



SUBJECT: APA Administrative Review of Parole/Post Release Control Cases	PAGE <u> 1 </u> OF <u> 2 </u>
	NUMBER: 100-APA-04
RULE/CODE REFERENCE: ORC 149.43	SUPERSEDES: 100-APA-04 dated 03/04/14
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 28, 2017
	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 set forth procedures for the possible review of the Ohio Parole Board’s rationale for release in parole cases and the Adult Parole Authority’s methods of control when an offender under supervision in the community violates conditions of supervision.

III. APPLICABILITY

This policy applies to all employees of the Adult Parole Authority (APA).

IV. DEFINITIONS

Administrative Review - An internal investigation and review of an offender’s supervision history, adjustment and compliance, and current status.

Field Officer Tablet - Computerized data maintained by the parole officer assigned to the case that contains the chronological details involving contact with the offender, social services agencies, law enforcement, etc. The tablets also contain all demographic information pertaining to the offender and documentation of staffing decisions.

Public Record - Records kept by the DRC unless exempted or excepted from public disclosure by any state or federal statutes or administrative codes, or other legally binding authorities.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to conduct an Administrative Review at the request of the Director/designee or an executive staff member/designee when an offender under Adult Parole Authority (APA) supervision is involved in an incident in the community as defined pursuant to DRC policy 01-COM-08, Incident Reporting and Notification

VI. PROCEDURES**A. Initial Reporting**

When an incident occurs in the community involving an offender under supervision, it shall be immediately reported pursuant to DRC policy 01-COM-08, Incident Reporting and Notification.

B. Assignment of Administrative Review

The Director/designee or an executive staff member/designee may initiate a review by notifying the appointing authority of the APA who shall assign the case for investigation and review.

C. Reports and Time Requirements

The designated staff member shall obtain all documentation pertinent to the offender. The completed Administrative Review of Parole (DRC3405) or Administrative Review of PRC (DRC3438) report shall be submitted to the appointing authority within thirty (30) calendar days of assignment.

D. Public Information

The Administrative Review is part of the offender's file and is not a Public Record pursuant to DRC policy 07-ORD-02, Public Records.

Related Department Forms

Administrative Review – Parole	DRC3405
Administrative Review of PRC	DRC3438