

POLICIES-C

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Crime Victims	PAGE 1 of 6 SECTION: 03-OVS-01
RULE/CODE REFERENCE: ORC 5149.101	SUPERCEDES: 212-01 Effective 12/28/01
RELATED ACA STANDARDS: 4-4393-1	EFFECTIVE DATE: November 22, 2004
RELATED AUDIT STANDARDS:	APPROVED: <i>Reginald A. Wilkinson</i>

I. **AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01, which delegates to the Director of the Ohio Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. **PURPOSE**

The purpose of this policy is to set forth a policy for the Ohio Department of Rehabilitation and Correction relating to crime victims.

III. **APPLICABILITY**

This policy applies to all employees of DRC, specifically to the staff of the Office of Victim Services and Victim Coordinators within the Institutions and Adult Parole Authority (APA) Offices.

IV. **DEFINITIONS**

- A. **Adult Parole Authority (APA) Fugitive Section:** The Section of the APA responsible for entering and maintaining all fugitive warrants.
- B. **Full Board Hearing:** Pursuant to Ohio Revised Code 5149.101, a hearing before the full Parole Board during which victims, inmate representatives, and local law enforcement, judges, and prosecutors may testify.
- C. **Institutional Panel Hearing:** A release consideration hearing wherein an inmate personally appears before a Parole Board panel for the purpose of the review and evaluation of available information and an assessment as to whether to release the inmate to community supervision.
- D. **Ohio Council on Victims Justice:** DRC Advisory Board composed of victim service providers, law enforcement, victims, and other stake holders, appointed by the Director to advise DRC on victim issues.

- E. **Victim**: A person who has been directly or indirectly impacted by a criminal act committed by an offender.
- F. **Victim Advocate**: A staff member of OVS whose job is to assist victims of offenders under the jurisdiction of DRC.
- G. **Victim Coordinator**: A staff member of one of DRC's institutions or APA offices appointed to specialize in victim services in addition to his/her regular duties.
- H. **Victim Notification Section**: Section within the OVS which handles registration and notification of victims regarding the status of the offenders for whom they are registered.
- I. **Victim Offender Dialogue**: A program that provides victims of a violent crime the opportunity for a structured, face-to-face meeting with the offender(s) of their crime in a secure, safe environment, in order to facilitate a healing and recovery process, per DRC Policy #03-OVS-01, Victim Offender Dialogue. Dialogue also focuses on the harm done to the victim and the offender's responsibility in the reparation of that harm.
- J. **Victim Impact Panels**: Presentations by one or more victims sharing their experiences for the purpose of allowing the audience to better understand victimization and to become aware of the long-term impact of crime on victims.
- K. **Victim Awareness Classes**: Classes offered within the institution and APA offices in which offenders participate to better understand the impact that crime has on victims.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure that victims are treated with respect and sensitivity, and that they are informed and considered in decisions related to their offenders' liberty. DRC shall support local, State and Federal efforts which promote victims' rights and the development of victim services programs. DRC's Office of Victim Services shall provide crisis intervention, support and advocacy for victims of crime and their families throughout the correctional process.

VI. PROCEDURE

- A. **Victim Notification**: OVS operates the Department's victim notification system. The names of victims who request so in writing are entered into the notification system to receive notice of upcoming parole hearings, inmate escapes and subsequent return to custody, inmate deaths, releases from prison to community supervision, and pending executions. Upon notification by an institution's Records Office, OVS also notifies victims when an inmate leaves the institution for court hearings, funerals, etc., Victims will also be notified of the outcome of any release consideration hearings conducted by the Parole Board. Victims are not notified when the offender transfers institutions.

