

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Offender Release Policy	PAGE <u> 1 </u> OF <u> 4 </u> . NUMBER: 78-REL-06
RULE/CODE REFERENCE:	SUPERSEDES: 78-REL-06 dated 09/14/12
RELATED ACA STANDARDS: 4-4446	EFFECTIVE DATE: May 26, 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 implement standardized procedures for the control and proper identification of all offenders being released from an Ohio Department of Rehabilitation and Correction correctional institution.

III. APPLICABILITY

This policy applies to persons employed by the Ohio Department of Rehabilitation and Correction, independent contractors providing a service to the department, offenders, and volunteers.

IV. DEFINITIONS

Personal Identification Documentation - Documents such as a birth certificate, social security card and driver's license.

Prescription Discount Card - A free discount drug card designed to reduce the cost of prescription drugs for all offenders released from a DRC institution/facility.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to have a standardized process for the release of offenders upon the conclusion of their incarceration.

VI. PROCEDURES

A. Verification of Identity

Each department involved in the release of an offender shall positively identify the offender by matching the offender's assigned number, name, and physical appearance to the approved form

of offender identification. This shall be documented on the Release Processing Checklist (DRC2749).

B. Verification of Release Papers

1. The central record office is responsible for verification of all release papers.
2. After determination that an offender is to be released, central record office staff shall verify the type of release and complete the appropriate release checklist(s).
3. The central record office shall notify the institution designee of the release of an offender using the Release Notice (DRC2083). All inmate releases shall be approved by the Chief of Sentence Computation & Record Management or designee. The Chief's signature shall appear on all valid DRC 2083 Release Notice authorizations.

C. Release Arrangements

1. The designated institutional staff shall complete the offender parole/post-release control/transitional control plans in accordance with Department Policy 101-PLA-01, Reentry Supervision Release Process. This plan shall be forwarded to the appropriate parole or PRC authority.
2. The central record office shall identify any detaining authority and make arrangements for the transfer of custody.
3. Any special transportation or release arrangements will be noted by the central record office staff on the Release Notice (DRC2083).
4. All release authorizations and documents shall be gathered by the release section at the central record office and provided to the institution prior to the inmate's release. The institution designee shall obtain the signature of the inmate at release as indicated on the release documents. The institution designee shall return copies of the signed documents to the release section by close of business on the day of release. In the event of any unusual incident involving an inmate release (e.g. detaining authority does not report for pickup, inmate is not released on scheduled date, missing or incorrect paperwork, unscheduled release, new information, etc.), the Bureau of Record Management shall be notified immediately. During normal business hours, the notification will be to the appropriate Release Section staff assigned to the institution. After hours notification shall be to the BOSC/BORM Administrative Duty Officer at 614-649-0852.

D. Return of Personal Effects or Contraband and Accountability of State Property

1. With the exception of weekend and holiday releases, within 24 hours prior to an offender's release, an institution designee shall pack up and secure the offender's property and complete the Offender Property Record (DRC2055 or DRC2369). At this time any state property, except that required until release, shall be collected and returned to stock. When a release is slated to occur on a weekend or holiday, the property pack up shall occur on the last business day prior to the scheduled release. This shall be documented on the Offender Release Checklist (DRC2749).

2. Offenders shall be permitted to keep limited property necessary to meet their basic needs until their release. These limits shall be established by each facility.
3. Once the offender has changed into his release clothing, all additional state property shall be collected. The offender shall be searched to ensure that no state property leaves the facility. This shall be documented on the Offender Release Checklist (DRC2749).
4. Funds shall be released to the offender pursuant to Department Policy 78-REL-03, Inmate Minimum Release Amount, and the DRC Cashier's Manual. The release of funds shall be recorded on the Release Statement (DRC1364) and documented on the Offender Release Checklist (DRC2749).
5. Pursuant to Department Policy 78-REL-02, Offender Release Card, all eligible offenders shall be provided an Offender Identification Card. At this time, any personal identification documentation housed in the cashier's office shall be returned to the offender. This shall be documented on the Offender Release Checklist (DRC2749).
6. All offenders shall be provided with a Prescription Discount Card upon release. This shall be documented on the Offender Release Checklist (DRC2749).

E. Arrangements for Completion of any Pending Actions (i.e. grievances, claims for damages or lost possessions)

1. Upon receipt of the Release Notice (DRC2083), the Institutional Inspector shall be responsible to ensure that all grievances, claims, and pending actions are resolved.
2. If pending action remains after the offender is released, the Institutional Inspector shall forward the disposition of the grievance to the offender's forwarding address once the grievance is resolved.

F. Medical Screening and Arrangements for Community Follow-Up

1. Pursuant to Department Policy 68-MED-01, Medical Services, prior to release the offender's medical record shall be reviewed and a licensed nurse shall complete a Release Medical Summary (DRC5179) for all offenders who are released. A 14-day supply of essential medication(s) shall be issued to the offender at the time of release or placement. Inmates having been identified by Mental Health Services as being SMI shall be prescribed a 30 day supply of mental health and medical medications, excluding OTC and PRN medications and two refills for a maximum of 90 days of medication. This shall be documented on the Offender Release Checklist (DRC2749).
2. The offender may request a copy of the completed Medical Release Summary (DRC5179) for his/her retention as indicated in Department Policy 68-MED-01, Medical Services. A list of medical referral sources shall be provided to offenders who require follow-up care. This shall be documented on the Offender Release Checklist (DRC2749).
3. The Health Care Administrator shall determine on a case-by-case basis whether offenders who have been issued state-owned medical equipment and assistive devices should retain the equipment or device upon release. If the offender is permitted to retain any such

state-owned equipment, this shall be documented on the Offender Release Checklist (DRC2749).

G. Instructions on Forwarding of Mail

1. The Cashier's Office shall obtain the offender's forwarding address on the Release Statement (DRC1364). The forwarding address shall then be entered into the Inmate Forwarding Address (IFA) screen on DOTS Portal.
2. A copy of the forwarding address shall be provided to the mailroom for the forwarding of inmate mail.
3. This address shall be utilized by all employees to forward any additional personal effects received by the institution.

H. Verification of Release of Authentication

Prior to the physical release of an inmate the designated staff approved by the Managing Officer shall verify the following:

1. Confirm that a Release Notice (DRC2083) has been prepared with proper inmate name, number, date, status and authorized signature.
2. Verify the inmate status (AWL or incarcerated) and the status on the release notice agrees with the status reflected on DOTS screens MOVES and SVIEW.
3. Is release transportation provided, i.e. bus, family, halfway house pick up, other?
4. If the inmate is being picked up by a detaining authority, identify the transporting officer and verify the agency according to the Release Notice (DRC2083). Have the transporting officer sign the Receipt for Inmate (DRC2019).
5. Have the inmate sign documents supplied with the Release Notice (i.e. PRC Reporting Order, TC Certificate, Expiration of Stated Term, etc) and provide a copy to the inmate.

I. Completion of the Offender Release Checklist (DRC2749)

Upon completion of the Offender Release Checklist (DRC2749), it shall be attached to the inmate's signed release documents and returned to the release section at the central record office for scanning into the offender's electronic record office file.

Related Department Forms:

Release Statement	DRC1364
Inmate Property Record (Male)	DRC2055
Release Notice	DRC2083
Inmate Property Record (Female)	DRC2369
Offender Release Checklist	DRC2749
Medical Release Summary	DRC5179