Routine and scheduled counseling visits to human resource service agencies;
  - v. Routine and scheduled visits or emergency visits to chemical dependency or co-dependency counseling and 12-step support service groups, including related social events scheduled in advance;
  - vi. Scheduled visits to professional grooming services;
  - vii. Scheduled participation in community service group(s);
  - viii. Travel to/from approved programs and activities;
  - ix. Shopping for personal hygiene items and clothing (e.g. shoes, pants, shirts, etc.) related to approved programming;
  - x. Activities related to obtaining employment (e.g. IDs and police record checks);
  - xi. Activities/major life events promoting re-establishment of family ties and community support (e.g. weddings, baptisms, graduations, bar mitzvahs, quinceaneras, etc.)
- b. Offenders may participate in the following activities with HWH oversight (A HWH staff member shall be present on site):
  - i. Entertainment, movies, theaters, libraries, parks, zoos, fairs, sports events, recreation, bowling, miniature golf and recreation centers;
  - ii. Museums, galleries and other cultural or educational events;

iii. Shopping for non-essential items (e.g. gifts).

7. Pass Time & Driving:

- a. TRC offenders may obtain passes pursuant to Ohio Administrative Rule 5120-12-06, Issuance of Passes. Passes offer eligible offenders the opportunity to re-establish family relationships and community ties. The granting of a pass and/or drivers is a privilege and/or positive incentive that must be earned through positive program participation.
- b. To be eligible for a pass and/or driver, TRC offenders must meet the following minimum program requirements:
  - i. The offender's assessed risk level shall require the following minimum number of days in the program to be eligible:
    - a.) Very High – 90 days
    - b.) High – 60 days
    - c.) Moderate – 30 days
    - d.) Low/Moderate – 30 days
    - e.) Low – no minimum number of days
  - ii. Offenders shall be actively participating in full time approved programming which may include any combination of assessed/required programming and services, job seeking, employment, school or vocational training;
  - iii. Offenders shall remain free from all high to moderate violations for a minimum of fourteen (14) days from the issuance date of the last violation received.
- c. Passes shall be issued for the following purposes:
  - i. To visit a dying relative/immediate family member.
  - ii. To attend the funeral of a relative/immediate family member.
  - iii. To visit the home of a relative/immediate family member or approved host.
  - iv. To otherwise aid in the offender's rehabilitation and facilitate a successful reentry into society as determined by the HWH program director or designee.
- d. Pass Guidelines:
  - i. Passes shall only be granted to visit relatives/immediate family members and/or those people with whom the offender has a pre-established relationship prior to the most recent/current incarceration.
  - ii. Passes shall only be granted to one (1) pre-approved location.

- iii. A maximum of two (2) drivers may be approved for the purpose of transportation to approved program activities, passes and/or employment.
  - iv. No series of passes shall exceed three hundred and thirty-six (336) cumulative hours in any six (6) month period of time unless authorized by the supervising authority.
  - v. No pass shall exceed forty-eight (48) consecutive hours.
  - vi. Passes outside of the state of Ohio shall not be approved.
  - vii. Individuals who have been convicted of a felony offense within the past five (5) years or released from felony supervision within the past five (5) years shall not be approved as pass host or driver.
  - viii. Hosts/drivers who have an active criminal warrant shall not be approved.
  - ix. Hosts/drivers may be disapproved at the discretion of BCS if they have an unacceptable driving record.
  - x. TRC offenders shall not be approved for passes to the residence of any victim or co-defendant involved in any of the offender's past or present offenses. (HWH staff shall be responsible for reviewing pre-sentence investigations, file material and/or other collateral information to determine if the person on the pass request is a victim or co-defendant).
  - xi. Offenders must provide HWH staff with a daily itinerary to include dates, times and addresses of all planned movement while on pass. The offender shall remain at the residence at all times while on pass unless the HWH program director or designee has granted prior authorization for movement in accordance to section VI.A of this policy. Verification (e.g. receipts, programs, etc.) of movement shall be provided upon the offender's return to the HWH.
  - xii. HWH staff shall verify the offender's whereabouts a minimum of one (1) time per shift for all offenders on pass.
  - xiii. TRC offenders may receive driving privileges with the approval of the HWH program director. To be approved, the offender must meet all of the requirements of section VI.A and VI.B of this policy and provide the HWH with verification they are currently insured and show proof of a valid driver's license from the State of Ohio. The HWH shall maintain a copy of the insurance and driver's license in the offender's file. The offender may only utilize their driving privileges to participate in approved activities.
- e. Pass Approval Procedures:
- i. Offenders who meet the pass eligibility requirements shall submit a signed copy of Transitional Control Pass/Electronic Monitoring Permit (DRC3111) to HWH case management staff for review.

- ii. Once the offender has been determined eligible, HWH case management staff shall submit the Transitional Control Pass/Electronic Monitoring Record Check Request (DRC3113) to BCS via email at [drcbcs.passes@odrc.state.oh.us](mailto:drcbcs.passes@odrc.state.oh.us) a minimum of three (3) business days prior to the offender's pass eligibility date.
    - a) BCS shall complete background checks via the Law Enforcement Automated Data System (LEADS) on all adult hosts and residents residing at the requested home pass site and on potential drivers over eighteen (18) years of age pursuant to Ohio Administrative Rule 5120-12-06, Issuance of Passes.
    - b) All LEADS requests shall include the names, addresses, relationship to the offender, date of birth and social security numbers of the host(s), resident(s), and driver(s). In addition to the aforementioned, driver requests shall include the make and model of car, auto color and driver's license number.
    - c) BCS staff shall process the LEADS checks for background information approval and notify the requesting HWH staff of the results within three (3) business days of receipt. LEADS checks conducted for emergency passes shall be completed and returned to the HWH on the date BCS received notification of the pass.
  - iii. Once LEADS checks have been approved and the offender meets all pass eligibility criteria, the pass shall be approved by the HWH Program Director/designee via the Transitional Control Pass/Electronic Monitoring Permit (DRC 3111).
  - iv. Prior to a pass being granted, the offender shall review and sign Transitional Control Pass /Electronic Monitoring Permit (DRC3111).
  - v. While on pass, the offender shall have the Transitional Control Pass/Electronic Monitoring Permit (DRC3111) verified by local law enforcement. This form shall be signed by local law enforcement and returned to HWH staff upon completion of the pass or during face-to-face case management meeting for EM cases.
  - vi. The offender's release documentation, return documentation and pass time balance shall be maintained on the Transitional Control Pass/Electronic Monitoring Permit (DRC3111).
- f. Emergency Passes:
- TRC offenders may be granted a pass on an emergency basis to make a deathbed visit to a relative/immediate family member or to attend the funeral of a relative/immediate family member. When an emergency pass is requested, the HWH staff shall:
- i. Verify and document all pertinent information such as the name of the relative, the relationship to the TRC offender and the address of the hospital or funeral home (if a funeral, note the date and time of the service in the offender's official record).