- B. Victim Input Into Decision Making:** Once victims have received notice of an inmate's pending Parole Board hearing or release, they may share information with the Parole Board in the following manner:
1. **Victim Conference Day:** Through the OVS, the victim may schedule an appointment for Victim Conference Day, for an in-person or telephone conference with a Parole Board member or Hearing Officer, to share his/her concerns about the potential release of the inmate. Victim Conference Day is held prior to the Institution Panel Hearing.
 2. **Direct Submission of Materials to Parole Board:** At any time, victims are encouraged to submit relevant materials to the Parole Board, including video/audio tapes, photographs, letters, certificates, etc. These materials are kept on file in the OVS and forwarded to the Parole Board for use during its deliberations regarding the inmate's release consideration hearing.
 3. **Full Board Hearing:** When a Parole Board panel has made a recommendation for the release of an inmate, per Senate Bill 2, the OVS may petition the Board to conduct a Full Board Hearing. If the petition is accepted, the victim or his/her representative, and/or the prosecutor from the county in which the indictment against the offender was found, members of any law enforcement that assisted in the prosecution of the offense, and the judge or his/her successor from the Common Pleas court who imposed the sentence are invited to the hearing to make a presentation regarding the impact of the crime. While the offender is not present at the hearing, he/she does have representation.
 4. **Violation Hearing:** When an offender appears at a hearing regarding violation of parole, the victim is encouraged to be present and give testimony.
- C. Victim Searches:** It is the responsibility of the OVS to attempt to locate crime victims who are not registered with the victim notification system in the following circumstances:
1. If an inmate escapes from prison, OVS will make every effort to locate and notify the victim. If the victim is located, he/she will also be notified when the inmate is returned to custody.
 2. When OVS has received notice from the APA Fugitive Section that an offender has absconded from community supervision, OVS will attempt to locate the victims of certain endangering offenses as outlined in Policy 501-13, Violator at Large, to warn them of the offender's status.
 3. When the Parole Board requests victim information to assist in decision making.

When victim searches are necessary, the OVS shall explore such avenues as phone directory assistance, community victim assistance programs, prosecutors' offices, and the internet.

D. Public Information:

1. **Educational Presentations:** - Staff of OVS are actively involved in public speaking. Through public forums, seminars, workshops, training sessions, and radio and television interviews, OVS provides education regarding victims issues and services provided by OVS to victim advocacy groups, state and local public and private agencies, and the public at large.
2. **Dissemination of Information** - The OVS disseminates information to victim advocacy groups, state and local public and private agencies, and the public at large. Some methods for disseminating this information are as follows:
 - a. Informational pamphlets outlining the functions of OVS and listing other victim services available throughout the State.
 - b. A toll free number through which victims and/or their representatives may call OVS requesting information.
 - c. Mass mailings to advocacy groups.
 - d. Videos on such topics as functions of the Office of Victim Services, Life in Prison, Life under Supervision, and Victim Offender Dialogue.
- E. **Technical Assistance:** Upon request, OVS will provide technical assistance to other areas of DRC, state and local agencies, local advocacy groups, and others when available. Types of technical assistance include, but are not limited to, the following:
 - a. Pre-service and in-service victim sensitivity training to DRC employees as requested.
 - b. Assistance to agencies developing their own policies and procedures.
 - c. Assistance in developing crisis intervention strategies for state and local agencies.
 - d. Assistance to agencies developing their own Victim Offender Dialogue and Victim Awareness Programs.
- F. **Crisis Intervention:** Various points throughout the corrections process may create a crisis for victims. OVS staff intervene by providing emotional support and referrals for victims whenever requested.
 - a. Victims who are experiencing harassment or intimidation from inmates in prison or offenders under supervision in the community often request assistance. OVS, in conjunction with its Victim Coordinators, facilitates the resolution of these problems by working with either institutional or APA staff.
 - b. Victims who have received a threat or are otherwise fearful of an offender about to be released may call the OVS for assistance. OVS staff work with community victim advocates or other resources to help the victim develop a safety plan.

