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 standards, guidelines, and procedures for the implementation of sex offender services and programs in the Ohio Department of Rehabilitation and Correction (ODRC). This policy shall standardize the delivery of sex offender services throughout the ODRC.

III. APPLICABILITY

This policy applies to all institutional staff employed by or under contract with the ODRC who provide sex offender services and programs to offenders or who are involved in any project including planning, design and development, evaluation, and research that affect sex offender services and programs, including coordination with any Adult Parole Authority (APA) policy which delegates duties for sex offender management in the community.

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]

- Basic Education
- Comprehensive Sex Offender Assessment
- Comprehensive Sex Offender Program
- Core Correctional Practices
- Electronic Health Record (EHR)
- Group-Based Comprehensive Sex Offender Program
- Sex Offender Program Curriculum
- Sex Offender Risk Assessment
- Sex Offender Services Quality Improvement Program
- Unit-Based Comprehensive Sex Offender Program
V. POLICY

It is the policy of the ODRC to provide a system of sex offender services to incarcerated individuals classified as sex offenders for the purpose of reducing the risk of sexual re-offending thereby enhancing public safety and future risk to victims. This policy ensures all sex offenders shall undergo evidence-based sex offender specific assessments and that evidenced-based sex offender-specific programming shall be provided based on the level of risk to re-offend.

VI. PROCEDURES

A. Identification

For the purposes of sex offender assessment and programming, an incarcerated individual shall be identified as a sex offender if the current offense for which the individual is currently incarcerated is a sexually oriented offense pursuant to the Ohio Revised Code (ORC) or if the official journal entry identifies the individual as a sex offender.

B. Sex Offender Risk Reduction Center (SORRC)

1. All male incarcerated individuals who are designated as sex offenders at the male reception centers shall be transferred to SORRC at the CRC.

2. Upon arrival at SORRC, incarcerated individuals shall receive an orientation to Sex Offender Services.

3. A sex offender risk assessment shall be completed under the supervision of the SORRC administrator/designee. The risk instrument shall yield a range of scores that categorize levels of risk to sexually reoffend:

   -3, -2           Very Low Risk
   -1, 0            Below Average Risk
   1, 2, 3          Average Risk
   4, 5             Above Average Risk
   6 and above      Well Above Average Risk

4. Incarcerated individuals shall be assigned a risk level, designating them as very low, below average, average, above average, well above average risk to sexually reoffend.

5. The SORRC administrator may override a designated risk level if it is determined there are factors present that warrant a higher risk level.

6. Each sex offender's level of risk shall be entered into the DOTS Portal Sex Offender Risk Score (SXR) screen.

7. A sex offender with an override shall be entered as a “4” in DOTS Portal. The reasons for the override shall be described and documented in the Comprehensive Sex Offender Assessment report.
8. Sex offenders assigned a risk level of very low, below average or average shall be scheduled for Basic Education programming and transferred to their parent institutions once Basic Education is completed.

9. Sex offenders who are assigned risk levels of above average or well above average shall be scheduled for Basic Education programming. Once the Basic Education is completed, they shall be scheduled for and complete a comprehensive sex offender assessment.

C. Inclusion and Exclusion Criteria for Comprehensive Sex Offender Programs

1. The Comprehensive Sex Offender Program shall be mandatory for the following incarcerated individuals designated as sex offenders:
   a. The individual scores above average risk or well above average risk to sexually reoffend. Individuals shall be prioritized by risk level.
   b. The individual is within thirty-six (36) months of release. Individuals who have Parole Board hearings and score average, above average or well above average risk to sexually reoffend shall be referred at the discretion of the Parole Board.
   c. The individual was excluded from the Comprehensive Sex Offender Program due to barriers that required services that cannot be reasonably obtained in the program but have resolved issues so that they can participate in the program. This determination shall be made at the incarcerated individual’s annual classification review. If they can participate in the Comprehensive Sex Offender Program, the individual shall be transferred to an institution with the program, and the director of Sex Offender Services shall be notified.

2. Incarcerated individuals who meet the following exclusionary criteria shall not be placed in the Comprehensive Sex Offender Program, as these criteria represent barriers beyond the scope of the program or require services that cannot be reasonably obtained in the program. These barriers include:
   a. Serious mental health issues that are not stabilized by a medication regimen.
   b. Significant health issues: This shall include incarcerated individuals who are designated on the Medical Classification Grid as Class 3 and Class 4.
   d. Intellectual impairment that impacts the individual’s ability to participate in cognitive-behavioral programming.
   e. Posing a risk to self or others as documented by a mental health professional.