- ii. Forward the Transitional Control Pass/Electronic Monitoring Permit (DRC3111) to the HWH Program Director/designee for approval.
  - iii. Submit a Transitional Control Pass/Electronic Monitoring Record Check (DRC3113) to BCS for a LEADS check on all hosts and drivers, if applicable.
  - iv. Emergency passes shall not be approved until a LEADS check has been completed.
- g. Pass Investigations:
- i. Prior to permitting a TRC offender to go on pass, an investigation and walkthrough shall be completed at the proposed residence of the requested host. The results of the investigation shall be documented on the Transitional Control Pass/Electronic Monitoring Investigation Request form (DRC3112) noting approval or disapproval.
  - ii. Investigations located in a county without a state contracted TRC HWH shall be conducted by the APA.
    - a) The HWH shall forward the Transitional Control Pass/Electronic Monitoring Investigation Request form (DRC3112) to the general APA email account in the region where the pass has been requested so they can assign a special investigation.
    - b) The APA has fifteen (15) days from receipt of request to investigate and respond via email to the HWH.
  - iii. The investigating authority shall:
    - a) Review the Transitional Control Rules of Program Participation with the host, including the requirement that TRC offenders shall remain at the residence at all times unless given prior written permission to go to another location by the supervising authority.
    - b) Advise the host that the supervising authority may enter the residence at any time to ensure the offender is in compliance with program guidelines.
    - c) Advise the host the offender is subject to warrantless searches.
    - d) Advise the host the TRC offender shall be available for telephone contact from the licensed facility or the supervising authority at all times.
    - e) Ensure the host is aware there shall not be any weapons in the residence or otherwise available to the TRC offender while on pass.
    - f) Advise the host the TRC offender is subject to a breathalyzer test and urinalysis upon returning to the HWH.
    - g) Verify the proposed pass residence has telephone service in conformance with the HWH's current program requirements. The requirement shall be indicated

on DRC form Transitional Control Pass/Electronic Monitoring Investigation Request (DRC3112).

8. Electronic Monitoring:

TRC offenders who are in full compliance with program requirements may be eligible for the EM program in accordance to Ohio Revised Code 2967.26 and Administrative Rule 5120-12-04, Electronic Monitoring of Prisoners. EM offers eligible offenders the opportunity to re-establish family relationships and community ties in addition to affording them the opportunity to secure employment in their home community.

a. Eligibility Requirements:

To be eligible, TRC offenders must meet the following program requirements:

- i. The offender's overall assessed risk level will require the following minimum number of days in the program to be eligible:
    - a) Very High – 120 days
    - b) High – 90 days
    - c) Moderate – 60 days
    - d) Low/Moderate – 60 days
    - e) Low – no minimum number of days
  - ii. Actively participating in full-time approved programming which may include any combination of assessed/required programming and services, job seeking, employment, school or vocational training.
  - iii. Maintain a violation point total of twenty-five (25) points or less.
- b. To be activated on EM, all relevant procedures outlined in section VI.B.7.d (Pass Guidelines), section VI.B.7.e (Pass Approval Procedures), and section VI.B.7.g (Pass Investigations) shall be adhered to and/or previously approved.
- c. Orientation and EM Equipment Activation:

Once the offender has been approved for EM, HWH staff shall provide an orientation session to the offender and host. During EM orientation, the following shall be accomplished:

- i. The TRC Electronic Monitoring Rules of Participation (DRC3108), Transitional Control Electronic Monitoring Host Agreement (DRC3281) and any other pertinent forms (e.g. itinerary) shall be reviewed and signed by the offender and host if applicable. Copies shall be distributed to all interested parties and maintained at the HWH.
- ii. Prior to equipment activation, HWH staff shall conduct an intake and orientation with the offender that includes, but is not limited to, background information on the EM program, special needs, case plan/treatment expectations from the HWH, and policies and procedures of the EM program. The offender shall also receive an

overview regarding the equipment and its operations. An opportunity shall be provided to the offender and host to ask questions and have potential concerns addressed by HWH staff.

- iii. Failure of the equipment or a lack of cooperation by the offender and/or host may result in termination of the equipment activation process. The offender may then be returned to the HWH or other appropriate actions may be taken.

d. EM Supervision Requirements:

HWH staff shall continue to supervise TRC offenders who are under EM status. Once an offender is transferred to his/her approved EM placement, the following shall occur:

i. Offender Responsibilities:

- a) Abide by the rules and regulations of the TRC program and the EM conditions of supervision.
- b) Notify the HWH of emergency situations, equipment failures, itinerary changes, host problems and any other situations that may affect their status on EM.
- c) Submit required fees and financial verifications and maintain all legal and financial responsibilities.
- d) Report to the HWH a minimum of one (1) time per week for case management services, the completion of treatment/dosage hours, itinerary updates, equipment updates, alcohol/drug testing and/or to address any other supervision concerns requested by the HWH.

ii. Halfway House Responsibilities:

- a) Provide case management services to the offender according to the approved case plan. Case management services include, but are not limited to, verification and updates to itineraries, community referrals, and alcohol/drug testing.
- b) Maintain twenty-four (24) hour surveillance of the EM equipment.
- c) Provide all records pertaining to the monitoring of the offender upon request of the BCS.
- d) For those TRC offenders assessed a period of parole or PRC supervision by the parole board, provide APA with a termination report within three (3) business days of program completion for offenders who successfully complete EM.

- e) Collect TRC fees in accordance with Ohio Administrative Rule 5120-12-05, Supervision Fees, Disbursement of Earnings and Administration of the TRC fund.

e. Electronic Monitoring Unusual Occurrences:

- i. HWH staff shall investigate unusual occurrences or abnormal situations that include, but are not limited to, the following:

- a) Equipment tampering.
- b) Violation of itinerary approved radius.
- c) Power and/or equipment failure.

- ii. The investigation completed by staff shall include:

- a) Attempts to contact the offender by telephone.
- b) Attempts to contact the offender's family, friends, employers, service providers, hospitals, law enforcement officials and/or any other resources which may be available.
- c) Documentation of all contacts and/or attempted contacts.
- d) Instructions to the offender, when appropriate, to report to the HWH to submit to alcohol and/or drug testing.
- e) Verifying the presence of the offender through contact at the approved residence.
- f) Upon completion of the investigation, HWH staff shall report the outcome to BCS.
- g) If the offender's whereabouts are not confirmed within four (4) hours of initiating the investigation, HWH staff shall follow the procedures pursuant to section VI.B.10.n, Halfway House Violators at Large Procedures, outlined in this policy.

9. Release Planning:

Procedures for TRC offenders assessed a period of supervision after completion of the TRC program shall be handled according to the following guidelines:

a. In-State Placements:

- i. TRC offenders with placement plan(s) located inside Ohio shall be initiated by the HWH by completing the TRC Admission/Release Planning Report (DRC3109) upon entry into the program and submitting to BCS at [drc.bcs.transportation@odrc.state.oh.us](mailto:drc.bcs.transportation@odrc.state.oh.us). BCS shall coordinate the placement

process with the HWH and APA in accordance to procedures outlined in DRC policy 101-PLA-01, Reentry Supervision Release Process.

- ii. If the offender is assessed a period of PRC or Parole supervision upon completion of TRC and they do not have a placement plan upon entry into the program, the HWH shall submit an Admission/Release Planning Report (DRC3109) detailing the offenders progress with obtaining a release plan on or before the 15<sup>th</sup> day of each month until the offender has a plan for release. The HWH shall contact BCS if an offender does not have a secured placement plan within ten (10) business days of the offenders Expiration of Stated Term date so a plan can be secured.
  - iii. The BCS shall track the progress of all TRC to PRC Placements pursuant to DRC policy 101-PLA-01, Reentry Release Supervision Process.
  - iv. The APA shall notify BCS at [drcbcs.transportation@odrc.state.oh.us](mailto:drcbcs.transportation@odrc.state.oh.us) in the event a plan is rejected. BCS shall work with the HWH to obtain alternative plans from the offender.
  - v. When an offender's placement plan is approved, the APA shall forward reporting orders directly to the HWH email account noted on TRC Admission/Release Planning Report (DRC3109).
- b. Out of State Placement Requests
- i. TRC offenders with placement plan(s) located outside Ohio shall be initiated by the HWH by completing the TRC Admission/Release Planning Report (DRC3109) form upon entry into the program, and submitting to BCS at [drc.bcs.transportation@odrc.state.oh.us](mailto:drc.bcs.transportation@odrc.state.oh.us). BCS shall coordinate the placement process with the HWH and APA in accordance to procedures outlined in DRC policy 101-PLA-01, Reentry Supervision Release Process.
  - ii. In order to process out-of-state placement requests, the following additional documents must be completed, signed and submitted to BCS by the HWH:
    - a) Offenders Application for Interstate Compact Transfer (Appendix B)
    - b) Adult Parole Authority Conditions of Supervision (DRC3019)
  - iii. BCS shall forward the completed application through ICOTS to the Ohio Interstate Compact office per DRC policy 103-SPS-01, Interstate Compact for Probation and Parole.
  - iv. The Ohio Interstate Compact office shall process the transfer investigation request office per DRC policy 103-SPS-01, Interstate Compact for Probation and Parole.
  - v. If the case is rejected/denied, DRC policy 101-PLA-01, Reentry Supervision Release Process, shall be followed.