- G. Linkages:** OVS is a link between DRC and other state and community victim services providers. As such, the OVS is the focal point and liaison for all areas of DRC concerning victim issues. The following are some established linkages in which DRC is involved:
- a. The Office of Victim Services maintains a strong working relationship with the Attorney General's Crime Victim Section, THE OHIO DEPARTMENT OF HEALTH and the Victim Services Office at the Ohio Department of Youth Services to ensure effective, coordinated statewide services for victims of crime.
 - b. Ohio's 88 counties are divided among the Office's Victim Advocates who provide information and support to victims, as well as coordinate efforts with local victim services and criminal justice agencies. One advocate coordinates the Victim Awareness Program and the another the Victim Officer Dialogue Program, in addition to working in their assigned counties.
 - c. Each institution and APA Regional office shall have in place a Victim Coordinator. Some of the duties of these Coordinators, in addition to their normal duties, include serving as a liaison between OVS and their institution or APA office, providing in-service victim training, and providing information and referrals as appropriate to victims regarding institutional and community issues. Coordinators meet with OVS staff on a quarterly basis.
 - d. The Council on Victims Justice, created by Executive Order 96-03 and appointed by the DRC Director, is composed primarily of professionals from the criminal justice and victim services fields. The Council meets quarterly and advises OVS and DRC on victim issues.
 - e. OVS staff members serve as members and advisors on committees for a number of state agencies and associations, including, but not limited to the Ohio Department of Youth Services, Office of the Attorney General, Ohio Supreme Court, Office of Criminal Justice Services, Ohio Victim/Witness Association, Mothers Against Drunk Driving, and Parents of Murdered Children.
 - f. The Community Justice Victims Council is part of the Department's Community Justice Initiative, and includes both Department and community members. The Council advises the Department on such victims issues as victim-sensitive offender dialogue, inmate visitation, etc.
- H. Victim Offender Dialogue:** Victims can request that the OVS initiate victim offender dialogue, per DRC Policy #212-02, Victim Offender Dialogue. The OVS will review these requests, in coordination with the warden (if offender is incarcerated) or DPCS regional administrator (if offender on parole). Both the OVS and the warden or DPCS regional administrator shall approve these dialogues, ensuring that it is appropriate for both the victim and the offender. Trained mediators will facilitate the process.
- I. Executions:** Should a surviving family member of a homicide victim wish to witness the execution of the offender, staff of OVS would support the family member throughout this process. Surviving families may designate up to three witnesses, per DRC Policy 03-OVS-06

VII. CONFIDENTIALITY

PER ORC 5120.60G, INFORMATION PROVIDED TO OVS BY VICTIMS OR A VICTIM REPRESENTATIVE SHALL BE CONFIDENTIAL AND NOT CONSIDERED PUBLIC RECORD.

Except as provided by a law of this state or the united states, the department and the officers of its institutions shall keep confidential and accessible only to its employees, except by the consent of the department or the order of a judge or a court of record, the following:

- A. Information from or about specific crime victims; or information about who might be registered with victim notification; and
- B. Any information obtained by the department, its employees or agents during the course of the victim offender dialogue process. the department is not bound to confidentiality if a threat of physical harm is made or additional crimes are admitted to during the course of the victim offender dialogue process.

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE 1 of 4
Victim Involvement in the Execution Process	SECTION: 03-OVS-06 NUMBER:
RULE/CODE REFERENCE:	SUPERCEDES: 212-06 dated 7/17/03
RELATED ACA STANDARDS:	EFFECTIVE DATE: November 22, 2004
RELATED AUDIT STANDARDS:	APPROVED: <i>Reginald A. Wilkinson</i>

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code §5120.01 which delegates to the Director of the Department of Rehabilitation and Correction authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

To establish procedures that provide for the involvement of survivors of victims of death row inmates during the process of implementing the death penalty.

III. APPLICABILITY

This policy applies to all DRC staff who might be involved in the execution of an inmate and/or crime survivors of victims of capital crimes.

IV. DEFINITIONS

- A. **Closed Circuit Viewing:** Alternative method of viewing executions in a location separate and apart from the death house witness areas, involving closed circuit television connection from the death chamber to another location staged for viewing. At no time are these procedures videotaped or electronically broadcast beyond the perimeter of the prison grounds.
- B. **Office of Victim Services (OVS):** Oversees the implementation of programs, procedures, and policies to ensure that the rights of crime victims of offender's under the jurisdiction of DRC are enforced. OVS also provides educational services to department staff as well as the community regarding crime victims.
- C. **Crime Victim:** A person who has been directly or indirectly impacted by a criminal act committed by an offender.
- D. **Immediate Family of the Victim(s):** For purposes of this policy, "close relative" or "immediate family" of the victim is defined as the following:

1. The spouse of the victim at the time of the victim's death;
2. The parent or stepparent of the deceased victim;
3. An adult brother, sister, child or stepchild of the deceased victim;
4. Another individual with a close relationship to the deceased victim, approved by the Director or his/her designee.

