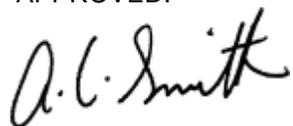




SUBJECT: Ohio Penal Industries Interaction with Outside Sources	PAGE <u> 1 </u> OF <u> 2 </u>
	NUMBER: 25-OPI-07
RULE/CODE REFERENCE:	SUPERSEDES: 25-OPI-07 dated 03/18/14
RELATED ACA STANDARDS: 2-CI-6B-3, 2-CI-6F-2, 2-CI-6G-1	EFFECTIVE DATE: April 22, 2019
	APPROVED: 

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 requirements for the chief of Correctional Industries and/or other management personnel to interact with private sector business representatives and other State Correctional Industries.

III. APPLICABILITY

This policy applies to the designated managerial staff of Ohio Penal Industries (OPI) which is set by the chief of Correctional Industries.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to ensure Ohio Penal Industries (OPI) establishes a practice of maintaining relations with industry, labor, state, and community organizations. This allows OPI to provide methods to measure the performance of all correctional industries in comparison to private sector as well as other correctional industries.

VI. PROCEDURES

A. The chief of Correctional Industries/designee shall regularly attend meetings of the Office of Enterprise Development which is comprised of both private and state employees who have experience in labor relations, marketing, business management, or business.

- B. The chief of Correctional Industries shall appoint an OPI staff member as a member of ODRC's apprenticeship committee, which consists of ODRC department members, business representatives, and mentor representatives. The chief of Correctional Industries shall also be responsible for reviewing new and existing OPI inmate job descriptions, which correlate to the U.S. Department of Labor Dictionary of Occupational Titles.
- C. The chief of Correctional Industries shall provide services, as requested, to the job linkage program sponsored by DRC in order to create awareness by Ohio businesses of the skill level of the inmates being released from the prison system.
- D. For shops that are currently in operation, the product manager of each specific shop shall do an annual evaluation. To continue to improve an OPI operation the following areas shall be reviewed as a part of the annual evaluation:
1. Shop Profitability;
 2. On-time Delivery;
 3. Daily worker capacity;
 4. Shop Productivity;
 5. Inmate Training;
 6. Product Pricing.
- E. To ensure the OPI operations continue to improve, OPI shall use the following operations/programs to benchmark:
1. Production/Manufacturing;
 2. Quality Control;
 3. Customer Service;
 4. Shipping/Trucking;
 5. Marketing;
 6. Industrial Training Program;
 7. Apprenticeship Program;
 8. Reentry/Job Placement.
- F. The benchmark areas that will be reviewed for guidelines shall not only be from internal resources, but from other state correctional industries, NCIA, and private sector.
- G. Relationships between correctional industries and the private sector shall comply with all applicable state and federal regulations.