

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Inmate Separations	PAGE <u>1</u> OF <u>5</u> .
	NUMBER: 53-CLS-05
RULE/CODE REFERENCE: ORC 5120.50	SUPERSEDES: 53-CLS-05 dated 07/08/10
RELATED ACA STANDARDS:	EFFECTIVE DATE: July 13, 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 procedures to be utilized when it becomes necessary to separate selected inmates.

III. APPLICABILITY

This policy is applicable to all staff and inmates, specifically those staff who are responsible for the supervision and assignment of inmates and those inmates who have ordered separations. The Division of Parole and Community Services is exempted from this policy.

IV. DEFINITIONS

Institution Separation - An order wherein two or more inmates are not assigned to general population in the same institution due to a concern for the safety and security of the institution, staff, and/or other inmates.

Local Separation - An order wherein two or more inmates are not permitted to be assigned to the same living and/or work area, and are not permitted simultaneous involvement in the same recreational or leisure time activities to ensure they are not in close proximity with one another.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to order that two or more inmates be physically separated when there is reason to believe that the inmates could be harmed by

being in close proximity to one another, and/or their presence together could jeopardize the security and safety of the institution, staff, and/or other inmates.

VI. PROCEDURES

A. Institution Separations

1. Institution separation recommendations may originate from the courts, law enforcement agencies, Division of Parole and Community services staff, administrative and/or unit staff, the inmates, and/or Managing Officers.
2. The Unit Management Administrator (UMA)/designee shall be the employee responsible for the coordination and tracking of all inmate separations at the institutions. At the three reception centers, the Reception Coordinator/staff shall be responsible for the coordination, tracking, and the input of prior inmate separations.
3. When an inmate arrives at the reception center, the Reception Coordinator/designee shall be responsible for reviewing the inmate file to determine if any separations have been recommended by the sentencing judge, the local law enforcement agency and/or the Division of Parole and Community Services.
 - a. The unit staff shall follow-up on any self-admission statements and/or requests from an inmate to see if separation is warranted.
 - b. Upon determination that a separation is warranted, the Reception Coordinator shall prepare a Separation Order (DRC2456) for the Managing Officer's signature. The order shall contain the reasons for the separation and what methods were used and/or attempted for verification purposes. The order shall then be forwarded to the Bureau of Classification and Reception (BCR) for final review and approval.
 - c. Notice shall be provided to affected inmates, except where such notice would adversely impact institution safety or security.
4. Upon receipt of an inmate through an administrative transfer, it is the responsibility of the receiving institution's UMA/designee to review the files and the Departmental Offender Tracking System (DOTS Portal) to determine if an institution separation has been ordered between the new inmate and any other inmates currently at the facility.
 - a. The UMA/designee shall determine an appropriate temporary placement for the new inmate that may include, but not be limited to, placement in security control, or protective control pending a protective control hearing, or placement in a housing unit other than the one in which the other inmate(s) is/are assigned.
 - b. The UMA/designee shall prepare a Separation Order (DRC2456) that lists the rationale for the separation, and a Transfer Authorization Request form (DRC2003) and send to the Managing Officer for review and approval. Approved

requests are forwarded to BCR for final approval and one inmate shall be transferred to another institution as soon as possible.

5. Upon arrival at an institution, if an inmate claims to have an institutional separation and there is no documented Separation Order (DRC2456), the UMA/designee shall be notified. Upon notification, the UMA/designee shall interview the inmate and complete an investigation to determine if an institutional separation is necessary. If warranted, the UMA/designee shall follow steps outlined in Section A. 4b and 4c, of this policy.
6. The Rules Infraction Board (RIB) shall consider recommending institutional separations in all cases involving serious assaults and confrontations between inmates.
 - a. After considering all evidence, if the RIB deems an institution separation necessary, the committee shall forward a separation order to the UMA/designee for approval.
 - b. Upon approval by the UMA/designee, the separation order shall be forwarded to the Managing Officer/designee. If the Managing Officer/designee determines that an institution separation is appropriate, a Separation Order Form (DRC2456) and Transfer Authorization Request (DRC2003) shall be forwarded to the BCR for review and approval.
7. The Chief/designee of the Bureau of Classification and Reception shall make the final decision on an inmate separation. BCR shall document the decision by signing the Separation Order (DRC2456), the Transfer Authorization Request (DRC2003) and entering the separation information into DOTS Portal with a brief explanation for the separation. BCR shall send a copy of the approved forms to the institution and forward the originals to the Bureau of Records Management.
8. All institution documentation regarding the separation of inmates shall be kept in the electronic record office file.
9. The Bureau of Classification and Reception shall consider institution separations when making decisions concerning institution placements. Prior to BCR making an initial classification institution assignment from a reception center, the reception center staff shall review available and prior commitment records for past separations and enter the information into DOTS Portal if not listed.

