



Department of  
Rehabilitation & Correction

SUBJECT: <b>APA Initial Interview with the Offender</b>	PAGE <u> 1 </u> OF <u> 5 </u>
	NUMBER: <b>100-APA-15</b>
RULE/CODE REFERENCE: ORC 2909.15, 2929.16, 2929.17, 2929.18, 2929.20, 2950.03, 2950.04	SUPERSEDES: 100-APA15 dated 09/05/17
RELATED ACA STANDARDS: 4-APPFS-2A-04, 08, 09, 15; 2G-02	EFFECTIVE DATE: <b>March 26, 2018</b>
	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 set forth the requirements for the initial interview between an Adult Parole Authority (APA) parole officer and the offender.

## III. APPLICABILITY

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

## IV. DEFINITIONS

**Business Days** - The days of the week, excluding Saturday, Sunday and any legal holiday.

**Calendar Days** - The days of the week, including Saturday, Sunday and any legal holiday.

**Community Control** - A sanction that is not a prison term and that is described in section 2929.16, 2929.17, and 2929.18 of the Ohio Revised Code. Community Control replaces the term “probation” and applies to all offenders given non-prison sanctions for felony offenses committed on or after July 1, 1996. Community Control offenders are sentenced directly to sanctions without a prison sentence being imposed and the prison sentence suspended. The maximum period of Community Control is five (5) years.

**Conditions of Supervision** - Those general and special rules and regulations with which offenders are expected to comply as part of the criminal sentencing sanction of basic supervision or intensive supervision, as requirements of community control or parole supervision under former law, or as requirements of other forms of community supervision.

**Detainer** - A request filed by a criminal justice agency with the institution in which a prisoner is incarcerated asking the institution either to hold the prisoner for the agency or to notify the agency when release of the prisoner is imminent.

**Field Officer Tablet (FOT)** - 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.

**Grievance** - A formal, written complaint about any policy, rule, practice, or act by the Ohio Department of Rehabilitation and Correction (DRC) or its employees that directly affects the staff member or offender making the complaint.

**Interstate Compact** - The agreement codified in ORC 5149.21 governing the transfer and supervision of adult offenders under the administration of the National Interstate Commission for Adult Offender Supervision.

**Judicial Release** - A form of release pursuant to ORC 2929.20 and effective July 1, 1996. Judicial Release replaces Shock Probation.

**Monitored Time Supervision** - A period of time during which an offender continues to be under the supervision of the releasing authority and the APA subject to no conditions other than leading a law abiding life, and when applicable, other specific conditions.

**Parole** - The release from confinement in any state penal or reformatory institution by the APA that is created by Section 5149.02 of the ORC and under any terms and for any period of time that is prescribed by the Adult Parole Authority in its published rules and official minutes. A parolee so released shall be supervised by the APA. Legal custody of a parolee shall remain in the DRC until a final release is granted by the APA, pursuant to section 2967.16 of the ORC. The above applies to all persons who have committed felonies prior to July 1, 1996.

**Post Release Control (PRC)** - A period of supervision for an offender by the APA following release from imprisonment that includes one or more post release control sanctions imposed by the Parole Board pursuant to section 2967.28 of ORC.

**Post Release Control Sanction** - A sanction that is authorized under sections 2929.16 through 2929.18 of the ORC and that is imposed by the Parole Board at the time of the offender's release from prison.

**Probation** - A period of supervision for a convicted offender (felony or misdemeanor) in lieu of prison/jail term for a specified length of time. The execution of the sentence is suspended and the defendant is placed under the supervision of the Court. The period of supervision can be up to a period of five years. Once placed on probation, the offender is expected to abide by the conditions the Court imposed. The probation services can be by either the Common Pleas Court probation department or by the APA. The term probation applies to all persons placed on probation for felonies or misdemeanors committed prior to July 1, 1996 and all misdemeanors thereafter.

**Security Threat Group (STG)** - Any organization, association or group of persons, either formal or informal, which may have a common name or identifying sign or symbol whose members or associates engage in or have engaged in activities which include, but are not limited to, planning, organizing, threatening, financing, soliciting or committing unlawful acts or acts which violate the policies, rules and regulations of DRC, Administrative Rule 5120-9-37, or the ORC.

