

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Reentry Resource Center	PAGE <u> 1 </u> OF <u> 3 </u> NUMBER: 78-REL-05
RULE/CODE REFERENCE:	SUPERSEDES: 78-REL-05 dated 01/21/10
RELATED ACA STANDARDS:	EFFECTIVE DATE: December 1, 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 provide offenders with updated, relevant resource material that will help them access community resources and assist them with reentry.

III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction (DRC), independent contractors providing a service to the Department, incarcerated inmates, offenders under supervision, and volunteers.

IV. DEFINITIONS

Reentry Resource Center – An area located in the library of each institution and each Regional Adult Parole Authority office. This established area shall be clearly marked and contain all resource equipment, materials, and references regarding any activity vital to the offender’s reentry needs as approved by the Library Administrator.

Reentry Resource Guide - A collection of county-by-county fact sheets that relay vital information to offenders upon reentry into society in the areas of social services; human services; local, county state and federal agencies; and other service agencies such as libraries, substance abuse programs, mental health counseling, veteran’s services commissions, educational opportunities, faith-based agencies, food, clothing, and job opportunities.

Library Administrator - The Library Administrator shall coordinate all library services under the supervision of the Asst. Superintendent of the Ohio Central School System. All activities related to the Reentry Resource Center within the Ohio Central School System libraries shall be the responsibility of

the Library Administrator for implementation by the library staff. The Library Administrator shall coordinate the reentry oversight committee for advisement on reentry related initiatives and activities which may be available to the offender prior to release. The ~~CO~~ Library Administrator shall be available to advise the APA on similar and related issues dealing with reentry related issues dealing with Reentry Resources Center initiatives.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure that offenders are provided a Reentry Resource Center in each institution and Adult Parole Authority Regional Office to enhance their opportunities for a successful reintegration into the community.

VI. PROCEDURES

A. The Reentry Resource Center located in each institution library and APA Regional Offices shall contain the following mandatory information for offender access:

1. Reentry Resource Guide;
2. Information and forms (where applicable) for applying for:
 - a. Birth Certificate addresses;
 - b. Social Security Cards – replacement information and addresses;
 - c. Military Discharge papers - available online, fax or in person may need to apply at public library after release;
 - d. Veteran’s Administration Materials;
 - e. Voter’s Rights Information;
 - f. Other verified “service” information pertaining to reentry preparation.
3. Drivers License information:
 - a. Manuals for Review (auto, CDL);
 - b. License information;
 - c. Reinstatement Process.

B. Initial Update

An initial update of the Reentry Resource Guide shall commence immediately following the effective date of this policy. Following the initial update, the maintenance of the guide shall be administered under the directives in section C of this policy. The following process shall be followed to facilitate the initial update.

1. The Library Administrator and designee of the Superintendent of the Ohio Central School System shall facilitate an initial update of the Reentry Resource Guide. Inmates in the A.O.T. program in the reintegration prisons shall be utilized to transfer the current information in the guide to a re-designed template provided by the Library Administrator.

This transfer will only include formatting and minimal re-categorization of the information. The information will not be verified or fact-checked at this point. The update should be completed on a county-by-county basis with the most utilized counties being prioritized. As individual counties are completed, the updated guide shall be returned to the Library Administrator for review and approval.

2. The Library Administrator shall review the updated guide (make changes if necessary) and forward to the Office of Offender Reentry staff for completion of the following:
 - a. Remove common state & federal resources from the guide and develop a separate link on the M.U.S.C.L.E. website.
 - b. Facilitate an update and verification of all listed resources ensuring that APA Reentry Coordinators and local coalitions are solicited for input.
 - c. Finalize the guide for formatting and re-categorization where warranted.
3. Upon completion of the tasks in the above paragraph, the reentry staff shall forward the final updated version of the guide to the Library Administrator for approval and posting to the M.U.S.C.L.E. website.
4. Once posted, the Library Administrator shall schedule that specific county for an annual review as directed in the following section.

C. Reentry Resource Guide Maintenance

1. The Reentry Resource Guide shall be maintained under the supervision of the Library Administrator. All decisions on content and formatting shall be reviewed and assessed by the Library Administrator.
2. Staff in the Office of Offender Reentry are responsible for checking the resources in the Reentry Resource Guide as part of their regional visits; however, all staff may make suggestions for revisions at any time by completing a Reentry Resource Guide Revisions form (DRC1845) and submitting it to the Library Administrator. All suggestions and/or revisions as well as submissions received by department staff from outside agencies shall be forwarded to the Library Administrator.
3. Updates to the Reentry Resource Guide may be made as needed; however, the Library Administrator shall establish a schedule that ensures each county's information is verified and updated at least semi-annually. On or about the first day of the month that the county's information is scheduled to be verified, the Library Administrator shall send an e-mail attaching a current version of the guide to respective APA reentry coordinators, Unit Management Chiefs, and staff in the Office of Offender Reentry soliciting their review and input. The recipients shall have 30 calendar days to respond with suggestions. The Office of Offender Reentry staff shall contact the local reentry coalitions for input as part of their review.
4. At the conclusion of the 30-day period outlined above, the Library Administrator shall review all received suggestions for that specific county and approve those warranted. The

Library Administrator shall forward all approved updates and the latest Word version of the guide to the designee of the Superintendent of the Ohio Central School System for distribution to the AOT programs in the reintegration prisons.

5. The guide shall be updated using inmates in the AOT programs at the reintegration prisons and returned to the Library Administrator for final approval and posting to the M.U.S.C.L.E. website.
 6. All revisions to the Reentry Resource Guide must have the approval of the Library Administrator.
- C. The Reentry Resource Guide shall be available for offenders to review through the library staff or unit staff. Regional APA offices shall provide information for released offenders.
- D. Generalized reentry information shall be maintained in paper form on site with specific county service information for the larger Ohio counties in print and on hand (Cuyahoga, Franklin, Hamilton, Lucas, Allen, Montgomery, etc.). Smaller populated counties information shall be available upon request and printed for those individuals who request it.
- E. Upon request, the county specific information from the Reentry Resource Guide shall be distributed to offenders based on the following:
1. Offenders who are within 180 days of release shall be given copies of the requested county specific information for one county free of charge by the institutional library staff or by the unit management staff.
 2. Offenders who are not within 180 days of release shall be charged 5¢ per page.
 3. Offenders under the supervision of the APA shall be provided a paper copy of the Reentry Resource Guide for their county of residence upon request.

Related Department Forms:

Reentry Resource Guide Revision Form DRC1845