E. **Victim Witnesses:** Those individuals, designated by the immediate family of the victim(s) who witness the execution.

V. POLICY

It is the policy of the Department of Rehabilitation and Correction (DRC) to keep the relatives of the victim(s) apprised of all procedures and actions related to the imposition of the death sentence, if they request such participation.

VI. PROCEDURE

- A. This includes notification by the OVS of the offender's application for Pardon or Clemency at the time of the application, and pending hearing to review such application. Notice of any hearing shall be given to any requesting victim or survivor within 21 days prior to the hearing. Regardless of the opinion of the victim(s) family members have regarding the death penalty, and what outcome they are seeking, OVS shall work with them as requested to insure that their voices are heard throughout the clemency process
- B. OVS shall be notified of scheduled or pending executions approximately 30 days prior to the scheduled execution date, in accordance with policy 001-09 (Execution). If there are no close relatives of the deceased victim(s) in the confidential victim notification database, OVS shall review the offender's file in an attempt to locate a close relative of the deceased victim(s).
- C. Per Administrative Regulation 5120-9-54 and DRC Policy 001-09, no more than three witnesses for the execution may be designated by the victim's family. The OVS shall be responsible for processing requests to witness an execution from the close relatives of the deceased victim(s) and work in conjunction with the Warden at SOCF to approve the final witness list. It is the responsibility of the close relatives to notify the OVS of address or name changes. The victim witnesses may bring additional support persons with them on the day of the execution. These support persons will remain in the designated waiting area for victim representatives and do not witness the execution.
- D. If the person(s) requesting to witness an execution is not a close relative of the deceased victim(s), did not have a close relationship to the deceased, or the deceased is not the victim of the instant offense, or the individual has not been designated by a close relative of the deceased victim, OVS shall inform them that they are not permitted to witness the execution.
- E. In the event there were other homicides that were not prosecuted, the surviving family members of those victims may be permitted by the warden to view the execution via closed circuit. The warden

shall consider the nature of the crime and other relevant information pertaining to the case in order to make this decision.

- F. In the event there were multiple victims for which the death sentence was given, there may be special consideration granted by the warden to permit participation as witnesses. Each family permitted to view an execution for multiple death sentences would be permitted to designate up to three witnesses, but only a maximum of 6 victim witnesses will be permitted in the actual viewing area of the death house. The remaining witnesses shall witness via closed circuit viewing.
- G. OVS shall notify close relatives that a stay of execution is always possible, which would void the pending execution date.
- H. The OVS shall meet with the attending relatives/witnesses to discuss their role and expectations for the day of the execution. The OVS shall make available to designated victim witnesses resources that may assist them in preparation to enter the SOCF facility and view the execution. (ie: "Execution Chamber Tour" video), policies or other information regarding the execution process.
- I. In compliance with Policy 001-09, at least seven days prior to the scheduled execution, the OVS shall provide the names of the three designated victim witnesses and any attending family members who will accompany the witnesses to the prison, to the SOCF Warden, the public information office, and other DRC staff needing this information. Included in this information is the name of any OVS staff who will be accompanying the victim and other attending relatives/witnesses to the prison during the execution.
- J. On the day of the execution, the attending relatives/witnesses shall meet at a pre-determined location outside the prison and travel together to the institution one hour prior to the scheduled execution. There will be a special parking space designated for attending relatives/witnesses. The Victim Coordinator at the institution will assist with the escorting, along with OVS staff, of any victim witnesses or attending relatives while they are inside the institution.
- K. The family should be made aware of any death penalty opponents who might be on the grounds or outside the fence conducting protests. DRC staff should take all precautions to ensure that the attending relatives are not harassed or intimidated.
- L. Once inside the institution, the attending relatives/witnesses shall be taken to a pre-determined waiting area separate from the media and offender family witnesses.
- M. The OVS will, upon the request of the relatives, and with approval of the DRC public information office, assist the relatives in their contacts with the media. If OVS is contacted by representatives of the media requesting contact with the victim's family, OVS staff shall inform the DRC public information office and contact the victim's family informing them of the request. OVS shall not be directly involved in a media interview on behalf of the victim's family, representing them or their opinion about the case. If the relatives do not wish to speak with the media, DRC staff shall inform the media, at least while they are at the prison. Those wishing to speak with the media should be allowed to do so in the designated media briefing area arranged by DRC the day of the execution.

