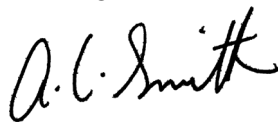




Department of
Rehabilitation & Correction

SUBJECT: Incarcerated Individual Separations	PAGE <u> 1 </u> OF <u> 5 </u> NUMBER: 53-CLS-05
RULE/CODE REFERENCE: ORC 5120.01, 5120.50	SUPERSEDES: 53-CLS-03 dated 07/13/2012
RELATED ACA STANDARDS:	EFFECTIVE DATE: April 1, 2021
	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 to be utilized when it becomes necessary to separate selected incarcerated individuals.

III. APPLICABILITY

This policy applies to all staff and incarcerated individuals, specifically those staff who are responsible for the supervision and assignment of incarcerated individuals and those individuals who have ordered separations. The Division of Parole and Community Services is exempted from this policy.

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the ODRC policies page on the ODRC Intranet at the following:

[Definitions Link](#)

- **Institution Separation**
- **Local Separation**

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to order that two (2) or more incarcerated individuals be physically separated when there is reason to believe that the individuals could be harmed by being in close proximity to one another, and/or their presence together could jeopardize the security and safety of the institution, staff, and/or other incarcerated individuals.

VI. PROCEDURES**A. Institution Separations**

1. Institution separation recommendations may originate from the courts, law enforcement agencies, Division of Parole and Community Services (DPCS) staff, administrative and/or unit staff, the incarcerated individuals, and/or managing officers.
2. The unit management chief (UMC)/designee shall be the employee responsible for the coordination and tracking of all separations at the institutions. At the three reception centers, the reception coordinator/staff shall be responsible for the coordination, tracking, and the input of prior separations.
3. When an individual arrives at the reception center, the reception coordinator/designee shall be responsible for reviewing the incarcerated individual file to determine if any separations have been recommended by the sentencing judge, the local law enforcement agency and/or the DPCS.
 - a. The unit staff shall follow-up on any self-admission statements and/or requests from an incarcerated individual to see if separation is warranted.
 - b. Upon determination that a separation is warranted, the reception coordinator shall prepare a Separation Order (DRC2456) for the managing officer's/designee signature. The order shall contain the reasons for the separation and what methods were used and/or attempted for verification purposes. The order shall then be entered by the reception coordinator/designee.
4. Upon receipt of an incarcerated individual through a transfer, it is the responsibility of the receiving institution's UMC/designee to review the files and the Departmental Offender Tracking System (DOTS Portal) to determine if an institution separation has been ordered between the new incarcerated individual and any other individuals currently at the facility.
 - a. The UMC/designee shall determine an appropriate temporary placement for the new incarcerated individual that may include but not be limited to placement in restrictive housing, limited privilege housing, or placement in a housing unit other than the one in which the other incarcerated individual(s) is/are assigned.
 - b. The UMC/designee shall prepare a Separation Order (DRC2456) that lists the rationale for the separation, and an electronic Transfer Authorization Request form (DRC2003) and send to the managing officer for review and approval. Approved requests are forwarded to the Bureau of Classification and Reception (BOCR) for final approval and one individual shall be transferred to another institution as soon as possible.

5. Upon arrival at an institution, if an individual claims to have an institutional separation and there is no documented Separation Order (DRC2456), the UMC/designee shall be notified. Upon notification, the UMC/designee shall interview the individual and complete an investigation to determine if an institutional separation is necessary. If warranted, the UMC/designee shall follow steps outlined in VI.A.4.a, b of this policy.
6. The Rules Infraction Board (RIB) shall consider recommending institutional separations in all cases involving serious assaults and confrontations between incarcerated individuals.
 - a. After considering all evidence, if the RIB deems an institution separation necessary, the committee shall forward a separation order to the UMC/designee for approval.
 - b. Upon approval by the UMC/designee, the separation order shall be forwarded to the managing officer/designee. If the managing officer/designee determines that an institution separation is appropriate, a Separation Order (DRC2456) and the electronic Transfer Authorization Request (DRC2003) shall be forwarded to the BOCR for review and approval.
 - c. The individual shall be notified if the separation pertains to an RIB conviction.
7. The BOCR chief/designee shall make the final decision on the separation. BOCR shall document the decision by signing the Separation Order (DRC2456), the electronic Transfer Authorization Request (DRC2003) and entering the separation information into DOTS Portal (SEPIO) with a brief explanation for the separation. BOCR shall send a copy of the approved forms to the Bureau of Records Management (BORM).
8. All institution documentation regarding the separation of incarcerated individuals shall be kept in the electronic record office file.
9. The BOCR shall consider institution separations when making decisions concerning institution placements. Prior to BOCR making an initial classification institution assignment from a reception center, the reception center staff shall review available and prior commitment records for past separations and enter the information into DOTS Portal if not listed.

B. Local Separations

1. It is the responsibility of the managing officer/designee to approve or deny local separations upon the recommendations of the RIB, Protective Control (PC) Committee, or Reclassification/Classification Committee.

2. Approved local separations shall be documented on the Separation Order (DRC2456) and distributed as follows (Confidential information relating to this order shall not be included with the written order when it is distributed):
 - a. Count Office
 - b. Scan to OnBase under Classification Separation
 - c. Enter in DOTS Portal (SEPIO)
3. It is the responsibility of each staff member involved in the assignment of incarcerated individuals to consider separation orders when making any work, education, or living unit assignment.
4. Once a local separation is approved, it remains in effect, regardless of transfer to another institution, unless removed in accordance with section VI.D of this policy.

C. Special Circumstances

1. In circumstances when it is not feasible to maintain an institution separation between incarcerated individuals, such as in an ERH facility, the individuals shall be separated in the same manner as a local separation.
2. In circumstances where incarcerated individuals have a local separation, but due to the nature of their status, (i.e., PC or ERH facility) it is not feasible to maintain separate housing areas, measures shall be taken to ensure the individuals are not in close proximity with one another during work, recreational, or leisure time activities.

D. Removal of Separations

1. All Separation Orders (DRC2456) may only be removed by the BOCR chief/designee for good cause and upon the affirmative recommendation of the managing officer/designee.
 - a. The unit manager/designee shall interview the incarcerated individual and begin completion of the Separation Resolution/Removal (DRC4257) process. Each incarcerated individual involved in the situation shall complete the form. If one incarcerated individual disagrees/refuses, the removal shall not be granted. The unit manager/designee of all incarcerated individuals involved in the separation order shall communicate and share pertinent information with each other.
 - b. The Separation Resolution/Removal (DRC4257) form shall be processed through the UMC and managing officer/designee for approval/denial at each institution.
 - c. If approved by the managing officer/designee, the form shall be forwarded to the BOCR chief.
 - d. The BOCR shall review the request for approval or disapproval. A copy of the Separation Resolution Removal (DRC4257) with the BOCR's decision shall be scanned to OnBase. If the separation removal is approved, the BOCR shall update

DOTS Portal, create a CNOTE and notify the institution UMC of the BOCR decision. The BOCR's decision shall be final.

2. Separations resulting from the recommendations of the RIB, PC, or Reclassification/Classification committees shall be considered in the appeal and/or administrative review process formulated for those hearings. The appeal and/or administrative review decision shall affirm or deny the separation decision when considering the recommendations of those committees and justification shall be noted on the Separation Order (DRC2456).

Referenced Forms:

Transfer Authorization Request	DRC2003
Separation Order	DRC2456
Inmate Separation Resolution/Removal Form	DRC4257