

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Inmate Requested                  Inter-Institution Transfers</b>	PAGE <u> 1 </u> OF <u> 15 </u> .
	NUMBER: 53-CLS-09
RULE/CODE REFERENCE: AR 5120-09-21, 5120-09-53	SUPERSEDES: New
RELATED ACA STANDARDS:	EFFECTIVE DATE: October 13, 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 guidelines for the fair, uniform, and objective transferring of inmates, at their request, to address criminogenic needs and foster pro-social visitation. Transferring inmates to appropriate programs and within reasonable distances to pro-social support persons is a means of achieving the Department’s mission to reduce recidivism thereby reducing crime in Ohio.

**III. APPLICABILITY**

This policy applies to all Ohio Department of Rehabilitation and Correction staff and inmates involved in the classification process, except Level 4 and Level 5 inmates.

**IV. DEFINITIONS**

**Catchment Area** – A designated area that identifies the prisons which serve a geographic region. There are 5 catchment areas: Northwest, Central, Northeast, Southwest, and Southeast. Placement in a catchment area is designed to house an inmate within a reasonable distance from an identified pro-social visitor or the county they intend to live in upon release.

**Program Transfer** - A transfer to a qualifying program specifically designed to reduce the chances of recidivism and assist in successful reentry.

**Reintegration Unit** - A pro-social specialized unit designed to ensure inmates receive 8-12 hours of meaningful activity daily in an effort to better prepare them for transition from prison to the community.

**Visiting Transfer**- A transfer requested by an inmate to move to an appropriately secure facility within the catchment area where a pro-social visitor resides.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to maintain a classification level and transfer system which considers the needs of the inmate, the safety of institutions and the community, any impact on visitors, the operational stability of the institution and the department's goal to reduce recidivism. Inmates may be transferred to other facilities in order to encourage and support visiting with pro-social members of the general community, to participate in programs advertised as open for enrollment at the discretion of Managing Officers, for OPI job assignment, and/or to address specific criminogenic needs. This policy applies solely to inmate initiated transfers and an inmate may only request a transfer for the reasons outlined in this policy.

## VI. PROCEDURES

### A. General Guidelines for Inmate Requested Transfers

1. Per Administrative Rule 5120-9-21, an inmate may request a transfer to another facility to provide additional programming or to facilitate visitation.
2. The DRC reserves the right to determine which requests are reasonable and meet established guidelines. The DRC also reserves the right to move inmates for programmatic, visiting or operational need without an inmate initiating the request.
3. An inmate has no right to receive a transfer and one may only be granted when it serves a legitimate penological reason. When considering an inmate's transfer request, the unit management team shall consider, at a minimum, the following:
  - a. The behavior of the inmate as demonstrated by their disciplinary history including active and disruptive participation in STG activity;
  - b. The inmate's dedication to personal rehabilitation as demonstrated by programmatic and meaningful activity participation;
  - c. The inmate's visitor support as demonstrated by visits, mail, phone calls and email;
  - d. The individualized case plan for the inmate and the identified criminogenic needs;
  - e. The likelihood of recidivism in conjunction with the cost/availability of certain programs;
  - f. Previous transfer requests, the reasons the inmate provided when requesting the previous transfers and the inmate's behavior after receiving previous transfers;

4. Inmates are expected to be responsible with their transfer requests and consider all of their options before requesting moves. Being displeased with the outcome of a previous transfer request is not grounds for a new transfer.
5. Unless the unit team determines there is a substantial need for additional transfers, an inmate may only request a programmatic or visiting transfer once every five years. Therefore, programmatic needs and catchment areas should be taken into consideration for all moves so as to move the inmate to a location best suited to their individualized case plan.
6. If a transfer request is referred to the classification committee, all requirements outlined in Administrative Rule 5120-9-53 must be adhered to.
7. An inmate may not request a visiting or program transfer from reception; however the visiting and programmatic needs of the inmate should be a consideration, whenever possible, when making an initial prison assignment.
8. An inmate may not request a particular prison to be transferred to, but may identify a catchment region closest to their pro-social support network. When an inmate does not provide a catchment area, the county of commitment shall be the default for a placement in the catchment area.
9. An inmate may appeal the denial of a transfer request to the Bureau of Classification.
10. Any inmate currently enrolled in a career technical program, advanced job training, inpatient recovery program or other program requiring substantial resources shall have their transfer held by the facility until they complete the program. Inmates who intentionally drop out of programs to become eligible for a transfer may have the transfer denied.
11. Any inmate requested move is subject to the needs and requirements of the Ohio Department of Rehabilitation and Correction and may be denied for reasons including, but not limited to, bed availability and transfer waiting times.
12. Inmates are only allowed to initiate transfers for the programs/work assignments listed in this policy.
13. After a transfer has been approved and entered into the system by the Bureau of Classification, the inmate may not withdraw the request.

