I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to set forth procedures for after action analysis when an offender under supervision in the community is alleged to have committed a homicide or sexual assault or at the discretion of the Director or deputy director of the Division of Parole and Community Services (DPCS).

III. APPLICABILITY

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

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the policies page on the Ohio Department of Rehabilitation and Correction (ODRC) Intranet at the following:

Definitions Link

- Administrative Review
- Field Officer Tablet
- Public Record

V. POLICY

It is the policy of the ODRC to conduct an administrative review when an offender under APA supervision is alleged to have committed a homicide or sexual assault, or at the discretion of the Director or the deputy director of the DPCS.
VI. PROCEDURES

A. Initial Reporting

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

B. Assignment of Administrative Review

After reporting an incident that requires an administrative review, the regional administrator/designee shall immediately assign the administrative review to an exempt staff person within the region who is not involved in the direct supervision of the offender.

C. Reports and Time Requirements

1. The administrative review shall be completed within three (3) business days of assignment on the Administrative Review (DRC3405). The report shall be sent to the regional administrator for review and recommendations for any actions to be taken. After a review by the regional administrator, the report shall be sent to the APA superintendent for approval or additional recommendations. The APA superintendent will review and forward to the DPCS deputy director for final approval.

2. The Administrative Review (DRC3405) will determine if the matter will be:

   a. Scheduled for a Case Review Conference,
   b. Sent for an Administrative Investigation, or
   c. Closed out with no further recommendations.

D. Case Review Conferences

1. The Regional Review team will hold a conference within sixty (60) days of receiving the referral.
2. The Review Conferences are to promote systemic learning from adverse events.
3. Review Conferences shall be scheduled when:

   a. The adverse event involves a loss of life,
   b. The regional administrator determines it will be beneficial to promote learning, or
   c. The review coordinator determines the matter is suitable with preliminary review to include length of time on supervision.

3. The case review coordinator(s) shall forward all review materials to the APA administrator designated by the APA superintendent.

4. Materials from Case Review Conferences cannot be used during an administrative investigation.
5. A review conference will not be held for a matter referred for an administrative investigation.

E. Public Information

The administrative review is part of the offender’s file and is not a public record pursuant to ORC 5120.21 (F).

Referenced ODRC Policies:

01-COM-08 Incident Reporting and Notification

Referenced Forms:

Administrative Review DRC3405