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 the requirements for the initial interview between an Adult Parole Authority (APA) parole officer and the supervisee.

III. APPLICABILITY

This policy applies to all employees of the APA and to all the supervisees under its jurisdiction.

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
- Business Days
- Calendar Days
- Community Control
- Conditions of Supervision
- Detainer
- Grievance
- Interstate Compact
- Judicial Release
- Monitored Time
- Ohio Community Supervision System (OCSS)
- Parole
- Post Release Control (PRC)
- Post Release Control Sanction
- Probation
V. POLICY

It is the policy of the ODRC that a parole officer shall conduct an initial interview with the supervisee no later than three (3) business days after release from prison under a term of parole or post release control (PRC), unless the supervisee has been released to a detainer, in which case the officer shall conduct the initial interview upon the supervisee’s availability. Supervisee’s who have been designated as high or very high risk per their most recent risk assessment shall be instructed to contact their supervising officer within twenty-four (24) hours of release from prison for further reporting instructions. For any court related supervision or incoming compact supervisee, the initial interview shall be conducted within three (3) business days of the Adult Parole Authority (APA) assuming supervision or supervisee’s availability.

VI. PROCEDURES

A. Initial Interview

1. The initial meeting and interview between the parole officer and the supervisee shall:

   a. Document that the supervisee reported as instructed in the contact section of Ohio Community Supervision System (OCSS). If the supervisee has not arranged suitable placement, the parole officer shall refer the supervisee to appropriate community resources.

   b. Provide the parole officer’s contact information.

   c. Review the Conditions of Supervision (DRC3019) and any sanctions/special conditions. Explain the parole officer’s role during supervision to include assisting the supervisee and monitoring compliance. Discuss the importance of supervision compliance and possible consequences for violation behavior. Provide the supervisee with a copy of the conditions of supervision and any imposed sanctions/special conditions. The supervisee shall acknowledge receipt of notification and understanding of their conditions/sanctions with their signature.

   d. Explain the APA grievance process pursuant to ODRC Policy 100-APA-17, Grievance Procedure. The supervisee shall acknowledge their understanding of this process with their signature on the APA Grievance Procedure (DRC3218).

   e. Advise the supervisee that unauthorized relationships with ODRC employees are prohibited and instruct the supervisee of the procedure for reporting unauthorized relationships pursuant to ODRC Policy 31-SEM-07, Unauthorized Relationships.

   f. Advise the supervisee of local felony registration laws and, if appropriate, verify the supervisee has complied with the sex offender registration requirements under Ohio Revised Code and ODRC Policy 103-SPS-02, Sex Offender Supervision.
g. Pursuant to ORC section 2909.15, the APA staff shall verify a supervisee’s arson registration status within ten calendar days of release with the local sheriff’s office.

h. Have the supervisee sign the Authorization to Disclose/Release Information to Risk Assessment System and Grant Open Access to Institutional Summary Reports (DRC1273), if needed.

i. The parole officer shall review the financial obligations of the supervisee, if available, which may include restitution, child support, fines, and monthly supervision fee pursuant to ODRC Policy 100-APA-06, Financial Obligation of Supervisees.

j. If the supervisee is receiving services from a treatment provider (e.g., substance abuse treatment, sex treatment, mental health services, etc.), have the supervisee sign the Request for Information (DRC3008), as needed, to obtain information during their supervision.

2. The initial interview with the supervisee may include a supportive family member or significant other who is willing to participate in the interview between the supervisee and their parole officer. The parole officer shall explain to the family member the supervisee’s responsibilities while under supervision and encourage the continued participation of family members throughout the supervisee’s supervision term.

B. Monitored Time

In the case of a supervisee sanctioned to monitored time directly from the court or the institution, the parole officer shall verify that the supervisee has signed the Monitored Time Conditions of Supervision (DRC3251). Refer to ODRC Policy 100-APA-19, Monitored Time, for additional guidance regarding initial contact requirements.

Referenced ODRC Policies:

31-SEM-07 Unauthorized Relationships
100-APA-06 Financial Obligation of Supervisees
100-APA-17 Grievance Procedure
100-APA-19 Monitored Time
103-SPS-02 Sex Offender Supervision

Referenced Forms:

Authorization to Disclose/Release Information to Risk Assessment System and Grant Open Access to Institutional Summary Reports DRC1273
Request for Information DRC3008
Conditions of Supervision DRC3019
APA Grievance Procedure DRC3218
Monitored Time Conditions of Supervision DRC3251