#### **B. Reintegration Unit Inter-Institutional Transfer**

1. An inmate who is currently classified as Level 1 or 2 security, or is recommended for reduction to level 1 or 2, may be transferred to an appropriate Reintegration Unit if they qualify.
  - a. Inmates sentenced to Life Without Parole are not eligible for transfer;

- b. Inmates serving indefinite life sentences who must see the Parole Board are not eligible for transfer unless they have been approved by the Parole Board;
    - c. Inmates serving indefinite sentences, who have not seen the Parole Board for the first time, are not eligible for transfer;
    - d. Inmates serving indefinite sentences, who have seen the Parole Board for the first time, are eligible for a Reintegration Unit transfer if they are within 2 years of their next parole board hearing;
    - e. Inmates who are otherwise ineligible for transfer to a Reintegration Unit may be moved to a Reintegration Unit if they have been approved by the Managing Officer of the receiving facility to serve as a Reintegration Unit Inmate Mentor or a Program Facilitator.
  2. The unit team shall use the Reintegration Unit Screening Form (DRC3207) to determine eligibility. Although an inmate currently at a facility may be admitted to a Reintegration Unit with up to six years left on a sentence, only an inmate who is within 2 years of release may be transferred from one institution to another for the purposes of a Reintegration Unit admission.
  3. If the inmate is eligible according to the screening form, and within two years of release, the unit team shall designate the appropriate catchment area to transfer the inmate and send a copy of the screening form to all of the Unit Management Chiefs at the prisons with a Reintegration Unit in the Catchment Area (Please see appendix B for a list of Reintegration Units). In the absence of a post-release residency plan, the unit team shall give consideration to the following factors in choosing the catchment area:
    - a. Facilitating visits from pro-social support networks
    - b. The county of commitment
  4. The UMC of the receiving prison shall respond regarding whether or not there is availability in the Reintegration Unit and whether they expect the inmate will be able to enter the unit within the next 3-6 months. Any inmate moved to a Reintegration Unit located inside a single perimeter fence facility must be in compliance with all requirements outlined in Department Policy 53-CLS-01, Inmate Security Classifications Level 1 through 4.
  5. Upon arrival at the new prison, the inmate shall be placed into the Reintegration Unit within a reasonable period of time as deemed appropriate by the unit team.
  6. For the purposes of determining eligibility for transfer, the inmate must be within two years of (but no less than 6 months from) an eligible release date. An eligible release date includes, but is not necessarily limited to, a risk reduction eligibility date, an 80% release eligibility date, a transitional control eligibility date, or a judicial release eligibility date.
  7. Reintegration transfers will require the following process:

- a. The unit team screens an interested inmate using the Reintegration Unit Screening Form (DRC3207)), but applying the two year rule for transfers.
  - b. The unit team sends qualified inmates to the Unit Management Chief at Reintegration Units in the designated Catchment Area.
  - c. Once an approval is received from the prison in the catchment area, the Unit staff shall conduct a reclassification hearing with the inmate and complete the Inmate Initiated Transfer Request for Work/Programs (DRC2112).
  - d. The Managing Officer/designee shall review the request for approval. If approved, the DRC2112, the approval message from the receiving prison and the DRC3207 shall be forwarded to the Bureau of Classification.
8. If an inmate receives a Reintegration Unit transfer, but then refuses to participate or is removed from the unit, the Managing Officer of the facility may initiate a transfer to have the inmate moved to another facility. If this occurs, the inmate may be returned to any prison of the same security level. However, the inmate does not have any right to return to a particular previous prison.