10. Offender Behavior Review Process:

All offenders under TRC supervision are subject to the Transitional Control Behavioral Guidelines (Appendix A). Program termination shall be based upon the following:

a. Pre-Senate Bill 2 Offenders:

TRC offenders committing instant offenses prior to July 1, 1996 are subject to the APA violation sanction process (VSP) pursuant to DRC policies 100-APA-14, Sanctions for Violations of Conditions of Supervision, and 100-APA-24, Violation Reports.

b. Post-Senate Bill 2 Offenders:

TRC offenders committing instant offenses on or after July 1, 1996 are subject to a disciplinary administrative return per Ohio Administrative Rule 5120-12-08, Return to the Institution for Administrative Reasons.

c. HWH staff shall issue violation notifications, sanctions, violation points, positive incentives, and positive incentive point reductions in accordance with the TRC Behavioral Guidelines.

- i. Violation notifications shall be issued based on the TRC Behavioral Guidelines within twenty-four (24) hours of knowledge of the alleged violation. The violation notification shall be issued by witnessing staff when at all possible.
- ii. Sanctions shall be issued via a written sanction receipt.
- iii. If the offender is unavailable due to confinement at a local jail or violator-at-large status, the violation(s) shall be written in absentia and referred to the Behavioral Review Committee (BRC) for review. If the offender returns to the facility before the BRC meets to review the sanctions, the offender shall be presented with the violation(s) upon return. HWH staff shall then review the status of the violation and proceed with the BRC sanction review.
- iv. If the offender fails to accept a violation as written, he/she along with any pertinent witnesses, shall submit written documentation detailing the incident to programming/case management staff for review. The form shall indicate the reasons for his/her objections to the violation.

d. Investigations:

An investigation shall be completed when the offender fails to accept the violation(s) as written or when violation(s) details are in question even if the offender accepts the violation(s). At the conclusion of the investigation, HWH staff shall issue a sanction or make a referral to the BRC.

## e. Appeal Process:

Each facility shall have an internal appeal process for violations subject to an annual audit by BCS.

## f. Behavioral Accountability Contracts (BAC):

- i. A BAC shall be issued when an offender accumulates thirty-five (35) or more violation points.
- ii. The BAC shall place the offender on notice they are in jeopardy of being terminated from the program and provide them with the necessary steps to facilitate program compliance.
- iii. The BAC shall be documented on the Transitional Control Behavior Record (DRC2395).

## g. Behavioral Review Committee (BRC):

- i. The BRC shall determine whether or not the offender's behavior warrants a hearing pursuant to DRC policy 100-APA-14, Sanctions for Violations of Conditions of Supervision for Pre-Senate Bill 2 cases, or a referral to BCS for an Administrative Return for Post Senate Bill 2 cases.
- ii. The BRC shall be comprised of a minimum of three (3) members, including one (1) member of the HWH management. The chair of the committee shall be a member of management. Any staff member directly involved in the violation under consideration shall not participate on the committee.
- iii. The BRC shall convene in the following circumstances:
  - a) When an offender reaches one hundred (100) violation points or when he/she commits a violation that requires automatic consideration for prison return.
  - b) When an offender accumulates thirty-five (35) or more violation points and the committee has issued the required BAC.
  - c) When an investigation has been completed and it is determined necessary to refer the case to the BRC for review. Offenders may be called in front of the committee to present additional information if the investigation does not provide adequate information to determine an appropriate sanction.
  - d) To conduct internal quality assurance reviews on the Transitional Control Behavior Record (DRC2395). This record shall be reviewed a minimum of once every thirty (30) days.
  - e) To calculate positive incentive rewards on the Transitional Control Behavior Records (DRC2395). Positive incentive rewards shall be calculated a minimum of once every thirty (30) days.

h. Program Termination:

- i. The BRC shall review the offender's entire supervision history prior to any referral for program termination and return to prison.
- ii. The APA liaison shall be notified immediately by phone or email when the BRC determines the offender's behavioral record warrants termination. The offender shall be placed in custody as soon as possible by the APA pursuant to DRC policies 100-APA-05, APA Search and Arrest Procedures, and 100-APA-14, Sanctions for Violations of Conditions of Supervision.
- iii. When the BRC makes a decision a Post-Senate Bill 2 offender is being recommended for termination, HWH staff shall:
  - a) Request an administrative return within seven (7) business days from the date of the violation.
  - b) The request shall be made through the BCS pursuant to Ohio Administrative Rule 5120-12-08, Return to the Institution for Administrative Reasons, and shall be submitted via email to [drc.tcviolations@odrc.state.oh.us](mailto:drc.tcviolations@odrc.state.oh.us). Information submitted shall include the Transitional Control Behavioral Review Committee Report (DRC2393) and the Transitional Control Behavioral Record (DRC2395).
    - 1) The Transitional Control Behavioral Review Committee Report (DRC2393) shall include but not limited to the following: The offenders name, offender number, HWH, HWH location, date of the BRC review, type of release, members of the BRC, cumulative behavior point, admission date, projected release date, summary of the offender's last known violation and corroboration of the facts, a thorough chronological summary of the offender's TRC adjustment, offender statements, witness statements, a list documentary evidence considered by the BRC, the findings of the BRC, and the recommendation of the BRC. (The summary shall include, but is not limited to, the offender's ORAS risk level, case plan summary, program compliance, attitude, narrative that includes positive behavioral change and violation behavior (including the dates of the behavior), the HWH's response to the behavior, details of BACs, and any other relevant information).
    - 2) The Transitional Control Behavioral Record (DRC2395) shall include, but not limited to, the following: The offender's name, offender number, HWH, HWH location, type of supervision, admission date, log of violations/positive incentives, BACs, and HWH's response to behavior, point values, and cumulative point value.
- i. When the BRC makes a decision that a Pre-Senate Bill 2 offender is being recommended for termination, HWH staff shall schedule a hearing with the APA and be available to present the hearing pursuant to Department policies 100-APA-14,

Sanctions for Violations of Conditions of Supervision, and 100-APA-24, Violation Reports.

