

SUBJECT: Slate Checks	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 100-APA-08
RULE/CODE REFERENCE:	SUPERSEDES: 100-APA-08 dated 08/07/17
RELATED ACA STANDARDS:	EFFECTIVE DATE: December 17, 2018
	APPROVED: 

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 provide direction to all Adult Parole Authority (APA) field offices for timely slate/booking checks with law enforcement agencies within their geographical parameters.

III. APPLICABILITY

This policy applies to all employees assigned to the APA and specifically those employees who are responsible for comparing arrests to offender rosters.

IV. DEFINITIONS

Community Corrections Information System (CCIS) - A computerized information system used to track the criminal history and progress of offenders under the supervision of the APA. Access to CCIS is restricted to essential users only.

Slate - A notice of individuals recently arrested and residing in some type of detention facility operated by law enforcement agents other than the Ohio Department of Rehabilitation and Correction (DRC). This may also be referred to as “booking”.

Staffing (APA only) - A consultation among DRC personnel or Ohio Department of Mental Health and Addiction Services (ODMHAS) CDSs wherein a documented exchange of information is shared with the intent of making decisions or following a course of action which will help facilitate the supervision of an offender, protection of the community, and ensure all aspects of supervision and investigations meet agency standards.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to ensure a system is in place for regularly checking for arrests of offenders under APA supervision.

VI. PROCEDURES**A. Development of Written Procedures**

1. It is the responsibility of each regional administrator/designee to approve written procedures and ensure the written procedures are available to parole officers in the region that outlines specific slate check instruction for their respective area. A copy of each written procedure shall be available for review upon request. The regional administrator/designee shall review the ~~slate~~ written procedures annually.
2. At a minimum, slate check procedures shall contain the following:
 - a. The frequency of checks which shall be no less than two (2) times per week. It is preferred that checks be completed daily, when possible.
 - b. The person responsible, the backup person, and the process to obtain the slates from the designated law enforcement agency.
 - c. The description of the process to be utilized to distribute slates to the appropriate unit and/or designee.
 - d. The written procedure shall note any local authority that denies access to this information.
3. A copy of the applicable procedure shall be available in each local office.

B. Staff Responsibilities

1. Designated staff shall compare slate lists with offenders in CCIS through NAMS1 search. If a name is not found under NAMS1 search and the charge code/case number/crime indicates APA arrest, then additional DOTS/CCIS searches shall be conducted. These searches in DOTS/CCIS may include, but are not limited to:
 - a. CCSSN;
 - b. NAMES - in this screen you should search by name and SSN.
2. Once the slates have been checked and local offenders have been identified, the supervising unit shall be notified of the arrest within one (1) business day of the receipt so that the appropriate follow-up can be done.

3. If the arrest is of an offender being supervised outside of the region and if the supervising officer needs assistance serving the offender or getting any additional information, assistance shall be requested from a unit covering that area.
4. All slate checks shall be maintained in the local office for a minimum of sixty (60) calendar days.