### **C. Education Program Transfer**

1. An inmate may request a transfer for educational purposes within the following guidelines:
  - a. Inmates may only request a transfer for Advanced Job Training (AJT) or for Career Technical (CT) programs unless there is a specific announcement issued by the Ohio Central School System.
  - b. Inmates may not request transfers for Career Enhancement Programs, ABE, GED or any other education program not contained in section 1a.
  - c. An inmate will be required to get their GED before they can request a transfer for AJT or CT programs.
  - d. The inmate may not have any Rules Infraction Board (RIB) convictions in the past six months, however, there is no time of incarceration requirement for an education transfer (the inmate must have enough time left on the sentence to complete the program).
  - e. The unit team has the authority to waive these requirements if they conclude the criminogenic needs of the inmate supersede other factors.
2. In order to request an education transfer an inmate must contact the Principal, Assistant Principal, or School Administrator (hereafter referred to as Designated Education Representative) at their current institution for program availability and eligibility. The inmate may indicate a preferred program and a preferred catchment area; however, there

will be no guarantee the inmate will receive accommodation of any catchment area preferences.

3. Upon being contacted by the inmate the Designated Education Representative shall determine if the inmate is eligible for the requested educational program and has the time left on their sentence to complete the program successfully. If the inmate is not eligible he/she shall be denied and subsequently informed of the reasons for the decision.
4. If eligible, the Designated Education Representative shall contact the prisons offering the requested program to determine if the inmate will be able to start the program within six months.
5. If the inmate meets the eligibility requirements and is able to start the program in six months the Designated Education Representative shall notify the appropriate unit staff in writing (email is sufficient for these purposes). Inmates shall not be moved solely to be placed on waiting lists. Institutions are encouraged to open their waiting lists up to inmates statewide and notify the parent institution a transfer is needed when the inmate is within six months of starting the program.
6. The unit staff shall ensure the inmate has no separations at the facility of the program requested. The following process shall be used:
  - a. The unit staff shall conduct a reclassification hearing with the inmate and complete the Inmate Initiated Transfer Request for Work/Programs (DRC2112), and attach the written documentation from the Designated Education Representative and forward to the Managing Officer/designee for approval.
  - b. The Managing Officer/designee shall review the request for approval. If approved the DRC2112 and the education documentation shall be forwarded to the Bureau of Classification.
7. If an inmate, after receiving an education transfer, refuses to participate in the program, is removed from the program, or engages in disruptive activity, the Managing Officer of the facility may initiate a transfer to return the inmate to another prison as deemed appropriate by the Bureau of Classification. However, in the absence of negative conduct or program dismissal, the receiving prison shall become the parent institution of the inmate. For this reason, the appropriate catchment area shall be considered during all programmatic transfers. An inmate has no right to return to a previous prison after completing a program.

#### **D. Recovery Services Program Transfer**

1. An inmate may request a transfer for Recovery purposes with the following guidelines:
  - a. Inmates may request to be screened by a Recovery Services staff member to determine if they are eligible for a specialized Recovery Services program. If they are not eligible, they may not request a Recovery Services program transfer.

- b. Inmates may only be transferred for Recovery Services Treatment programs or a Therapeutic Community.
2. Inmates may request to be screened for drug/alcohol treatment services by contacting the designated Recovery Service Program Provider at their institution.
  3. If eligible, the Recovery Services Program Provider shall discuss the appropriate type of program with the inmate and then contact the prison(s) with this type of program. An inmate may not request a particular prison, but catchment area should be a consideration when determining the correct program.
  4. If the inmate meets the eligibility requirements and is able to start the program within eight months the Recovery Services Program Provider shall notify the appropriate unit staff in writing that the inmate has been accepted into the program and will be able to start the program within 8 months (email is sufficient for these purposes).
  5. The unit staff shall ensure the inmate has no separations at the facility of the program requested. The following process shall be used:
    - a. The unit staff shall conduct a reclassification hearing with the inmate and complete the Inmate Initiated Transfer Request for Work/Programs (DRC2112), and attach the written documentation from the Recovery Services Program Provider and forward to the Managing Officer/designee for approval.
    - b. The Warden or Warden's designee shall review the request for approval. If approved the DRC2112 and the Recovery Services documentation shall be forwarded to the Bureau of Classification.
  6. If an inmate, after receiving a Recovery Services transfer, refuses to participate in, or is removed from the program, or engages in disruptive activity, the Managing Officer of the facility may initiate a transfer to return the inmate to another prison as deemed appropriate by the Bureau of Classification. However, in the absence of negative conduct or program dismissal, the receiving prison shall become the parent institution of the inmate. For this reason, the appropriate catchment area should be considered during all programmatic transfers.

