




Department of
Rehabilitation & Correction

SUBJECT: Immediate Transfers	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 53-CLS-08
RULE/CODE REFERENCE: ORC 5120.01; AR 5120-9-07, 5120-9-08, AR 5120-9-21	SUPERSEDES: 53-CLS-08 dated 02/05/2017
RELATED ACA STANDARDS:	EFFECTIVE DATE: June 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 guidelines for the fair, uniform, and objective security classification of incarcerated individuals of the Ohio Department of Rehabilitation and Correction (ODRC). Appropriately classifying incarcerated individuals is a means of protecting the public, ensuring staff safety, and achieving ODRC's rehabilitative goals.

III. APPLICABILITY

This policy applies to all ODRC employees and incarcerated individuals involved in the 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)**

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to maintain a classification level system that creates a process for the classification of incarcerated individuals according to their security risk. The assignment of incarcerated individuals to institutions shall always consider their needs, the safety of persons in the institution, and the operational stability of the institution.

Incarcerated individuals shall be placed at the lowest level of security possible that is still sufficient to ensure the safety and security of persons, the institution, and the community. Incarcerated individuals shall be placed at institutions that are consistent with their security classification rating. This policy must be followed to immediately transfer an incarcerated individual to a different institution.

VI. PROCEDURES

A. Criteria for Immediate Transfer

A managing officer may immediately transfer an incarcerated individual to another facility when:

1. The incarcerated individual meets the criteria for ERH level placement as set forth in ODRC Policy 53-CLS-04, Level E Placement (ERH)
2. The incarcerated individual's continued presence in the current institution has a detrimental effect on the safety, security, or good order of the institution.

B. Approval and Notification Procedures for an Immediate Transfer.

Approval for an immediate transfer shall be obtained as follows:

1. The managing officer shall request authorization to initiate an immediate transfer of an incarcerated individual by contacting the appropriate regional director with the facts and the circumstances surrounding the request, details of the events leading to the request, and a summary of potential outcomes justifying the need for an immediate transfer.
2. The Immediate Transfer Process (DRC2095) shall be utilized in every transfer.
3. When the regional director approves the immediate transfer, he/she shall advise the sending managing officer, the Bureau of Classification and Reception (BOCR) chief, and the managing officer of the receiving institution. The regional director shall provide any critical identifying information.
4. The managing officer of the sending institution shall ensure medical and mental health staff communicate any pertinent information to the receiving institution prior to the individual's transfer.
5. A conduct report shall be written prior to the departure from the sending institution.
6. The sending institution shall complete the electronic Transfer Authorization Request (DRC2003). The Immediate Transfer Process (DRC2095) shall be attached.

If outside normal business hours, the receiving institution shall carry the incarcerated individual as a plus one on their count and the receiving institution shall carry the individual absent with leave (AWL).

7. The sending institution shall prepare the incarcerated individual for transfer and serve a notice of the immediate transfer using the Notice of Inter-Institutional Transfer (DRC2446), as required by A.R. 5120-9-21(D) Inter-Institutional Transfer of Inmates, and ODRC Policy 53-CLS-01, Security Classification for Incarcerated Persons Levels 1-4.
8. The BOCR will process the Transfer Authorization Request (DRC2003).
9. The receiving institution shall be responsible for completing any necessary hearings and/or reviews to determine appropriate security level and placement.

Referenced ODRC Policies:

- 53-CLS-01 Security Classification for Incarcerated Persons Levels 1-4
- 53-CLS-04 Level E Placement (ERH)

Referenced Forms:

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| Transfer Authorization Request | DRC2003 |
| Immediate Transfer Process | DRC2095 |
| Notice of Inter-Institutional Transfer | DRC2446 |