OVS staff shall have the right to end any media interviews at any time with DRC public information office assistance.

N. In the event that the surviving family members of the victim(s) do not choose to witness the execution, the staff of OVS shall continue to provide support services to the family as requested.

SPECIAL CONDITIONS:

In an emergency situation or extended disruption of normal institutional operation, any provision or section of this policy may be suspended by the Director or his/her designee for a set period of time:

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Reception Admission Procedures Female Death Row Inmates	PAGE <u>1</u> OF <u>1</u>
	NUMBER: 52-RCP-03
RULE/CODE REFERENCE:	SUPERSEDES: 301-03 dated 07/12/2000
RELATED ACA STANDARDS: 3-4272 and 3-4273	EFFECTIVE DATE: June 23, 2003
RELATED AUDIT STANDARDS:	APPROVED: <i>Reginald Q. Wilkinson</i>

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish standard admission procedures regulating the acceptance and initial processing of female death row inmates at the Ohio Reformatory for Women.

III. APPLICABILITY

This policy applied to all employees of the Ohio Department of Rehabilitation and Correction, specifically to those employees at the Ohio Reformatory for Women. The policy also applies to those female inmates sentenced to death under Ohio law.

IV. DEFINITIONS

Death Row Inmate: All female inmates sentenced to death under Ohio law.

Death Row: A housing area at the Ohio Reformatory for Women that has been designated by the Director of the Department of Rehabilitation and Correction to house female inmates who are committed to the Department with a sentence of death.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to provide secure housing for all female offenders sentenced to death under Ohio law. All such inmates shall be confined at the Ohio Reformatory for Women while awaiting execution of their sentence.

VI. PROCEDURE

- A. Female offenders sentenced to death shall be received and confined at the Ohio Reformatory for Women. The Warden shall immediately be notified upon the inmate's arrival at the facility.
- B. Records Office staff and/or the Warden's designee shall personally review the commitment paperwork to determine the inmate's appropriate commitment status. The Ohio Reformatory for Women will issue an institutional number to the inmate.
- C. The death row inmate shall be segregated and escorted through the reception program by the Reception Security Supervisor. The Reception Process will be followed in accordance with the procedures outlined in Department Policy 301-01, Reception Admission Procedures.
- D. After the death row inmate has completed processing, the inmate will be admitted to an area designated for Death Row at the Ohio Reformatory for Women. The cell assignment will be made to the unit housing death row inmates.

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: RECEPTION ADMISSION PROCEDURES: MALE DEATH ROW INMATES	PAGE <u>1</u> OF <u>3</u> NUMBER: 52-RCP-02
RULE/CODE REFERENCE:	SUPERSEDES: 52-RCP-02 Dated: 7/12/00
RELATED ACA STANDARDS: 4-42852 AND 3-4286	EFFECTIVE DATE: May 5, 2006
RELATED AUDIT STANDARDS:	APPROVED: <i>Ronald A. Wilkinson</i>

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish standard admission procedures regulating the acceptance and initial processing of male death row inmates at either the Correctional Reception Center or the Lorain Correctional Institution.

III. APPLICABILITY

This policy applies to all employees of the Department of Rehabilitation and Correction (DRC), specifically to employees at the Correctional Reception Center (CRC) and the Lorain Correctional Institution (LORCI). This policy also applies to those male inmates sentenced to death under Ohio law.

IV. DEFINITIONS

- A. Death Row Inmate – All male inmates sentenced to death under Ohio law.
- B. Death Row – A housing area at the OHIO STATE PENITENTIARY (OSP) that has been designated by the Director of the Department of Rehabilitation and Correction (DRC) to house male inmates who are committed to DRC with a sentence of death.