3. If the incarcerated individual refuses to participate in the Comprehensive Sex Offender Program, the disciplinary process shall proceed as follows:
a. A designated Sex Offender Program staff person shall meet with the incarcerated individual(s) to discuss the policy, expectations regarding attendance and participation, and possible sanctions for non-compliance.

b. First Offense - If an incarcerated individual refuses to comply, the designated Sex Offender Program staff person or other appropriate individual shall issue a conduct report for “Refusal to carry out work or other institutional assignment” (Rule 22). A conviction of Rule 22 in this context may be disciplined with any of the following sanctions:

i. Limited privilege housing,
ii. Commissary restrictions,
iii. Package restrictions,
iv. Loss of audio/video equipment,
v. Money order restriction,
vi. Restrictions on offender funds incoming/outbound,
vii. Other sanctions as recommended by Sex Offender Program staff and/or hearing officer.

c. Second Offense - The Sex Offender Program staff person or other appropriate individual designated shall issue a conduct report for “Refusal to carry out work or other institutional assignment” (Rule 22). A conviction of Rule 22 in this context may be disciplined with any of the above sanctions following the steps of progressive discipline.

d. Third Offense - The Sex Offender Program staff person or other appropriate individual designated shall issue a conduct report for “Refusal to carry out work or other institutional assignment” (Rule 22). A conviction of Rule 22 in this context may be disciplined with any of the above sanctions following the steps of progressive discipline.

e. Fourth Offense - The Sex Offender Program staff person or other appropriate individual designated shall issue a conduct report for “Refusal to carry out work or other institutional assignment” (Rule 22) and there shall be a mandatory referral to the Rules Infraction Board (RIB) for disciplinary action.

f. Fifth Offense - The Sex Offender Program staff person or other appropriate individual designated shall issue a conduct report for “Refusal to carry out work or other institutional assignment” (Rule 22) and there shall be a mandatory referral to the Rules Infraction Board (RIB) for disciplinary action.

D. Comprehensive Sex Offender Programs

1. Comprehensive Sex Offender Programs are currently designated at the following institutions:
   - Belmont Correctional Institution
   - Chillicothe Correctional Institution
   - Grafton Correctional Institution
• Madison Correctional Institution
• Other institutions identified to provide the Comprehensive Sex Offender Program

2. Identification and Movement of Sex Offenders for the Comprehensive Sex Offender Program:
   a. In January and June of each calendar year, the director of Sex Offender Services/designee shall identify sex offenders who meet the criteria for the Comprehensive Sex Offender Program in each of the ODRC’s institutions that do not have sex offender programs.

   b. The director of Sex Offender Services shall compile a list of sex offenders who are required to participate in the program for each institution that does not have sex offender programs.

   c. The director of Sex Offender Services shall send the list to the managing officer’s administrative professional 4 and unit management chief of each respective institution. The director of Sex Offender Services shall also identify the institution to which the offenders are to be transferred for the Sex Offender Program.

   d. The appropriate staff at each institution shall initiate administrative transfer requests to move the identified sex offenders to the identified institution(s).

   e. For those institutions which have sex offender programs, the Sex Offender Program director shall maintain a database of offenders who are required to participate in the Sex Offender Program.

3. Comprehensive Sex Offender Programs shall have a structured Sex Offender Program Curriculum that is standardized for all programs. The curriculum shall direct all program interventions and activities. Any changes or modifications of the curriculum shall be approved by the director of Sex Offender Services.

4. Comprehensive Sex Offender Programs shall provide evidence-based sex offender-specific correctional programming that include:
   a. Program-specific assessment,
   b. Review of criminogenic factors that indicate a risk to sexually reoffend,
   c. Meeting with incarcerated individuals to review program expectations and requirements,
   d. Intervention plan (EHR Sex Offender Program Assessment - DRC5194, or electronic record),
   e. Group Intervention (EHR Sex Offender Program Session Summary - DRC5223, or electronic record) and individual intervention, when indicated,
   f. Intervention plan monitoring through scheduled program team reviews, and
   g. Program completion review and documentation (EHR Sex Offender Program Discharge Summary - DRC5226, or electronic record).

5. Comprehensive Sex Offender Programs shall be provided in one of two basic models/SETTINGS:
a. Group-Based Sex Offender Programs shall be provided for incarcerated individuals who live in different housing units within the prison. They will be scheduled for group intervention and other relevant program activities, as identified in the program handbook, with an assigned location at which program interventions shall be provided. Group-Based Sex Offender Programs shall utilize a collaborative approach in working with unit management staff to ensure consistent communication and to enhance the application of core correctional practices.

b. Unit-based Sex Offender Programs shall be provided for incarcerated individuals who reside in the same housing unit within the prison, as designated by the managing officer. Unit-Based Programs shall utilize the housing unit environment to ensure core correctional practices are incorporated in the housing unit and in the treatment program.

6. Sex Offender Programming for female sex offenders shall be provided at the Ohio Reformatory for Women (ORW). This programming shall be voluntary.

a. Staff conducting the sex offender program shall meet with incarcerated individuals who volunteer for the program to discuss program expectations, as well as the expectations of the incarcerated individuals that led them to volunteer for the program.

b. The program model shall be reviewed and approved by the director of Sex Offender Services.