#### **E. Visiting Transfer**

1. An inmate may request a transfer to help facilitate visiting with the following guidelines:
  - a. The inmate has met all eligibility requirements outlined in this policy.
  - b. The inmate may not request a particular prison; only a catchment area.
  - c. The inmate has not previously been approved for, or received, a visiting or program transfer in the past five years.

- d. The inmate has not requested, but then refused, a visiting transfer in the past year. An inmate must refuse the transfer before it is approved and entered into the system by the BOC. An inmate may not refuse a visiting transfer after it has been approved by the BOC and he has been assigned in the computer to a new prison.
  - e. The inmate has at least one year remaining on their sentence at the time of request.
  - f. The visiting transfer request must be initiated by the inmate; visitors may not request a visiting transfer on behalf of an inmate although their input can be considered in the decision making process.
  - g. The unit team may waive certain requirements if they determine extraordinary circumstances exist. Furthermore, they may deny a visiting transfer if they find it does not serve a legitimate correctional interest.
2. The eligibility requirements for a visiting transfer are dependent upon the current housing condition of the inmate.
    - a. Eligibility requirements for an inmate currently at a prison which was their first assignment after reception:
      - i. RIB conduct report free for one year, reception time is included.
      - ii. An inmate may petition the unit staff to reduce this time to 9 months if the inmate can provide documentation they have been engaged in a pro-social meaningful activity as defined in Department Policy 54-WRK-06, Inmate Work Plan, currently or within the last nine months.
    - b. Eligibility requirements for an inmate who has been moved for administrative or disciplinary reasons at least once since their original placement from reception:
      - i. RIB conduct report free for nine months while at the current facility.
      - ii. An inmate may petition the unit staff to reduce this time to six months if the inmate can provide documentation they have been engaged in a pro-social meaningful activity as defined in Department Policy 54-WRK-06, Inmate Work Plan, currently or within the last six months.
  3. If the inmate is eligible, the following process shall be used to complete a visiting transfer:
    - a. An inmate may apply for a visiting transfer by using page 1 of the visiting transfer application, Visiting Transfer Application (DRC2108).
    - b. Using a pre-addressed envelope provided by the inmate, a free letter may be used for this purpose, a unit classification committee member will mail out the second page of the visitor transfer application, (DRC2109) to the identified visitor. The application

directs the visitor to return the page to the designated classification committee member. Any DRC form 2109 returned to the inmate will be considered void and a new one will have to be sent out.

- c. Once the visitor transfer application page 2 is returned, the unit classification committee will meet with the inmate and make a final decision on the transfer request using page 3 of the visitor transfer application, DRC2110.
  - d. The entire visiting packet (DRC 2108, 2109 and 2110) shall be forwarded to the Managing Officer, or their designee for approval/denial, before being forwarded to the BOC for final processing.
  - e. The unit team may choose to expedite the transfer if there is an extraordinary set of circumstances. The BOC shall consider the request a high priority and move the inmate within 21 days of receipt of the request.
4. If an inmate, after receiving a visiting transfer engages in disruptive activity or the pro-social support person does not visit within the next six months, the Managing Officer of the facility may initiate a transfer to return the inmate to another prison as deemed appropriate by the BOC. However, in the absence of negative conduct the receiving prison shall become the parent institution of the inmate.