- j. HWH staff shall be responsible for transporting the offender back to the HWH in cases where BCS does not find cause to administratively return the offender or when the Violation hearing requirements have not been met.
- k. TRC Behavior Points:
  - i. Discipline points and positive incentives shall be calculated and documented on the Transitional Control Behavior Record (DRC2395) at least once every thirty days or when the value of the points would warrant a review by the BRC for a potential administrative return. The record shall be maintained by clinical/programming staff, a designee of management or the BRC.
  - ii. The offender shall be notified of sanctions/behavior points and positive incentive points by clinical/programming staff, a designee of management or the BRC via a written sanction receipt.
  - iii. Any offender who has discipline points on the Transitional Control Behavior Record (DRC2395) is eligible for a point reduction if they meet the Transitional Control Positive Incentive Guidelines as contained in Appendix A. Offenders who complete or meet one (1) incentive during a thirty (30) day period shall be granted a 25% reduction to their discipline points. Offenders who complete or meet two (2) or more incentives during a thirty (30) day period shall receive a 50% reduction to their discipline points. Incentives may not be banked for future reductions if an offender does not have discipline points on their record. Offenders who illustrate excellent behavior without discipline points may be subject to other rewards as set forth by the program.
  - iv. All behavior records shall be completed as part of the offender's termination report and maintained in the offender's file.
- l. Clinical/Programming Staff Responsibilities:
  - i. Clinical/programming staff is responsible for maintaining case notes on all TRC offenders. Notes shall provide information on the offender's supervision history and program progress. Information shall be documented on the offender's risk level, required programming, program adjustment, violations/sanctions, non-formal sanctions or warnings, positive incentive rewards, BAC's, and staff intervention and response to the offender's risk and needs.
  - ii. Clinical/programming staff shall attend weekly BRC meetings and record any significant issues addressed.

## m. BCS Responsibilities for TRC Offenders:

- i. BCS staff shall review the Transitional Control Behavioral Review Committee Report (DRC2393) and the Transitional Control Behavior Log (DRC2395) submitted by the BRC and complete the Bureau of Community Sanctions Transitional Control Discipline Quality Assurance Review (DRC2394) within three (3) business days of receipt. BCS staff shall determine whether or not the offender will be administratively returned pursuant to Ohio Administrative Rule 5120-12-08, Return to the Institution for Administrative Reasons.
- ii. If BCS determines the offender will be administratively returned, an administrative return letter shall be forwarded to the appropriate ODRC Reception Center, the Bureau of Sentence Computation, the APA TRC liaison unit/contact person, and the supervising HWH.
- iii. BCS shall forward the Acknowledgement of Requirement to Retain Inmates in Custody until Expiration of Sentence or Return to Prison (DRC2560) to the BCS when an offender has pending criminal charges and they will remain in local custody.
- iv. If BCS determines an administrative return is not warranted, they shall notify the APA and the supervising HWH to transport the offender back to the facility.
- v. BCS shall notify the APA via the general APA region email account when a VAL warrant is requested and forward Violator at Large (VAL) Minutes, when they are completed, to the general APA email account for the region in which the HWH is located. If an offender is on electronic monitoring and the approved address is in a different APA region than the monitoring HWH, BCS shall notify the APA region where the residence is located via email so the case can be assigned to the appropriate field unit pursuant to DRC policy 100-APA-32, APA Transitional Control Supervision.
- vi. All TRC offenders administratively returned for discipline reasons shall be returned to their original DRC reception center for reclassification.

## n. Halfway House Violator-At-Large Procedures:

- i. When a TRC offender's whereabouts become unknown or they fail to remain within the approved limits of confinement, the HWH shall immediately initiate an investigation to locate the offender. This can include, but is not limited to, contacting the last known location of the offender, place of employment or schooling, treatment providers, proposed residence, relatives, friends, hospitals and local jail(s). The investigation shall be completed and documented on AWOL/Escapes Information Sheet (Appendix C) within four (4) hours of determining they are not at their approved limits of confinement.
- ii. If an offender is observed by HWH staff leaving the facility without authorization, it is not necessary to conduct an investigation. HWH staff shall declare the offender an absconder immediately.

- iii. When the HWH staff determines a TRC offender has absconded, they shall:
- a) Notify their BCS liaison at (614) 752-1188 during business hours to request a warrant for the offender's arrest. HWH staff shall have the completed AWOL/Escape Information Sheet (Appendix C) available prior to requesting a warrant so they can provide BCS Staff with the appropriate information needed to issue the warrant for the offender. They shall also email the completed form to [drc.tviolations@odrc.state.oh.us](mailto:drc.tviolations@odrc.state.oh.us).
  - b) Notify the BCS After Hours Contact via the BOLO Phone during non-business hours (BCS will provide each HWH with an After Hours Duty Schedule that includes the current contact name and number for the BOLO Phone). HWH staff shall have the completed AWOL/Escape Information Sheet (Appendix C) available prior to calling in the BOLO so they can provide BCS Staff with the appropriate information needed to issue the requested BOLO to the Ohio State Highway Patrol. They shall email the completed form to [drc.tviolations@odrc.state.oh.us](mailto:drc.tviolations@odrc.state.oh.us).
  - c) Notify DRC Office of Victim Services via email at [drc.victim.services@odrc.state.oh.us](mailto:drc.victim.services@odrc.state.oh.us) or by phone at (614) 728-1976 / or toll free at 1-888-842-8464. After business hours, contact (614) 619-5078 or (614) 440-1570.
  - d) Should the offender return to approved limits of confinement after a BOLO or warrant has been issued, the HWH designee shall notify the BCS and Office of Victim Services the next business day. Notification shall occur via phone in addition to an email to [drc.tviolations@odrc.state.oh.us](mailto:drc.tviolations@odrc.state.oh.us).
- iv. In the event a HWH requests a warrant or BOLO, BCS Staff shall:
- a) Request warrants on offenders who fail to remain within their approved limits of confinement during business hours pursuant to DRC policies 102-FUG-01, Fugitive Apprehension and 102-FUG-02, Violator at Large.
  - b) Request BOLOs on all offenders who have been determined to be outside of their limits of confinement with the Ohio State Highway Patrol during non-business hours.
  - c) Confirm with the HWH whether or not an offender remained outside of their limits of confinement on the first business day after a BOLO was issued. If BCS staff confirms the offender is still outside of their approved limits of confinement, a warrant shall be requested pursuant to DRC policies 102-FUG-01, Fugitive Apprehension and 102-FUG-02, Violator at Large.

11. Non Disciplinary Administrative Returns to the Institution:

- a. TRC offenders may be administratively returned to the institution for the following non-disciplinary reasons pursuant to Ohio Administrative Rule 5120-12-08, Return to

the Institution for Administrative Reasons. Should an offender fall into any category stated below, the HWH shall staff the offender's case with the BCS.

- i. When it is learned an offender does not meet all of the eligibility requirements set forth in Ohio Administrative Rule 5120-12-01, Eligibility of a TRC Program and Minimum Criteria Defining Eligibility.
  - ii. When an offender has received an added sentence, or information is discovered about a conviction that makes the prisoner ineligible.
  - iii. When a jurisdiction files a detainer with the DRC for any unadjudicated felony charges, when information becomes available that a sentence has been imposed but not yet served for a parole or probation violation, or when the offender is thought to be an escape risk.
  - iv. When an offender requests to voluntarily withdraw from the TRC program.
  - v. When a jurisdiction subpoenas an offender to testify or appear at an out of state hearing.
  - vi. When any circumstances arise, through no fault of the offender that prevents completion of the TRC program in the community.
- b. An offender in the TRC program may be returned to prison without a parole board hearing/administrative review, subject to reinstatement to the program under the following circumstances:
- i. Whenever their physical or mental health renders them substantially incapable of participating in the TRC program.
  - ii. When the offender requires treatment that can be provided more effectively or cost-effectively in prison.

