



Department of
Rehabilitation & Correction

SUBJECT: Establishment of New OPI Industries	PAGE <u> 1 </u> OF <u> 2 </u> .
	NUMBER: 25-OPI-03
RULE/CODE REFERENCE:	SUPERSEDES: 25-OPI-03 dated 01/26/08
RELATED ACA STANDARDS: 2-CI-6A-1, 6A-4	EFFECTIVE DATE: January 7, 2019
	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 practices governing the creation of new industries.

III. APPLICABILITY

This policy applies to all product managers (penal industries manager II), manufacturing and/or new business manager (penal industries manager III) or any other Ohio Penal Industries (OPI) employee involved in establishing a new shop.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to establish a formal system whereby sufficient information will be provided to the chief of Correctional Industries so an informed decision can be made as to whether to proceed with the new industry.

VI. PROCEDURES

- A. The responsible manager or, in some cases, the research and development team leader will present the New Product/Service Information Report to the fiscal officer and the chief of Correctional Industries for review and approval or disapproval.

B. At a minimum, the Information Report shall contain:

1. Anticipated market or partner;
2. Number of civilian staff;
3. Number of inmate workers;
4. Space required;
5. Equipment costs;
6. Shipping of Finished Goods;
7. Special requirements (if any);
8. Projected annual operating costs;
9. Anticipated annual revenue;
10. Price Structure for New Products/Service;
11. Product Demand;
12. Benefits of New Products/Service;
13. Proposed Manufacturing site of New Products/Service; and
14. Market Analysis