

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: Establishment of New OPI Industries	PAGE <u> 1 </u> OF <u> 2 </u> NUMBER: 25-OPI-03
RULE/CODE REFERENCE:	SUPERSEDES: OPI 101 dated 4/15/06
RELATED ACA STANDARDS: 2-CI-6A-1; 2-CI-6A-4	EFFECTIVE DATE: January 26, 2008
RELATED AUDIT STANDARDS:	APPROVED:  <i>Tony J. Collins</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 the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to establish practices governing the creation of new industries.

**III. APPLICABILITY**

This policy applies to all Product Managers (Penal Industries Manager II), Manufacturing and/or New Business Manager (Penal Industries Manager III) or any other Ohio Penal Industries employee involved in establishing a new shop.

**IV. DEFINITIONS**

None

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to establish a formal system whereby sufficient information will be provided to the Chief of Correctional Industries so an informed decision can be made as to whether to proceed with the new industry.

**VI. PROCEDURES**

The responsible manager or in some cases the Research and Development Team Leader will present the New Product/Service Information Report to the Fiscal Officer and the Chief of Correctional Industries for review and approval or disapproval.

At a minimum, the Information Report shall contain:

1. Anticipated market or partner
2. Number of civilian staff
3. Number of inmate workers
4. Space required
5. Equipment costs

6. Shipping of Finished Goods
7. Special requirements, if any
8. Projected annual operating costs
9. Anticipated annual revenue
10. Price Structure for New Products / Service
11. Product Demand
12. Benefits of New Products / Service
13. Proposed Manufacturing site of New Products / Service
14. Market Analysis