12. Medication Dispensing Procedures for Offenders Released on TRC:

- a. All transitional control offenders on essential medication shall be released from DRC with a fourteen (14) day supply of medication in accordance with Department Medical Protocol E-25, Dispensing Medications for Inmate Transfers.
- b. The medication shall be given to the designated HWH transportation staff to ensure proper delivery to the HWH.
- c. The following procedures shall be followed for offenders classified as C1 or C2 (on psychotropic medication):
  - i. At the time of the offender's release from DRC, the institution Psychiatrist/APN-MH (Advanced Practice Nurse of Mental Health) will order a thirty (30) day supply of medication (for mental health treatment) to be provided to the designated HWH transportation staff to ensure proper delivery to the HWH.

- ii. The designated DRC institution Psychiatric/Developmentally Disabled (Psych/DD) nurse shall type the prescription into the electronic input screen, under the Special Reports tab/Release Prescriptions link provided within Patient One View noting the address to the HWH (found on the Transitional Control Release Certificate). The form shall be printed, signed and faxed to DRC Inpatient Central Pharmacy within twenty-four (24) hours of the offender's release date.
- iii. DRC Inpatient Central Pharmacy shall mail the thirty (30) day supply directly to the HWH within two (2) business days of receipt of the faxed order.
- iv. The designated DRC institution Psych/DD nurse shall contact the HWH clinical staff or program director by phone to advise the medication was ordered and shall be mailed to the HWH. The contact shall be noted on the Mental Health Caseload Transitional Control Release form (DRC5514).
- v. If the offender is required to have laboratory work completed, the DRC institution Psych/DD nurse shall note it on the Mental Health Caseload Transitional Control Release form (DRC5514) and mail/fax the written order to the designated HWH staff.
- vi. The HWH staff shall contact the designated BCS staff to assess the cost and frequency of the required laboratory work prior to scheduling the appointment in the community.
- vii. If it is determined the laboratory work shall be performed in the community, the HWH shall be responsible for working with the offender to schedule the labs.
- viii. If it is determined the laboratory work is too costly to be performed in the community, BCS shall make arrangements for the offender to be returned to the Franklin Medical Center or the appropriate institution to have the labs performed.
- ix. The bill for the lab work performed in the community shall be submitted to Care Works USA, P.O. Box 182808, Columbus, Ohio 43218 or [CWBillReview@careworks.com](mailto:CWBillReview@careworks.com) by the designated BCS staff.
- x. The results of the labs shall be sent within seven (7) calendar days of the request to the treating DRC institution Psychiatrist/APN-MH at the institution unless otherwise indicated.
- xi. For offenders on medication, a thirty (30) day follow-up videoconference appointment shall be scheduled by the ODRC institution Psych/DD nurse with the HWH program director or designee before the offender is released.
- xii. Videoconferences shall take place at the APA, HWH or other approved site. If at any time the offender is unable to attend, a scheduled videoconference appointment, it is the responsibility of the HWH designee to notify the DRC institution Mental Health Administrator/Mental Health Manager (MHA/MHM) or designee.

- xiii. The location, appointment date and time shall be logged on the Mental Health Caseload Transitional Control Release form (DRC5514)
- xiv. The HWH staff shall not be required to escort offenders to scheduled appointments unless requested by the DRC institution Psychiatrist/APN-MH.
- xv. Prior to the appointment, HWH staff shall fax any information regarding the offender's medication compliance and/or any unusual or sudden changes in behavior to the designated DRC institution Psych/DD nurse on the Transitional Control Mental Health Status Report (DRC2392).
- xvi. During the videoconference appointment, the DRC institution Psychiatrist/APN-MH shall determine if an order for an additional thirty (30) to ninety (90) day supply of medication is needed. The medication shall be ordered following the process outlined above.
- xvii. The DRC institution Psychiatrist/APN-MH shall write an order for a follow-up appointment, if necessary, and determine when the offender shall be seen again based on the offender's mental status.
- xviii. The DRC institution Psychiatrist/APN-MH shall complete a SOAP (Subjective, Objective, Assessment, Plan) note for each follow-up appointment in the offender's mental health file.
- xix. The DRC institution Psych/DD nurse shall transcribe the order, schedule the DRC Psychiatrist/APN-MH for the teleconference appointment and notify the HWH Program Director or designee.
- xx. If at any time the offender goes into crisis, the HWH shall utilize community emergency services and notify BCS by the next business day.
- xxi. In the event of a crisis, HWH staff shall notify the DRC institution MHA/MHM or designee. The MHA/MHM shall notify applicable institutional staff and write a brief note in the offender's mental health file.
- xxii. The DRC institution Psychiatrist/APN-MH can request the offender be returned to the prison at any time during the TRC placement if it is his/her clinical assessment the offender has decompensated to the point the placement is a risk and is no longer appropriate.
- xxiii. If the DRC institution Psychiatrist/APN-MH wants an offender returned to the institution, the Psychiatrist/APN-MH shall notify the MHM/MHA or designee who is then responsible for notifying the HWH and BCS.
- xxiv. It is the responsibility of the HWH to link the offender with a community mental health provider to ensure continuity of care.
- xxv. At any time the offender transitions to mental health treatment in the community, it is the responsibility of the HWH to inform the institution MHM/MHA by

documenting this information on the Transitional Control Mental Health Status Report (DRC2392) in order to release the offender from the care of the DRC institution Psychiatrist/APN-MH.

13. Offenders Requiring Community Medical/Mental Health Treatment:

a. Halfway House Transportation:

The HWH is responsible for providing transportation to TRC offenders when they are unable to secure transportation for medical or mental health interventions. This includes transportation to an DRC Institution for outpatient appointments. In cases of medical or mental health emergencies, the HWH shall attempt to transport the offender to the nearest health care facility as soon as possible. If HWH staff is unable to provide transportation in sufficient time, 911 shall be contacted. Emergencies are defined as medical or mental health situations that require immediate medical attention and/or situations that have the potential to be life threatening.

b. BCS/ODRC Notification Process:

The HWH shall make every effort to contact BCS via phone and email at [drc.bcstransportation@odrc.state.oh.us](mailto:drc.bcstransportation@odrc.state.oh.us) prior to authorizing any medical or mental health treatment for a TRC offender. This includes treatment for medical emergencies, ongoing chronic care, or multiple medical interventions for minor medical conditions. Minor medical conditions that do not require surgery and/or are treatable at a community medical facility at little or no cost to the offender and/or HWH shall be treated in the community unless DRC determines the conditions prevent the offender from actively participating in the TRC program. The BCS analyst will review the request for medical or mental health treatment in the community with BCS management and/or DRC medical or mental health staff to determine the best course of action based on the circumstances surrounding the needs of the offender.

c. Offender Hospitalization

When an offender is admitted to a medical or mental health facility in the community, the HWH shall:

- i. Obtain as much pertinent information as possible (e.g. offender's condition, attending physician's name, treatment received and proposed course of treatment). The medical facility must be informed of the offender's legal status so the appropriate hospital security personnel are notified.
- ii. Speak with the attending physician or designee to ascertain if it is possible for the offender to be transferred to an DRC Institution or the Ohio State University (OSU) hospital for the purpose of receiving treatment in a more secure setting and for payment purposes.
- iii. Notify BCS of the offender's status and provide the name and telephone number of a hospital contact person to BCS, who shall follow up with hospital personnel to assist in determining if a transfer to the appropriate correctional facility is possible.

- iv. Provide BCS with regular updates in order for BCS to determine if further instruction is necessary or to facilitate the offender's transfer to an DRC Institution or OSU hospital.

