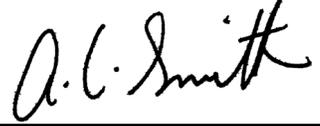




Department of  
Rehabilitation & Correction

SUBJECT: <b>Institutional and OPI Citations, Edicts or Mandates</b>	PAGE <u>  1  </u> OF <u>  2  </u>
	NUMBER: <b>25-OPI-01</b>
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 25-OPI-01 dated 12/17/2018
RELATED ACA STANDARDS:	EFFECTIVE DATE: <b>February 22, 2022</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 establish procedures that will separate the responsibilities between the institution and Ohio Penal Industries (OPI) regarding citations, edicts, and mandates from outside agencies, and assign the levels of responsibility among both parties.

## III. APPLICABILITY

The policy applies to the institutions with OPI operations and applies specifically to the separation of the institution physical plant and OPI operations.

## IV. DEFINITIONS

None

## V. POLICY

The Ohio Department of Rehabilitation and Correction (ODRC) will make every effort to achieve compliance with Public Employment Risk Reduction Program (PERRP) citations, Ohio Environmental Protection Agency (OEPA) edicts or mandates, local health department standards, and the local and state fire marshal's requirements or violations. Inspections made by at least one of these agencies should occur on no less than an annual basis.

## VI. PROCEDURES

The following procedures, at a minimum, shall be observed:

- A. The OPI manager will be informed upon arrival of any PERRP, OEPA, Health Department or Fire Marshal visit.

If citations, edicts, mandates, or violations are issued for any safety and/or health hazards in the operation of that shop, it will be the responsibility of OPI to correct the hazards or deficiencies noted within the time frame established by the inspecting agency.

- B. If citations, edicts, mandates, or violations are issued for a safety and/or health hazard found in the physical plant or building structure, HVAC or building electrical system, it shall be the responsibility of the institution to correct the hazards within the time frame established by the inspecting agency issuing the citation, edict, mandate, or violation.
- C. The institution designee shall accompany the inspecting agency representative through these shop areas, accompanied by the shop manager. The inspecting agency representative must be informed about the separation of responsibility between the institution and OPI and all citations, edicts, mandates, and violations should reflect the appropriate area involved.
1. When the formal citations, edicts, mandates, and violations are received by the institution, it is the institution designee's responsibility to furnish OPI shop managers (Penal Industries Manager 1 and Penal Industries Manager 2) with copies of these citations, edicts, mandates, or violations within three (3) business days of receipt.
  2. OPI shop managers shall notify in writing assigned Regional Industry Manager 3 as well as the OPI Chief immediately upon receipt.
  3. When these citations, edicts, mandates, or violations of OPI shops are corrected, it is the responsibility of OPI to inform the institution designee within three (3) business days of completion.
  4. For any citations, edicts, mandates, or violations corrected within thirty (30) calendar days of receipt, unless the citing agency has indicated an alternate timeframe, of the formal citation by the OPI staff, a report must be filed with the institution designee for preparation of the monthly report to the citing agency.
  5. Requests for extensions of corrective actions shall be made by a formal letter through the institutional designee, in coordination with the Division of Legal Services at Operations Support Center.
  6. Any funds needed to correct safety and/or health hazards shall be requested through the normal procedure for requesting funds.