V. POLICY

The Correctional Reception Center (CRC) and the Lorain Correctional Institution (LorCI) shall serve as the reception centers for all males committed to DRC with a sentence of death under Ohio law.

VI. PROCEDURES

- A. Prior to transport, counties should notify the Warden and Record Office of the date of transport of a death row inmate. The Reception Security Supervisor or Shift Supervisor should immediately notify the Warden's Office and the Reception Coordinator at either CRC or LorCI when a death row inmate is received.
- B. The Records Office Staff or the Warden's designee shall personally review the commitment papers to ensure they are certified, valid and accurate. The inmate shall also be assigned an institutional number.
- C. The Warden's Office at OSP will be notified by the Warden's Office at either CRC or LorCI of the pending transportation of a death row inmate. All transportation and transfer arrangements will be coordinated through the respective Warden's Offices. The Bureau of Classification will be notified, and an Administrative Transfer Request Form (DRC2003) will be completed and approved by the Bureau of Classification.
- D. All inmate personal property will be inspected for contraband. Items determined to be contraband will be processed in accordance with DRC Policy 310-SEC-43, Handling and Disposition of Property. All other personal items shall be handled and processed in accordance with DRC policy 61-PRP-01, Inmate Personal Property.
- E. The Reception Security Supervisor or Shift Supervisor will notify the Medical Department of the death row inmate's arrival in order that a medical examination in accordance with DRC Policy 52-RCP-06, Reception Intake and Medical Screening, can be conducted. The Medical Department shall also conduct DNA testing in accordance with DRC Policy 52-RCP-05, DNA Sample.
- F. The Reception Security Supervisor or Shift Supervisor will notify the Mental Health Department in order to conduct an initial mental health screening in accordance with DRC Policy 67-MNH-03, Mental Health Evaluation.
- G. The death row inmate shall be escorted through the reception process by the Reception Security Supervisor, in accordance with the procedure outlined in DRC Policy 52-RCP-01, Reception Admission Procedures.
- H. The death row inmate will complete identification functions in accordance with DRC POLICY 52-RCP-01, Reception Admission Procedures.
- I. The death row inmate shall be dressed in clothing assigned for transportation to OSP and will be issued shoes and underwear from clothing issue. Transfers to OSP will occur within 24 hours after arrival at CRC or LORCI.
- J. The Reception Security Supervisor or his/her designee will notify the respective warden's Office when the death row inmate has completed processing and in route to OSP.

- K. The CRC or LORCI Warden or designee will notify OSP of the estimated time of arrival of the death row inmate. Details of the inmate's status will be provided to the OSP warden at that time.

- L. The death row inmate's master file, including relevant medical and mental health information, shall accompany the inmate to OSP. The Record Office staff at either CRC or LORCI will fax a copy of the front of the master file to the Record Office at OSP prior to the inmate's arrival for death row placement.

STATE OF OHIO



DEPARTMENT OF REHABILITATION AND CORRECTION

SUBJECT: RECEPTION ADMISSION PROCEDURES: DEATH ROW INMATES	PAGE <u>1</u> OF <u>3</u> NUMBER: 52-RCP-02
RULE/CODE REFERENCE:	SUPERSEDES: 52-RCP-02 dated 5/5/2006
RELATED ACA STANDARDS:	EFFECTIVE DATE: November 28, 2007
RELATED AUDIT STANDARDS:	APPROVED: <i>Tony J. Allison</i>

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish standard admission procedures regulating the acceptance and initial processing of death row inmates at the Correctional Reception Center (CRC), the Lorain Correctional Institution (LORCI), or the Ohio Reformatory for Women (ORW), and to establish standard procedures regulating the initial transfer of male death row inmates from either CRC or LORCI to the Ohio State Penitentiary (OSP) or the Mansfield Correctional Institution (MANCI).

III. APPLICABILITY

This policy applies to all employees of the Department of Rehabilitation and Correction (DRC), specifically to employees at CRC, LORCI, and ORW. This policy also applies to those inmates sentenced to death under Ohio law.