14. Medication Payment Procedures:

- a. Payment for TRC medications shall be processed through the DRC business office.
- b. Offenders with \$300 or less in their account are eligible for prescriptions through Inpatient Central Pharmacy and will only be required to pay a \$3.00 co-payment.
- c. Offenders with over \$300 in their accounts are eligible for Inpatient Central Pharmacy prescriptions, but must pay full price for the cost of the prescription(s). This payment is not to take the offender's account below \$300.
- d. Offenders are not required to purchase prescriptions through Inpatient Central Pharmacy if prescriptions may be obtained through retail pharmacies at a more reasonable cost.
- e. Offenders who arrive at the HWH from an institution release without a fourteen (14) day supply of current medication are eligible for medication through the DRC Inpatient Central Pharmacy and are not required to pay the \$3.00 co-payment.
- f. HWH staff shall collect the prescription payment from the TRC offender for each prescription filled.
- g. On the Transitional Control Medication Monthly Report (DRC3116), the offender's name, prescription number, number of prescriptions filled and either the co-pay amount or full prescription amount paid shall be documented for each offender receiving prescriptions during the month. This information, along with a check for the total amount submitted for payment, shall be forwarded to the BCS designee by the 10<sup>th</sup> business day of each month.
- h. To bill for Inpatient Central Pharmacy prescriptions, the following procedures shall be followed:
  - i. HWH staff shall check the packing slips with the medication received to ensure all medications were received.
  - ii. The monthly billing report shall be matched with the packing slips by HWH staff. The appropriate designee shall sign, date and initial the monthly billing report and forward it directly to BCS.
  - iii. Information on the monthly billing report shall be verified by BCS prior to being forwarded to the DRC business office.
- iv. All bills shall be submitted to BCS by the 10<sup>th</sup> business day of each month.

## 15. Medical and Mental Health Treatment Payment Procedures:

- a. Medical bills over \$500 obtained as the result of medical care provided in the community shall be forwarded to Care Works USA, P.O. Box 182808, Columbus, Ohio 43218 or [CWBillReview@careworks.com](mailto:CWBillReview@careworks.com) by the BCS designee. Medical bills less than \$500 may be submitted to the BCS designee for payment consideration.
- b. If the offender is required to pay a medical bill, the HWH staff may collect up to 25% of the net paycheck of offenders with \$300 or more in their accounts for repayment or to cover medication/medical cost less than \$500. This payment is not to take the offender's account below \$300.
- c. Offenders shall sign the Ohio Department of Rehabilitation and Correction Treatment Transfer Financial Responsibility of Medical Services (DRC3011) for each medical occurrence where medical costs are incurred through community treatment.

## 16. Medical and Mental Health Administrative Returns and Outpatient Visits:

## a. Outpatient Treatment:

Offenders shall be transported by the HWH to an DRC Institution or OSU for treatment for any serious condition that is non-emergency in nature if the treatment is not feasible in the community. This includes, but is not limited to, surgery, chemotherapy, physical therapy, blood work and dialysis. The offender may be returned to the HWH once the treatment is complete.

## b. Administrative Returns for Medical and Mental Health:

- i. If it is determined a TRC offender's condition is ongoing, and will require consistent medical treatment/follow-up or the offender is unable to fully participate in the TRC program, the offender may be administratively removed from the TRC program for medical or mental health reasons pursuant to Ohio Administrative Rule 5120-12-08, Return to the Institution for Administrative Reasons.
- ii. The APA shall transport TRC offenders who are being administratively returned to an DRC Institution or OSU. When medical professionals have determined a TRC offender must be transported by ambulance due to a serious medical condition, the APA is not responsible for transporting the offender to an DRC Institution or OSU.
- iii. BCS shall complete the Administrative Return documents needed for the transports and forward them to the APA to complete the returns. BCS shall return offenders in need of medical or mental health services to their parent institution unless offender requires treatment at the Franklin Medical Center (FMC) or the OSU Medical Center.
- iv. If it is determined the offender no longer requires treatment and is fully capable of participating in the TRC program, the offender may be returned to the appropriate HWH pursuant to Ohio Administrative Rule 5120-12-08, Return to Institution for

Administrative Reasons. Once it is confirmed the offender is clear to participate, BCS shall schedule the offender's release with the HWH and issue a new Certificate of Transitional Control Release. The HWH to transport the offender back to the HWH to resume their supervision.

18. Death While Under Supervision:

- a. In the event of the death of a TRC offender, the HWH director/designee shall immediately notify BCS by phone in addition to the offender's immediate family.
- b. The HWH shall immediately submit a special incident report to BCS via email at [drcbcs.transportation@odrc.state.oh.us](mailto:drcbcs.transportation@odrc.state.oh.us).
- c. A certified copy of the death certificate shall be forwarded from the HWH to BCS as soon as possible. The certificate may be acquired from the Bureau of Vital Statistics in the city in which the death occurred or the funeral home providing funeral arrangements.
- d. BCS shall notify the offender's DRC parent institution.

**Attachments:**

Appendix A Transitional Control Behavior Guidelines  
Appendix B Offender's Application for Interstate Compact Transfer  
Appendix C AWOL/Escapes Information Sheet

**Related Department Forms:**

Transitional Control Mental Health Status Report	DRC2392
Transitional Control Behavioral Review Committee Report	DRC2393
Bureau of Community Sanctions Transitional Control Discipline Quality Assurance Review	DRC2394
Transitional Control Behavior Record	DRC2395
Request to Retain Inmate in Custody Until Expiration of Sentence or Return to Prison	DRC2560
Transitional Control Rules of Program Participation	DRC3005
Transitional Control Financial Responsibility of Medical Services	DRC3011
Adult Parole Authority Conditions of Supervision	DRC3019
Transitional Control Electronic Monitoring Rules of Participation	DRC3108
TRC Admission/ /Release Planning Report	DRC3109
Transitional Control to Continued Supervision	DRC3110
Transitional Control Pass/Electronic Monitoring Permit	DRC3111
Transitional Control Pass/Electronic Monitoring Home Investigation Request	DRC3112
Transitional Control Pass/Electronic Monitoring Record Check Request	DRC3113
Transitional Control Monthly Medication Report	DRC3116
Transitional Control Rotary Account Reimbursement	DRC3117
Transitional Control Electronic Monitoring Host Agreement	DRC3281
Mental Health Caseload Transitional Control Release	DRC5514

## Transitional Control Behavioral Guidelines

The halfway house shall log all sanctions, violation points, positive incentives, and positive incentive point reductions on the Transitional Control Behavior Record DRC 2395. The record shall be reviewed for accuracy at a minimum one time every thirty days or when the value of the discipline points would warrant a review by the BRC for an administrative return.

