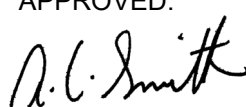




Department of
Rehabilitation & Correction

SUBJECT: Incarcerated Individual Security Classification Level 4 and Protective Control (PC) at OSP	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 53-CLS-06
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 53-CLS-06 dated 04/01/2019
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 state the guidelines representing the operation of Level 4 Classification and Protective Control processes at the Ohio State Penitentiary (OSP).

III. APPLICABILITY

This policy applies to all Level 4 and protective control incarcerated individuals at the Ohio State Penitentiary (OSP) and all staff involved in the security classification process.

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](#)

- **Extended Restrictive Housing (ERH)**
- **Serious Mental Illness (SMI)**

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to create an informal, non-adversarial process for the classification of incarcerated individuals according to their security risk. This process shall consider behavior and such other objective factors as are available and relevant when assessing an incarcerated individual's institutional security needs. Factors considered include, but are not limited to:

- History of assaultive, violent, or disruptive behavior

- Age
- Escape history
- Enemies of record
- Gender
- Sex
- Medical status
- Mental and emotional stability
- Notoriety of offenses
- Criminal history
- Type of sentencing and release eligibility
- Programming and education history
- STG affiliation
- Previous adjustment at less restrictive security levels.

The goal of the classification process is to place incarcerated individuals in the lowest security level deemed necessary to ensure the safety and security of persons, the institution, and the community. Incarcerated individuals shall be placed at institutions consistent with their security classification rating.

VI. PROCEDURES

A. Reasons for Placement of Classification Level 4 Incarcerated individuals at the Ohio State Penitentiary (OSP)

1. An incarcerated individual may be placed at classification Level 4 at the OSP for the following reasons:
 - a. An incarcerated individual held in security level E at the OSP is placed in classification Level 4. No incarcerated individual has the right to stay at OSP and the basis for retention at OSP is solely for institutional and operational need.
 - b. An incarcerated individual who is already security Level 4 may be transferred to OSP when it has been determined OSP is the most suitable placement for the incarcerated individual.
 - c. An incarcerated individual who requires protective control and is also Level 4 security may be placed at OSP under the following conditions:
 - i. The incarcerated individual cannot be safely housed at any other institution which houses Level 4 protective control incarcerated individuals.
 - ii. The incarcerated individual is not SMI as indicated by a mental health classification level of C1.
2. An incarcerated individual may be placed at OSP if the incarcerated individual is not seriously mentally ill (SMI) as indicated by a Mental Health classification of C1. If, while an incarcerated individual is at OSP, the diagnosis changes to SMI (C1), the incarcerated individual shall be removed from OSP. Exceptions to this rule may only be approved by the chief psychiatrist of the ODRC.

3. An incarcerated individual who is reduced from E to Level 4 at OSP or an incarcerated individual already at Level 4 who is transferred to the OSP will be provided with an orientation meeting with a member of the unit staff within fourteen (14) calendar days of placement at Level 4 at the OSP.
 - a. At the orientation meeting, the staff member will present the incarcerated individual with the Request for Permission to Remain at the Ohio State Penitentiary (DRC2739) and obtain the incarcerated individual's signature.
 - b. The incarcerated individual will be advised that they may withdraw their consent in writing at any time and request a transfer. Following receipt of a written request for transfer, the Bureau of Classification and Reception (BOCR) shall transfer the incarcerated individual to another institution when it is reasonable to do so.
 - c. A request to transfer may be denied for security or operational concerns. A denial of the request to transfer must be approved by the Director or Director's designee.

B. Procedural Requirements Governing Annual Security Review for Classification Level 4 Incarcerated individuals at the OSP.

Level 4 incarcerated individuals at OSP shall receive a security review no less than annually and all reviews shall be guided by the provisions outlined in ODRC Policy 53-CLS-01, Security Classification for Incarcerated Persons Levels 1 - 4.

Referenced ODRC Policies:

53-CLS-01 Security Classification for Incarcerated Persons Levels 1 - 4

Referenced Forms:

Request for Permission to Remain at the Ohio State Penitentiary DRC2739