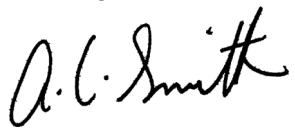




Department of
Rehabilitation & Correction

SUBJECT: Interstate Corrections Compact	PAGE <u> 1 </u> OF <u> 8 </u>
	NUMBER: 53-CLS-07
RULE/CODE REFERENCE: ORC 5120.01, 5120.50	SUPERSEDES: 53-CLS-07 dated 12/13/2016
RELATED ACA STANDARDS: 2-CO-4B-02	EFFECTIVE DATE: July 15, 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 set forth policy and procedure for the interstate transfer of incarcerated individuals and the handling and record keeping processes of interstate corrections compact incarcerated individuals in accordance with Ohio Revised Code (ORC) 5120.50 and current interstate contractual agreements.

III. APPLICABILITY

This policy applies to all persons employed by or under contract with the Ohio Department of Rehabilitation and Correction (ODRC), particularly those employees who become involved in the handling of interstate corrections compact incarcerated individuals.

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](#)

- **DOTS Portal**
- **Interstate Transfer**
- **OnBase**
- **Receiving Agency**
- **Sending Agency**

V. POLICY

It is the policy of the ODRC to ensure individuals transferred to and from out-of-state jurisdictions are handled in accordance with the ORC and the Interstate Corrections Compact Agreement between the sending and receiving states and/or agencies.

VI. PROCEDURES**A. Oversight of the Interstate Corrections Compact**

1. ORC 5120.50 authorizes the Director of the ODRC or designee to perform the necessary duties or responsibilities required by the Interstate Corrections Compact, including sending and receiving individuals to and from states and/or agencies with which the department has a written compact. The Bureau of Classification and Reception (BOCR) chief shall be designated with the responsibility for maintaining the contracts between Ohio and all other states and agencies.
2. Each contract between sending and receiving states and/or agencies shall provide for matters necessary to fix the obligations, responsibilities, and rights of the sending and receiving states and/or agencies.
3. No information is considered public information on interstate corrections compact or federal incarcerated individuals. BOCR must be contacted prior to the release of any information concerning the individual. Any inquiries regarding the interstate transfer of inmates or the handling of them shall be directed to the BOCR chief/designee. All communication with sending states and/or agencies and the public regarding Interstate Corrections Compact and federal incarcerated individuals shall occur only with the prior approval of the BOCR chief/designee.
4. Whenever an incarcerated individual is transferred to another state and/or agency under the Interstate Corrections Compact, they shall be governed by the policies and procedures of that state and/or agency, to exclude any laws or rules related to sentencing. The receiving agency shall act solely as the custodian for the sending agency.

B. General Procedures for Interstate Compact

1. No interstate transfer shall take place unless:
 - a. The incarcerated individual has given written consent to such transfer, or
 - b. In the event the incarcerated individual does not consent to such transfer, a hearing shall be held by the institutional committee designated by the managing officer of the sending institution and a record made indicating the reason for said transfer, and
 - c. The receiving and sending states are party to the compact, and

- d. The ODRC Director or designee has determined that said transfer is in the best interest of the ODRC. An incarcerated individual from Ohio may be transferred out of state if it is determined that the individual constitutes a threat to the security of the institution, its staff, other individuals, or themselves.