B. Local Separations

1. It is the responsibility of the Managing Officer/designee to approve or deny local separations upon the recommendations of the Rules Infraction Board (RIB), Local Control Committee (LC), Protective Control Committee (PC) or Reclassification/Classification Committee.

2. Approved local separations shall be documented on the Separation Order form (DRC2456) and distributed as follows: (Confidential information relating to this order shall not be included with the written order when it is distributed).
 - a. Count office;
 - b. Each inmate's electronic record office file;
 - c. Deputy Warden or designee;
 - d. DOTS Portal (entered by Operations Team);
 - e. Unit Management Administrator.
3. It is the responsibility of each staff member involved in the assignment of inmates to consider separation orders in making any work, education, or living unit assignment.
4. It is the responsibility of the institution to enter and remove information regarding local separations from the DOTS Portal. The approved Separation Order (DRC 2456) shall be maintained in the electronic institution record office file only and copies shall not be sent to BCR.
5. Once a local separation is approved, it remains in effect, regardless of transfer to another institution, unless removed in accordance with paragraph VI, D. of this policy.

C. Special Circumstances

1. In circumstances when it is not feasible to maintain an institution separation between inmates, such as in a Level 4 institution, the inmates shall be separated in the same manner as a local separation.
2. In circumstances where inmates have a local separation, but due to the nature of their status, (i.e. PC, LC, 4B) it is not feasible to maintain separate housing areas, measures shall be taken to ensure the inmates are not in close proximity with one another during work, recreational, or leisure time activities.

D. Removal of Separations

1. An institutional Separation Order (DRC2456) may only be removed by the Chief of the Bureau of Classification and Reception for good cause and upon the affirmative recommendation of the Managing Officer/designee.
 - a. The Unit Manager/designee shall interview the inmate and begin completion of the Separation Resolution/Removal Form (DRC4257) process. Each inmate involved in the situation shall complete the form. If one inmate disagrees/refuses the removal shall not be granted. The Unit Manager/designee of all inmates involved in the separation order shall communicate and share pertinent information with each other.

- b. The Inmate Separation Resolution/Removal (DRC4257) form shall be processed through the Unit Management Administrator, responsible Deputy Warden and Managing Officer/designee for approval/denial at each institution.
 - c. If approved by the Managing Officer/designee, the form shall be forwarded to the Chief of the Bureau of Classification and Reception.
 - d. The Bureau of Classification and Reception shall review the request for approval or disapproval. A copy of the Inmate Separation Resolution Removal Form (DRC4257) with the BCR's decision shall be scanned to Onbase. If the separation removal is approved, the BCR shall update DOTS Portal. The Bureau of Classification and Reception's decision shall be final.
 2. Local separations may only be removed by the Managing Officer or designee for good cause.
 - a. Inmates may formally request the removal of a local separation by meeting with the Unit Manager/designee and completing the Inmate Separation Resolution/Removal Form (DRC4257).
 - b. The Inmate Separation Resolution/Removal form (DRC4257) shall be processed through the Unit Management Administrator/designee, responsible Deputy Warden, and the Managing Officer/designee for final determination.
 - c. It is the responsibility of the institution to enter and remove information regarding local separations in DOTS Portal. Approved Inmate Separation Resolution/Removal Form (DRC4257) shall be maintained in the electronic record office file only and copies shall not be sent to BCR.
 3. Separations resulting from the recommendations of the Rules Infraction Board, Protective Control, Local Control, or Reclassification/Classification committees shall be considered in the appeal and/or administrative review process formulated for those hearings. The appeal and/or administrative review decision shall affirm or deny the separation decision when considering the recommendations of those committees and justification shall be noted on the Separation Order form (DRC2456).

Related Department Forms:

Transfer Authorization Request	DRC2003
Separation Order	DRC2456
Inmate Separation Resolution/Removal Form	DRC4257