E. Sex Offender Services Continuous Quality Improvement (CQI)

1. The purpose of CQI is to continuously move sex offender programs toward improved service delivery and more effective outcomes. Toward this end, CQI is designed to generate feedback to ensure that services are delivered, as set forth, and that program fidelity is continuously monitored.

2. Sex Offender Services shall provide a comprehensive system of internal review that:

a. Is implemented by the director of Sex Offender Services, Sex Offender Program administrators, the administrator of SORRC, and the institutional QICs to collect, analyze and trend defined data.

b. Results in the effective implementation of Evidence-Based Sex Offender Programs by maintaining fidelity to the program model, as defined in the Sex Offender Program Curriculum.

c. Uses CQI tools and techniques to identify, examine, and correct problems and improve processes in sex offender services.

d. Provides regular reviews of incarcerated individual informal complaints and grievances submitted to the Sex Offender Program to identify, examine, and correct problems and improve processes in Sex Offender Services.
3. Institutional Sex Offender CQI meetings shall occur monthly. The meeting shall be chaired by the Sex Offender Program director and all Sex Offender Program staff shall attend.

   Agenda items shall include:

   a. Review of the monthly report,
   b. Record reviews,
   c. Group facilitator evaluations,
   d. Informal complaints/grievances, and
   e. Other opportunities to improve processes, correct problems, and to enhance fidelity to the program model.

4. The results of the meeting shall be documented in Sex Offender Program CQI meeting minutes (DRC2561) and submitted to the director of Sex Offender Services and the institutional quality improvement coordinator by the 15th of the month.

5. There shall be a quarterly Sex Offender Services CQI meeting. In attendance shall be the director of Sex Offender Services, the Sex Offender Program directors, and the SORRC director.

   a. The agenda of the quarterly CQI meeting shall include:

      i. Review of active action plans (DRC5243),
      ii. Review/analysis of monthly reports (DRC5224),
      iii. Review/analysis of record reviews (DRC5264),
      iv. Review/analysis of group facilitator evaluations (DRC5227),
      v. Review of informal complaints and grievances, and
      vi. The development of new action plans, as indicated (DRC5243).

   b. The quarterly CQI meeting shall be documented in the CQI Quarterly Report (DRC5240).

6. Sex offender services CQI activities shall include:

   a. Sex Offender Program administrators and the administrator of SORRC shall conduct systematic reviews of the utilization of resources, focusing on the allocation of resources in the most cost-efficient manner, while maintaining the quality of care. Areas that shall be reviewed regularly include, but are not limited to:

      i. Number of incarcerated individuals in program,
      ii. Number/percentage assessed at high risk and assessed at medium-high risk,
      iii. Number of program-specific assessments completed,
      iv. Number of incarcerated individuals completing the program,
      v. Number of incarcerated individuals refusing the program,
      vi. Number of incarcerated individuals terminated,
      vii. Number of conduct reports issued in the program,
      viii. For SORRC: Number of incarcerated individuals for whom no PSI was ordered,
ix. For SORRC: Number of Comprehensive Sex Offender Assessments completed,
x. Number of grievances.

All utilization resource review information shall be entered in the Sex Offender Program Monthly Report (DRC5222) and the SORRC Monthly Report (DRC5224). Both monthly reports shall be submitted to the director of Sex Offender Services by the 15th of each month.

b. Sex Offender Program administrators shall schedule and conduct group facilitator evaluations using the Sex Offender Program Group Facilitator Evaluation (DRC5227) for their respective staff. Group Facilitator Evaluations (DRC5227) shall be conducted once a month for each staff.

c. Record reviews shall be conducted quarterly utilizing the Sex Offender Program File Review Worksheet (DRC5264). Five (5) files shall be reviewed quarterly and the findings shall be summarized for presentation at the Sex Offender Services quarterly CQI meeting.

d. Sex Offender Program administrators shall verify the licenses of applicable staff utilizing the on-line license verification centers provided by each board upon employment and every twelve (12) months thereafter.

F. Confidentiality

1. CQI records are confidential and privileged and shall not be disclosed to any person or entity except as provided by the specific exceptions, per ORC 5120.211.

2. All CQI records shall be marked as “confidential”.

The procedures contained within this policy shall always be executed in the EHR unless otherwise indicated. However, it is recognized that at times, access to hard copy forms may be necessary.

Referenced OCHC Protocols:

B-13 Evaluation for Functional Limitations Impacting Placement

Referenced Forms:

Sex Offender Program Monthly CQI Meeting Minutes [DRC2561]
Sex Offender Program In-Program Inmate Assessment [DRC5194]
Sex Offender Program Monthly Report [DRC5222]
Sex Offender Program Session Summary [DRC5223]
SORRC Monthly Report [DRC5224]
Sex Offender Program Discharge Summary [DRC5226]
Sex Offender Program Group Facilitator Evaluation [DRC5227]
Sex Offender Services CQI Quarterly Meeting Minutes [DRC5240]
Sex Offender Services CQI - Action Plan [DRC5243]
Sex Offender Program File Review Worksheet [DRC5264]