C. Procedures for Interstate Transfers of Incarcerated Individuals into Ohio

1. Reception Procedures

- a. The BOCR is responsible for approving and arranging transfers of Interstate Corrections Compact individuals into Ohio. The responsibility of transferring individuals back to the sending agency upon release shall be handled as set forth in each Interstate Corrections Compact.
- b. The BOCR shall notify the Bureau of Sentence Computation (BOSC) and the managing officer/designee of the designated reception center of the upcoming arrival of an approved interstate incarcerated individual transfer. Prior to the individual's arrival at the designated reception center, an information packet shall be sent from BOCR to the managing officer/designee. This packet shall contain all documents from the individual's sending state and/or agency, along with any new documents that contain any other pertinent information as determined by BOCR. BOCR shall provide transportation orders to the reception center once final arrangements are confirmed with the sending state.
- c. The BOCR shall provide the BOSC with sentencing documents for an interstate corrections compact individual. BOSC shall review the sentence calculation and be responsible for any modification provided by the sending state/agency throughout the individual's period of incarceration.
- d. The managing officer/designee shall advise the health care administrator (HCA), mental health administrator and/or recovery services supervisor, when needed, of the pending arrival and provide the Intrasystem Transfer and Receiving Health Screening form (DRC5255), or similar document(s) received from the sending state. The Intrasystem Transfer and Receiving Health Screening form (DRC5255) shall only be used as background information on the inmates. All required reception center health screenings and assessments shall still be completed.
- e. When an interstate corrections compact or federal individual arrives at the reception center, the reception center record office staff shall:
 - i. Assign the individual an identification number,
 - ii. Enter the DNA "NO" override into DOTS Portal,
- f. The BOSC shall be responsible for the following:
 - i. Entering the sentencing information into DOTS Portal, as similar to the actual sentence information as possible.
 - ii. Entering the county of commitment as "Clay".

- iii. Entering the Offender Status Update (STATI) code as 01 0B. This will produce a message of “Contact Bureau of Classification” on most DOTS Portal screens.
 - iv. Entering the Hideaway Flag (EXPNG) in DOTS Portal. This will prevent the individual’s information from being accessible on the ODRC’s internet site. This flag shall be removed by the BOSC once the individual is released or paroled.
 - v. Entering the master file into OnBase as stipulated in DRC policy 07-ORD-03, Master File.
- g. The security threat group (STG) coordinator at Operation Support Center (OSC) shall review all STG related documents in the individual’s master file. When STG involvement is indicated, the STG information entered into DOTS Portal will indicate “Unauthorized Group” only.
- h. Throughout an interstate compact individual’s incarceration in ODRC, the managing officer/designee shall be responsible for notifying the BCR of any medical emergency or pre-scheduled procedures or treatment to occur outside of the institution and shall provide the BOCR with notification of the individual’s release and return to the institution.
- i. The BOCR shall contact the interstate coordinator for the sending agent who is the next-of-kin contact for interstate individual. This information relates to any notification in the case of a death or serious illness of an interstate corrections compact individual. The managing officer/designee is responsible for ensuring immediate notification to the BCR in the case of death or serious illness.
- j. Reception staff shall complete a Security Designation (DRC2568) and notify the BOCR chief/designee. Once classified, the BCR shall arrange for transfer to the parent institution.
2. Parent Institution Procedures
- a. The managing officer/designee of each institution shall be responsible for maintaining, updating, and reviewing the master file to ensure it is current and accurate. All other departments, including but not limited to, medical, mental health services, recovery services, mail, visiting, OSC, maintaining records on interstate compact individuals shall be responsible for updating and reviewing their files to ensure they are current and accurate, and that they are kept confidential, not releasing information without BOCR approval.
 - b. A progress report must be completed by the institution for each Interstate Corrections Compact individual every six (6) months and forwarded to the BOCR chief/designee. Federal individuals require a progress report annually. The report shall include any programs, job evaluations, requests for security level changes, and all disciplinary action since the prior report. A copy shall be maintained in the individual’s master file.
 - c. Security level changes or transfers of the individual may only occur when approved by the BOCR chief/designee.