### Violation Codes

<b>A</b>	<b>Automatic Referral to Behavioral Review Committee</b>
<b>H</b>	<b>High</b>
<b>MH</b>	<b>Moderate High</b>
<b>M</b>	<b>Moderate</b>
<b>LM</b>	<b>Low Moderate</b>
<b>L</b>	<b>Low</b>

#### Assaults and Related Acts

1. Causing, or attempting to cause, the death of another. (A)
2. Hostage taking, including any physical restraint of another. (A)
3. Causing, or attempting to cause, any physical harm to another. (H)
4. Throwing, expelling or otherwise causing a bodily substance to come into contact with another. (H)

#### Threats

5. Threatening bodily harm to another (with or without a weapon). (H)
6. Threatening harm to the property of another, including state property. (MH)
7. Extortion by threat of violence or other means. (MH)

#### Sexual Misconduct

8. Non-consensual sexual conduct or contact with another, whether compelled:
  - a. by force (A)
  - b. by threat of force (A)
  - c. by intimidation other than threat of force (A)
  - d. by any other circumstances evidencing a lack of consent by the victim(A)
9. Consensual physical contact for the purpose of sexually arousing or gratifying either person. (MH)
10. Seductive or obscene acts, including indecent exposure or masturbation; including, but not limited to any word, action, gesture, or other behavior that is sexual in nature and would be offensive to a reasonable person. (MH)

#### Riots, Disturbances, and Unauthorized Group Activity

11. Severe interference with staff in performing duties. (M-MH)
12. Severe disruption with the security or orderly running of the facility. (MH-H)

### **Resistance to Authority**

13. Physical resistance to a direct order from the supervising authority. (MH)
14. Failure to follow directives from the supervising authority. (L-M)

### **Unauthorized Relationships and Disrespect**

15. Establishing or attempting to establish a personal relationship with an employee, staff, contractor or volunteer:
  - a. Sending personal mail to an employee at his or her residence or address not associated with employment. (MH)
  - b. Making a telephone call to or receiving a telephone call from an employee at his/her residence or location not associated with employment. (MH)
  - c. Engaging in any form of business with an employee; including buying, selling, or trading any item or service. (MH-H)
  - d. Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee. (H)
16. Disrespect to any employee, contractor, volunteer, visitor or offender. (M)

### **Lying and Falsification**

17. Giving false information or lying to supervising authority. (LM-M)
18. Forging, possessing, or presenting forged or counterfeit documents. (M)

### **Escape and Itinerary Violations**

19. Escape, failure to remain within the extended limits of confinement, and/or Violator at Large (A)
20. Out of place/off itinerary (unaccountable time) under 4 hours. (LM-H)
21. Out of place/off itinerary (unaccountable time) over 4 hours. (A)
22. Attempting or planning an escape. (MH)
23. Possession of any unauthorized locking device, lock pick, or tampering with locks or keys. (M)
24. Leaving State of Ohio. (A)
25. Failure to adhere to Transitional Control home pass and electronic monitoring rules. (M)
26. Utilizing unauthorized methods of transportation. (M)

### **Weapons**

27. Possession, manufacture, or introduction of a weapon or knife, hazardous tools, dangerous chemicals, explosive or ammunition. (H)
28. Procuring, or attempting to procure, a weapon or knife, hazardous tools, dangerous chemicals, explosive or ammunition; aiding, soliciting or collaborating with another person to procure a weapon or knife, hazardous tools, dangerous chemicals, explosive or ammunition; or to introduce or convey said items in a state-contracted facility. (MH)

### **Drugs and Other Related Matters** (Consideration should be give to the type of substance and surrounding circumstances)

29. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance not prescribed by medical staff with out additional violations. (M-H)

30. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance not prescribed by medical staff with additional violations. (MH)
31. Procuring or attempting to procure, unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into state-contracted facility. (M)
32. Unauthorized possession of drug paraphernalia. (M)
33. Misuse of authorized medication. (M)
34. Refusal to submit urine sample or breathalyzer, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions. (M-MH)

### **Gambling, Dealing and Other Related Offenses**

35. Gambling or possession of gambling paraphernalia. (L-LM)
36. Dealing, conducting, facilitating, or participating in any transaction, occurring in whole or in part, within a state-contracted facility, or involving an offender, staff member or another for which payment of any kind is made, promised or expected. (M)
37. Entering any business operations, legal contracts or agreements without prior permission of supervising authority. (M)

### **Property and Contraband**

38. Steal or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property. (M)
39. Destruction, alteration, or misuse of property. (M-MH)
40. Possession of contraband. (L-M)

### **Fire Violations**

41. Setting a fire or any unauthorized burning. (H)
42. Tampering with fire alarms, sprinklers, or other fire suppression equipment. (MH)
43. Smoking where prohibited. (LM-M)

### **Telephone, Mail and Visiting**

44. Unauthorized use or possession of telephone (including cellular phones and accessories) without permission. (L-LM)
45. Use of telephone or mail to threaten, harass, intimidate or annoy another. (M)
46. Violation of visiting rules as set forth by supervising authority. (LM)

### **Tattooing and Self-Mutilation**

47. Self-mutilation, including tattooing. (LM)
48. Possession of devices or material used for tattooing. (LM)

### **Health and Safety**

49. Failure to follow safety or sanitation regulations. (L)

### **Financial**

50. Failure to submit earnings in accordance with rule 5120:12-05 of the Administrative Code. (LM-M)
51. Possession of unauthorized funds. (LM)
52. Failure to provide receipts for purchased goods and services. (L-LM)
53. Deliberate failure to secure employment, or maintain employment as directed (LM-M)
54. Failure to job search (LM)

### **Programming**

55. Failure to attend/tardy to required programming (L-LM)
56. Disrupting class while in programming (L)

### **New Criminal Charges**

**Evidence and details of the offense shall be reviewed on all new charges prior to issuing discipline points.**

57. Felony (A)
58. Misdemeanor (M-H) (Charges for violence, sex offenses, in house drug possession/use, & upper level misdemeanors shall be assessed at the higher end of consequence grid)

### **General**

59. Violation of House Rules. (L-LM)
60. Violation of the Transitional Control Rules of Participation (L-H)

**Violations that have a range of potential points shall be reviewed for severity and violation history when assigning violation points. The lower end of the point scale should be used on the first offense and gradually increase with subsequent violations when possible.**

**When offenders commit multiple violations in one act all violations shall be listed on the Transitional Control Behavior Record DRC 2395, but the points issued shall be based on the highest level violation as opposed to assigning points based on each violation he/she committed.**

**Cases that are deficient or exceed the 100 points recommended by the Behavior Guidelines should be staffed with Bureau of Community Sanctions.**

**A violation enhancement may be given when offender is issued three or more same or similar violations. (Points may be issued one level above the violations noted point value).**

## Consequences and Violation Points for Program Rule Violations

<b>Low 0-5 points</b>	<ul style="list-style-type: none"> <li>a) Cognitive-Behavioral Intervention (i.e. Thinking Reports)</li> <li>b) Loss of privileges for 2 days (Phone, visits, passes, vehicle, smoking, television, recreation, outings, late nights)</li> <li>c) Change of quarters</li> <li>d) Removal from program/group activities for 2 days</li> <li>e) Confiscate Contraband</li> <li>f) Extra Duty Hours</li> <li>g) Monetary Restitution/Community Service hours</li> </ul>
<b>Low/Moderate 6-15 points</b>	<ul style="list-style-type: none"> <li>a) Loss of privileges for 7 days (Phone, visits, passes, vehicle, smoking, television, recreation, outings, late nights)</li> <li>b) Change of quarters</li> <li>c) Removal from program/group activities for 7 days</li> <li>d) Confiscate Contraband</li> <li>e) Extra Duty Hours or additional household chores</li> <li>f) Cognitive-Behavioral Intervention (i.e. Thinking Reports)</li> <li>g) Monetary Restitution/Community Service hours</li> </ul>
<b>Moderate 16-35 points</b>	<ul style="list-style-type: none"> <li>a) Loss of privileges for 14 -21 days (Phone, visits, passes, vehicle, smoking, television, recreation, outings, late nights)</li> <li>b) Change of quarters</li> <li>c) Removal from program/group activities for 14 -21 days</li> <li>d) Confiscate Contraband</li> <li>e) Extra Duty Hours or additional household chores</li> <li>f) Cognitive-Behavioral Intervention (i.e. Thinking Reports)</li> <li>g) Monetary Restitution/Community Service hours</li> <li>h) Possible status review by Behavioral Review Committee</li> </ul>
<b>Moderate/High 36-50 points</b>	<ul style="list-style-type: none"> <li>a) Loss of privileges for 21-30 days (Phone, visits, passes, vehicle, smoking, television, recreation, outings, late nights)</li> <li>b) Change of quarters</li> <li>c) Removal from program/group activities for 21-30 days</li> <li>d) Confiscate Contraband</li> <li>e) Extra Duty Hours or additional household chores</li> <li>f) Cognitive-Behavioral Intervention (i.e. Thinking Reports)</li> <li>g) Monetary Restitution/Community Service hours</li> <li>h) APA/Parole Board intervention/ summons (Parole Only)</li> <li>ï) Status review by Behavioral Review Committee-(Behavioral Accountability Contract)</li> </ul>
<b>High 51-100 points</b>	<ul style="list-style-type: none"> <li>a) Loss of privileges for 30 or more days (Phone, visits, passes, vehicle, smoking, television, recreation, outings, late nights)</li> <li>b) Change of quarters</li> <li>c) Removal from program/group activities for 30 or more days</li> <li>d) Confiscate Contraband</li> <li>e) Extra Duty Hours or additional household chores</li> <li>f) Cognitive-Behavioral Intervention (i.e. Thinking Reports)</li> <li>g) Monetary Restitution/Community Service hours</li> <li>h) APA/Parole Board intervention/hearing (Parole Only) (Possible Termination)</li> <li>i) Status review by Behavioral Review Committee (Possible Termination)</li> </ul>
<b>Automatic Referral to Behavioral Review Committee</b>	<ul style="list-style-type: none"> <li>a) Status review by Behavioral Review Committee (Termination probable in most cases)</li> </ul>

