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 supervisee rosters.

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

- Community Corrections Information System (CCIS)
- Slate
- Staffing (APA only)

V. POLICY

It is the policy of the ODRC to ensure a system is in place for regularly checking for arrests of supervisees under APA supervision.
VI. PROCEDURES

A. Development of Procedures

1. It is the responsibility of each regional administrator/designee to approve procedures that outline specific slate check instruction for their respective area. The procedures shall be made available to all staff in the region. The regional administrator/designee shall review the procedures as needed.

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 procedure shall note any local authority that denies access to this information.

B. Staff Responsibilities

1. Designated staff shall compare slate lists with supervisees in OCSS.

2. Once the slates have been checked and supervisees have been identified, the support staff shall document the arrest in the custody tab in OCSS.

3. All slate checks shall be maintained in the local office for a minimum of sixty (60) calendar days.