

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Reception Admission Procedures: Male Death Row Inmates	PAGE <u> 1 </u> OF <u> 3 </u> . NUMBER: 52-RCP-02
RULE/CODE REFERENCE:	SUPERSEDES: 52-RCP-02 dated 11/24/10
RELATED ACA STANDARDS:	EFFECTIVE DATE: September 24, 2012
	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 standard admission procedures regulating the acceptance and initial processing of death row inmates at the Correctional Reception Center (CRC) and the Lorain Correctional Institution (LORCI) and to establish standard procedures regulating the initial transfer of male death row inmates from either CRC or LORCI to the Chillicothe Correctional Institution (CCI).

III. APPLICABILITY

This policy applies to employees at CRC, LORCI, and all employees involved in the admission procedures of male death row inmates. This policy also applies to those inmates sentenced to death under Ohio law.

IV. DEFINITIONS

Death Row Inmate – All inmates sentenced to death under Ohio law.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that CRC and LORCI shall serve as the reception centers for all males committed to the Department of Rehabilitation and Correction with a sentence of death under Ohio law.

VI. PROCEDURES**A. Acceptance and Initial Processing of Death Row Inmates**

1. Prior to transport, counties should notify the institution of the date of transport of a death row inmate. The Security Supervisor or Shift Supervisor shall immediately notify the Managing Officer's Office and the Reception Coordinator at CRC or LORCI.
2. The record office staff or the Managing Officer's designee shall personally review the commitment papers to ensure they are certified, valid, and accurate. The inmate shall also be assigned an institutional number.
3. All inmate personal property shall be inspected for contraband. Items determined to be contraband shall be processed in accordance with Department Policy 310-SEC-43, Handling and Disposition of Property. All other personal items shall be handled and processed in accordance with Department Policy 61-PRP-01, Inmate Personal Property.
4. A medical and mental health screening shall be conducted in accordance with Department Policies 52-RCP-06, Reception Intake and Medical Screening, and 67-MNH-02, Mental Health Screening and Assessment Activities.
5. The death row inmate shall be escorted through the reception process by the Reception Coordinator or Shift Supervisor in accordance with the procedures outlined in Department Policy 52-RCP-01, Reception Admission Procedures.
6. The death row inmate shall complete identification functions in accordance with Department Policy 52-RCP-01, Reception Admission Procedures. The death row inmate will not be assigned a security classification, but will be designated as "Death Row" status.

B. Transfer of Male Death Row Inmates

1. The Managing Officer's Office at CCI will be notified by the Managing Officer's Office at either CRC or LORCI of the pending transportation of a death row inmate. All transportation and transfer arrangements shall be coordinated through the respective Managing Officer's offices. The Bureau of Classification & Reception shall be notified and an Administrative Transfer Request Form (DRC2003) shall be completed and approved by the Bureau of Classification.
2. The death row inmate shall be dressed in clothing assigned for transportation to CCI and shall be issued shoes and underwear from clothing issue. Transfers to CCI shall not occur prior to completion of the mental health screening referenced above.
3. The Bureau of Classification & Reception shall notify the respective Managing Officer's office when the death row inmate has completed processing and is in route to CCI.

4. The CRC or LORCI Managing Officer or designee shall notify CCI of the estimated time of arrival of the death row inmate. Details of the inmate's status shall be provided to the CCI Managing Officer at that time.
5. The death row inmate's relevant medical and mental health information shall accompany the inmate to CCI.

Related Department Forms:

Administrative Transfer Request Form DRC2003