#### **F. Ohio Penal Industries Job Transfers**

1. An inmate may apply for a job with an OPI shop at a different facility by submitting an OPI Job Application form (DRC6015) to their case manager. The inmates will be screened to see if they meet basic eligibility requirements (GED or High School; No RIB in the past year; At least 18 months remaining on current sentence. Eligible applications shall then be forwarded to the Unit Management Chief (UMC), or designee.
2. The UMC, or designee, shall, on a monthly basis, forward all OPI applications to the OPI Operations Center at McKinley Avenue (1221 McKinley Avenue, Columbus, Ohio 43222) where they will be distributed to the appropriate OPI shops.
3. The OPI supervisors shall screen the applications and if the inmate is eligible for hire, they shall place them in the pool of workers waiting to be hired and shall respond to the inmate in writing indicating whether or not they have been placed in the hiring pool.
4. When an inmate is ready to be hired, the OPI shop shall contact the UMC at the prison where the inmate is currently located to notify them the inmate has been approved for a transfer. No inmate shall be transferred for OPI assignment until they have been accepted for employment. An email from the shop supervisor is adequate documentation to initiate a transfer.
5. The unit staff shall ensure the inmate has no separations at the facility of the work assignment requested. The following process shall be used:

- a. The unit staff shall conduct a reclassification hearing with the inmate and complete the DRC2112, and attach the written documentation from the Designated OPI Representative and forward to the Managing Officer/designee for approval.
  - b. The Managing Officer/designee shall review the request for approval. If approved the DRC2112 and the OPI documentation shall be forwarded to the Bureau of Classification.
6. The BOC will consider OPI transfers medium priority and will make the move within 45-60 calendar days of receipt.
  7. If an inmate, after receiving an OPI transfer engages in disruptive activity or is removed from the OPI job within 12 months, the Managing Officer of the facility may initiate a transfer to return the inmate to another prison as deemed appropriate by the BOC. However, in the absence of negative conduct or removal from the OPI job, the receiving prison shall become the parent institution of the inmate.

**G. Transfers for Special Units, Work Assignment and Programs**

1. Individual prisons, at the discretion of the Managing Officer, may open enrollment in programs, activities, groups, work assignments, Level 1 single fence camps or specialized units, not covered in other parts of this policy.
2. When a Managing Officer determines they want to recruit inmates in this manner, the Managing Officer, or designee, of the requesting facility is responsible for notifying other prisons and the Bureau of Classification concerning the availability of the program. They shall also provide any materials needed to advertise the program to the inmate population as well as the screening criteria to be used to determine eligibility. Whenever possible, the facility shall indicate a specific time period for recruitment or if the program has ongoing open enrollment. They shall also include the name and information pertaining to whom the unit staff should contact with any questions or concerns. The BOC offers an online service to advertise these requests. A sample is attached to this policy in Appendix D. These requests can be submitted to the BOC Chief for posting on the intranet.
3. Inmates may request to be screened by their unit staff when these programs are offered by other facilities.
4. If qualified for the program, the unit staff shall use the following procedure to process the transfer:
  - a. The unit Staff shall screen the inmate using the eligibility requirement provided and forward the names of all eligible inmates to the Unit Management Chief at their facility.
  - b. The Unit Management Chief shall gather all of the names eligible for the program and forward to the designated contact person as identified by the sponsoring prison.

- c. The designated representative from the sponsoring prison will communicate back to the UMC at the prison all the inmates who have been accepted into the program and provide a start date.
- d. The Unit staff shall conduct a reclassification hearing with the inmate and complete the DRC2112, attach the written documentation from the Receiving Prison and forward to the Managing Officer/designee for approval.
- e. The Managing Officer/designee shall review the request for approval. If approved the DRC2112 and the Receiving Prison documentation shall be forwarded to the Bureau of Classification.

Attachments:

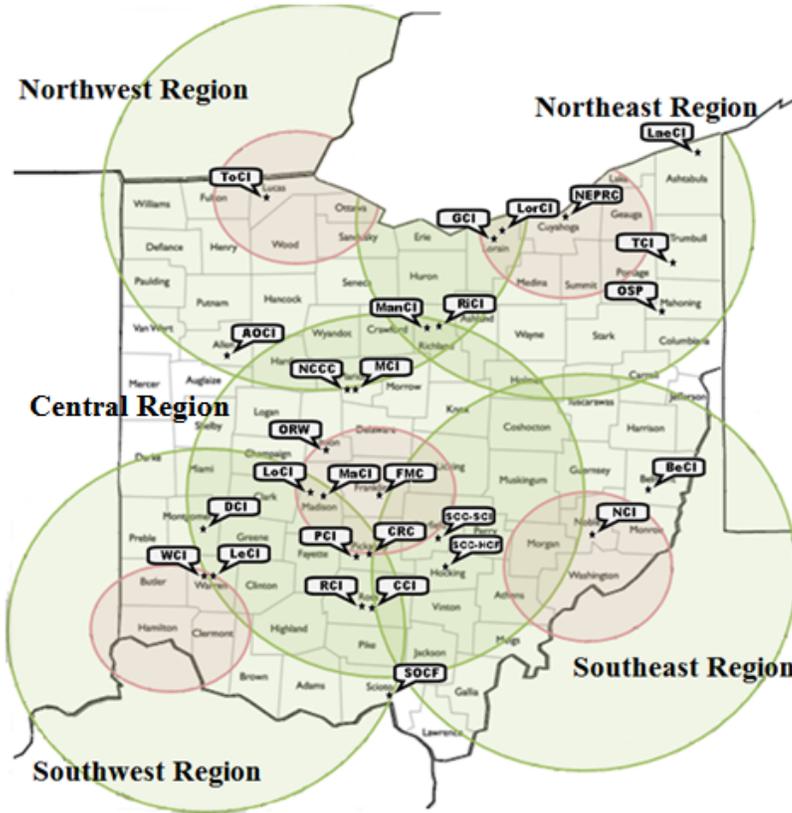
Catchment Area	Appendix A
Reintegration Units	Appendix B
OPI Operations	Appendix C
Special Transfer Request Sample	Appendix D

Related Department Forms:

Visiting Transfer Application (Page 1 of 3)	DRC2108
Visiting Transfer Application (Page 2 of 3)	DRC2109
Visiting Transfer Application Processing) (Page 3 of 3)	DRC2110
Inmate Initiated Transfer Request for Work/Programs	DRC2112
Inmate Job Classification Application (OPI)	DRC6015
Reintegration Unit Screening Form	DRC3207

Appendix A: Catchment Areas

Catchment Area Map



**Northwest**

- AoCI (1 DF, 2 DF)
- GCI (1 SF, 2 DF)
- LorCI (3 DF- Cadre only)
- ManCI (1 SF, 3 DF)
- MCI (1 DF, 2DF)
- NCCC (1 SF, 2 DF)
- RiCI (1 DF, 2 DF)
- ToCI (3 DF)

**Northeast**

- GCI (1 SF, 2 DF)
- LaeCI (2 DF)
- LorCI (3 DF- Cadre only)
- ManCI (1 SF, 3 DF)
- NEPRC (1, 2) female
- OSP (4, 5)
- RiCI (1 DF, 2 DF)
- TCl (1 SF, 3 DF)

**Central**

- CCI (1 DF, 2 DF)
- CRC (3 DF- cadre only)
- DCI (1-4, female)
- FMC (1 SF- 40+)
- LeCI (1 SF, 3 DF)
- LoCI (1 DF, 2 DF)
- MaCI (1 SF, 2 DF)
- ManCI (1 SF, 3 DF)
- MCI (1 DF, 2 DF)
- NCCC (1 SF, 2 DF)
- NCI (1 DF, 2 DF)
- ORW (1-3, female)
- PCI (1 DF, 2 DF)
- RCI (2 DF, 3 DF)
- RiCI (1 DF, 2 DF)
- SCC (1 DF, 2DF)
- SOCF (4)
- WCI (3 DF)

**Southwest**

- CCI (1 DF, 2 DF)
- CRC (3 DF- cadre only)
- DCI (1-4, female)
- FMC (L1 SF- 40+)
- LeCI (1 SF, 3 DF)
- LoCI (1 DF, 2 DF)
- MaCI (1 SF, 2 DF)
- PCI (1 DF, 2 DF)
- RCI (2 DF, 3 DF)
- SOCF (4)
- WCI (3 DF)

**Southeast**

- BeCI (1 SF, 2 DF)
- CCI (1 DF, 2 DF)
- CRC (3 DF- cadre only)
- FMC (1 SF- 40+)
- NCI (1 DF, 2 DF)
- PCI (1 DF, 2 DF)
- RCI (2 DF, 3 DF)
- SCC (1 DF, 2DF)
- SOCF (4)