- d. The BOCR chief/designee must be notified immediately in case of any life threatening medical condition, death, suicide, escape attempts, investigations, or any other unusual incidents involving any interstate corrections compact or federal individual.
- e. The BOCR must be notified by the managing officer/designee when an interstate compact individual's status is absent with leave (AWL) or out-to-court (OTC), and when the individual returns to the institution. The BOCR shall notify the BOSC so the proper code of "01 0B" may be entered into STATI. If the individual leaves the institution for any reason, or if the individual's status in STATI changes, this code must be updated once the inmate returns to the institution in order to create the "Contact BOCR" flag on most DOTS Portal screens.
- f. Throughout the individual's incarceration in ODRC, the HCA and/or MHA shall be responsible for notifying the BOCR of any scheduled medical procedures or treatment to occur outside of the institution. The BOCR shall receive pre-approval, when necessary, through the sending state.
 - i. Upon approval from the sending state, the BOCR chief/designee shall notify FMC (for the Ohio State University Medical Center procedures and/or treatments) or the responsible deputy warden at the parent institution that the bill for treatment/care must be sent to the BOCR.
 - ii. The BOCR shall forward the bill and approval from the sending state to the Department of Business Administration (DBA) chief/designee who shall bill the sending state and deposit the funds into the individual responsibility fund. DBA shall provide-BOCR with documentation of payments received.
- g. The Bureau of Records Management (BORM) chief shall monitor OnBase monthly and move all documents on interstate compact individuals to a secure file that can be accessed by the BOCR chief/designee and managing officers/designees only.
- h. The BOCR shall be the primary contact and shall correspond with the sending agency or the APA deputy compact administrator regarding parole/release planning for interstate compact individuals. Upon release, whether on supervision or incarceration, all files are considered closed and shall be sent to CRC/ORW. CRC/ORW shall forward the mental health files to Behavioral Health Operations (BHO), and medical file(s) to the Bureau of Medical Services at Operation Support Center (OSC). Any requests for medical/mental health information on an interstate corrections compact individual received after the individual has returned to the sending state's custody shall be referred to the chief/designee of the BHO and/or BOMS accordingly.
- i. All closed interstate corrections compact files shall be maintained by the BOCR chief/designee and according to the ODRC Record Retention Schedule and ODRC Policy 07-ORD-01, Records Management Program. BOCR shall forward their OSC file to BORM to be scanned into a secure file in OnBase.

D. Procedures for Interstate Transfers of Inmates Out of Ohio

1. The BOCR chief/designee shall review and approve all requests to transfer an offender out of state under the provisions of the Interstate Corrections Compact. When an interstate transfer is being considered, an interstate request packet shall be completed by the institution, approved by the managing officer, and forwarded to the BCR chief/designee for consideration. The packet shall contain, but not be limited to, the following documents:
 - a. Interstate Compact Request (DRC2698),
 - b. Incarcerated individuals Request for and Consent to Interstate Transfer and Waiver of Due Process Hearing (DRC2689), or
 - c. Copy of Rules Infraction Board (RIB) proceedings to determine the need for a transfer out of state for an individual who does not consent to said transfer,
 - d. Intrasystem Transfer & Receiving Health Screening Form (DRC5255),
 - e. Institution summary, including RIB summary with details of any violent/serious infractions,
 - f. Any available FBI/BCI/PSI/OBI reports,
 - g. Journal Entries/Sentencing Documents,
 - h. Medical and mental health summaries,
 - i. Escape flyer,
 - j. Incarcerated individuals Data Sheet,
 - k. STG information,
 - l. Any other pertinent information or documents.
2. When a transfer out of state has been approved, the BOCR shall notify the sending institution and the BOSC of the details of the individual's transportation to the receiving agency. The BOSC shall enter the Offender Status Update (STATI) code as 01 0B. This will produce a message of "Contact Bureau of Classification" on most DOTS Portal screens. The BOSC shall also enter the Hideaway Flag (EXPNG) in DOTS Portal. This will prevent the individual's information from being accessible on the ODRC's internet site. This flag shall be removed by the BOSC once the individual is released or paroled.
3. The institution shall prepare the incarcerated individual for transport. The individual cannot be transported with property. Legal mail and a fourteen (14) day supply of current medications are the only items that may travel with the individual. If the individual has property that is allowed at their new institution, it may be mailed to that institution at the individual's expense or mailed home. If the institution chooses, they may obtain the individual's authorization ahead of time to pay for the property being mailed and send the remaining funds in the individual's account to the receiving institution after the individual has been processed and assigned a parent institution and number in the receiving state. When individuals leave via CRC for the benefit of the transporting authorities, the parent institution sending the individual to CRC shall complete these functions prior to transferring the individual to CRC.