IV. DEFINITIONS

Death Row Inmate – All inmates sentenced to death under Ohio law.

Death Row – (1) A housing area at OSP that has been designated by the Director of the Department of Rehabilitation and Correction to house male inmates who are committed to the Department with a sentence of death; (2) A housing area at MANCI that has been designated by the Director of the Department of Rehabilitation and Correction to house male inmates who are committed to the Department with a sentence of death who are determined to be seriously mentally ill, pursuant to the criteria set forth in the Department's Bureau of Mental Health's Standard Operating Procedure Number 2, or whose medical needs are inconsistent with assignment to OSP, pursuant to the Department Policy 68-MED-13, Medical Classification; or (3) A housing area at ORW that has been designated by the Director of the Department of Rehabilitation and Correction to house female inmates who are committed to the Department with a sentence of death. Death Row is also a reference to a housing status for inmates sentenced to death; it is not a security classification.

V. POLICY

CRC and LORCI shall serve as the reception centers for all males committed to the Department of Rehabilitation and Correction with a sentence of death under Ohio law. ORW shall serve as the reception center for all females committed to the Department of Rehabilitation and Correction with a sentence of death under Ohio law.

VI. PROCEDURES**A. ACCEPTANCE AND INITIAL PROCESSING OF DEATH ROW INMATES.**

1. Prior to transport, counties should notify the Warden and Record Office of the date of transport of a death row inmate. The Reception Security Supervisor or Shift Supervisor should immediately notify the Warden's Office and the Reception Coordinator at CRC, LORCI, or ORW when a death row inmate is received.
2. The Records Office Staff or the Warden's designee shall personally review the commitment papers to ensure they are certified, valid and accurate. The inmate shall also be assigned an institutional number.
3. All inmate personal property will be inspected for contraband. Items determined to be contraband will be processed in accordance with DRC Policy 310-SEC-43, Handling and Disposition of Property. All other personal items shall be handled and processed in accordance with DRC policy 61-PRP-01, Inmate Personal Property.
4. The Reception Coordinator or Shift Supervisor will notify the Medical Department of the death row inmate's arrival in order that a medical examination in accordance with DRC Policy 52-RCP-06, Reception Intake and Medical Screening, can be conducted. The Medical Department shall also conduct DNA testing in accordance with DRC Policy 52-RCP-05, DNA Sample.
5. The Reception Coordinator or Shift Supervisor will notify the Mental Health Department in order to conduct an initial mental health screening in accordance with DRC Policy 67-MNH-03, Mental Health Evaluation.
6. The death row inmate shall be escorted through the reception process by the Reception Coordinator or Shift Supervisor, in accordance with the procedure outlined in DRC Policy 52-RCP-01, Reception Admission Procedures.
7. The death row inmate will complete identification functions in accordance with DRC policy 52-RCP-01, Reception Admission Procedures. The Death Row Inmate will not be assigned a security classification, but will be designated as "Death Row" status.

B. TRANSFER OF MALE DEATH ROW INMATES.

1. The Warden's Office at either OSP or MANCI will be notified by the Warden's Office at either CRC or LORCI of the pending transportation of a death row inmate. All transportation and transfer arrangements will be coordinated through the respective Warden's Offices. The

Bureau of Classification will be notified, and an Administrative Transfer Request Form (DRC2003) will be completed and approved by the Bureau of Classification.

2. The death row inmate shall be dressed in clothing assigned for transportation to OSP or MANCI and will be issued shoes and underwear from clothing issue. Transfers to OSP or MANCI will NOT occur prior to completion of the mental health screening referenced above.
3. The Bureau of Classification will notify the respective warden's Office when the death row inmate has completed processing and in route to OSP or MANCI.
4. The CRC or LORCI Warden or designee will notify OSP or MANCI of the estimated time of arrival of the death row inmate. Details of the inmate's status will be provided to the OSP or MANCI Warden at that time.
5. The death row inmate's master file, including relevant medical and mental health information, shall accompany the inmate to OSP or MANCI. The Record Office staff at either CRC or LORCI will fax a copy of the front of the master file to the Record Office at OSP or MANCI prior to the inmate's arrival for death row placement.