

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Ohio Penal Industries Interaction with Outside Sources	PAGE <u>1</u> OF <u>2</u> .
	NUMBER: 25-OPI-07
RULE/CODE REFERENCE:	SUPERSEDES: 25-OPI-07 dated 05/02/12
RELATED ACA STANDARDS: 2-CI-6B-3; 2-CI-6F-2; 2-CI-6G-1	EFFECTIVE DATE: March 18, 2014
	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 requirements for the Chief of Correctional Industries and/or other management personnel to interact with private sector business representatives and other State Correctional Industries.

III. APPLICABILITY

This policy applies to the designated managerial staff of Ohio Penal Industries (OPI) which is set by the Chief of Correctional Industries.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to ensure Ohio Penal Industries establishes a practice of maintaining relations with industry, labor, state, and community organizations. This allows OPI to provide methods to measure the performance of all correctional industries in comparison to private sector as well as other correctional industries.

VI. PROCEDURES

- A. The Chief of Correctional Industries or designee shall regularly attend meetings of the Office of Enterprise Development which is comprised of both private and state employees who have experience in labor relations, marketing, business management, or business.
- B. The Chief of Correctional Industries shall appoint an OPI staff member as a member of DRC's apprenticeship committee, which consists of DRC department members, business representatives, and mentor representatives. The Chief of Correctional Industries shall also be responsible for reviewing new and existing OPI inmate job descriptions, which correlate to the U.S. Department of Labor Dictionary of Occupational Titles.
- C. The Chief of Correctional Industries shall provide services, as requested, to the job linkage program sponsored by DRC in order to create awareness by Ohio businesses of the skill level of the inmates being released from the prison system.
- D. For shops that are currently in operation, the Product Manager of each specific shop shall do an annual evaluation. To continue to improve an OPI operation the following areas shall be reviewed as a part of the annual evaluation:
1. Shop Profitability;
 2. On-time Delivery;
 3. Daily worker capacity;
 4. Shop Productivity;
 5. Inmate Training;
 6. Product Pricing.
- E. To ensure the OPI operations continue to improve, OPI shall use the following operations/programs to benchmark:
1. Production/Manufacturing;
 2. Quality Control;
 3. Customer Service;
 4. Shipping/Trucking;
 5. Marketing;
 6. Industrial Training Program;
 7. Apprenticeship Program;
 8. Reentry/Job Placement.
- F. The benchmark areas that will be reviewed for guidelines shall not only be from internal resources, but from other state correctional industries, NCIA, and private sector.
- G. Relationships between correctional industries and the private sector shall comply with all applicable state and federal regulations.