**\*The Behavioral Review Committee (BRC) will convene when halfway house feels that it is necessary, an offender reaches the Moderate/High consequence level, and/or the offender reaches 100 violation points.**

**\*The above violations and consequences are subject to review by program management.**

## Transitional Control Positive Incentives

<b>(A) PROGRAM</b>	Group attendance/participation or completion with no unexcused absences for 30 days.
<b>(B) PROGRAM</b>	Completion of treatment/group above and beyond program expectations with no unexcused absences for 30 days.
<b>(C) PROGRAM</b>	Maintaining Mental Health treatment plans and expectations for 30 days.
<b>(D) BEHAVIORAL</b>	Remains free of discipline points for 30 days.
<b>(E) EMPLOYMENT</b>	Maintains employment requirements for 30 days.
<b>(F) EDUCATION</b>	Passing GED Test, Maintaining 3.0 for college courses, or obtaining vocational certification.
<b>(G) FINANCIAL</b>	Compliance with all financial obligations: Child Support, Court Obligations, DRC fees, etc....
<b>(H) COMMUNITY SERVICE</b>	Benefits outside non-profit agency
<b>(I) SPECIAL HWH PROJECTS</b>	Large non-routine projects that have program manager approval. (Painting facility or construction work to the facility)

**Positive Incentives points for offenders with a discipline record shall be calculated and documented on the Transitional Control Behavior Record DRC 2395 every thirty days based on the Transitional Control Positive Incentive Guidelines. The record shall be maintained by clinical/programming staff, a designee of management, or the Behavioral Review Committee.**

**The offender shall be notified of incentive awards by clinical/programming staff, a designee of management, or the Behavioral Review Committee via the Positive Incentive Award form.**

**Any offender who has discipline points on their Behavior Record is eligible for a point reduction if they meet the Transitional Control Positive Incentive Guidelines noted above. Offenders who complete or meet one incentive during a thirty day period will be granted a 25% reduction to their behavior points. Offenders who complete or meet two or more incentives during a thirty day period will receive a 50% reduction to their behavior points. Incentives may not be banked for future reductions if an offender does not have discipline points on their record. Offenders who illustrate excellent behavior without discipline points may be subject to other awards as set forth by the program.**



# Interstate Commission for Adult Offender Supervision

## OFFENDER'S APPLICATION FOR INTERSTATE COMPACT TRANSFER

To:	Date:	Type of supervision: <input type="checkbox"/> Parole <input type="checkbox"/> Probation	Is this case: <input type="checkbox"/> Registered Sex Offender <input type="checkbox"/> <input type="checkbox"/> Victim sensitive
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From:	Phone #:	Fax #:
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### OFFENDER INFORMATION

Offender's full name (last, first, MI):	Offender #: Sending state#: Receiving state#:
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AKA:	SS#: (if available)	FBI#: (if available)	Sex:	Race:	DOB:
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I, , am applying for transfer of my parole/probation/other supervision from (sending state) to (receiving state). I understand that this transfer of supervision will be subject to the rules of the Interstate Commission for Adult Offender Supervision.

I understand that my supervision in another state may be different than the supervision I would be subject to in this state. I agree to accept any differences that may exist because I believe that transferring my supervision to (receiving state) will improve my chances for making a good adjustment in the community. I ask that the authorities to whom this application is made recognize this fact and grant my request for transfer of supervision.

In support of my application for transfer, I make the following statements:

1. If I am allowed to transfer my supervision to (receiving state), I plan to live with Lilly Doe, Mother,, at (full address/telephone #) until I am allowed by the supervising authorities to change my residence.
2. I will comply with the terms and conditions of my supervision that have been placed on me, or that will be placed on me by (sending state) and (receiving state).
3. I understand that if I do not comply with all the terms and conditions that the sending state or the receiving state, or both, placed on me, that it will be considered a violation and I may be returned to the sending state.
4. I agree to the release of any drug or alcohol treatment information from (sending state) to any authorized person in (receiving state) for the purpose of transferring my supervision. This consent remains in effect from this date (today's date) until I revoke this consent.
5. I agree to return to (sending state) at any time I am directed to by the sending state or the receiving state. I know that I may have a constitutional right to insist that the sending state extradite me from the receiving state or any other state where I may be found. This is commonly called the right to extradition. But I also understand and acknowledge that I have agreed to return to the sending state when ordered to do so either by the sending or receiving state. Therefore, I agree that I will not resist or fight any effort by any state to return me to the sending state and I AGREE TO WAIVE ANY RIGHT I MAY HAVE TO EXTRADITION. I WAIVE THIS RIGHT FREELY, VOLUNTARILY AND INTELLIGENTLY.

Offender's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

## AWOL / ESCAPE INFORMATION SHEET

### I. COMPLETE THIS SECTION AT TIME OF INITIAL INTAKE

**APA Hold Order in File:** Yes  No  **APA Arrest Order in File:** Yes  No

HWH Name & Location:		Supervising Officer: (Parole, PRC, CC & JR)	
Offender Name:		Offender Number:	
DOB:	SSN:	Sex: M <input type="checkbox"/> F <input type="checkbox"/>	Race:
Current Offense(s) & Felony Level(s):		Prior Offenses of Violence:	
Victim Name(s):			
Sentencing County/ies:		Residence County:	
Sex Offender: Y <input type="checkbox"/> No <input type="checkbox"/>		Tier Designation: I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/>	
Offender Emergency Contact Name, Address & Phone Number:			

### II. COMPLETE THIS SECTION AT TIME OF AWOL NOTIFICATION

Date & Time Offender's Whereabouts Unknown:	
Circumstances of AWOL:	
Reason(s) Offender Poses Imminent Danger to Public Safety &/or Risk to Law Enforcement:	
Describe Investigative Attempts to Locate Offender:	
ODRC Staff Member Notified of AWOL:	Date & Time:
HWH Staff Member Reporting AWOL:	Phone Number:

### III. COMPLETE THIS SECTION WHEN RECEIVING APA INSTRUCTIONS & ANY APA FOLLOW-UP INFORMATION

APA Instructions &/or Decision:
Action Taken: