

STATE OF OHIO

DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Institutional and OPI Citations, Edicts or Mandates	NUMBER: 25-OPI-01
RULE/CODE REFERENCE:	SUPERSEDES: 109-01 Dated 03/19/98
RELATED ACA STANDARDS: <u>3-4401 and 3-4402</u>	EFFECTIVE DATE: May 9, 2001
RELATED AUDIT STANDARDS:	APPROVED: <i>Reginald A. Wilkinson</i>

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 he prescribes.

II. **PURPOSE:**

The purpose of this policy is to establish procedures that will separate the responsibilities between the institution and Ohio Penal Industries (OPI) in regard to citations, edicts and mandates from outside

III. **APPLICABILITY:**

The policy applies to the institutions that have Ohio Penal Industries operations, and applies specifically to the separation of the institution physical plant and O.P.I. operations.

IV. **DEFINITIONS:**

None

V. **POLICY:**

The Ohio Department of Rehabilitation and Correction will make every effort to achieve compliance with Public Employment Risk Reduction Program (PERRP) citations, Ohio Environmental Protection Agency (OEPA) edicts or mandates, local health department standards, and the local and state fire marshal's requirements or violations. Inspections made by at least one of these agencies should occur on no less than an annual basis.

VI. **PROCEDURES:**

The following procedures, at a minimum, will be observed:

- A. The OPI Manager will be informed upon arrival of any PERRP, OEPA, Health Department or Fire Marshal visit.
 - 1. If citations, edicts, mandates or violations are issued for any safety and/or health hazards in the operation of that shop, it will be the responsibility of OPI to correct the hazards or deficiencies noted within the time frame established by the inspecting agency.
- B. If citations, edicts, mandates or violations are issued for a safety and/or health hazard found in the physical plant or building structure, HVAC or building electrical system, it will be the responsibility of the institution to correct the hazards within the time frame established by the inspecting agency issuing the citation, edict, mandate or violation.
- C. The institution designee will accompany the inspecting agency representative through these shop areas, accompanied by the shop manager. The inspecting agency representative must be informed about the separation of responsibility between the institution and OPI and all citations, edicts, mandates and violations should reflect the appropriate area involved.
 - 1. When the formal citations, edicts, mandates and violations are received by the institution, it is the institution designee's responsibility to furnish the OPI with copies of these citations, edicts, mandates or violations within three days of receipt.
 - 2. When these citations, edicts, mandates or violations of OPI shops are corrected, it is the responsibility of OPI to inform the institution designee within three days of completion.
 - 3. For any citations, edicts, mandates or violations that are corrected within thirty (30) days of receipt of the formal citation by the OPI staff, a report must be filed with the institution designee for preparation of the monthly report to the citing agency.
 - 4. Requests for extensions of corrective actions will be made by a formal letter through the institutional designee, in coordination with the Central Office, Division of Legal Services.
 - 5. Any funds needed to correct safety and/or health hazards will be requested through the normal procedure for requesting funds.