**Sex Offender** - An offender shall be identified as a sex offender for the purposes of supervision if the offense for which the offender is currently being supervised is a sexually oriented offense pursuant to ORC Section 2907 or if the official journal entry identifies the offender as a sex offender.

**Special Conditions of Supervision** - The special and specific conditions for individual offenders that are released to previous offense pattern and the probability of further serious law violations by the individual offender. Special conditions may be imposed by the Court, or by the Parole Board, pursuant to policy.

**Unauthorized Relationships** - A relationship with any individual under the supervision of the DRC and in the case of an APA employee, a relationship with any individual under the supervision of any criminal justice agency, which has not been approved by the managing officer in writing.

## **V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) that a parole officer shall conduct an initial interview with an offender no later than three (3) business days after the offender is released from prison under a term of parole or post release control, unless the offender has been released to a detainer, in which case the officer shall conduct the initial interview upon the offender's availability. Offenders 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 offenders on probation, community control, judicial release, incoming compact, or any court related supervision, the initial interview shall be conducted within three (3) business days of the Adult Parole Authority (APA) assuming supervision or offender's availability.

## **VI. PROCEDURES**

### **A. Initial Interview**

1. The initial meeting and interview between the parole officer and the offender shall:
  - a. Document that the offender reported as instructed in the parole officer's field officer tablet (FOT). The offender's placement address shall be documented in the FOT. If the offender has not arranged suitable placement, the parole officer shall refer the offender to appropriate community resources.
  - b. Provide the offender with the parole officer's contact information.

- c. Review the Conditions of Supervision (DRC3019) with the offender and any imposed sanctions/special conditions. Explain the parole officer's role during the offender's supervision to include assisting the offender and monitoring compliance. Discuss the importance of supervision compliance and possible consequences for violation behavior. Provide the offender with a copy of the conditions of supervision and any imposed sanctions/special conditions. The offender shall acknowledge receipt of notification and understanding of their conditions/sanctions with his/her signature.
- d. Explain the APA offender grievance process pursuant to DRC Policy 100-APA-17, Offender Grievance Procedure. The offender shall acknowledge his/her understanding of this process with his/her signature on the APA Grievance Procedure (DRC3218).
- e. Advise the offender that unauthorized relationships with DRC employees are prohibited and instruct the offender of the procedure for reporting unauthorized relationships pursuant to DRC Policy 31-SEM-07, Unauthorized Relationships.
- f. Advise the offender of local felony registration laws and, if appropriate, verify the offender has complied with the sex offender registration requirements under Ohio Revised Code and DRC Policy 103-SPS-02, Sex Offender Supervision.
- g. Pursuant to Ohio Revised Code (ORC) 2909.15, the APA staff shall verify an offender's arson registration status within ten (10) calendar days of release with the local sheriff's office.
- h. Have the offender sign the Authorization to Disclose/Release Information to Offender Risk Assessment System and Grant Open Access to Institutional Summary Reports (DRC1273), if needed.
- i. If the offender is a member of a security threat group, the parole officer shall contact the region's Security Threat Group (STG) coordinator to determine if a profile has been completed and to obtain existing information on the offender. In the event that no profile has been completed, the parole officer shall complete the profile utilizing the Security Threat Group Profile (DRC3284) and notify the region's STG coordinator. The regional STG coordinator shall notify local law enforcement pursuant to DRC Policy 310-SEC-12, Security Threat Groups.
- j. The parole officer shall review the financial obligations of the offender, if available, which may include restitution, child support, fines, and monthly supervision fee on the Conditions of Supervision Form (DRC3019) and pursuant to DRC Policy 100-APA-06, Financial Obligation of Offenders.
- k. If the offender is receiving services from a treatment provider (e.g., substance abuse treatment, sex offender treatment, mental health services, etc.), have the offender sign the Request for Information (DRC3008), as needed, to obtain information during the course of their supervision.

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

**B. Monitored Time**

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

**Related Department Forms:**

Authorization to Disclose/Release Information to Offender 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