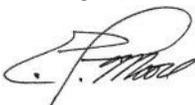


STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Reception Center Housing Assignment</b>	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 52-RCP-07
RULE/CODE REFERENCE:	SUPERSEDES: 52-RCP-07 dated 02/22/03
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 1, 2011
	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 procedures to identify inmates at reception who have violence indicators that would preclude them from housing in a cell at reception with a non-violent inmate or an inmate with a dissimilar sentence.

**III. APPLICABILITY**

This policy applies to all institutional employees and the employees of the Bureau of Classification & Reception involved in screening, assignment of living, and security level.

**IV. DEFINITIONS**

**Cell-only** - Housing status assigned to certain inmates while in reception status to reduce risk of harm to staff and inmates.

**Violence Indicators** - Any of the factors listed in paragraph VI. B. below.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure the safety and reduce the risk of harm to staff and inmates by identifying potentially violent inmates and those inmates who may be classified as security level's 4 and 5 as soon as possible upon arrival at our reception centers and then housing them in the appropriate setting.

**VI. PROCEDURES**

The Managing Officer/designee of each reception center shall designate, in writing, the staff member(s) authorized to determine the housing assignment of inmates received within the institution.

- A. Reception staff shall screen newly arrived inmates for violence indicators upon their arrival in a reception center. These screenings shall consider information from the available sources to include, but not limited to:
1. Entry and Order from the committing court;
  2. Rap Sheet;
  3. Pre-Sentence Investigation;
  4. An interview with the inmate;
  5. Records of previous convictions;
  6. Records from previous commitments; and
  7. Any information, which can be verbal or written, received from the county transport officers.
- B. The screening shall be documented on the Reception Center Housing Assessment (DRC2673).
1. The staff shall avoid placing an inmate with violence indicators in a cell with an inmate who has no violence indicators. The staff shall avoid placing two inmates with greatly dissimilar sentences in the same cell. Upon the first day of the inmate's arrival, at a minimum, staff shall review the violence indicators listed below:
    - a. The offenses of conviction and commitment, to determine whether they are offenses of violence pursuant to Appendix A;
    - b. The length of the inmate's sentence;
    - c. Indicators of violence through casual observation, including but not limited to, tattoos, security threat group (STG) indicators, self-admissions, signs of conflict, threats and other relevant factors; and
    - d. Requests for protective control.
  2. The staff shall consider any additional violence indicators which include, but are not limited to:
    - a. Historical violent felony convictions;
    - b. Prior institutional rules violations for assault of staff or inmates, extortion, sexually predatory acts or any act that would constitute a criminal act under state or federal law; and
    - c. STG affiliations;
    - d. History of mental illness associated with violence/aggression.
- C. Upon completion of the screening, those inmates who have one or more of the above violence indicators, or other equivalent violence indicators, as documented in their record, shall be categorized as "cell-only." Inmates given the "cell-only" designation must be housed in a cell, as opposed to a dormitory setting, until a full classification review and a security status is assigned by the Bureau of Classification & Reception.

- D. “Cell-only” inmates may be double-celled, but may only be housed with other inmates designated as “cell-only.” Such assignment shall take into account any known separations, STG concerns and other relevant considerations.
- E. When additional information is received pertaining to reception inmates not designated as “cell-only,” this information shall be screened as referenced in Section VI, A. through C of this policy. Should the information justify a change in status to “cell-only,” the inmate shall be housed accordingly.
- F. Inmates designated as security level 4 or 5 through the classification instrument must be single-celled while in reception. However, this single-celling shall not be in segregation or isolation unless under normal disciplinary or investigatory status. The cell assignment shall allow the same privileges as other general population reception inmates.
1. The Reception Classification Department shall notify the responsible Deputy Warden when an inmate scores out as security level 4 or security level 5.
  2. The responsible Deputy Warden shall determine the area of the institution in which the inmate will be single-celled.
- G. If upon review of the security instrument, the Bureau of Classification and Reception designates the “cell only” inmate as a lower security level than security level 4 or 5, the “cell only” inmate shall be double-celled with other “cell only” inmates of a similar security classification, unless the Managing Officer or designee chooses to single-cell the inmate.
- H. The Managing Officer of the applicable reception center may override single-cell status for security level 4 or 5 inmates, and may override “cell-only” status for any inmate, within his or her discretion. The Managing Officer/designee may consider an inmate’s cell request, medical conditions, the length of time since last violence, or any other valid penological concern. Only the Managing Officer/designee may authorize such an override and this responsibility may not be designated. The reason(s) for the override must be documented on the Reception Center Housing Assessment Form (DRC2673) and maintained in the electronic file.
- I. The “cell-only” screenings shall be maintained in the electronic file, under the same screen as the security instrument.
- J. Once the inmate is transferred from the reception center, the “cell-only” designation shall not be binding on the parent institution.

## **Attachments**

Appendix A

Violence Offenses

## **Related Department Forms**

Reception Center Housing Assessment Form

DRC2673

## APPENDIX A

Violent offenses are defined as the following, including any attempt, conspiracy, or complicity to commit any of the following:

2903.01	Aggravated Murder
2921.34	Escape
2903.02	Murder
2903.03	Voluntary Manslaughter
2903.04	Involuntary Manslaughter
2903.11	Felonious Assault
2903.12	Aggravated Assault
2903.13	Assault
2903.15	Permitting Child Abuse
2903.21	Aggravated Menacing
2903.211	Menacing by Stalking
2903.22	Menacing
2905.01	Kidnapping
2905.02	Abduction
2905.11	Extortion
2907.02	Rape
2907.03	Sexual Battery
2907.05	Gross Sexual Imposition
2907.12	Felonious Sexual Penetration
2909.02	Aggravated Arson
2909.03	Arson
2909.24	Terrorism
2911.01	Aggravated Robbery
2911.02	Robbery
2911.11(A)(1) (A)(3)	Aggravated Burglary
2911.12A1 thru A3	Burglary F2 and F3
2917.01	Inciting to Violence
2917.02	Aggravated Riot
2917.03	Riot
2917.31	Inducing Panic
2919.22 (B)(1) thru (B)(4)	Endangering Children
2919.25	Domestic Violence
2921.03	Intimidation
2921.04	Witness Intimidation
2923.161	Discharging a Firearm at School or Residence