4. Upon transfer of the individual from Ohio, all records on male individuals must be forwarded to the BORM for scanning, if necessary. CRC shall send the medical file(s) to BOMS and mental health file to BHO. All male individuals shall be carried on CRC's out-to-court other list. Records on female individuals transferred out of state must be forwarded to the BORM for scanning, if necessary. ORW shall send the medical file(s) to BOMS and mental health file to BHO. All female individuals shall be carried on ORW's out-to court other list. BORM, BOMS, and BHO are responsible for the maintenance of the files in accordance with ODRC Policy 07-ORD-01, Records Management Program.
5. ODRC shall also monitor all requests for medical treatment and procedures for out-of-state individuals. Requests for pre-approval on medical treatment and procedures shall be approved by the ODRC medical director. Pre-approval for emergency services is not required; however, the ODRC medical director shall determine if the treatment or procedure was emergent in nature. If the ODRC medical director determines the care received was not emergent, the charge will be refuted. Approved medical bills shall be sent to the DBA chief/designee for payment.
6. BOSC shall confirm the sentence computation, monitor the parole eligibility dates, and notify the BOCR chief/designee and the parole board chair/designee of impending releases and parole hearings for all out-of-state individuals.
7. BOSC shall be responsible for providing parole notification letters and notifying the parole program specialist supervisor and the parole board parole officer (PBPO) that the individual is out of state but can be heard during CRC/ORW's normal hearings. They shall monitor parole eligibility dates and release dates and notify the parole program specialist supervisor who shall consult with the BOCR chief/designee of impending releases and parole hearings.
8. The parole program specialist supervisor shall obtain any required information, such as access to the individual's file and progress reports, from the BOCR chief/designee. The PBPO shall not have access to any information regarding the individual's out of state placement.
9. The parole board chair/designee shall enter parole board hearing minutes into DOTS Portal.
10. Unless granted an exception from the BOCR chief/designee, all Ohio incarcerated individuals shall be returned from their receiving state back to Ohio prior to their release date. At that point, the individual shall be treated as a non-interstate corrections compact individual.
11. It may become necessary for an Ohio incarcerated individual to return to Ohio from an interstate compact placement to serve the remainder of their sentence. The BOCR chief/designee shall notify BOSC and BORM of the status change for information to be updated in DOTS Portal and access given to records in OnBase. These individuals will return to CRC/ORW. The BOCR chief/designee shall work with CRC/ORW reception staff to assign a parent institution and arrange the transfer.

12. Prior to any release, BORM shall be responsible for review of the Master File and Record Office File Release Checklist (DRC2463), to include checking for detainers and notify requests.
13. If an incarcerated individual is assessed with post release control or granted a parole in Ohio, CRC or ORW staff shall be responsible for coordinating the placement, supervision, and transportation of the individual, if necessary.
14. If an incarcerated individual is assessed with post release control or granted a parole outside of Ohio, the APA deputy compact administrator shall be responsible for coordinating the placement and supervision of the offender.
15. Upon completion of the sentence, CRC or ORW staff shall forward the entire incarcerated individual's file to BORM in accordance with ODRC Policy 07-ORD-03, Master File.

Referenced ODRC Policies:

07-ORD-01 Records Management Program
07-ORD-03 Master File

Referenced Forms:

Record Office File Release Checklist	DRC2463
Security Designation	DRC2568
Inmate Request For and Consent to Interstate Transfer and Waiver of Due Process Hearing	DRC2689
Interstate Corrections Compact Request	DRC2698
Intrasystem Transfer and Receiving Health Screening	DRC5255