**Appendix B: Reintegration Units**

Northwest: Grafton Correctional Institution: Single Fence  
Marion Correctional Institution: Farm Operations  
Richland Correctional Institution

Northeast: Grafton Correctional Institution: Single Fence  
Northeast Reintegration Center: Female Only  
Richland Correctional Institution

Central: Chillicothe Correctional Institution: Farm Operations  
Marion Correctional Institution: Farm Operations  
Noble Correctional Institution  
Pickaway Correctional Institution: Farm Operations  
Richland Correctional Institution  
Southeastern Correctional Institution: Farm Operations

Southwest: Chillicothe Correctional Institution: Farm Operations  
Pickaway Correctional Institution: Farm Operations

Southeast: Belmont Correctional Institution  
Chillicothe Correctional Institution: Farm Operations  
Noble Correctional Institution  
Pickaway Correctional Institution: Farm Operations  
Southeastern Correctional Institution: Farm Operations

**Appendix C: OPI Operations**

Northwest: Allen Correctional Institution: Garment Factory  
Grafton Correctional Institution: Braille and Fragrances  
Marion Correctional Institution: Metal Fabrication  
Mansfield Correctional Institution: De-Flashing and Box

Northeast: Grafton Correctional Institution: Braille and Fragrances  
Mansfield Correctional Institution: De-Flashing and Box

Central: Chillicothe Correctional Institution: Chair/Mattress and Vehicle Modification  
London Correctional Institution: Dental and Multi-Industries  
Marion Correctional Institution: Metal Fabrication  
Madison Correctional Institution: Modular Furniture/Tables and Plastic Bags  
Mansfield Correctional Institution: De-Flashing and Box  
Pickaway Correctional Institution: Central Distribution, Print, Beverage, Modular and Meat Processing  
Southeastern Correctional Institution: Janitorial and Warehouse

Southwest: Chillicothe Correctional Institution: Chair/Mattress and Vehicle Modification  
Lebanon Correctional Institution: Tag Shop, Distribution and Validation  
London Correctional Institution: Dental and Multi-Industries  
Madison Correctional Institution: Modular Furniture/Tables and Plastic Bags  
Pickaway Correctional Institution: Central Distribution, Print, Beverage, Modular and Meat Processing  
Warren Correctional Institution: Tubular Furniture

Southeast: Belmont Correctional Institution: Toilet Paper  
Chillicothe Correctional Institution: Chair/Mattress and Vehicle Modification  
Pickaway Correctional Institution: Central Distribution, Print, Beverage, Modular and Meat Processing  
Southeastern Correctional Institution: Janitorial and Warehouse

**Appendix D: Special Transfer Request Sample**

# Open Request for Inmate Transfers

**Dates of Availability:** July 1, 2014 to December 31, 2014

**Prison:** Bureau of Classification (BOC)  
770 West Broad Street  
Columbus Ohio (Central Catchment Area)

## Program/Work/Housing Description

The BOC is open for inmate transfers to participate in the new “Astronomical Classification for a Better Life” job training program. This is a 6 month long program designed to provide inmates the skills they will need to get a job working in the field of astronomical classification after they are released. The program offers advanced job placement to successful graduates so they will have gainful employment in the field of astronomical classification. These jobs have a starting pay of \$22.00. An informational brochure on the program is attached to this notification as well as posters for staff to hang up in common areas.

## Requirements

Inmates:

- A. Must have least 1 year remaining on their sentence.
- B. Can have no greater than 2 years remaining on their sentence.
- C. Must be RIB conduct report free for 12 months, or as long as they have been incarcerated if it is shorter than 12 months.
- D. Must be under the age of 55.
- E. May not have convictions for any sex offense or for causing the death of another.
- F. Must be qualified to live in a single fence facility.
- G. Must have a GED.

## **Attachments Included**

Advertising posters for the units  
Brochure on the program  
An inmate self-screening tool to assist in recruitment

**Institutional Contact Person:** Mr. Seth Universe  
[Seth.Universe@odrc.state.oh.us](mailto:Seth.Universe@odrc.state.oh.us)  
(555)-555-5555